

Cayuse IRB

Reviewing a Submission:
Quick Guide for IRB Members



THE UNIVERSITY OF
SOUTHERN MISSISSIPPI



My Role: Analyst

Change "My Role" to analyst.
Change "Submissions that are" to assigned to me.

+ New Study



25
In-Draft



19
Awaiting Authorization



21
Pre-Review



15
Under Review

Submissions that are **Unassigned**

IRB-19-12	Complex networks of Social Media
IRB-19-11	Complex Networks of Social Media
IRB-19-10	The relationship between weather and student class attendance
IRB-19-9	The effects of weather of student attendance
IRB-19-8	exmample

View All

My Tasks

IRB-19-12	Assign Analyst
IRB-19-11	Assign Analyst
IRB-19-10	Assign Analyst
IRB-19-9	Assign Analyst
IRB-18-90	Complete Analyst Pre-Review

View All

Submissions by Type

Initial	75
Withdrawal	4
Modification	4
Renewal	1
Incident	1
Closure	1
Legacy	3

Submissions under review



1
Full Board Reviews

Studies Expiring in 30 days

My Meetings

April 2019								
<	Sun	Mon	Tue	Wed	Thu	Fri	Sat	>
	31	01	02	03	04	05	06	
	07	08	09	10	11	12	13	

My Role: Analyst

Click on the submission assigned to you that you wish to review..

+ New Study



25
In-Draft



19
Awaiting Authorization



21
Pre-Review



15
Under Review

Submissions that are Assigned to me

[IRB-19-12](#) Complex networks of Social Media

View All

My Tasks

- [IRB-19-12](#) Assign Analyst
- [IRB-19-11](#) Assign Analyst
- [IRB-19-10](#) Assign Analyst
- [IRB-19-9](#) Assign Analyst
- [IRB-18-90](#) Complete Analyst Pre-Review

View All

Submissions by Type

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Click on "Review"



Under Pre-Review

Initial

IRB-19-7 - This is an example

Review PDF Delete Checklist

Routing: Return Proceed

PI:
Nurse 17

Current Analyst:
Samuel Bruton

Decision:
N/A

Policy:
Pre-2018 Rule

Required Tasks:
[Assign Review Type/Board](#)

Review Type:
N/A

Review Board:
N/A

Meeting Date:
N/A

Approvals Task History

Research Team

Name	Role	Result	Date
Nurse 17	Principal Investigator	Certified	01-22-2019 10:59 AM

Sections <

- Southern Miss Hum... ✓
- Sorting ✓
- Investigator Informa... ✓
- Comprehensive Revi... ✓
- Comprehensive Revi... ✓
- Research Classificati... ✓

Comprehensive Review Research Procedures

• c.1 Briefly describe the project and its goal(s) in two to three paragraphs.

example
If you find something that needs to be clarified click on the
“Add Comment” then “Save Comments”.
Once you save the comment ensure that you change the visibility to
“Unrestricted”

+ Add Comment Today at 10:28 AM Visibility: Unrestricted ▾

B I U [Icons for link, image, list, indent] [Image icon]

[Text input field]

SAVE COMMENT

When finished reviewing, click on “Study”.

The screenshot displays a web-based IRB review interface. At the top left, a navigation bar includes a button labeled "STUDY" which is circled in red, followed by the text "IRB NUMBER: IRB-19-7" and "This is an example - Initial". To the right of this bar are buttons for "SHOW CHECKLIST", "CREATE PDF", "COMPARE", and "SAVE", along with left and right arrow navigation icons. On the left side, a dark blue sidebar lists several sections, each with a green checkmark: "Southern Miss Hum...", "Sorting", "Investigator Informa...", "Comprehensive Rev...", "Comprehensive Rev...", and "Research Classificati...". The main content area features a heading "Comprehensive Review Research Procedures" in teal. Below this heading is a red bullet point labeled "c.1" with the instruction "Briefly describe the project and its goal(s) in two to three paragraphs." A large text input box contains the word "example". Underneath the input box is a "Collapse Comments" button. A comment is visible, dated "Today at 10:28 AM" with a "Visibility: Unrestricted" dropdown. The comment text reads "Please write out what this means." and includes a blue "Edit Reply" link. A grey box labeled "Feedback Requested" is positioned above a rich text editor toolbar containing icons for bold, italic, underline, strikethrough, bulleted list, numbered list, link, and image. Below the toolbar is a text input field with a green cursor. At the bottom of the comment area is a "SAVE COMMENT" button.

