

First Time Login

**For first time login, go to:**

<https://united.cayuse424.com/1564/firstSignIn.do>



Research

[Go to Cayuse.com](#)

# Welcome to Cayuse 424

Cayuse424/v8.7.1\_Hotfix

## First time signing in?

If you have been provided a username but not a password for Cayuse 424 then please enter your username to request a new password.

Username

**REQUEST PASSWORD**

*If you don't know your username, [try here](#).*

Back to sign in?  
[Click here](#)

Problems or questions?  
[Contact support](#)

Your Username will be your United e-mail address **without** @united.edu.



Research

[Go to Cayuse.com](#)

# Welcome to Cayuse 424

Cayuse424/v8.7.1\_Hotfix

## Success

 We have sent email to your address with instructions for setting your password.

Once you submit, you should see this page. Check your e-mail for a link to set your password.



Research

[Go to Cayuse.com](#)

## Password reset

Please enter a new password for your Cayuse 424 account.

New password:

Re-type new password:

RESET PASSWORD

Set your password. We recommend you use the same password you use for your United account.



Research

[Go to Cayuse.com](#)

# Welcome to Cayuse 424

Cayuse424/v8.7.1\_Hotfix

## Password reset success

! Your password has been reset. You may now sign in.

[SIGN IN ▶](#)

Click here to log in.  
You will need to log in  
with your Username  
and Password you  
just set.

# Logging Into Cayuse

To login, go to  
[united.cayuse424.com](http://united.cayuse424.com)



Google Search I'm Feeling Lucky

Explore the making of today's out-of-this-world Doodle

## Enter your username and password

**Username**

**Password**

**Sign in**

Problems or questions? [Contact Support](#) ▶



## Cayuse Research Suite

3.8.0

### Research Administration Modules

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)



Once inside, click on Cayuse IRB (Human Studies Compliance).

### System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)

Cayuse 424 allows you to manage your personal details.

You will not be allowed access to System Administration Applications.

### Application Help

- [Research Suite Support Center](#)



You can reach Cayuse support here. We recommend you contact United Helpdesk before contacting Cayuse.



Welcome to your Dashboard! When you are ready to begin your submission, click New Study  [+ New Study](#)

 **0**  
In-Draft

 **0**  
Awaiting Authorization

 **0**  
Pre-Review

 **0**  
Under Review

My Studies

  
You Have No Studies

My Tasks

  
All Tasks Complete

Submissions by Type

Initial	0
Withdrawal	0
Modification	0
Renewal	0
Incident	0
Closure	0
Legacy	0

Approved Studies

Studies Expiring in 30 days

Expired Studies

Studies / Study Details

+ New Submission

Study Details Submissions

1. Enter a descriptive title that everyone will see when they look at the record for your project

2. Click the check box to create your study

PDF Delete

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	Active Submissions:
Sponsors: N/A	Closed Date: N/A	Current Policy	



[Studies](#) / Study Details

[+ New Submission](#)

**Study Details** Submissions

Unsubmitted

You created a Study, but not a Submission. Sometimes your project changes, or you have to make changes later. You will do that by creating a Submission. For now, you need to create your Initial Submission. Press New Submission. A drop-down will appear that says "Initial" – click it.



United-18-19-16

📄 PDF 🗑️ Delete

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	Active Submissions: N/A
Sponsors: N/A	Closed Date: N/A	Current Policy Post-2018 Rule	

Key Contacts Attachments

Team Member	Role	Number	Email
No Key Study Contacts.			

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

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

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

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

Unsubmitted

### Initial

United-18-19-16 - Enter a descriptive title that everyone will see when they look at the record for your project

Edit PDF Delete

PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule
Review Type: N/A	Review Board: N/A	Meeting Date: N/A	

Now that you created an Initial Submission, you can proceed to complete it by clicking any of these buttons. Initially, they will all take you to the same place.

- Required Tasks:
- [Assign PI](#)
  - [Assign PC](#)
  - [Complete Submission](#)

Approvals Task History Attachments

### Research Team

Name	Role	Result	Date
No entries.			



