

# Sienna College Cayuse Human Ethics User Guide

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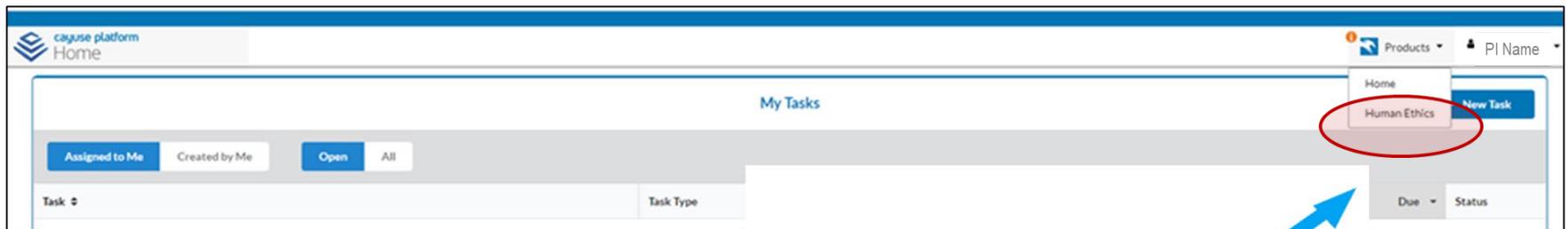
# What is Cayuse IRB?

Cayuse IRB is an electronic submission portal that manages all human subjects research protocols from submission to closure. It is an interactive platform that guides researchers through the application process by customizing the information required based on responses to specific questions. The application does not have to be completed in one sitting and can be saved at any stage in the submission process.

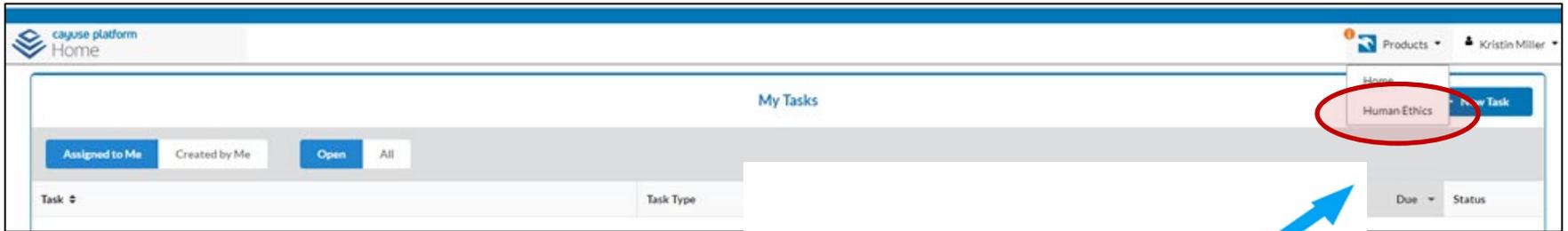
## Logging In

There are two ways to log into the Cayuse Research Suite:

- Navigate to [www.siena.edu/irbapp](http://www.siena.edu/irbapp). If you are not already logged into Siena in the current browser, you will be asked to enter your Siena credentials.
- On the IRB Website, you can access Cayuse under the “[Submit Your Application](#)” tab.



After Logging In, Select “Human Ethics” From the Drop-Down Menu



After Logging In, Select "Human Ethics" From the Drop-Down Menu

★ **Select "Human Ethics" to Get To Application!** ★

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# Understanding Your Dashboard

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# Understanding and Navigating Your Dashboard

The image shows a screenshot of the Cayuse Human Ethics dashboard. At the top, the logo for Cayuse Human Ethics is on the left, and the user's role (Researcher), products, and name (PI Name) are on the right. Below the header is a navigation menu with options: Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. A '+ New Study' button is located in the top right corner of the dashboard area. The main content area displays five study status categories, each with an icon and a right-pointing arrow:

- In-Draft**: Represented by a pencil icon.
- Awaiting Authorization**: Represented by a classical building icon.
- Pre-Review**: Represented by a folder icon.
- Under Review**: Represented by a list icon.
- Post Review**: Represented by a graduation cap icon.