Click on "Return" if clarifications or changes are needed.



Under Pre-Review

Initial

IRB-19-7 - This is an example

Review PDF Delete Checklist

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Decision:
N/A

Policy:
Pre-2018 Rule

Required Tasks:
• [Assign Review Type/Board](#)

Review Type:
N/A

Review Board:
N/A

Meeting Date:
N/A

Approvals Task History

Research Team

Name	Role	Result	Date
Nurse 17	Principal Investigator	Certified	01-22-2019 10:59 AM

Click on "Confirm" to return submission to PI.

Submission Details

Menu Studies Study Details Submission Details

In-Draft
Submission is with researchers

Awaiting Authorization
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Under Pre-Review

Initial
IRB-19-12 - Complex networks of Social Me

Review PDF

Routing: Return Proceed

PI: Nurse 50
Current An *Joe No


Review Type: Expedited
Review Bos Sacco (Exe

Approvals Task History

Research Team

Name	Role	Result	Date
Nurse 50	Principal Investigator	Certified	04-09-2019 2:40 PM

Proceed to Reviewers



Are you sure you want to continue?

Cancel **Confirm**

Sections <

- Southern Miss Hum... ✓
- Sorting ✓
- Investigator Informa... ✓
- 1** Comprehensive Review Re... ✓
- Comprehensive Revi... ✓
- Research Classificati... ✓

Southern Miss Human Subjects Research Application

Use Cayuse IRB to apply for IRB review. IRB approval is required for all human subjects research projects. Data collection cannot begin until a formal approval letter from the chair of the IRB has been received.

In order for your application to be complete, you will need to attach all necessary forms identified. This includes:

- consent form(s) or scripts,
- additional required documents, such as research instruments, recruitment materials, and external permission letters (if applicable).

CITI certificates are now only accepted through CITI integration. All investigators must still have an active (non-expired) CITI certificates for both the Common Core Course and Human Subjects Research Course.

Review the information included on the sample consent forms and the FAQ section of the IRB website: <http://www.usm.edu/research/IRB>

Once PI makes requested changes and the study is returned back to you, you can see what changes have been made.

To compare the previous submission with the new one, click "compare."

This is an example of compare. Click on “View Submission” to return to normal view.

[← VIEW SUBMISSION](#) Comparison: IRB-19-7 (Initial) ← →

PREVIOUS SUBMISSION CURRENT SUBMISSION

← PREVIOUS DIFF NEXT DIFF → 1

Sections <

- Southern Miss Hum... 0
- Sorting 0
- Investigator Informa... 0
- Comprehensive Revi... 1
- Comprehensive Revi... 0
- Research Classificati... 0

* c.1 Briefly describe the project and its goal(s) in two to three paragraphs.

example

Real answer.

* c.2 Are any participants under 18 years of age?

No

* For adult participants, how will you verify that they are over 18?

- Questionnaire or interview
- Other

* Indicate consent procedures.

- Signed informed consent
- Oral presentation
- Request waiver of consent

* Justify request for waiver of consent.

example

* c.2 Are any participants under 18 years of age?

No

* For adult participants, how will you verify that they are over 18?

- Questionnaire or interview
- Other

* Indicate consent procedures.