Menu



Sample Student

&lt; STUDY

IRB NUMBER: United-19-20-6

# Sample Initial Submission - Initial

CREATE PDF

COMPARE

SAVE



Sections &lt;

1- Getting Started

9- Attachments

Additional information has been added throughout the form for guidance and clarity. That additional information can be found by clicking the question mark in the top-right corner of each section.

For more information contact [hsr@united.edu](mailto:hsr@united.edu).

## Getting Started

Throughout the submission, you will be required to provide the following:

- Detailed Project Information
- Informed Consent Forms
- Project Recruitment Documents
- Other Documents As Needed

## United HSR/IRB

- You cannot begin any human subjects research until a formal approval letter from the chair of United HSR/IRB has been received.

\* I have read the information above and I am ready to begin my submission.

 Yes

You've entered an automated process to submit your study to the system. Once you have read through the information, click Yes and then the right arrow to continue.



Sections <

- 1- Getting Started ✓
- 2- Submission Information
- 9- Attachments

## 2- Submission Information

\* Are other institutions involved in this study?

- Yes
- No

Sometimes other institutions are involved in what you're doing and United will have to coordinate with them. Are other institutions reviewing your research? If so (e.g. if you are doing a project in a hospital or prison), you should pick Yes.

Most people will just pick No and the arrow at the bottom of the screen to move on.



## Sections



1- Getting Started



2- Submission Infor...



3- Project Information

4- Project Design

5- Human Subject Recruit...

6- Project Process

7- Participant Protection

8- Conflict of Interest

9- Attachments

## 3- Project Information

## \* What is your status at United?

 Doctoral Student

1. Click Doctoral Student and the Study Personnel questions will appear.

## \* Study Personnel

Note: If you cannot find a person in the people finder, please contact the IRB Office immediately.

All the fields with a red star next to them need to be filled out for your study to be completed.

## \* Principal Investigator

Provide the name of the Principal Investigator of this study.

FIND PEOPLE



## \* Primary Contact

Provide the name of the Primary Contact of this study.

2. Click on Find People for the Principal Investigator.

Name	Organization	Address	Phone	Email	Trainings	
Sample Student	United			justus.hunter@gmail.c...	View	x



## \* Project Site

Please select the location of the study.

- United Main Campus  
 Project Site(s) - not United

Please provide the name and contact information for the project site(s).

Click on any ? Icon, like this one, and you will get helpful information for completing the form.

- Sections
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Information
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

### PRINCIPAL INVESTIGATOR

Candidate

Name	Organization	Email	Phone	
Test Candidate	FOCUS-002			+

1. Type in your last name.

2. Select your name.

3. Hit Save.

Selected Records \* Select a single record.

No records selected. Select a record and click Save to apply.

CANCEL SAVE

## Initial Submission

Preview Only

## Sections



1- Getting Started

2- Submission Infor...

3- Project Information

4- Project Design

5- Human Subject Recruit...

6- Project Process

7- Participant Protection

8- Conflict of Interest

9- Attachments

### 3- Project Information

\* What is your status at United?

Doctoral Student

\* Study Personnel

*Note: If you cannot find a person in the people finder, please contact the IRB Office immediately.*

\* Principal Investigator

*Provide the name of the Principal Investigator of this study.*

FIND PEOPLE

\* Primary Contact

*Provide the name of the Primary Contact of this study.*

FIND PEOPLE

\* Faculty Mentor(s)

