CREATING A NEW STUDY

To create a new study, click the "New Study" button in the upper right of either the Studies Page or your Dashboard.

Enter a title for your study (up to 600 characters) and click the blue checkmark button.

After creating the new study, you will be taken to the Study Details page for that study, which displays important information regarding your study.

**Note:** you can choose to rename your study at any point up until the initial (or a withdrawal) submission has finished being reviewed. From the Study Details screen, click anywhere within the study title field to edit the title.
CREATING AN INITIAL SUBMISSION

To begin working on your study, click the “New Submission” button, and select “Initial.”

The person who creates the study is added as **Primary Contact**, by default. You can change this when editing the submission if needed. View the **Required Tasks** to Assign a PI and complete the Submission.
Once you select a Required Task, you will be taken to a “Getting Started” section which gives you some general information about the process.

To begin proceed with the application, you must **click on the radio button** confirming you have read the information and are ready to begin your submission.
Next, you will complete the **Submission Information** section which asks you to add information about your Study Team, Human Subjects Training and Project Start/End dates.

- **The Principal Investigator** is the only Research Team member who can certify the application. There may be only ONE PI.

- **Other investigators** should be listed as either **Co-PI’s** or other **Key Personnel**.

- **Student PI’s must ADD their Faculty Sponsors as the Primary Contact.**

You will be asked other general information about the Submission, such as if you are working with outside Institutions, if Human Subjects Training is on file for all personnel, and Start/End Dates.
Next, you will be asked to select what type of study you are undertaking.

Depending on your response and the study type, **different sections** will appear to the left.

You must now work through the application, completing each section.
Once finished responding to all questions in a section, you will receive a checkmark in each blue section. If all sections have a checkmark, you will then be ready to **Certify the submission**. ONLY the PI can certify the submission.

If you are working as a Co-PI or Primary Contact on the submission, you will need to **route it to the PI** for Certification.
What’s happens after Certification?

Your Submission, once certified, will be routed to the IRB Analyst for Pre-Review.

You will either be asked for more information via the Cayuse system if your submission was incomplete OR your submission will be routed to an IRB member for review.

You can **check your dashboard** for a **status** of your study.