

GOVERNORS STATE UNIVERSITY
INSTITUTIONAL REVIEW BOARD

How to Submit a Modification to the Approved Protocol in Cayuse

In Cayuse IRB your project is organized around a Study record, which acts like a folder containing various Submission records. The first submission always details the protocol and represents the initial approval/exemption process. That first submission will either be a Legacy Submission (if this was a pre-loaded study) or an **Initial Submission**, if it was created from scratch in Cayuse IRB.

Once the Initial Submission is approved, several new submission types become open to the research team. In the Study Details page, which shows the overview of the study, there is that same blue **[+ New Submission]** button in the upper-right corner. Clicking on that will reveal a dropdown menu with your options, which should include: **Modification, Renewal, Incident, and Closure.**

Modification is the most common submission type, this is how you would request a change to your protocol. The same as your Initial submission, creating a modification will take you to the Submission Details screen of the newly created submission where you can click the Edit button or any of the task items to get into the actual forms. After the protocol is modified, certification by the PI (and potentially Co-PIs) is required for any submission to proceed to review.

NOTE: Do not implement any changes in the study until the review process is completed and your modification is approved by the IRB.

STREP BY STEP INSTRUCTIONS:

1. Log-in to Cayuse IRB <https://govst.cayuse424.com>
2. Under **My studies** on the left, select the study that you want to modify
3. The **Study Details** screen will open
4. Click on the **+ New Submission** button in the upper right corner
5. From the drop down menu, choose **Modification**
6. You will be taken to the **Submission Details** screen
7. Click **Edit** to open your approved protocol
8. Make changes in the protocol
9. When you are finished click on **Complete Submission**
10. You will then be redirected to the certification page
11. Click **Certify**
12. After you have certified, the submission should appear **Under Pre-Review** on your dashboard, which means it's with the IRB office. You and any co-PIs should receive an email confirmation of the action and submission type you did.