*Provide the name of the Faculty Mentor(s) advising this study.*

FIND PEOPLE

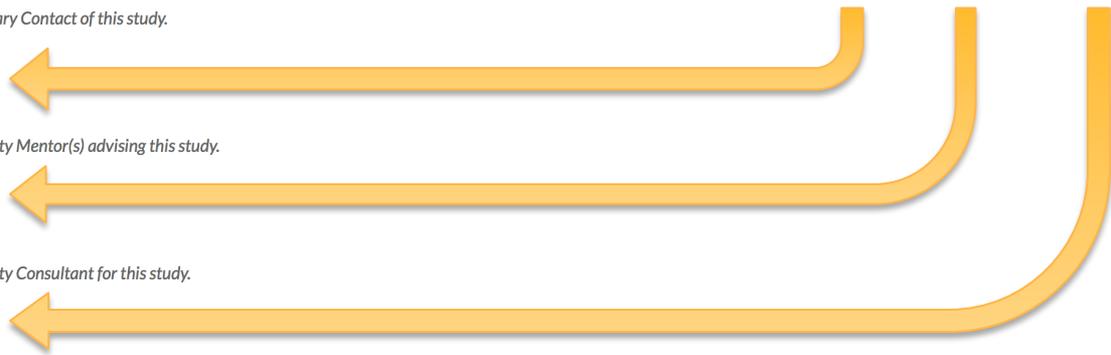
\* Faculty Consultant

*Provide the name of the Faculty Consultant for this study.*

FIND PEOPLE

\* Project Site

Now do the same for the Primary Contact (you) as well as your faculty mentor(s) and faculty consultant. If you have multiple mentors, be sure to search for and select them all before saving.



STUDY | IRB NUMBER: **United-18-19-16**

# Enter a descriptive title that everyone will see when they loo...

📄 CREATE PDF 📄 COMPARE 📄 SAVE ⏪ ⏩

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Information
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

**\* Project Site**

---

Please select the location of the study.

- United Main Campus
- Project Site(s) - not United
  - \* Please provide the name and contact information for the project site(s).**
  - Include physical addresses, e-mail addresses, and phone numbers.

**B I U ↺ ☰ ☷ ☰ 🖼**

If your project is taking place at United Main Campus we'll be able to locate the people associated with your study.

Instead you're probably working at a different institution you're associated with. In addition to the physical address and phone number of the institution we need the name and e-mail address for someone we can contact if we have questions about your study. These are other people associated with the institution who know about your project and the benefits it will provide

**Scroll down and enter information about the location(s) where your project will take place.**

**\* Project Dates**

---

Please provide the project start and end dates.

**\* Start Date**

◀ STUDY | IRB NUMBER: United-18-19-16

# Enter a descriptive title that everyone will see when they loo...

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- Sections <
- 1- Getting Started ✓
  - 2- Submission Infor... ✓
  - 3- Project Informati... ✓
  - 4- Project Design
  - 5- Human Subject Recruit...
  - 6- Project Process
  - 7- Participant Protection
  - 8- Conflict of Interest
  - 9- Attachments

associated with the institution who know about your project and the benefits it will provide

\* Project Dates

Please provide the project start and end dates.

\* Start Date  
 📅

\* End Date  
 📅

Enter the current date as the start of the project, and the end of the semester in which you intend to have your defense as the end date.

Once complete, click the right arrow. 

Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

## 4- Project Design

### \* Project Theme

*Provide the theme of the project. Explain why you picked this particular theme.*

**B I U ↺ ☰ ☷ ↻ 🖼**

The theme for your project should provide information about why you think the benefits of this project is worthy for a defense. We want the theme to be significant, but not so big that we don't think you can complete your project in the allotted time.

**You will now give a description of your project, beginning with the theme.**

### \* Hypothesis

*Provide the project hypothesis.*

**B I U ↺ ☰ ☷ ↻ 🖼**

- Sections <
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

\*Hypothesis

Provide the project hypothesis.

**B I U ↺ ☰ ☷ ↻ 🖼**

Your hypothesis is about the expectations you have about your data.

**Next enter your hypothesis. This has to be a statement that you will be able to declare as true or false at the end of your study. The next box will help you make sure this is the case.**

\*Hypothesis Verifiability

Once your project is complete, how would you know whether your hypothesis is true or false?

**B I U ↺ ☰ ☷ ↻ 🖼**

[Empty text input area for hypothesis verifiability]

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
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\* Hypothesis Verifiability

Once your project is complete, how would you know whether your hypothesis is true or false?

**B I U ↺ ☰ ☷ 🔗 🖼**

Here you have to explain what data we will use to know that your hypothesis is true or false.

