New IRB Protocol Submission Guide
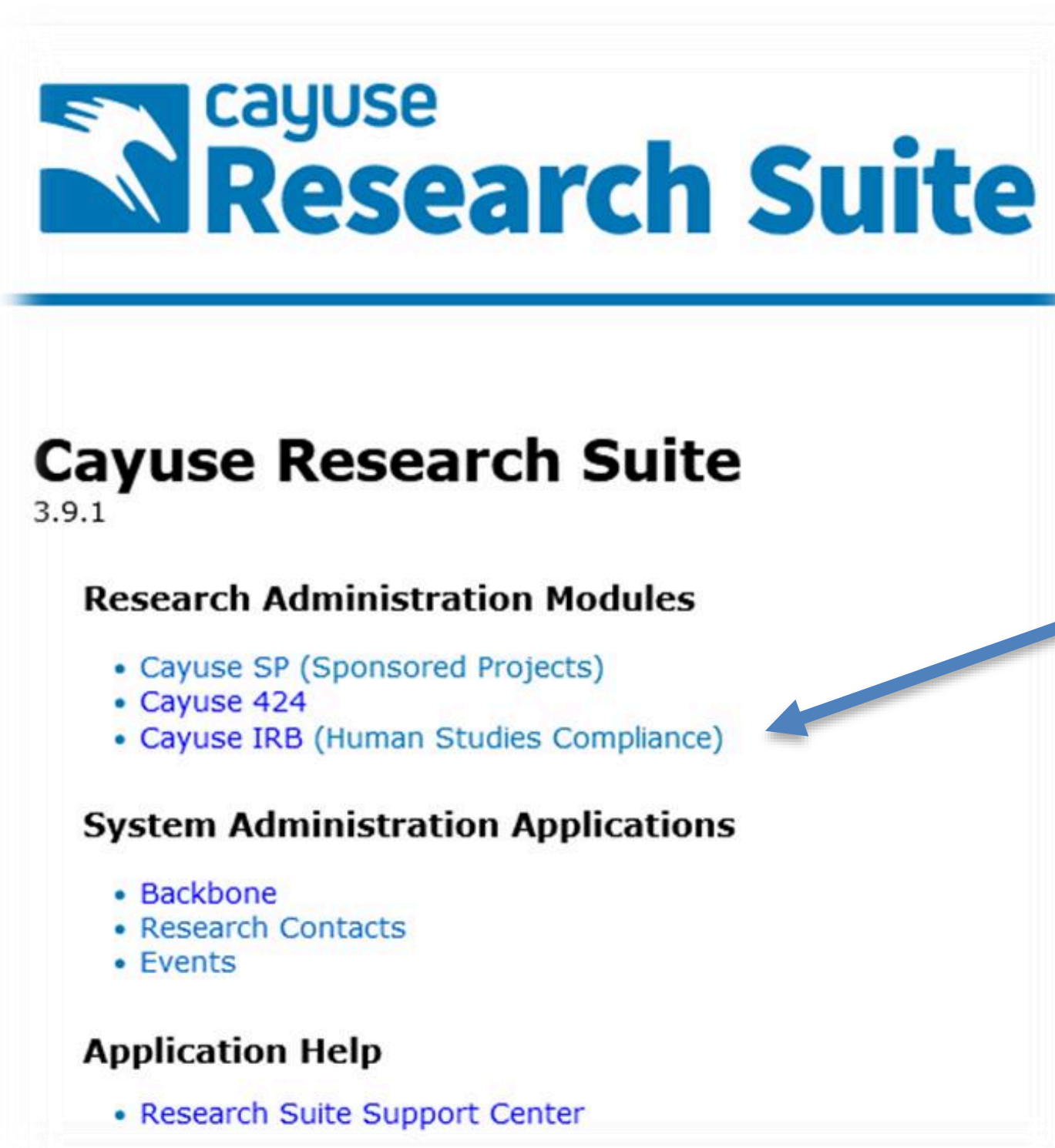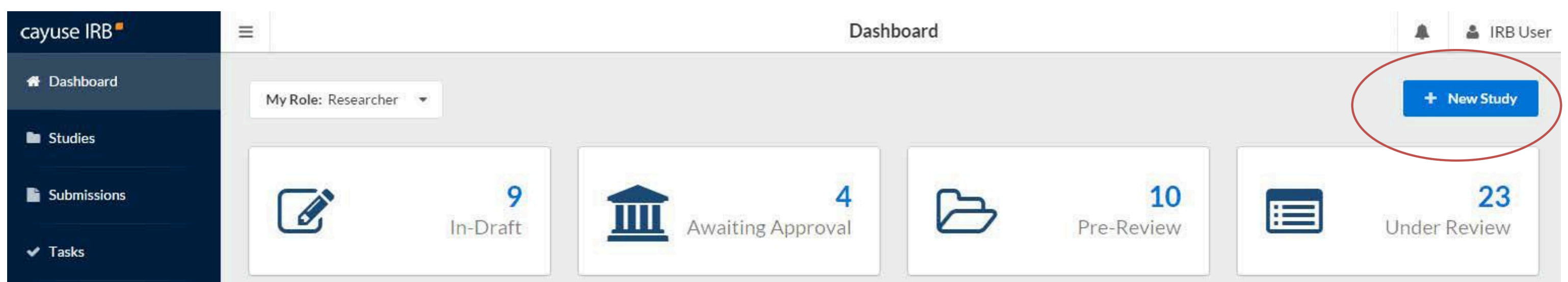
Instructions to submit a new study in Cayuse IRB:
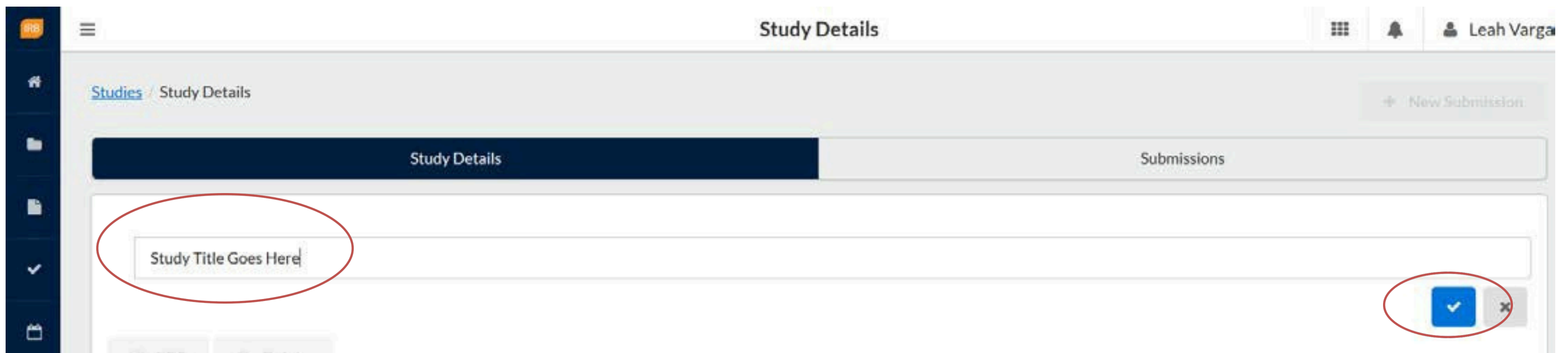
1. Login to the Cayuse Research Suite https://csub.cayuse424.com using your CSUB username and password.
2. Click on the Cayuse IRB (Human Studies Compliance) link.

