Cayuse IRB

Addressing Feedback & Contingencies
If your submission has been reviewed by an analyst or a reviewer who requests more information, you will be notified in Cayuse and by email.

Go to your dashboard to see the feedback, if any, under My Tasks. Select the study.
Select the study, and you will arrive at the Study’s Submission Details. As you can see, the current status of the submission is Reopened.

To edit your submission, select COMPLETE SUBMISSION.
Addressing Feedback & Comments

Look for the comment bubble in the Sections tab. Go to the section where the bubble is located.
**Addressing Comments**

Select bubble to Expand Comments, address analyst/reviewer requests.

The comment status will be changed to **Addressed** when completed.
COMPLETE SUBMISSION and CONFIRM to proceed to reroute your submission back to the IRB Analyst.
Once again, you will arrive at your study’s Submission Details page. Select **CERTIFY** to certify your changes. Remember, all individuals involved with this study, including the other investigators, must also certify the study before it will proceed to the IRB Analyst.
Read the entire **Certify** statement before selecting CONFIRM to go to the next step.
Under Pre-Review

Now your Submission is Under Pre-Review.

This means that the IRB Analyst is reviewing your submission, ensuring all necessary steps were completed.
Once your study has been approved, you will receive a letter, emailed to you. The approval letter will include any details needed for you to begin your research.

When you log back in to Cayuse IRB, you will notice that the study’s status has changed from Under Review to Approved.
Questions?
https://www.usm.edu/research/office-research-integrity

Contact:
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