If you picked "I expect to see a percentage increase in some behavior." Then you will be spending a lot of time explaining why your hypothesis was true or false.

If your hypothesis turns out to be false, then you will probably be explaining what you learned from your study. If your hypothesis turns out to be true you will still need to describe the reasons your hypothesis turned out to be true.

**Make sure your hypothesis is verifiable or falsifiable!**

\* Expected Impact

Explain how you expect this project will impact your project participants.

**B I U ↺ ☰ ☷ 🔗 🖼**

STUDY | IRB NUMBER: United-18-19-16

# Enter a descriptive title that everyone will see when they loo...

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- Sections <
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
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- 9- Attachments

### \* Expected Impact

*Explain how you expect this project will impact your project participants.*

**B I U** ↻ ☰ ☰ 🔗 🖼️

Your project theme described why you wanted to do this project.  
This section explains why people will want to participate in your project.  
Note there might be short term and long term benefits to your project. Try to describe both

Why will people want to work with you on your project?

### \* Research Methods

*Briefly describe the research methods you will use to test the hypothesis and evaluate the results (e.g. surveys, interviews).*

**B I U** ↻ ☰ ☰ 🔗 🖼️

Sections ◀

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design
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- 6- Project Process
- 7- Participant Protection
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\* Research Methods

Briefly describe the research methods you will use to test the hypothesis and evaluate the results (e.g. surveys, interviews).

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Your research methods is a description of the types of data you will be collecting. There will be more about this in the process. For now just try to list all the ways you will be collecting your data. Common types of data include Surveys, Observations, and Descriptions. You might say you are going to take a pre and post survey, that you will document your observations during the project, and you might include data from personal journals or conversations when you create descriptions.

**Note: this should be a *brief* description. We will ask for more details about your surveys and interviews later on.**

\* Participant Selection

Sections ◀

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
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✳ Participant Selection

*Explain why and how you will select participants for your project.*

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This can be as simple as "I kept sending out requests until I got the number of participants I needed." Or it might include how you determine where you send out your requests if your subjects need to have special attributes.

Here we need to know about how and why you selected the particular participants you selected. Who did you include and why?

✳ Are there any reasons you would not include a participant in your project?

- Yes
- No

Sections ◀

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

\* Are there any reasons you would not include a participant in your project?

- Yes
- No

\* Exclusion Criteria

*Why would you not include these particular participants?*

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Here we need to know about who would not qualify for participation in your study. Who did you exclude and why?

When you're done, click the right arrow.

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← → ↻ 🏠 🔒 https://united-t.cayuse424.com/rs/irb/#submission/edit/221574/section/4 🔍 ☆ 🐱 ⋮

📱 Apps 📄 my.sinclair.edu 📖 NDG Introduction t... 🌐 United Theological...

☰ Menu 🔔 👤 Test Candidate

◀ STUDY | IRB NUMBER: United-18-19-16

# Enter a descriptive title that everyone will see when they loo...

📄 CREATE PDF 📄 COMPARE 📄 SAVE ⏪ ⏩

Sections ◀

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject Recruit...
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

*Additional information and guidance can be found by clicking the question mark in the top-right corner of each section.*

\* Total Human Subject Participants

Please enter the total number of participants to be enrolled at all project sites.

You can provide a range here and still continue ....|

\* Ages

Select the age range of subjects that will participate in this project. Check all that apply.

- [Less than 18 years old](#) ←
- 18 years and older

\* Vulnerable Populations

Please check the population(s) that will be enrolled. Check all that apply.

- Pregnant Women
- Minors
- Prisoners
- Cognitively Impaired Subjects

On this page we will ask more questions about your participants.

If you click this box, more questions will open (see the next slide). The blue letters link to relative pages from the US Health and Human Services website.

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject Recruit... (Active)
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

Select the age range of subjects that will participate in this project. Check all that apply.

- [Less than 18 years old](#)
- 18 years and older

\* Risk to Children (Any person under 18 years old)

Please indicate the risk category to which the participants under 18 years old will be subjected.

