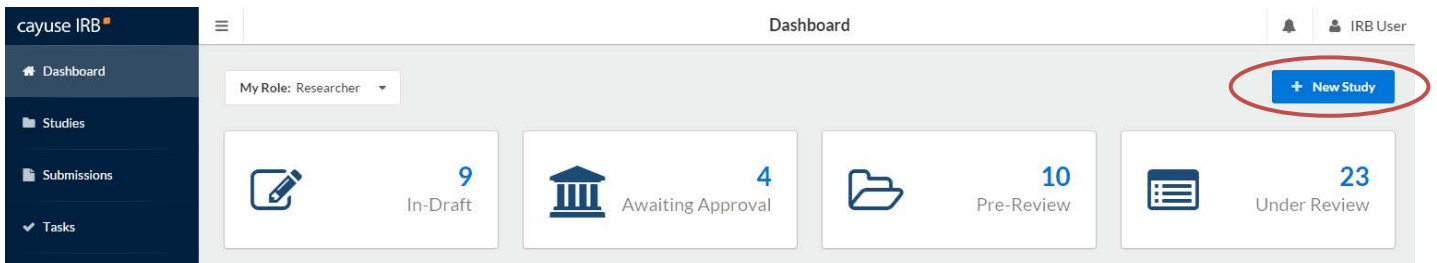
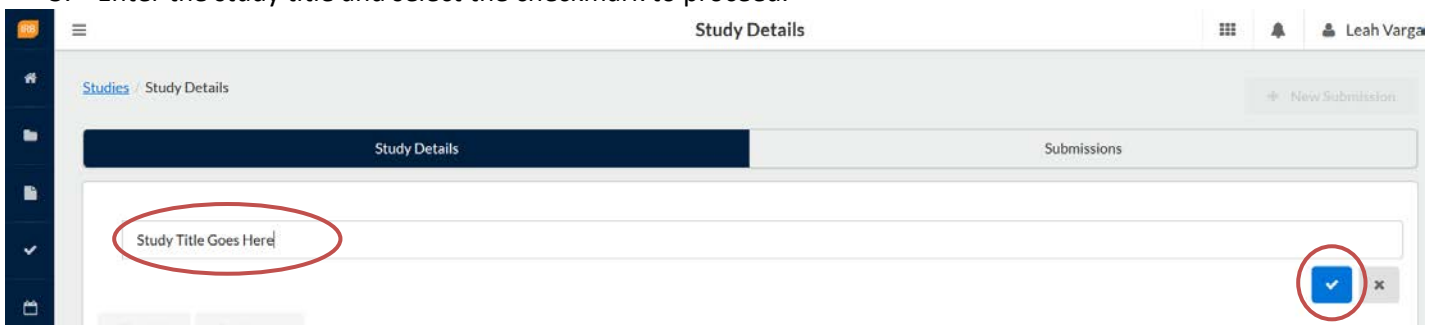


Submit a New Study in Cayuse IRB

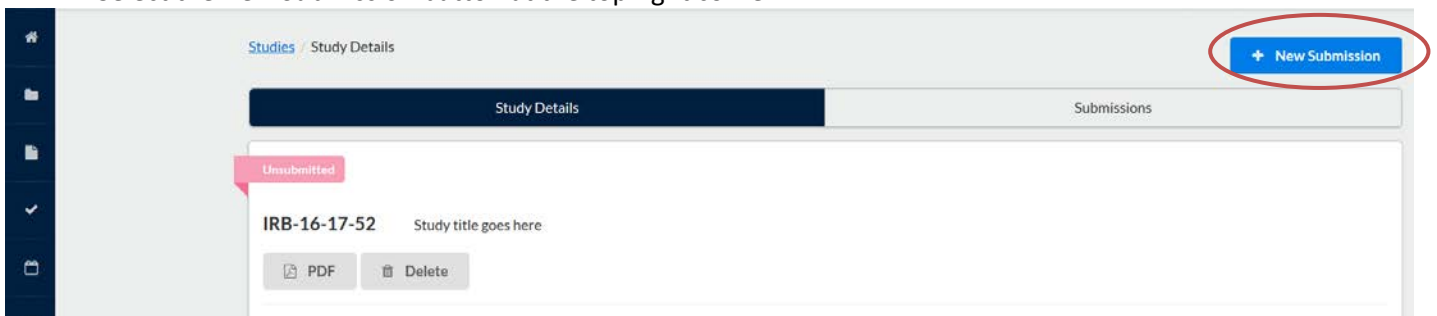
1. Login using your saclink username and password here: <https://csus.cayuse424.com/rs/irb> (must have an active profile to access Cayuse. See website for instruction.)
2. From your "Dashboard" select the *New Study* button in the top right corner



