

Does My Project Require IRB Review? How to Submit a Questionnaire for an IRB Determination

The questionnaire must be completed by nursing students conducting QA/QI projects and instructors who assign research projects in their classes. It is recommended for all investigators, especially those whose projects do not neatly fall in the category of human subjects research, or require an IRB determination by their department, a funding agency, or a publisher.

Log In

Go to [Cayuse IRB](http://govst.cayuse424.com) at govst.cayuse424.com. Use your GSU username and password to log in. Once logged in, choose the **Cayuse IRB** site link.

Top Banner

The top banner contains current announcements from IRB. After reviewing the announcement, click close to dismiss the banner.

My Role

If you have more than one role in Cayuse IRB, choose your role from the dropdown menu.

Entering a New Study

1. Choose **NEW STUDY** button on the top right.
2. Study Details: **Enter Study Title** and click the blue check mark.
3. The system automatically assigns an IRB project number.
4. Project numbers are formatted by IRB-FY2018-###.
5. Choose **NEW SUBMISSION** button at the top right of the screen to complete a new study (protocol).
6. Choose the **Initial Submission** from the dropdown menu.

Submission Details Screen

7. The Submission Details screen automatically opens.
8. Click **Edit** to open a submission form.
9. **Submission Information:**
 - a. Primary Contact
 - i. Your name automatically populates. If you need to change the primary contact, use the FIND PEOPLE button and choose only one person. **Can be a student**, but do not add your department chair unless they are involved in the project.
 - b. Principal Investigator/Project Director (PI/PD)

Institutional Review Board

- i. Use the FIND PEOPLE button and choose one person who is eligible to be PI/PD at GSU. If you are a student, insert the faculty member's name as PI.
- 10. What Type of Activity is this Submission for: Choose "Applying for determination that this project does not require oversight by the GSU IRB only"**
11. Answer additional questions about the consent form, funding, and multi-institutional research.
- 12. Click Proceed to open QUESTIONNAIRE.**

Questionnaire

1. Work your way through the information required.
2. When all items are complete, click the **SAVE** button at the top right of the page.
- 3. On the left task menu, click on Ready to Submit.**
- 4. Click Yes** to confirm submission.
5. Scroll to the bottom of the page, and click on **Certify**. If you are brought to the Submission Details screen, click the **Certify** button.
6. Then **Confirm** your certification.
- 7. Wait for a Letter of Determination from the IRB.**

Questions? Comments?

Contact the IRB at irb@govst.edu or 708-534-4987.