

# IRB NEWS

Volume 2, Issue 2

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## HAPPY SPRING!

Hello Investigators! We are nearing the end of the spring semester, and we know that many of you are busy with coursework, presentations, research, and more! We wish you the best as you and your students work to meet deadlines!

### IN THIS EDITION

Virtual Office Hours

Cayuse Updates

Legacy Submissions

Upcoming Events

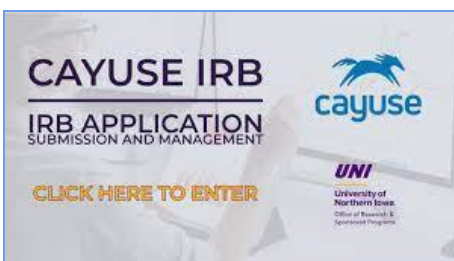
## WEEKLY VIRTUAL OFFICE HOURS - new time!

Have a quick question? Need help with Cayuse? The Office of Research and Sponsored Programs will offer virtual IRB Office Hours every **Wednesday from 10:00-11:00, via Zoom**. This is an especially beneficial opportunity for students working on applications for the first time.

In a group advising format, the IRB Administrator will help investigators with their questions. Topics may include preparing consent and permission forms, maintaining data privacy, recruiting participants, troubleshooting problems, and more. Bring your questions! To participate in a weekly session, you must [register in advance to secure the Zoom link](#).

*Please note: Questions addressed during Office Hours are done so in a group setting. If you wish to have an individual meeting or if this time does not work for you, please contact the IRB Administrator [Lisa.Ahern@uni.edu](mailto:Lisa.Ahern@uni.edu) to arrange an alternate time.*

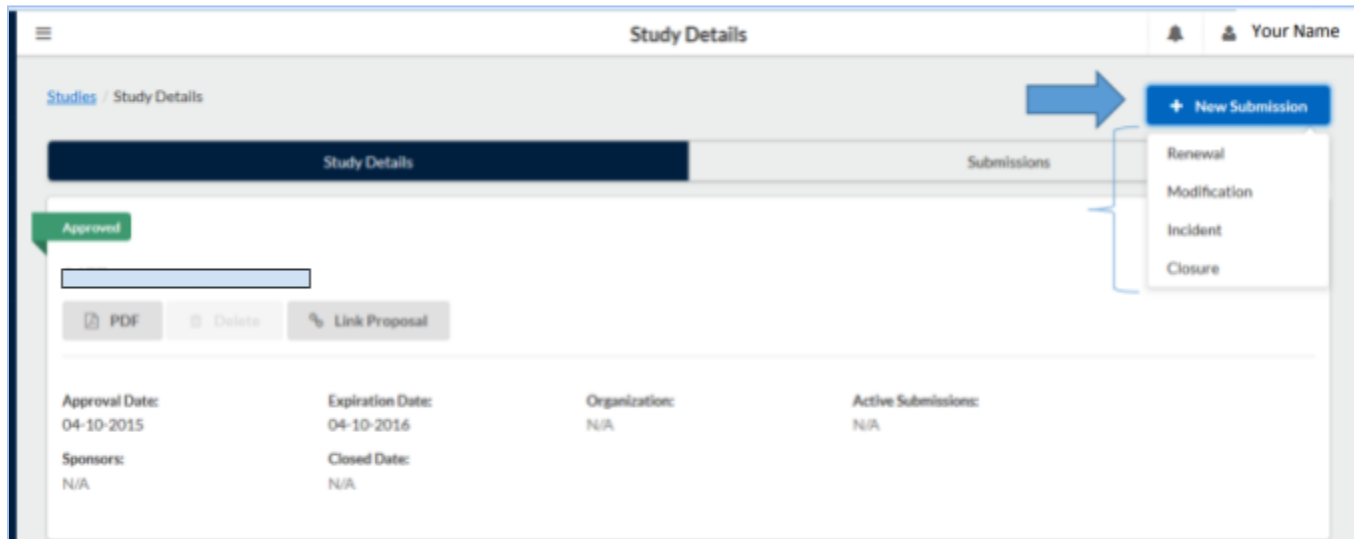
## CAYUSE CORNER



## RENEWALS, MODIFICATIONS, INCIDENTS AND CLOSURE

Starting **May 1, 2023** - all renewals, modifications, incident reports, and study closures must be completed through **Cayuse**. This is completed in Cayuse by opening your Study, navigating to the "Study Details" page, and clicking on the "New Submission" button on the far right hand side of the screen. Once you

click on “New Submission,” a drop down list will appear for you to submit a “Renewal / Modification / Incident or Closure.” If you cannot locate your study in Cayuse, please contact the IRB Administrator at [Lisa.ahern@uni.edu](mailto:Lisa.ahern@uni.edu).



## **LEGACY STUDIES**

All of your open studies that were approved prior to the implementation of Cayuse are now recorded in the Cayuse System. Here is some important information about Legacy Studies.

### **Q. What is a Legacy Study?**

**Answer:** Legacy Studies are studies recorded in Cayuse that were approved using the retired application process. The Legacy Study creates a record of your open study in Cayuse so you can make changes to it (Renewals, Modifications, Incidents, Closure).