- Minimal Risk
- Greater than Minimal Risk

\* Minimal Risk

Explain the minimal risks to which your participants under 18 years old will be subjected.

**B I U ↺ ☰ ☷ ↻ 🖼**

The minors will always be in the presence of an adult who has been certified in the following way|

Here we need to know more about how you are protecting children involved in your study.

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject Recruit... (Active)
- 6- Project Process
- 7- Participant Protection
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Select the age range of subjects that will participate in this project. Check all that apply.

- [Less than 18 years old](#)
- 18 years and older

\* Risk to Children (Any person under 18 years old)

Please indicate the risk category to which the participants under 18 years old will be subjected.

- Minimal Risk
- Greater than Minimal Risk

\* Greater than Minimal Risk

Explain the greater than minimal risks and provide reasons for the greater than minimal risk to persons under 18 years of age.

**B I U ↺ ☰ ☷ 🔗 🖼**

Suppose that your study uses teenage participants. If you don't have some kind of government certification then this is where you would explain how you would always have two adults present when working with the participants.

Minimal risk is a VERY low bar when working with minors.

- Sections
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject Recruit... (Active)
- 6- Project Process
- 7- Participant Protection
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### \* Vulnerable Populations

Please check the population(s) that will be enrolled. Check all that apply.

- Pregnant Women
- Minors
- Prisoners
- Cognitively Impaired Subjects
- Other  
*\* Please describe.*

- None of the Above

If you are not working with any vulnerable populations, your consent form will need to certify they are not pregnant, under 18, living in prison, or are cognitively impaired.

If you think you might have another vulnerable population, select "Other" and describe.

If human subjects are pregnant women, minors, cognitively impaired, prisoners, or other potentially vulnerable populations, please:

1. Explain the necessity of using these particular subjects
2. Describe any special arrangements to protect their safety

### \* Necessity of Inclusion

**B I U**    

STUDY | IRB NUMBER: United-18-19-16

# Enter a descriptive title that everyone will see when they loo...

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Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject Recruit... (highlighted)
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

1. Explain the necessity of using these particular subjects
2. Describe any special arrangements to protect their safety

\*Necessity of Inclusion

**B I U ↺ ☰ ☷ 🔗 🖼**

Explain why your test results will be improved by taking the risk of including the people above.

**For each category checked above, use a separate paragraph to explain necessity of inclusion and special arrangements.**

\*Special Arrangements

**B I U ↺ ☰ ☷ 🔗 🖼**

Explain any ways you will be mitigating the risks. As other people review your project they may have suggestions to improve your project so it shows due diligence.

**Click the right arrow when you're done.**

Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
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## 6- Project Process

*Additional information and guidance can be found by clicking the question mark in the top-right corner of each section.*

### \* Process Description

Explain, step by step, the process you will lead your participants through for your project.



1. If you use the buttons above you can create a bulleted or numbered list.
2. This would be the easiest way to describe your process because it divides it up into distinct steps.
  - Picking bullets or numbers is up to you.
1. Although you could do both,

So far you've given a high level description of what you want to do, why you want to do it, and who is going to work with you.

Now you need to get into the nitty gritty.

Notice the controls can allow you to create multiple levels of tasks.

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
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- 9- Attachments

Process Details

\* Describe the duration of project participation.

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- One way to divide this up might be to create a list of phases
  1. And then provide dates for tasks
  2. In the order they occur.
- If your project is going to be pretty straight forward
  1. Then you might use a numbered list of tasks with the date you expect them to finish.

Here you should give an overarching timeline for all the ways your participants will be engaged in the project, from recruitment to follow-up.

\* Describe the length and number of project sessions.

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Are you going to have regular meetings?

When will these occur? How often?

How long?

Here you will give more specifics about the sessions you will hold with your participants.

← STUDY | IRB NUMBER: **United-18-19-16** 📄 CREATE PDF 📄 COMPARE [SAVE](#) < >  
**Enter a descriptive title that everyone will see when they loo...**

- Sections <
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
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- 8- Conflict of Interest
- 9- Attachments

\* Describe the location(s) for project implementation.

