

IRB NEWSLETTER

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WELCOME BACK!

Welcome back! We hope you have had a great summer; we are ready to support your human subjects research efforts!

COMING SOON... CAYUSE IRB

This summer, the Office of Research and Sponsored Programs (RSP) was busy preparing for the implementation of Cayuse IRB. This is a new, cloud-based IRB application submission and management system that streamlines all components of the IRB process. All applications, approval records, and documents will be managed through Cayuse IRB.

The system features a Single Sign On (SSO), so you can easily sign up with your current CatID. It is anticipated to start using Cayuse IRB for all applications starting November 1. Training materials are being developed and will include pre-recorded on-demand sessions, scheduled Office Hour “drop in” zoom sessions, manuals, and other tutorials.

Before going “live” campus-wide, a handful of researchers will pilot the site and use Cayuse to submit their applications. **If you are interested in being one of the first to submit your IRB application through the test site, please contact Lisa.Ahern@uni.edu.** This is a great way to give early feedback, help troubleshoot potential issues, and suggest minor changes. In addition, if you work with students who will be submitting IRB applications later this Fall, this will be a great way to share your knowledge of this system with your class.

Please be sure to watch for training opportunities related to Cayuse and look for training sessions later in the year. These will be posted on RSP’s [Training and Events](#) page.

HUMAN SUBJECTS TRAINING

RSP offers certification for IRB training through an online course in Human Subjects Protections. The program offers online courses that can be accessed by anyone affiliated with UNI. [This course fulfills the UNI IRB training requirement to participate in human subjects research](#)

IN THIS EDITION

Cayuse IRB is Coming!

Human Subjects Training

Tips for a Smooth Review

Upcoming Trainings

TIPS FOR A SMOOTH IRB REVIEW

Attend an IRB Learning Tutorial. See the training opportunities below and [sign up for the next one](#) offered September 6th!

Make use of Sample Form Templates. While the IRB does not mandate the use of its sample forms for consent and recruitment, it may help you to be sure you have addressed all of the required items in informed consent. See a [list of examples here](#).

Write consent language in 8th-grade language. Avoid using jargon and wording that is not familiar with others outside of your research. Have a friend, family member, or colleague read your application and consent forms for feedback.

Answer ALL of the Questions on the Application. Even if you do not have a response or a question is not applicable, indicate that in your response. If you miss a question, your application will be returned and slow down your review.

Be Responsive to your Reviewer. When you receive an initial review, make sure you address all of the items right away or if you need more time, be sure to let your reviewer know. Open applications with no response from the Investigator will be administratively closed after 30 days.

If needed - provide a Letter of Cooperation with your application. *If* you are working with a cooperating study site, you must have at least one signed Letter of Cooperation. Please visit information about [Study Site Cooperation](#).

UPCOMING RESEARCH AND ETHICS EVENTS - REGISTER TODAY!

Save the date for upcoming events! Visit the Training and Events page for additional training and opportunities offered by RSP. If you have training suggestions or requests, please email rsp@uni.edu

Upcoming Research & Ethics Events			
<p>How to Submit your IRB Application?</p> <p>(Led by Todd Evans, PhD., IRB Chair)</p> <p>September 6, 2022 2:00-3:00</p> <p>Sign up Here</p>	<p>How to Submit your IRB Application?</p> <p>(Led by Todd Evans, PhD., IRB Chair)</p> <p>October 5, 2022 3:30-4:30</p> <p>Sign up Here</p>	<p>Ethical Issues in Data Storage and Management</p> <p>(Led by Helen Harton PhD., Professor of Psychology)</p> <p>September 14, 2022 2:00-4:00</p> <p>Sign up Here</p>	<p>Social Responsibility in Research</p> <p>(Led by Helen Harton, PhD., Professor of Psychology)</p> <p>September 26, 2022 2:00-4:00</p> <p>Sign up Here</p>



SAVE THE DATE - CELEBRATE AND CONNECT!

Celebration of Research & Scholarship

Thursday, September 15, 2022, 3 – 4:30 pm

Maucker Union - Central Ballroom A

This annual reception recognizes all of the faculty, staff, administrators, and support staff who contributed to seeking and receiving external funding from 2020-2022. Provost Jose Herrera will provide remarks. Refreshments are served. No registration necessary - all are welcome.

2022 Scholar Connexus

Thursday, October 13, 2022, 3 – 4:30 pm

Maucker Union - Central Ballroom AB - Registration Required

The annual Scholar Connexus is an opportunity to network with UNI colleagues, identify new research collaborators, share ideas and expertise, and meet new people with similar interests in a fun, informal environment. Registration is required in order to facilitate the matching of individuals for paired conversations. Refreshments are served. For inquiries or more information, please contact Rebecca Rinehart at rebecca.rinehart@uni.edu.

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. You may submit these any time. If you are unsure about the level of review your project will need, please feel free to contact the IRB Administrator.

SCHOLARLY PUBLICATIONS AND FEATURED AWARDS NEWSLETTER

Check out the latest edition of the [Scholarly Publications and Featured Awards Newsletter](#). The newsletter

“highlights scholarship, research, and other scholarly work produced by UNI faculty, students and staff.”



THANK YOU!

FOR REPORTING YOUR ANNUAL IRB STUDY STATUS

Thank you to all Advisors and Principal Investigators who completed their Annual Study Status!



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