Below each category is a light blue text box with an upward-pointing arrow, providing a detailed description of that status:

- In Draft**: Includes studies PIs have not yet submitted, and studies returned to PI with comments.
- Awaiting Authorization**: Includes studies that are awaiting certification from PI.
- Pre-Review**: Includes studies that the IRB Chair is currently pre-reviewing (i.e., screening) before assigning to a reviewer.
- Under Review**: Includes studies that are currently with a reviewer.
- Post-Review** (Not Visible to All Users): Includes studies for which an IRB member has completed their review. The study routes back to the IRB Chair for review before determining the review complete, returning it for revisions, or sending it to additional reviewers.

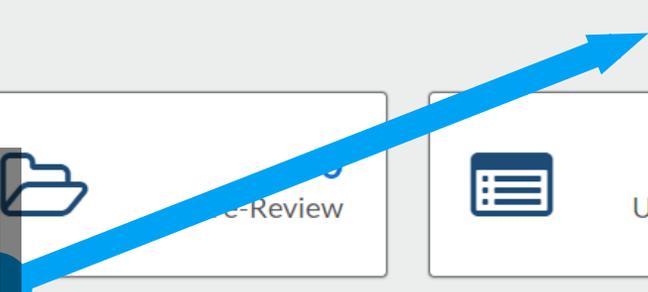
# Creating & Submitting A New Protocol

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+ New Study

To begin a new protocol, click  
"New Study"



In-Dr [icon] e-Review [icon] Under Review 0

My Studies	
<a href="#">IRB-FY2020-</a>	Test Study
<a href="#">IRB-FY2019-</a>	New IRB Test
<a href="#">IRB-FY2019-</a>	Overview Test
<a href="#">IRB-FY2019-</a>	Title
<a href="#">IRB-FY2019-</a>	IRB in progress test
<a href="#">View All</a>	

<a href="#">IRB-FY2020-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">View All</a>	

Submissions by Type	
Renewal	0
Initial	10
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Approved Studies	
<a href="#">IRB-FY2018-</a>	Test Study

Studies Expiring in 30 days	
-----------------------------	--

Expired Studies	
<a href="#">IRB-FY2019-</a>	Test Study 12/11/22



Study Details

Submissions

Enter study title here

**Add Study Title here**

 PDF

 Delete



Approval Date:  
N/A

Expiration Date:  
N/A

Organization:  
N/A

Active Submissions:

Population Flags:

Additional Flags:

Admin Check-In Date:  
N/A

Closed Date:  
N/A

Current Policy

Sponsors:  
N/A

**Click here to confirm creation of new study**



Study Details

Unsubmitted

IRB-FY2021-

 PDF  Delete

Approval Date:	Expiration Date:	Organization:	Active Submissions:	Population Flags:	Additional Flags:
N/A	N/A		N/A		
Admin Check-In Date:	Closed Date:	Current Policy	Sponsors:		
N/A	N/A	Post-2018 Rule	N/A		

Click here and select "Initial" to create the Initial submission for your study

Begin Initial Submission

You've created a study! Click here to begin your initial submission to the IRB.

+ New Submission

Initial

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

IRB-FY2021-0075-00000

 Edit  PDF  Delete

PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: <a href="#">Assign PI</a> <a href="#">Assign PC</a> <a href="#">Complete Submission</a>
Review Type: N/A	Review Board:	Meeting Date: N/A		

Approvals Task History Attachments

### Research Team

Name  
No entries.

Result

6

?

Click here to begin editing your submission

Remaining tasks


 Dashboard   Studies   Submissions   Tasks   Meetings   Reporting   More

< SUBMISSION DETAILS   IRB NUMBER: IRB-FY24-39  
**Initial Submission - Initial**

Sections <

- Human Subjects Research...
- Screening Questions ✓
- Project Description ✓
- Subject Population ✓
- Recruitment Plan
- Research / Data Collectio...
- Psychological and Physica...
- Information Risk and Dat...
- Informed Consent (Exempt)
- Attachments

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

\* **Principal Investigator**  
 FACULTY/STAFF ONLY - The person listed as the PI will be required certify submissions before they are sent to the IRB for review. They will also have edit access to this s communications.

Name	Organization	Address	Phone

\* **Primary Contact**  
 LIST STUDENT FOR FACULTY-SUPERVISED UNDERGRAD AND GRADUATE STUDENT RESEARCH - Any people listed as a PC will have edit access to this s communications.