**B I U ↻ ☰ ☰ 🔗 🖼**

Now that you've told us what you will do and when you will do it, we need to know more about where you will implement your project.

\* Describe your recruitment procedures and any material inducements given for participation

Explain when and how participants are invited to participate in the project.

**B I U ↻ ☰ ☰ 🔗 🖼**

Sections ◀

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
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\* Describe your recruitment procedures and any material inducements given for participation

Explain when and how participants are invited to participate in the project.

**B I U ↺ ☰ ☷ 🔗 🖼**

How you recruit people can have an effect on the ethics of your subject.

**Describe how you will recruit your participants. We want to make sure that no one is coerced to participate and can opt out at any time.**

Recruitment Documents

Attach all documents, flyers, etc. used for recruitment.

ATTACH

\* Describe the information to be gathered and the means for collecting and recording data.

- Sections
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

**DOCUMENTS**

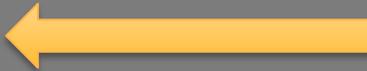
Click the plus button to upload files or add links.

+ CANCEL APPLY

- Add Link
- Add File

Recruitment Documents  
Attach all documents, flyers, etc. used for recruitment.

ATTACH



Click the Attach button and then, by pressing the + sign, you can link any materials you will use for recruitment. Be sure to click Apply once you've uploaded your files.

\* Describe the information to be gathered and the means for collecting and recording data.

B I U G [List Icon] [List Icon] [Link Icon] [Image Icon]

[Rich text editor content area]

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
- 7- Participant Protection
- 8- Conflict of Interest
- 9- Attachments

\* Describe the information to be gathered and the means for collecting and recording data.

**B I U S** ☰ ☰ ☰ ☰

This is where you explain the types of data you are going to collect.

Below we have questions about these types.

**Will you use surveys, interviews, questionnaires, or other instruments? Will you gather records? What data will you gather, and how will you gather it?**

\* Survey, Questionnaire, or Interview

*Will the study utilize surveys, questionnaires, or interviews?*

- Yes
- No

\* Other Project Instrument(s)

Sections

- 1- Getting Started ✓
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- 7- Participant Protection
- 8- Conflict of Interest
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\* Survey, Questionnaire, or Interview

Will the study utilize surveys, questionnaires, or interviews?

- Yes
  - \* Attach all copies of surveys, questionnaires, or interviews.
- No

ATTACH

\* Will the survey, questionnaire, or interview record any information that can identify the participants?

- Yes
- No

\* Other Project Instrument(s)

Will your project utilize any predesigned instrument(s), such as personality scales (e.g. Meyers-Briggs Type Indicator), questionnaires, evaluation blanks, etc.

- Yes
- No

You will need to attach copies of surveys, questionnaires, and interview questions here. Follow the same process you followed for uploading your recruitment materials.

STUDY | IRB NUMBER: United-18-19-16

# Enter a descriptive title that everyone will see when they loo...

📄 CREATE PDF 📄 COMPARE 📄 SAVE ⏪ ⏩

Sections

- 1- Getting Started ✓
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- 5- Human Subject R... ✓
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- 7- Participant Protection
- 8- Conflict of Interest
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\* Will the survey, questionnaire, or interview record any information that can identify the participants?

Yes  
 No

Is there any possible way your data could identify the participants in your study?

\* Please justify why the survey, questionnaire, or interview needs to record identifiable information.

B I U ↺ ☰ ☰ ☰ 🖼

If the answer is yes, you need to (1) justify why you need to gather personally identifiable data, and (2) tell us how you will keep the data secure.

\* Other Project Instrument(s)

Will your project utilize any predesigned instrument(s), such as personality scales (e.g. Meyers-Briggs Type Indicator), questionnaires, evaluation blanks, etc.

STUDY | IRB NUMBER: United-18-19-16

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Sections <

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\* Other Project Instrument(s)

Will your project utilize any predesigned instrument(s), such as personality scales (e.g. Meyers-Briggs Type Indicator), questionnaires, evaluation blanks, etc.

