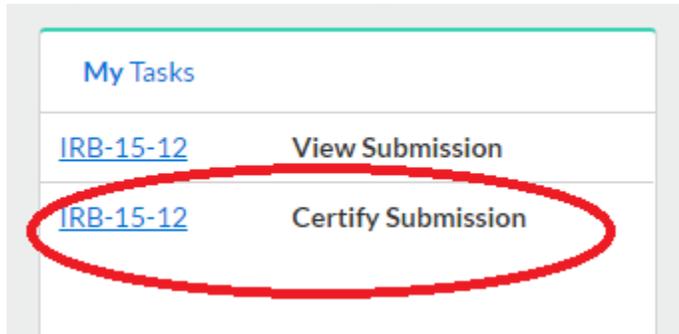
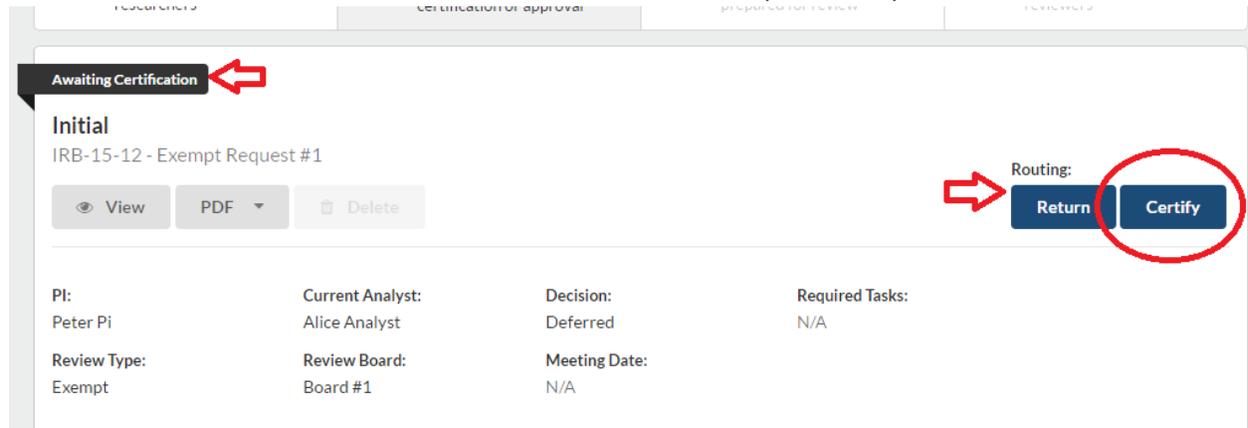


How to Certify Your Student's Protocol

- Students may create new studies or modify those which have already been approved by the IRB. In the Cayuse system, faculty members act in the role of “Principal Investigator” (PI) and students undertake the role of “Primary Contact” (PC). PCs submit applications to the PI. The PI can certify the application to route it to the IRB for review and approval, or return it back to the PC for correction.
- Log into your Cayuse account <http://american.cayuse424.com/rs/irb> and go to your Dashboard.
- View your Tasks in the middle of the page. If your student has finished filling out their protocol forms, it will have been sent to you for certification and it will show up in your Tasks:



- Click on it and it will send you to a detailed description of the protocol submission. Notice the status in the upper left, and then the Routing options on the right.
- You will be taking responsibility for initial oversight of the student's conduct in the study. It is expected that you have an understanding of the methodology and instruments proposed within the application. Click the “View” button to review the submission before you click “Certify”. Attachments such as informed consent documents will open in a separate window.



- If the study is not ready for IRB review, you may send it back to the student by clicking “Return” instead of “Certify”.

- You will be given a prompt. Read over it and then click “Confirm”.

Certify



I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.

- You will be taken back to view the study but it will now be updated to say “Under Pre-Review” and under Research Team it will say that you certified it and when. Now all you can do is wait for the IRB.

Under Pre-Review ←

Initial

IRB-15-12 - Exempt Request #1

PI: Peter PI Current Analyst: Alice Analyst Decision: Deferred Required Tasks: N/A

Review Type: Exempt Review Board: Board #1 Meeting Date: N/A

Approvals Task History Letters

Research Team

Name	Role	Result	Date
Peter PI	Principal Investigator	Certified	09-01-2016 10:56 AM