FIND PEOPLE

Name	Organization	Address

**Siena Co-Investigator(s)**  
 LIST STUDENT FOR FACULTY-SUPERVISED UNDERGRAD AND GRADUATE STUDENT RESEARCH - Any people listed as Co-Investigators will have edit access to this s communications.

FIND PEOPLE

**For student –initiated research, the faculty supervisor **MUST** be the **Principal Investigator**.**

**Students should list themselves as the **Primary Contact**.**

**The Primary Contact, Primary Investigator, and Co-Investigator can access the IRB study**

Kristin Miller

SAVE < >

i in study

x

IRB NUMBER: IRB-FY24-39

# Initial Submission - Initial

CREATE PDF COMPARE SAVE

- Sections <
- Human Subjects Re... ✓
- Screening Questions ✓
- Project Description ✓
- Subject Population ✓
- Recruitment Plan**
- Research / Data Collectio...
- Psychological and Physica...
- Information Risk and Dat...
- Informed Consent (Exempt)
- Attachments

Once all required questions in a section are complete, a ✓ will appear next to the section

## Recruitment Plan

### Recruitment Procedure

Check all that apply

E-mail invitation

Describe the email recruitment procedure. For direct email recruitment, explain how addresses will be obtained. For indirect recruitment (i.e., asking someone to forward your message to others), explain who you will contact and what you are asking of them. If you plan to follow-up, indicate the number of times and conditions under which potential participants will be emailed. As applicable, include the date by which potential participants must respond.

Rich text editor toolbar: B I U

Attachments are prompted within each section. All attachments should be submitted in PDF

Attach the email invitation to participants. If applicable, attach the email you will use.

All recruitment materials must be submitted in PDF format. Attach a statement that you have read and agree to the terms of the recruitment materials.

ATTACH

- Flyer
- Telephone script
- Daily Digest
- SONA (Psych 100 pool)
- Face to Face recruitment with verbal script (e.g., Sarazen, cafeteria, library)
- Posting on social media (e.g., Facebook, Twitter, etc)



IRB NUMBER: IRB-FY24-39

## Initial Submission - Initial

- Sections <
- Human Subjects Research...
- Screening Questions ✓
- Project Description ✓
- Subject Population ✓
- Recruitment Plan ✓
- Research / Data Co... ✓
- Psychological and P... ✓
- Information Risk and Dat...
- Informed Consent (Exempt)
- Attachments

### Informed Consent (Exempt)

\* 1. Will you be audio- and/or videotaping participants?

- Yes
- No

\* 2. Will you be using educational records covered under the Family Educational Rights and Privacy Act (FERPA) law? (See guidance, [here](#))

- Yes
- No

\* 3. Does your research involve use and/or disclosure of Protected Health Information (PHI)? Click [here](#) for full list of PHI identifiers. (Note that identifiers include, but are not limited to, geographical subdivisions smaller than a state and all elements except year for admission/discharge dates.)

- Yes
- No

\* 4. Will you be using any type of consent process (even brief) for general study participation?

- Yes
- No



- Sections <
- Human Subjects Research... ✓
- Screening Questions ✓
- Project Description ✓
- Subject Population ✓
- Recruitment Plan ✓
- Research / Data Collectio... ✓
- Psychological and Physica... ✓
- Information Risk and Dat... ✓
- Attachments ✓
- Routing Send to PI for certification? ✓
- COMPLETE SUBMISSION

Internet surveys and S  
 Yes  
 No

Select "COMPLETE SUBMISSION" to send the submission to the PI to certify. This option will not appear until all sections of the application are complete.

 **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

**Awaiting Certification**

**Initial**

IRB-FY2019- [redacted]

 View  PDF  Delete

Routing:

Return

Certify

PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
[redacted]	N/A	N/A	Post-2018 Rule	N/A
Review Type:	Review Board:	Meeting Date:		
N/A	N/A	N/A		

Approvals Task History Attachments

**Research Team**

Name	Role
[redacted]	Principal Investigator

The PI (always the faculty supervisor in student-initiated research) must certify the submission in order for it to be submitted to the IRB.





Under Pre-Review

Initial

IRB-FY2019-

Review

PDF

Delete

PI: [redacted] Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks: Assign Analyst  
Review Type: N/A Review Board: N/A Meeting Date:

Approvals

Task History

Attachments

Research Team

Name	Role	Result	Date
[redacted]	Principal Investigator	Certified	[redacted]

Once certified by the PI, the application is submitted to the IRB and placed in Pre-Review for screening. It will either be returned to you if more information is necessary or advanced to formal review.