3. From your "Dashboard" select the New Study button in the top right corner.

CALIFORNIA STATE UNIVERSITY **BAKERSFIELD** | **Office of Grants, Research and Sponsored Programs**

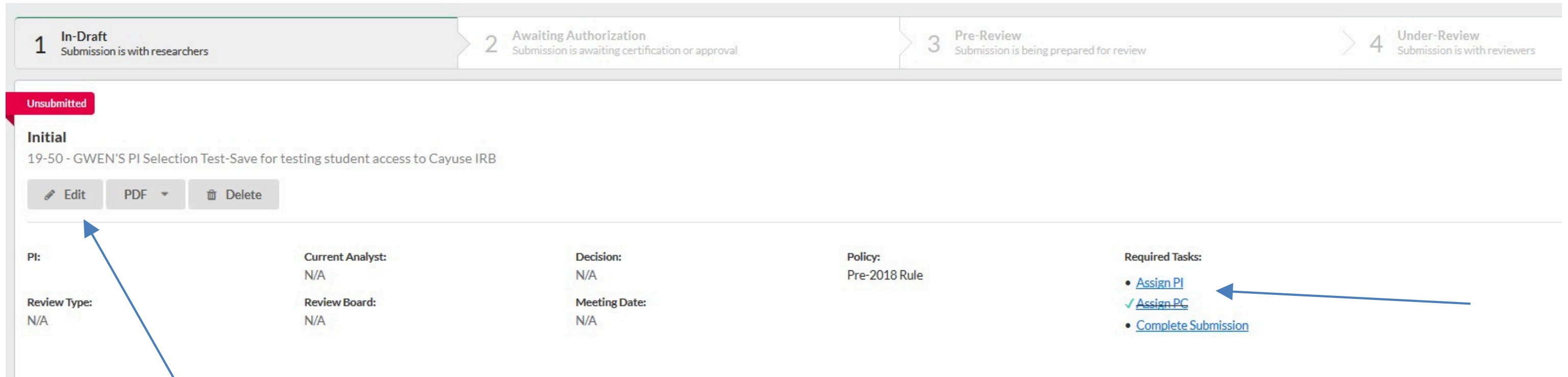4. Enter the study title and select the checkmark to proceed.