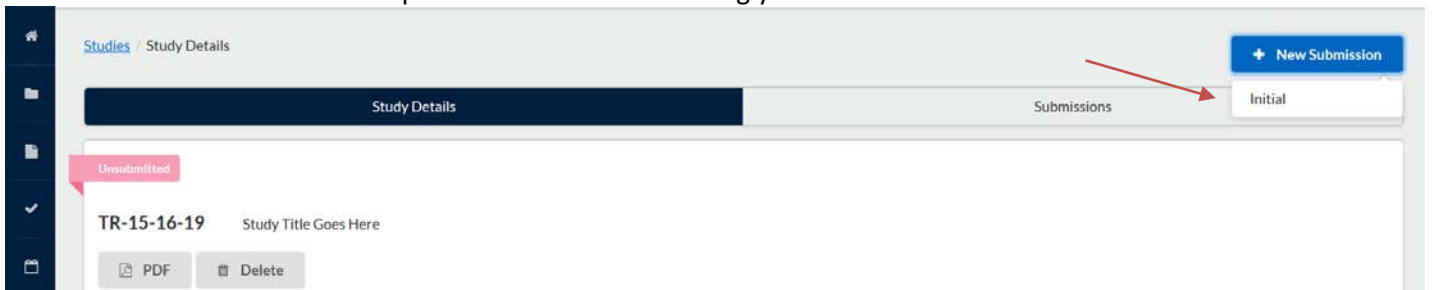
3. Enter the study title and select the checkmark to proceed.



4. Select the *New Submission* button at the top right corner



5. Select *Initial* from the dropdown menu. This is creating your initial submission form.



- Several tasks will be listed under *Required Tasks* that must be completed before a submission can be made. Complete those by clicking on the blue hyperlinked tasks or by clicking Edit. Both options take you into the form.

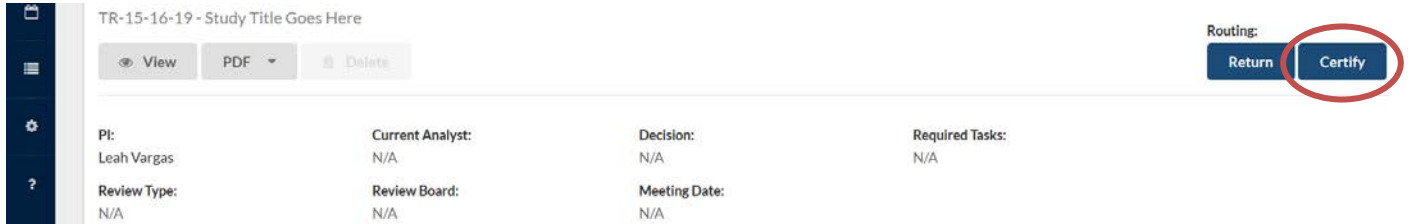
- A Primary Contact (PC) *must be assigned*, and this is normally the PI.
- All required questions are marked with a red asterisk. When sections have all required questions completed, a green checkmark will appear.

- Click COMPLETE SUBMISSION > on the left tab if you have completed the application and it is ready to be routed through the approval process. **This will only appear once all required tasks/questions with a red asterisk are complete.**

10. A pop-up will ask you to *Confirm* that you are ready to submit. This will bring you back to the Submission Details.

VERY IMPORTANT!!!

11. Select *Certify* to “sign” and finalize your submission. This step must be completed before the application is received by the IRB.



12. The application will be routed through the “signature” process, which requires the same Certification process by the Co-PI or Faculty Advisor.

13. Create a PDF of your application and send a copy to the Department Chair/Head as notification of your planned research.

Please contact Leah Vargas at 916-278-5674 or leah.vargas@csus.edu with any questions.