*If not returned for more information (allow up to 3 days for processing), it will be advanced to "Under Review".*

*Expect formal feedback 1-2 weeks for Exempt studies and 2-3 weeks for Expedited reviews. Full committee review meetings are conducted 1-3 months from time of submission.*



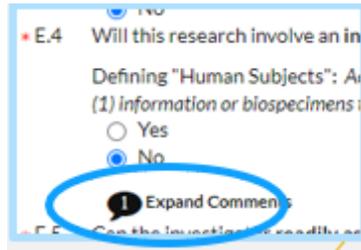
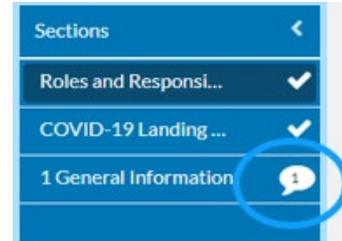
# Responding to Requests for Revision

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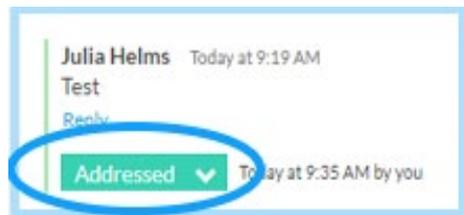
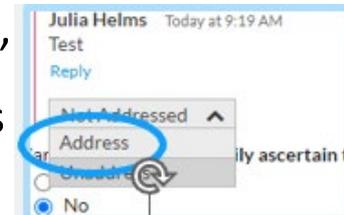
# How to Resolve Comments & Make Changes

1. **Comments from the IRB** will appear as a bubble next to the section the comments are located



2. Type "Ctrl + F" and search for "Expand" to **locate all comments** on the page. Click the "Expand Comments" Button.

3. To **reply to the comment**, click "Address." Make changes in the actual submission as applicable.



4. **After replying to the comment and making the change(s) click the "Addressed" button.** When all comments have been addressed, resubmit to the IRB.

# Checking the Status of an Existing Protocol

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[+ New Study](#)

 **8**  
In-Draft

 **0**  
Awaiting  
Authorization

 **0**  
Pre-Review

 **2**  
Under Review

My Studies	
<a href="#">IRB-FY2019-</a>	<a href="#">[blurred]</a>
<a href="#">IRB-FY2021-</a>	<a href="#">[blurred]</a>
<a href="#">IRB-FY2020-</a>	<a href="#">[blurred]</a>
<a href="#">IRB-FY2019-</a>	<a href="#">[blurred]</a>
<a href="#">IRB-FY2019-</a>	<a href="#">[blurred]</a>
<a href="#">View All</a>	

My Tasks	
<a href="#">IRB-FY2021-</a>	Comple
<a href="#">IRB-FY2020-</a>	Com
<a href="#">IRB-FY2019-</a>	Comple
<a href="#">IRB-FY2019-</a>	Comple
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">View All</a>	

**Click View All under "My Studies" for a list of all your protocols.**

Submissions by Type	
	0
	11
	0
	0
Withdrawal	1
Closure	0
Legacy	0

Approved Studies	
<a href="#">IRB-FY2018-</a>	Test Study

Studies Expiring in 30 days	
-----------------------------	--

Expired Studies	
<a href="#">IRB-FY2019-</a>	<a href="#">[blurred]</a>



Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
<a href="#">IRB-FY2021-</a>		Unsubmitted		N/A	N/A	02-16-2021
<a href="#">IRB-FY2020-</a>		Unsubmitted		N/A	N/A	10-16-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	04-18-2019
<a href="#">IRB-FY2019-</a>		Under Review		N/A	N/A	04-03-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	03-01-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	12-21-2018
<a href="#">IRB-FY2019-</a>		Expired				12-11-2018
<a href="#">IRB-FY2019-</a>		Requires Changes				12-11-2018
<a href="#">IRB-FY2018-</a>		Unsubmitted				08-22-2018

Click the IRB number of the protocol you are interested in.