5. Select the New Submission button at the top right corner.


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

7. 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.

Academic Affairs | Office of Grants, Research and Sponsored Programs (GRASP)
California State University, Bakersfield
9001 Stockdale Hwy. • 24 DDH Room 108 • Bakersfield, CA 93311

661.654.2231   661.654.3342 Fax   csub.edu/grasp

THE CALIFORNIA STATE UNIVERSITY

8. A Primary Contact (PC) is automatically assigned and will be the person who is logged in and completes the form and this is also normally the Principal Investigator (PI). A PI must be assigned and can be the same as the PC.

9. All required questions are marked with a red asterisk. When the sections that have required questions are all completed, a green checkmark will appear.
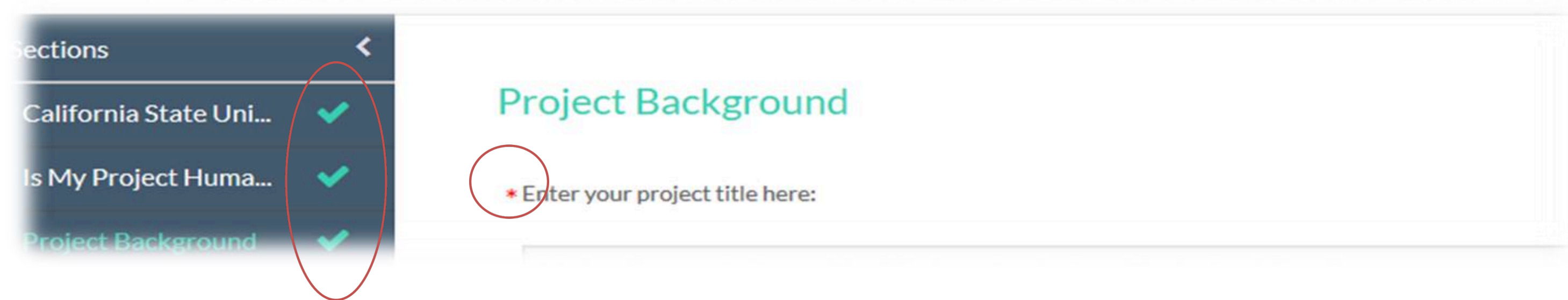
10. Click COMPLETE SUBMISSION > on the left tab if you have completed the application and it is ready to be routed through the approval process. This will only appear once all required tasks/questions with a red asterisk are complete. *You may need to scroll down to view the "Complete Submission" link circled in the screen shot below.*
