

Faculty Advisor and Co-PI Certification

1. You will be asked to certify a proposal if:
 - a. You are an advisor for student research
or
 - b. You are a Co-PI on a proposal (multiple Co-PIs can be added).
2. When a proposal has been submitted by a PI and you are listed as a Co-PI or Faculty Advisor, you will receive an automated email from Cayuse with a link to sign-in and complete the certification. *The proposal will not be sent to the IRB without Co-PI/Faculty Advisor certification.*
 - a. Sign-in using your saclink username and password here: <https://csus.cayuse424.com/rs/irb>
3. On your dashboard, select the study requiring your certification under My Tasks (see below). There may be multiple tasks requiring action and they are explained next to the protocol (see arrow). In this case, "Certify Submission" is the task needing completion.

The screenshot shows the Cayuse IRB dashboard for a user with the role of 'Researcher'. The dashboard includes a sidebar with navigation options like Dashboard, Studies, Submissions, Tasks, Meetings, and Help. The main content area features several widgets: 'My Role: Researcher' with a '+ New Study' button; four status cards for 'In-Draft' (9), 'Awaiting Approval' (4), 'Pre-Review' (10), and 'Under Review' (23); 'My Studies' and 'My Tasks' tables; and 'Submissions by Type' table. The 'My Tasks' table is circled in red, highlighting the 'Certify Submission' task for study IRB-FY2016-84. A red arrow points to this task. Below the 'My Tasks' table, there are sections for 'Approved Studies', 'Studies Expiring in 30 days', and 'Expired Studies'.

4. Once the study is selected, you will see the image below. The **View** button opens the submission for review. You can also select the **PDF** button next to View if that format is preferred.

The screenshot shows the 'Submission Details' page for a study. At the top, there is a progress bar with four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Approvals (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). The 'Awaiting Certification' section is highlighted. Below this, the study title 'Initial TR-15-16-17 - April test' is shown. The 'View' and 'PDF' buttons are circled in red. A callout box points to these buttons with the text: 'View in Cayuse or download as PDF to review.' To the right, there are 'Return' and 'Certify' buttons. Below the buttons, the submission details are listed: PI: Leah Vargas, Current Analyst: N/A, Decision: N/A, Required Tasks: N/A, Review Type: N/A, Review Board: N/A, Meeting Date: N/A. At the bottom, there are tabs for 'Approvals' and 'Task History'.

5. After reviewing the submission, you can either **Return** the study to the PI for revisions, or **Certify** the study to route it to the IRB.

Studies / Study Details / Submission Details

1 In-Draft
Submission is with researchers

2 Awaiting Approvals
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Awaiting Certification

Initial
TR-15-16-17 - April test

View PDF Delete

Routing: Return Certify


PI: Leah Vargas
Current Analyst: N/A
Decision: N/A
Required Tasks: N/A
Review Type: N/A
Review Board: N/A
Meeting Date: N/A

Approvals Task History

Research Team

6. If you certify the submission, you will be asked to confirm that you believe it is complete and accurate, and complies with all relevant regulations. Confirmation will send it to the IRB. You may press Cancel to go back to the study for further review.

Certify



Primary Investigator & Co-Investigators:
I certify that this protocol was explained fully and in terms understandable to a peer outside my field. This study complies with federal and university policies regarding protection of human subjects. Activity will be conducted as proposed and will not begin until appropriate approval is received from the IRB.

Faculty Advisor:
I certify that I have reviewed and will supervise this student's research project and hereby confirm the research complies with federal and university policies regarding protection of human subjects.

Cancel Confirm

If you have any questions, please contact Leah Vargas at 916-278-5674 or leah.vargas@csus.edu.