Study Details

Submissions

Under Review

IRB-FY2019-

 PDF  Delete

Approval Date: N/A	Expiration Date: N/A	Organization: PROVOST - Vice Provost for Research (VPR)	Active Submissions	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A				

Click "Submissions" on the Study Details page for a list of submissions related to the protocol

Key Contacts 

Attachments

Team Member

Number

Email

Principal Investigator

Primary Contact



Study Details

Submissions

Submission Type	Review Type	Status	Decision
<a href="#">Initial</a>	Full	<span style="color: orange;">●</span> Under Review	--
<a href="#">Withdrawal</a>	Unassigned	<span style="color: orange;">●</span> Under Review	--

1-2 of 2

Click the link for the submission you are interested in



Under Review

### Initial

IRB-FY2019-3107 - Overview Test

 View  PDF  Delete  Checklist

Click the "Task History" tab to view activity on the submission

PI:  Current Analyst:  Decision:   
Review Type: Full Board Review Board: NYU WSQ Meeting Date: N/A

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

Name	Role	Routing Action	Completion Date
	Analyst	Reviewers Assigned	
	Analyst	Review Type/Board Assigned	
	Analyst	Analyst Assigned	
	Principal Investigator	Certified	
	Principal Investigator	Submission Completed	



# Creating a Modification (Amendment)

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+ New Study

 8 In-Draft

 0 Pre-Review

 2 Under Review

On the Dashboard, click here to view your studies

My Studies

<a href="#">IRB-FY2019-</a>	
<a href="#">IRB-FY2021-</a>	
<a href="#">IRB-FY2020-</a>	
<a href="#">IRB-FY2019-</a>	
<a href="#">IRB-FY2019-</a>	

[View All](#)

My Tasks

<a href="#">IRB-FY2021-</a>	Complete Submission
<a href="#">IRB-FY2020-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission

[View All](#)

Submissions by Type

Renewal	0
Initial	11
Modification	0
Incident	0
Withdrawal	1
Closure	0
Legacy	0

Approved Studies

<a href="#">IRB-FY2018-</a>	Test Study
-----------------------------	------------

Studies Expiring in 30 days

Expired Studies

<a href="#">IRB-FY2019-</a>	
-----------------------------	--

6 ?

Click on the Study you wish to submit a Modification (Amendment) for

+ New Study

Active Archive

Q Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
<a href="#">IRB-FY2021-</a>		● Unsubmitted		N/A	N/A	02-16-2021
<a href="#">IRB-FY2020-</a>		● Unsubmitted		N/A	N/A	10-16-2019
<a href="#">IRB-FY2019-</a>		● Unsubmitted		N/A	N/A	04-18-2019
<a href="#">IRB-FY2019-</a>		● Under Review		N/A	N/A	04-03-2019
<a href="#">IRB-FY2019-</a>		● Unsubmitted		N/A	N/A	03-01-2019
<a href="#">IRB-FY2019-</a>		● Unsubmitted		N/A	N/A	12-21-2018
<a href="#">IRB-FY2019-</a>		● Expir		2019	N/A	12-11-2018
<a href="#">IRB-FY2019-</a>		● Requ			N/A	12-11-2018
<a href="#">IRB-FY2018-</a>		● Unsu			N/A	08-22-2018

Only the PI, Primary Contact, and co-PI can view or edit the Study.





- + New Submission
- Renewal
- Modification
- Incident
- Closure

Study Details

Submissions

Under Review

IRB-FY2019-

PDF Delete

Approval Date: N/A  
Expiration Date: N/A

Admin Check-In Date: N/A  
Closed Date: N/A

On PR Pro (VPR) Current Policy Post-2018 Rule  
Withdrawal  
Sponsors: N/A

Additional Flags:

Click "New Submission" then select "Modification"

Only one Modification may be open at a time. Once approved, you may submit additional Modifications.

Key Contacts

Attachments Flags

Team Member

Role

Principal Investigator

Primary Contact

Email

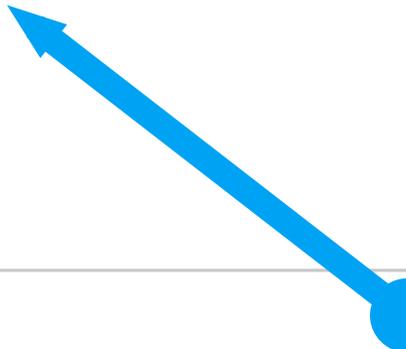


- Sections <
- Amendment Details \*
- Human Subjects Research... ✓
- Screening Questions ✓
- Project Description ✓
- Subject Population ✓
- Recruitment Plan ✓
- Research / Data Collectio... ✓
- Psychological and Physica... ✓
- Information Risk and Dat... ✓
- Attachments ✓

\* Please provide a brief description of changes being made and include a clear rationale for the changes:

**B I U S** [List Icons] [Link Icon] [Image Icon]

We will be changing our consent forms and adding two additional personnel to the study.



**Describe all items that are being changed (make sure to make personnel changes in the Research Personnel section as well). Then make the changes directly to the application.**

IRB NUMBER: IRB-FY17-9

# The Sample Study Test Test - Modific..

**\*DO NOT DELETE ANY DOCUMENTS THAT ARE STILL BEING USED\*  
Only upload documents that have changes. Please include the date in the file name.**

← SUBMISSION DETAILS

Sections <

Amendment Details ✓

Human Subjects Research... ✓

Screening Questions ✓

Project Description ✓

Subject Population ✓

Recruitment Plan ✓

Research / Data Collectio... ✓

Psychological and Physica... ✓

Information Risk and Dat... ✓

Attachments ✓

Routing ▾

Send to PI for certification?

COMPLETE SUBMISSION

## Participants

### Participant Population

\* Participant Populations

Specify the participant population(s) to be included (check all that apply):

- Adults
  - \* Specify Age Range:
    - 18 - 24 Years
    - 25 - 50 Years
    - 51 - 64
    - 65 - 75
    - 75 +
- Children
- Students
- Non-English speaking
- Subject Pools
- Secondary Data (research using previously collected data/specimens, non-targeted surveys, program protocols)
- Developmentally challenged
- Economically or educationally disadvantaged
- Other population

Enter number of participants:

**When all information has been updated, click "COMPLETE SUBMISSION" to submit to PI for certification**

12



Awaiting Certification

Modification

IRB-FY17-9 - The Sample Study Test Test

View PDF Delete

PI: Current Analyst: Decision: Policy: Pre-20  
N/A N/A N/A  
Review Type: Review Board: Meeting Date:  
N/A N/A N/A

The submission will remain at "Awaiting Approvals" and will not go to the IRB until the PI has certified the Modification

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
	Principal Investigator	Pending Certification	



Awaiting Certification

Modification

IRB-FY17-9 - The Sample Study Test Test

View PDF Delete

Routing:

PI: Current Analyst: Decision: Policy: Required Tasks:  
N/A N/A N/A Pre-2018 Rule N/A

Review Type: Review Board: Meeting Date:  
N/A N/A N/A

Approvals Task History Attachments

Research Team

Name	Role	Date
	Principal Investigator	Pending Certification

The PI can Certify the Modification by clicking here. (Refer to the start of the Modification guide for directions on navigating to this page)



# Creating and Submitting a Renewal

---



[+ New Study](#)

On the Dashboard, click here to view your studies

 **8**  
In-Draft

 **0**  
Awaiting Authorization

 **0**  
Pre-Review

 **2**  
Under Review

**My Studies**

<a href="#">IRB-FY2019-</a>	
<a href="#">IRB-FY2021-</a>	
<a href="#">IRB-FY2020-</a>	
<a href="#">IRB-FY2019-</a>	
<a href="#">IRB-FY2019-</a>	

[View All](#)

**My Tasks**

<a href="#">IRB-FY2021-</a>	Complete Submission
<a href="#">IRB-FY2020-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission
<a href="#">IRB-FY2019-</a>	Complete Submission

[View All](#)

**Submissions by Type**

Renewal	0
Initial	11
Modification	0
Incident	0
Withdrawal	1
Closure	0
Legacy	0

**Approved Studies**

<a href="#">IRB-FY2018-</a>	Test Study
-----------------------------	------------

**Studies Expiring in 30 days**

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**Expired Studies**

<a href="#">IRB-FY2019-</a>	
-----------------------------	--



Q Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
<a href="#">IRB-FY2021-</a>		Unsubmitted		N/A	N/A	02-16-2021
<a href="#">IRB-FY2020-</a>		Unsubmitted			N/A	10-16-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted			N/A	04-18-2019
<a href="#">IRB-FY2019-</a>		Under Review			N/A	04-03-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	03-01-2019
<a href="#">IRB-FY2019-</a>		Unsubmitted		N/A	N/A	12-21-2018
<a href="#">IRB-FY2019-</a>		Expired		12-11-2019	N/A	12-11-2018
<a href="#">IRB-FY2019-</a>		Requires Changes		N/A	N/A	12-11-2018
<a href="#">IRB-FY2018-</a>		Unsubmitted		N/A	N/A	08-22-2018

Click on the Study you wish to submit a Renewal for





+ New Submission

- Renewal
- Modification
- Incident
- Closure

Study Details

Submissions

Under Review

IRB-FY2019-



PDF



Delete

Approval Date:  
N/A

Expiration Date:  
N/A

Organization:  
PROVOST  
Provost fo  
(VPR)  
Current Po  
Post-2018 R

Admin Check-In Date:  
N/A

Closed Date:  
N/A

Click "New Submission" then  
select "Renewal"

Additional Flags:

Key Contacts ⓘ

Attachments

Flags

Team Member

Role

Number

Email

Principal Investigator

Primary Contact

6





Unsubmitted

### Renewal

IRB-FY17-9 - The Sample Study Test Test

 Edit  PDF  Delete

PI: Current Analysis: Decision: Policy: Required Tasks:  
N/A N/A Pre-2018 Rule [Complete Submission](#)

Review Type: Review Board: Meeting Date:  
N/A N/A N/A

**Click "Edit" to begin working on your Renewal**

Approvals Task History Attachments

### Research Team

Name	Role	Result	Date
No entries.			



Please answer all questions in each section

- Sections
- Section 1 Study Results
- Section 2 Subjects
- Section 3 Data and Safety ...
- Section 4 Adverse Events...
- Section 5 Self Audit
- Section 5.1 Self Audit

## Section 1 Study Results

\* Please provide a detailed summary of your progress to date:

B I U S : : G A

\* Cite all relevant presentations/publications related to this research:

B I U S : : G A



IRB NUMBER: IRB-FY17-9

# The Sample Study Test Test - Renewal

CREATE PDF

COMPARE

SAVE

< >

- Sections <
- Section 1 Study Res... ✓
- Section 2 Subjects ✓
- Section 3 Data and ... ✓
- Section 4 Adverse ... ✓
- Section 5 Self Audit ✓
- Section 5.1 Self Audit ✓
- Routing >
- Send to PI for certification?
- COMPLETE SUBMISSION >

## Section 3 Data and Safety Monitoring

\* Since your last IRB review, have any new or increased risks?

Yes

No

Once all sections are finished, click "COMPLETE SUBMISSION" to send to the PI for certification

Submitted Renewals are scheduled to be approved as close to the expiration date as possible

< >

6 ?

# Incident and Closure Reports

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Click on the Study you wish to submit a Modification (Amendment) for

Active Archive

+ New Study

Q Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
<a href="#">IRB-FY2021-</a>		● Unsubmitted		N/A	N/A	02-16-2021
<a href="#">IRB-FY2020-</a>		● Unsubmitted		N/A	N/A	10-16-2019
<a href="#">IRB-FY2019-</a>		● Unsubmitted		N/A	N/A	04-18-2019
<a href="#">IRB-FY2019-</a>		● Under Review		N/A	N/A	04-03-2019
<a href="#">IRB-FY2019-</a>		● Unsubmitted		N/A	N/A	03-01-2019
<a href="#">IRB-FY2019-</a>		● Unsubmitted		N/A	N/A	12-21-2018
<a href="#">IRB-FY2019-</a>		● Expir		2019	N/A	12-11-2018
<a href="#">IRB-FY2019-</a>		● Requ			N/A	12-11-2018
<a href="#">IRB-FY2018-</a>		● Unsu			N/A	08-22-2018

Only the PI, Primary Contact, and co-PI can view or edit the Study.





+ New Submission

- Renewal
- Modification
- Incident
- Closure

Under Review

IRB-FY2019-

PDF Delete

Approval Date: N/A  
Expiration Date: N/A

Admin Check-In Date: N/A  
Closed Date: N/A

Click "New Submission" then select "Incident" or "Closure". Once you have addressed all comments, select "COMPLETE SUBMISSION" to send to PI for certification.

Additional Flags:

Key Contacts

Attachments Flags

Team Member	Role	Number	Email
	Principal Investigator		
	Primary Contact		





**Have Questions?  
Contact [irb@siena.edu](mailto:irb@siena.edu)**

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