

# IRB NEWSLETTER

Volume 2, Issue 1

JANUARY 2023

## HAPPY NEW YEAR!

Happy New Year! As we move into 2023, the Office of Research and Sponsored Programs is working to improve our IRB services to you in several ways. This includes implementation of Cayuse - the new online application and protocol management system, offering weekly virtual office hours and providing multiple opportunities for training and support. As always, we are here to support you in your research efforts. Please feel free to reach out to our office with your questions or needs.

### IN THIS EDITION

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Cayuse Legacy Submissions

Upcoming Training

## WEEKLY VIRTUAL OFFICE HOURS

Have a quick question? Need help with Cayuse? The Office of Research and Sponsored Programs will offer virtual IRB Office Hours every Wednesday from 11:30-12:30, 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.*

## UNI IRB Virtual Office Hours

Spring Semester 2023  
Wednesdays 11:30-12:30 pm  
Zoom

## CAYUSE News: Legacy Studies - What you need to know!

In November of 2022, RSP launched the online IRB application and protocol management system- [Cayuse](#). All new applications to the IRB must be submitted via Cayuse, including the K-12 Classroom studies.

Open studies that were approved prior to the implementation will be transferred to Cayuse; these

studies are referred to as “**Legacy Studies**.” The Legacy Study will serve as a “shell” of your protocol file, holding limited information such as your original application, consent document and study instruments. The Legacy submission will not serve as your complete protocol folder; RSP will maintain the earlier documents and correspondence related to your protocol in its file directory. Once all Legacy Submissions are created, you will be notified by the RSP office to log in to Cayuse to verify the information. **Once a Legacy study is active in Cayuse, you can submit other submission types through Cayuse including:** modifications, incidents, renewals and closures. It is the responsibility of the Principal Investigator to make sure this is completed, and that open studies are accurately listed.

Please be patient with us as we work to upload the 340+ active studies into Cayuse. The RSP office aims to have all files uploaded by the end of February. Please stay tuned for this important transition!

## SPRING RESEARCH ETHICS AND IRB LEARNING OPPORTUNITIES!

The Spring Training and Events calendar is posted on the RSP website! Below are IRB and ethics-related sessions to consider adding to your calendar. **Please also be sure to share these opportunities with your students who may be interested!** Please visit the RSP [Training and Events web page](#) for a complete listing of upcoming training opportunities and events.

### IRB LEARNING TUTORIALS

**IRB Learning Tutorials and Discussion Sessions - with Dr. Todd Evans - [Feb 6th, 3:30-4:30](#) & [Feb 28th 2-3](#) / Zoom Virtual Sessions!**

IRB Chair Todd Evans offers two IRB tutorials each semester for the campus community. These individualized tutorial sessions are designed to explain the UNI IRB submission and review process within the context of the needs of attendees, their research plans, and preparation of their IRB materials. All sessions will be Zoom virtual discussions. Registration is required. For inquiries about these sessions, please contact IRB Chair, Todd Evans at [todd.evans@uni.edu](mailto:todd.evans@uni.edu).

### ETHICAL ISSUES IN Qualitative Research

**Ethical Issues in Qualitative Research - Moderated by Dr. Susan Etscheidt - [Tuesday, March 7th, 1-2:30](#) / LIB 287**

Join Susan Etscheidt, Department Head and Professor of Special Education and her guests in a panel discussion on ethical principles for the framework, design, and conduct of qualitative research, including how to conceptualize research questions, and engage participant voices in the process. [Register here.](#)

### ETHICAL ISSUES IN SCHOLARSHIP: GENDER, ETHNICITY, AND POWER


**Ethical Issues in Scholarship: Gender, Ethnicity and Power - Moderated by Dr. Helen Harton - [Monday, March 27th 3-5](#) / LIB 287**

Panelists in this workshop will help participants become acquainted with key ethical issues involved in research and scholarship. This event will include an interactive discussion on topics related to power, relationships, including issues involving gender, race, and ethnicity. [Register here.](#)

## 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. 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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