- Signed informed consent
- Oral presentation
- Request waiver of consent

* Justify request for waiver of consent.

example

Once the submission is ready to be sent to the IRB Chair, click on “Show Checklist”.

STUDY | IRB NUMBER: IRB-19-12

Complex networks of Social Media - Initial

SHOW CHECKLIST CREATE PDF COMPARE SAVE

> *** What type of review type are you expecting for your study?**

Full Board

Research may qualify for a full review if it involves more than minimal risk to the study participants and is not eligible for expedited or exempt review. It is possible that a research study that only has minimal risk, but involves a vulnerable population, may require a full review.

Minimal risk is defined as risk that is not greater than what one encounters in ordinary daily life or during the performance of routine physical or psychological examinations or tests.

Vulnerable populations can include:

- fetuses, and neonates
- Children
- Prisoners
- Persons at risk for suicide
- Persons with impaired decisional capacity

Expedited

If a research study poses no more than minimal risk to the participants, it may qualify for an expedited review.

Minimal risk is defined as risk that is not greater than what one encounters in ordinary daily life or during the performance of routine physical or psychological examinations or tests.

Exempt

There are seven categories of research with human subjects that are exempt from ongoing IRB oversight. These categories are detailed in full in Title 45, Part 46, Subpart A, the Common Rule.

+ Add Comment

< >

> Checklist

Analyst Checklist

* Do you agree with PI suggested Review type, and subcategory for exemptions?

No

Yes

SAVE CHECKLIST

Please complete the checklist. Doing so facilitates the chair's review and helps insure consistency in our review process.

Once the Checklist is completed, click on "Study".

IRB NUMBER: IRB-19-12

STUDY | **Complex networks of Social Media - Initial**

SHOW CHECKLIST CREATE PDF COMPARE SAVE

> * What type of review type are you expecting for your study?

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+ Add Comment

< >

> Checklist

Analyst Checklist

* Do you agree with PI suggested Review type, and subcategory for exemptions?

No

Yes

SAVE CHECKLIST

Click on "Assign Review Type/Board".



Under Pre-Review

Initial

IRB-19-7 - This is an example

[Review](#) [PDF](#) [Delete](#) [Checklist](#)

Routing: [Return](#) [Proceed](#)

PI:
Nurse 17

Current Analyst:
Samuel Bruton

Decision:
N/A

Policy:
Pre-2018 Rule

Required Tasks:
[Assign Review Type/Board](#)

Review Type:
N/A

Review Board:
N/A

Meeting Date:
N/A

[Approvals](#) [Task History](#)

Research Team

Name	Role	Result	Date
Nurse 17	Principal Investigator	Certified	01-22-2019 10:59 AM

Studies / Stud

Choose a Review Type and Board

Click on appropriate "Review Type and Board".

Cancel

Save

Review Type*

Select a Review Type

Full Board

Expedited

Exempt

Limited IRB

In-
Sub

Under Pre-Review

Initial

IRB-19-12

Revi

PI:
Nurse 50

Review Type
N/A

Approv

Research T

Name

Nurse 50

Choose a Review Type and Board

Cancel

Save

Review Type *

Expedited

Clear ▾

Review Board *

Sacco (Exempt/Expedited Board)

Clear ▾

Review Board Roster

Name	Membership	Degrees	Status	Representation	Affiliation	Office
Donald Sacco	Member	--	--	--	--	--

For all submissions except those requiring full board review, the review board is Sacco (chair review), i.e., Exempt or Expedited.

Click "Save"

Click "Proceed".



Under Pre-Review

Initial

IRB-19-12 - Complex networks of Social Media

[Review](#) [PDF](#) [Delete](#) [Checklist](#)

Routing: [Return](#) [Proceed](#)

PI: Nurse 50

Current Analyst: *Joe Noble

Decision: N/A

Policy: Post-2018 Rule

Required Tasks: [Assign Review Type/Board](#)

Review Type: Expedited

Review Board: Sacco (Exempt/Expedited Board)

Meeting Date: N/A

[Approvals](#) [Task History](#)

Research Team

Name	Role	Result	Date
Nurse 50	Principal Investigator	Certified	04-09-2019 2:40 PM

Submission Details
Click "Confirm".