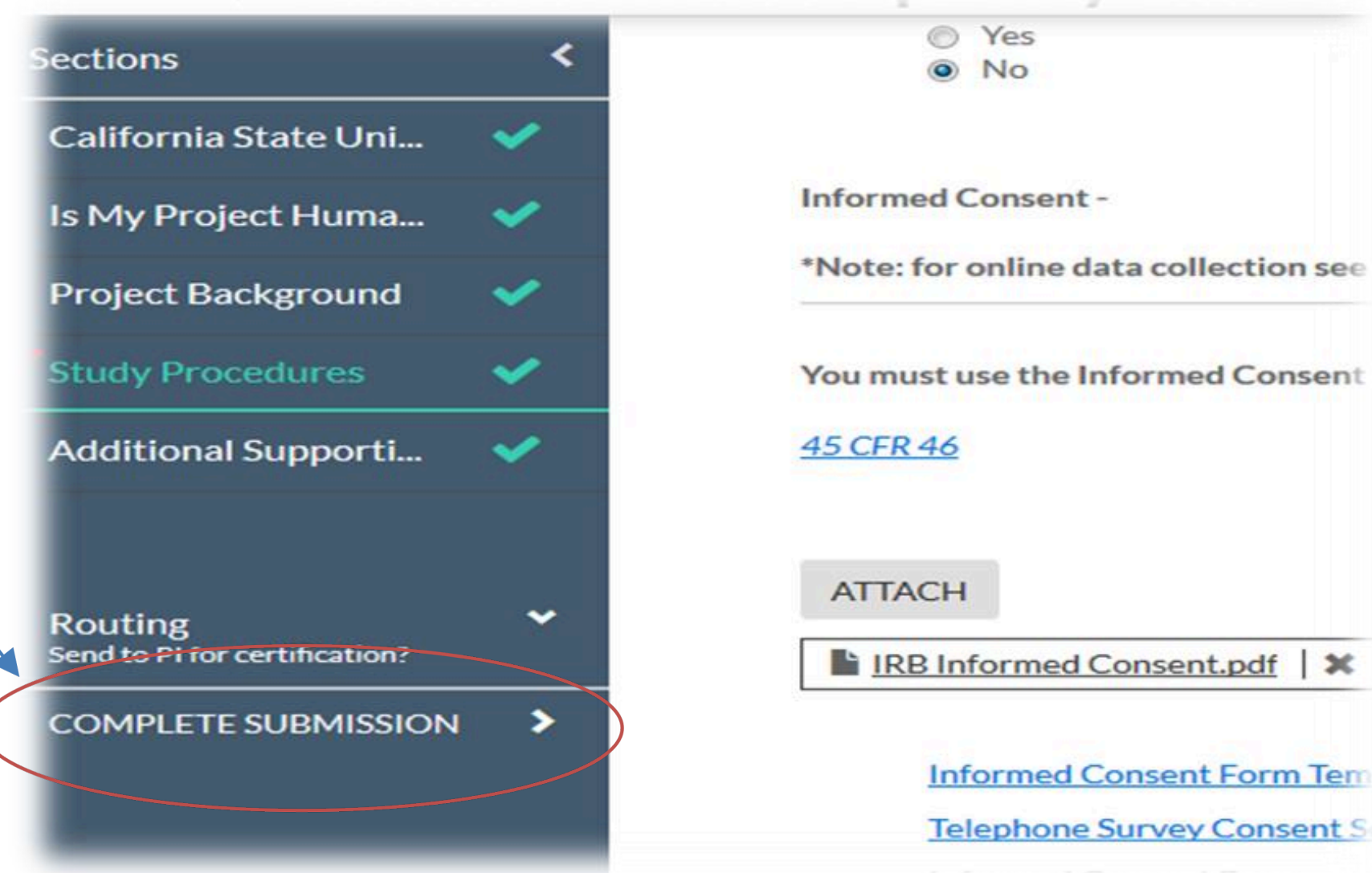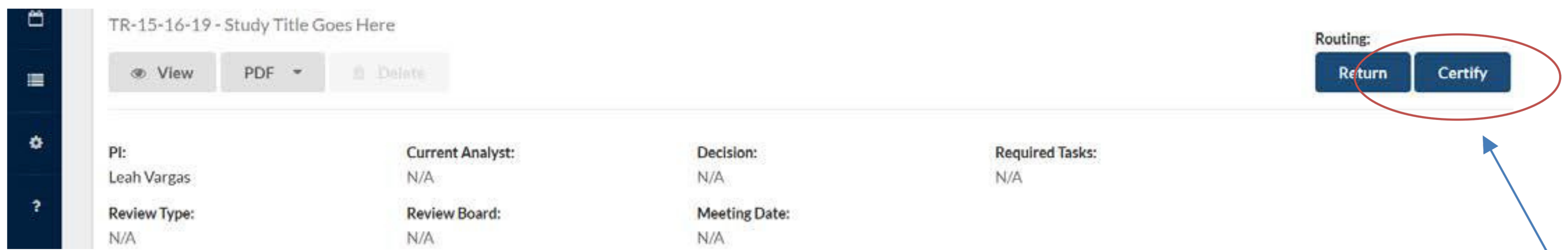
11. A pop-up will ask you to Confirm that you are ready to submit. This will bring you back to the Submission Details.

VERY IMPORTANT!!!

12. Select Certify to "sign" and finalize your submission. This step must be completed before the application is received by the IRB.

13. The application will be routed through the "signature/certify" process, which may require the same certification process by the Co-PI or Faculty Advisor (where applicable).

➢ Any questions can be directed to Gwen Parnell at gparnell@csub.edu.
➢ One-on-one Cayuse IRB training is available via Zoom by appointment.
➢ Contact Gwen Parnell to schedule a classroom Cayuse IRB presentation.

Academic Affairs | Office of Grants, Research and Sponsored Programs (GRASP)
California State University, Bakersfield
9001 Stockdale Hwy. • 24 DDH Room 108 • Bakersfield, CA 93311

661.654.2231   661.654.3342 Fax   csub.edu/grasp   THE CALIFORNIA STATE UNIVERSITY