- Yes
  - \* Attach other project instrument(s).
  - ATTACH
- No

This question covers any data gathering instruments that you did not personally create for your project.

When done, click the right arrow.



Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
- 7- Participant Protection**
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## 7- Participant Protection

*Additional information and guidance can be found by clicking the question mark in the top-right corner of each section.*

\* Do you anticipate study participants will be subject to any risks?

- Yes
- No

\* Explain why you do not anticipate study participants will be subject to any risks.

**B I U ↺ ☰ ☰ ↻ 🖼**

Here we want to ensure that you are not subjecting your participants to any unnecessary risks, and if there are any risks involved, they are necessary and minimized.

Sections ◀

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process
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### Potential Risks

\* Describe immediate risks, long-term risks, rationale for the necessity of such risks, alternatives that were or will be considered, and why alternatives may not be feasible. ?

**B I U ↺ ☰ ☷ 🔗 🖼**

If you select Yes for the prior question, you will be asked to explain and justify the risks here.

\* Describe any potential legal, financial, social, or personal impacts on subjects of accidental data disclosure. ?

**B I U ↺ ☰ ☷ 🔗 🖼**

What happens if your study instruments get compromised?

Be sure to think carefully about any risks that might arise if you accidentally disclose your data.

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
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\* Expected Benefits

*Describe the expected benefits for subjects (if any) and/or society that will arise from this study.*

**B I U ↺ ☰ ☷ ↻ 🖼**

It is hard to imagine a project theme that didn't have some expected benefits.

**You should expect benefits for your subjects and/or society as a result of your study.**

\* Will deception be used as a method of data gathering?

- Yes
- No

Sections

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- 4- Project Design ✓
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\* Will deception be used as a method of data gathering? ?

Yes  
 No

\* Deception Justification

*Justify and support the use of deception in the project.*

B I U ↺ ↻ ☰ ☷ ☰ ☷

Deceiving people is only ethical if it results in a greater good.

|

Do your data-gathering methods (surveys, interviews, etc.) intentionally deceive participants?

If yes, you need to explain why you are intentionally deceiving your participants for the sake of your study.

◀ STUDY | IRB NUMBER: **United-18-19-16** 📄 CREATE PDF 📄 COMPARE 💾 SAVE ⏪ ⏩

# Enter a descriptive title that everyone will see when they loo...

Sections

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\* What uses will be made of the information obtained from the participants?

**B I U S ☰ ☷ 🔗 🖼**

In these two questions we want to know more about how you will gather your data, use it, and safeguard it.

\* What precautions will be taken to safeguard identifiable records or individuals?

**B I U S ☰ ☷ 🔗 🖼**

We want to keep the identity of the participants as anonymous as possible while still gathering the information you need.

Assigning alternate identities or numbers to participants as data is collected is a quick way to protect someone's identity.

Sections ◀

- 1- Getting Started ✓
- 2- Submission Infor... ✓
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\* Voluntary Participation

How will you ensure your participants have enough time and information to make a non-coerced decision to participate?

**B I U ↺ ☰ ☷ 🔗 🖼**

The assumption is that volunteers are more likely to provide reliable data than conscripts.

Now we are asking more detailed questions about how you will ensure people are not coerced to participate in your study.

\* Informed Consent

Describe the procedures for obtaining informed consent.

**B I U ↺ ☰ ☷ 🔗 🖼**

Sections <

- 1- Getting Started ✓
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\* Informed Consent

*Describe the procedures for obtaining informed consent.*

**B** **I** U ↺ ⋮ ⋮ 🔗 🖼️

Tell us about when, where, and how you will distribute and gather informed consent forms, then use the Attach button below to upload or link your informed consent forms.

\* Informed Consent Form

Attach a copy of your informed consent form(s).

ATTACH

When done, click the right arrow at the bottom of the page.

Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
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- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest**
- 9- Attachments

### 8- Conflict of Interest

\* Do you or any investigator(s) participating in this study have a financial interest related to this research project?

- Yes
- No

\* Provide the name(s) of the person(s) with financial interests to disclose.

*Note: If you do not find the person you are looking for, please contact the IRB Office immediately.*

FIND PEOPLE

If someone at United is making money from your project then they have to be documented in this system.

Most times the answer to this question is NO.

Answer the question, if necessary, use the Find People button, then click the right arrow.

If all these items are checked, you've completed everything!

... everyone will see when they loo...

CREATE PDF

COMPARE

SAVE

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>

Sections

1- Getting Started ✓

2- Submission Infor... ✓

3- Project Informati... ✓

4- Project Design ✓

5- Human Subject R... ✓

6- Project Process ✓

7- Participant Prote... ✓

8- Conflict of Interest ✓

9- Attachments ✓

Routing ✓

Send to PI for certification?

COMPLETE SUBMISSION >

Outside IRB of Record

Study Protocol

Attach the protocol for this study that was reviewed by the Outside IRB.

ATTACH

Outside IRB Approval

Attach the IRB Approval from the Outside IRB.

ATTACH

Outside IRB Review Meeting Minutes

Attach the minutes from the outside IRB meeting(s) for the review of this study.

ATTACH

Outside IRB Correspondence

Attach all correspondence concerning the review of this study by the Outside IRB.

ATTACH

If another IRB board is looking at your project then we need to make sure the things you told them are the same things you told us. If not, you don't need to upload anything.

When your everything is complete, click Complete Submission.



- Sections
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Project Informati... ✓
- 4- Project Design ✓
- 5- Human Subject R... ✓
- 6- Project Process ✓
- 7- Participant Prote... ✓
- 8- Conflict of Interest ✓
- 9- Attachments ✓
- Routing ▼  
Send to PI for certification?
- COMPLETE SUBMISSION ➤

**SUBMISSION ROUTING**

Are you sure you want to continue?

⊘ CANCEL✓ CONFIRM

**Be sure to confirm your submission by clicking here.**

- Outside IRB of ATTACH
- Study P ATTACH  
*Attach the protocol for this study that was reviewed by the Outside IRB.*
- Outside IRB Approval ATTACH  
*Attach the IRB Approval from the Outside IRB.*
- Outside IRB Review Meeting Minutes ATTACH  
*Attach the minutes from the outside IRB meeting(s) for the review of this study.*
- Outside IRB Correspondence ATTACH  
*Attach all correspondence concerning the review of this study by the Outside IRB.*



**Awaiting Certification**

**Initial**

United-18-19-16 - Enter a descriptive title that everyone will see when they look at the record for your project

[View](#) [PDF](#) [Delete](#)

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

PI: Test Candidate      Current Analyst: N/A      Decision: N/A      Policy: Post-2018 Rule  
Review Type: N/A      Review Board: N/A      Meeting Date: N/A

You're close, but not quite done. You need to certify your submission, which means you sign off on your work and accept responsibility for it. To do so, click here.



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

**Research Team**

Name	Role	Result	Date
Test Candidate	Principal Investigator	Pending Certification	

 In-Draft  
Submission is with researchers

Awaiting Certification

Initial  
United-18-19-16 - Enter a descriptive

 View PDF

Pi: Current A  
Test Candidate N/A  
Review Type: Review B  
N/A N/A

Approvals Task History Atta

Research Team

Name	Role	Result	Date
------	------	--------	------

### Certify



I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.

Cancel **Confirm**

Read through the certification page and, if you understand and confirm your responsibilities, click Confirm.





Dashboard

Use the Menu to return to the dashboard. You can see your study is awaiting authorization. You will receive e-mail notifications at each phase from this point forward as your submission is processed.

+ New Study

 **0**  
In-Draft

 **1**  
Awaiting Authorization

 **0**  
Pre-Review

 **0**  
Under Review

**My Studies**

[United-18-19-16](#) Enter a descriptive title that everyone will see when they look at the record for your project

[View All](#)

**My Tasks**

  
All Tasks Complete

**Submissions by Type**

Initial	1
Withdrawal	0
Modification	0
Renewal	0
Incident	0
Closure	0
Legacy	0