### **Q. What information is included in the Legacy Study?**

**Answer:** Only the PI, the Primary Contact, and the original pdf application are recorded to serve as a point of reference for your study. You should add your Co-PIs and other Key Personnel if someone else will need access to your study in the Cayuse system. To do this, you must complete a **Modification Submission** in Cayuse.

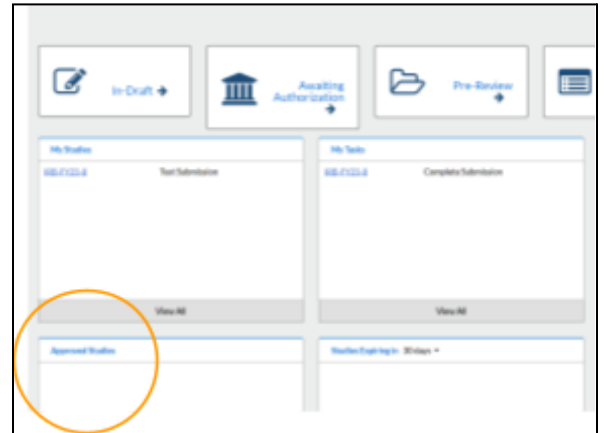
### **Q. What can I do with a Legacy Study?**

**Answer:** Just like any study in Cayuse, you can create the following submissions: **Renewal**, **Modify**, **Incident**, and **Closure**. To do this, go to your “Study Details” page to begin the submission type.

### Q. How do I find my Legacy Studies?

**Answer:** From your Dashboard, all of your open and approved studies will appear in the “Approved Studies” box.

Any study with an “L-XX-XXXX” label is a Legacy Study. The IRB number is the same as your originally approved study but it has the letter “L” in front of it, indicating it as a previously approved study.



### Q. What if I see my study in Cayuse, and it is closed?

**Answer:** Please complete a “Closure Submission.”

### Q. What if I do not see my Legacy Study?

**Answer:** If your study is closed, it will not appear in Cayuse. If your study is open and you still do not see it in Cayuse, please contact the IRB Administrator.



### If my study is “exempt,” why does it need an IRB review?

Exempt studies are minimal risk studies that do not require *continuing review* by the IRB. These studies are *exempt* from most of the requirements of the Federal Policy for the Protection of Human Subjects.

In order to determine a study is exempt, it must be reviewed by the IRB and be assigned an appropriate category of exemption.

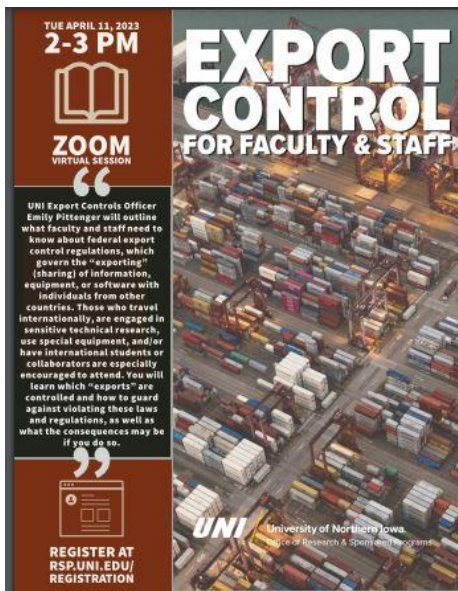
## EVENTS AND OPPORTUNITIES

The Spring Training and Events calendar is posted on the RSP website! Below are some upcoming opportunities highlighted for you! **Please also be sure to share these opportunities with your students who may be interested!** Visit the RSP [Training and Events web page](#) for a complete listing of upcoming training opportunities and events.



### Inspire Conference

Kick off April with some inspiration by attending the Student Research and Engagement Conference on April 3-4 at Rod Library.



## Export Control for Faculty & Staff

Tuesday, April 11, 2023, 2-3 pm | [Zoom virtual session](#) | [Registration Required](#)

UNI Export Controls Officer Emily Pittenger will outline what faculty and staff need to know about federal export control regulations, which govern the “exporting” (sharing) of information, equipment, or software with individuals from other countries. Those who travel internationally, are engaged in sensitive technical research, use special equipment, and/or have international students or collaborators are especially encouraged to attend. You will learn which “exports” are controlled and how to guard against violating these laws and regulations, as well as what the consequences may be if you do so.



## Human Subjects Training

Investigators, key personnel, and advisors of student researchers are required to complete training in human subjects protections. This training must be on file before starting any research activities. Training is available through the [Collaborative Institutional Training Initiative \(CITI\)](#).

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## IRB COMMITTEE MEETING SCHEDULE

If you plan on submitting an IRB application that will require a full board review (proposals with greater than minimal risk require full board review), please see the [IRB Meeting Schedule](#). Most applications are reviewed as exempt or expedited, which normally involve just one reviewer - (in those cases, the submission deadline does not apply). If you are unsure about the level of review your project will need, please feel free to contact the IRB Administrator.



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