Menu

Studies Study Details Submission Details

In-Draft
Submission is with researchers

Awaiting Authorization
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

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Review Bo Sacco (Exe

Approvals Task History

Research Team

Name	Role	Result	Date
Nurse 50	Principal Investigator	Certified	04-09-2019 2:40 PM

Proceed to Reviewers

Are you sure you want to continue?

Cancel **Confirm**

Click on "Assign Reviewers".

✓ **In-Draft**
Submission is with researchers

✓ **Awaiting Authorization**
Submission is awaiting certification or approval

3 **Pre-Review**
Submission is being prepared for review

4 **Under-Review**
Submission is with reviewers

Under Pre-Review

Initial

IRB-19-12 - Complex networks of Social Media

[Review](#) [PDF](#) [Delete](#) [Checklist](#)


Routing:

[Return](#) [Change](#) [Proceed](#)

PI:

Nurse 50

Current Analyst:

*Joe Noble 

Decision:

N/A

Policy:

Post-2018 Rule 

Required Tasks:

• [Assign Reviewers](#)

Review Type:

Expedited

Review Board:

Sacco (Exempt/Expedited Board)

Meeting Date:

N/A

[Approvals](#) [Task History](#)

Research Team

Name	Role	Result	Date
Nurse 50	Principal Investigator	Certified	04-09-2019 2:40 PM

Studies / Stu

Choose Reviewers

Click "Assign" then "Save".

Cancel

Save

Primary Reviewer

Select a Reviewer

Reviewers

Assign	Name	Membership	Degrees	Status	Representation	Affiliation	Office	Alternate For
<input checked="" type="checkbox"/>	Donald Sacco	Member	--	--	--	--	--	--

Under Pre-R

Initial

IRB-19-12

Revi

PI:

Nurse 50

Review Type

Expedited

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Research T

Name

Nurse 50

Click "Proceed".



Under Pre-Review

Initial

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PI:
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Current Analyst:
*Joe Noble

Decision:
N/A

Policy:
Post-2018 Rule

Required Tasks:
[Assign Reviewers](#)

Review Type:
Expedited

Review Board:
Sacco (Exempt/Expedited Board)

Meeting Date:
N/A

Approvals

Task History

Research Team

Name	Role	Result	Date
Nurse 50	Principal Investigator	Certified	04-09-2019 2:40 PM

Click on "Confirm" to send to IRB Chair.

Submission Details

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Approvals Task History

Research Team

Name	Role	Result	Date
Nurse 50	Principal Investigator	Certified	04-09-2019 2:40 PM

Proceed to Reviewers

Are you sure you want to continue?

Cancel Confirm

Your review is complete only when the flag changes from "Under Pre-Review" (your job) to "Under Review" (Chair Review or Full Board).

✓ In-Draft
Submission is with researchers

✓ Awaiting Authorization
Submission is awaiting certification or approval

✓ Pre-Review
Submission is being prepared for review

4 Under-Review
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Under Review

Initial

IRB-19-12 - Complex networks of Social Media

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Post-2018 Rule

Required Tasks:
N/A

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Expedited

Review Board:

Sacco (Exempt/Expedited Board)

Meeting Date:
N/A

Approvals

Task History

Decisions

Research Team

Name	Role	Result	Date
Nurse 50	Principal Investigator	Certified	04-09-2019 2:40 PM

Questions?

<https://www.usm.edu/research/office-research-integrity>

Contact:

irb@usm.edu

266-5997 (IRB Manager, Jo Ann)

Samuel.Bruton@usm.edu,

266-6756 (Sam)

ORI

Office *of*
Research Integrity



THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI.