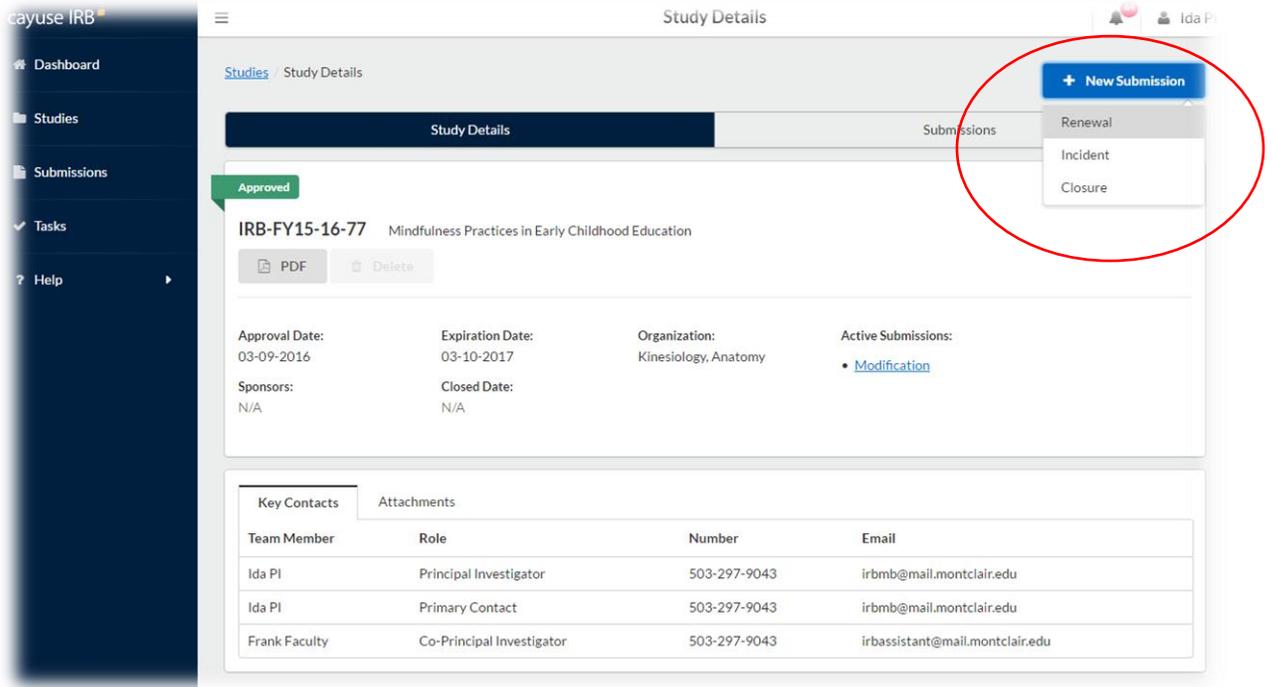


Cayuse IRB

Quick Directions for Renewal Submission

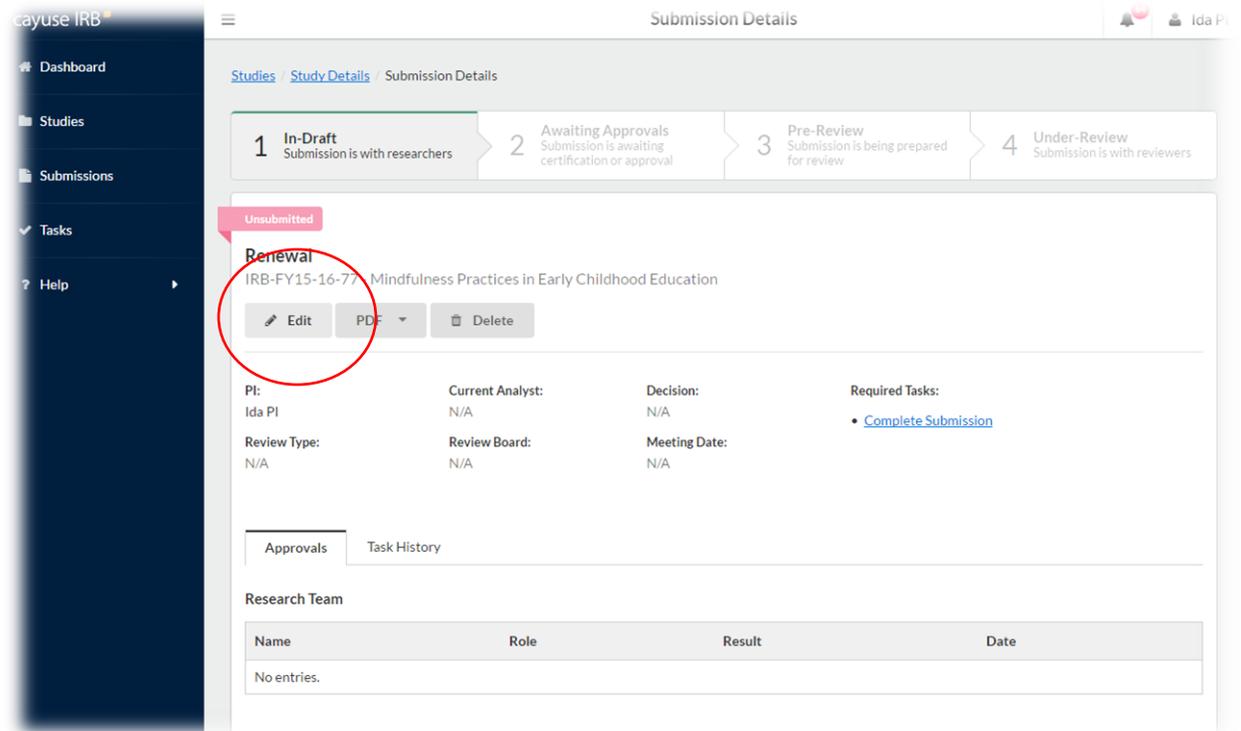
1. Log in to Cayuse <https://govst.cayuse424.com> and click Cayuse IRB.
2. Locate your study by clicking "Studies" on the left sidebar.
3. Click "New Submission" on your Study Details page and select "Renewal"



The screenshot shows the 'Study Details' page for 'IRB-FY15-16-77 Mindfulness Practices in Early Childhood Education'. The 'New Submission' button is circled in red, and the 'Renewal' option is selected in the dropdown menu. The page displays various submission details and a table of key contacts.

Team Member	Role	Number	Email
Ida PI	Principal Investigator	503-297-9043	irbmb@mail.montclair.edu
Ida PI	Primary Contact	503-297-9043	irbmb@mail.montclair.edu
Frank Faculty	Co-Principal Investigator	503-297-9043	irbassistant@mail.montclair.edu

4. Click "Edit" to begin the submission.



The screenshot shows the 'Submission Details' page for 'IRB-FY15-16-77 Mindfulness Practices in Early Childhood Education'. The 'Edit' button is circled in red. The page displays a progress bar with four stages: 1 In-Draft, 2 Awaiting Approvals, 3 Pre-Review, and 4 Under-Review. The submission is currently in the 'In-Draft' stage.

Name	Role	Result	Date
No entries.			

5. You will use the arrows in the upper right hand corner to navigate through the submission as you would for an initial submission. Click save at any time to leave Cayuse IRB and complete your submission at a later time.

The screenshot shows the Cayuse IRB submission interface. At the top, it displays 'My Role: Researcher' and the user's name 'Harry Potter'. The main header includes 'STUDY | IRB NUMBER: IRB-FY15-16-41' and the title 'A Sample Study - Initial'. Navigation buttons for 'CREATE PDF', 'COMPARE', and 'SAVE' are visible, along with left and right arrows. A sidebar on the left lists sections: Personnel (with a green checkmark), Activity (highlighted in green), Study Information, Assurances, Study Population, Study Procedures, Study Design, Funding, Conflict of Interest (COI), and Attachments. The main content area shows the 'Activity' section with the question 'What type of activity is this submission for?' and two radio button options: 'Research Study' (selected) and 'Activities Without a Plan to Conduct Research (Case Study, Secondary Data Analysis of publicly available datasets, or Quality Improvement project) requiring Human Subjects Research determination.' Under 'Research Study', there is a sub-question 'Is this a multi-institutional study?' with 'Yes' and 'No' radio buttons.

6. When you complete the section, a green check mark will appear on the sidebar.
7. When the submission is complete, the options to "Complete submission" and "send to PI for certification" will appear in the sidebar. You can click Complete Submission on the sidebar if you are the PI. Student researchers must send the submission to the PI.
8. If you are the PI, certify the submission by clicking "certify." Read the pop-up statement and confirm. The submission must be certified for IRB staff to begin the review process.