Leah Vargas will be on maternity leave during the Spring 2021 semester. Please find some helpful resources and contacts below that may answer your question(s).

**IRB (Human Subjects Research) Resources:**

1. Getting Started: <https://www.csus.edu/compliance/research-integrity-compliance/human-subjects-research.html>

               Step 1) Online Training

Step 2) Access to Cayuse

               Step 3) Application Submission

               Step 4) Review Process and Approval

2. Do I need to submit to the IRB?

* Take our Decision Tree to find out: <https://csus.co1.qualtrics.com/jfe/form/SV_0PMjAbB1gLJKMaF>

3.    What are the deadlines? How long does a review take?

* Most research is reviewed outside of scheduled meetings and **deadlines do not apply**.
* Review is expected to take about 3-4 weeks. We review on a first-come, first-serve basis. **We cannot do “rush” reviews. Plan accordingly!**

4. Social Work and Education Students: the IRB is not the same as your department committee.

* Please review [Master’s Students & Undergrads](https://www.csus.edu/compliance/research-integrity-compliance/human-subjects-research.html) section FIRST
* This section also has a previously recorded Grad Student webinar

5.    How do I submit an Initial Application, Resubmission, Modification, Renewal, or Closure through Cayuse?

* View the [Submit in Cayuse](https://www.csus.edu/compliance/research-integrity-compliance/human-subjects-research.html) section of our website for helpful guidance.

6.    I need more guidance with the IRB Application questions.

* View [Resources](https://www.csus.edu/compliance/research-integrity-compliance/human-subjects-research.html) for an Application Question Guide

7.    Investigators from another campus / Investigators from two different campuses

* Email Sarah Holden, [sjholden@csus.edu](mailto:sjholden@csus.edu), to assist with signature routing for Cooperative Research or for home IRB approval verification for External Investigators.

8.    IRB Contacts

* IRB Administration Questions: Sarah Holden, [sjholden@csus.edu](mailto:sjholden@csus.edu)
* IRB questions (does your research need review, questions about risks, questions not related to the administration of the application): Darla Hagge, IRB Chair, [hagge@csus.edu](mailto:hagge@csus.edu)

**Cayuse Troubleshooting**

1.    I get an error message when I try to login

   Your profile has not been created. Send your 9-digit campus ID and department to [irb@csus.edu](mailto:irb@csus.edu).

* You provided an incorrect ID. Please confirm that you sent the correct number.

   Sometimes it takes more than one business day to synch some new users, unfortunately.

2.    I don’t see the *Complete Submission* button

   All Sections on the left-hand tab should have a green checkmark when all required questions are answered. All questions must be answered before you can submit.

   Don’t forget to CERTIFY your application too!

* Review Initial Submission Guide under [Submit in Cayuse](https://www.csus.edu/compliance/research-integrity-compliance/human-subjects-research.html)

3.    I keep getting kicked out of the software

   On some Saturdays, Cayuse is updating between 8am-5pm. If you experience issues on a Saturday, please refrain from using Cayuse until after 5pm.

   Internet Explorer is not supported. Use Firefox, Safari, or Chrome.

   Give the system 15 minutes and try again.

4.    I can’t upload documents or Find a Person

   Make sure to click the checkmark to upload the selected documents. Then click Save at the top right of your application screen. If you don’t see the attachment in your application, it didn’t attach.

   Search for people by first name only or last name only. If they have nicknames, try using their given name.

* If you still cannot find a person in Cayuse, have that person send their 9-digit campus ID and department to [irb@csus.edu](mailto:irb@csus.edu).

5.    Cayuse contacts

    [irb@csus.edu](mailto:irb@csus.edu)

**IACUC (Animal Research) Resources:**

Our training certification courses and applications are now online. Please visit the website for training and application submission instructions: <https://www.csus.edu/compliance/research-integrity-compliance/animal-care-use.html>

**IACUC Questions**: Jeff Calton, IACUC Chair, [calton@csus.edu](mailto:calton@csus.edu)

**Other contacts and info:**

* Research Integrity and Compliance Homepage: <https://www.csus.edu/compliance/research-integrity-compliance/>
* Conflict of Interest Disclosure Forms: Sarah Holden, [sjholden@csus.edu](mailto:sjholden@csus.edu)
* Data Transfer Agreements: Procurement
* Export Controls: <https://www.csus.edu/compliance/research-integrity-compliance/export-control.html>

Thank you,

Leah Vargas, M.A., CIP, ECoP

Research Integrity and Compliance Officer

Sacramento State

Office of Research, Innovation, and Economic Development

Division of Academic Affairs

Hornet Bookstore, Suite 3400

Email: [leah.vargas@csus.edu](mailto:leah.vargas@csus.edu)

Website: <https://www.csus.edu/compliance/research-integrity-compliance/>