

From: UCAIHS/IRB (University Committee on Activities Involving Human Subjects) mmb1@nyu.edu
Subject: New UCAIHS/IRB Submission Process is Here
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To:



THE NEW CAYUSE Evisions IRB SUBMISSION PROCESS IS HERE!

This new process, encompassing creation, submission, and review for all human subjects protocols, including initial, continuing reviews, and amendments, will replace the current email-based IRB submission system.

The software features smart submission forms, which will prompt investigators to answer only those questions pertinent to their research, and built-in help to provide immediate assistance.

In the near future, Cayuse Evisions IRB, and Cayuse SP and 424 (now used by the Office of Sponsored Programs) will be integrated to provide an NYU one-research-management environment, from proposal development, through award management, to IRB submission, and study closure.

The Cayuse Evisions IRB Transition Timeline

The roll out of this submission process has begun at the Steinhardt School of Culture, Education, and Human Development on August 4, 2015.

All other Washington Square units will follow in Fall 2015.

If you are a Faculty Sponsor for a Student Researcher, please share this information with them.

How to Start:

1. Are you registered with Cayuse? Not sure?

Go to the NYU's Cayuse [Resources](#) page, and follow the instructions to register under the Cayuse Research Suite for Cayuse 424 and Cayuse SP.

2. Once you are registered:

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Familiarize yourself on how to submit by clicking on the guide, [Welcome to NYU's Cayuse IRB Module](#).

To enter the Cayuse Evisions IRB, continue to the [Cayuse Research Suite](#)

3. There are two ways to log into the Cayuse Research Suite:

Navigate to nyu.cayuse424.com.

If you are not logged into NYU Home in the current browser, you will be asked to enter your NYU Home credentials. Or,

If you are in [NYU Home](#)

click the "Research" tab

under the eResearch Toolkit, click Cayuse Research Suite to enter into the Evisions Research Suite, then

click [Cayuse IRB](#) (Human Studies Compliance) under Research Administration Modules

4. How to submit:

Since we are not carrying over any "legacy data" or old IRB/UCAIHS protocol numbers into this new system, you must begin your submission by entering an Initial application.

Steps for a submitting an Initial application or new submission:

Please refer to the guide, ["Welcome to NYU's Cayuse IRB Module"](#).

A new IRB protocol number will be issued for this submission when you begin the process.

Answer the questions

If this is an Initial application for a previously approved IRB/UCAIHS protocol,

Attach or upload the most recently approved protocol, approved consents, approved recruitment materials, instruments, and other applicable materials.

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If this is a brand new Initial application,

Attach or upload the consents, recruitment materials, instruments, and other applicable materials.

Steps for submitting a Continuing Review and/or an Amendment:

For a currently approved protocol with an old IRB/UCAIHS number:

Complete the Initial application, as written above.

Once this is completed, go back to the "Dashboard" and begin the form for the Continuing Review and/or Amendment.

For a currently approved protocol with a new Evisions protocol number:

Complete the form for the Continuing Review and/or Amendment found on the "Dashboard".

As this system will have the most recently uploaded, approved documents, it will no longer be necessary to attach the previously approved documents with a Continuing Review or an Amendment submission.

Remember: an Initial application must be done first, before submitting a Continuing Review or an Amendment for a protocol with an old IRB/UCAIHS number.

A Useful Tool in the Submission Process:

A left-hand sidebar will appear when beginning your submission. This sidebar will not only indicate your submission progress, but it will also contain a menu for moving through this system. A Help Guide for the Cayuse Evisions site is located there too.

Still have questions?

For questions or problems relating to logon or technical glitches, please email eResearch.help@nyu.edu.

For questions regarding your submission to the IRB, please email ask.humansubject@nyu.edu.

*****NOTE: UCAIHS IRB uses this e-mail service to distribute e-alerts to the NYU community upon compliance activities as required by law.

.....**NOTE:** UCAIHS IRB uses this e-mail service to distribute only to the NYU community major compliance advisories as required by our assurance with the Federal government.

UCAIHS IRB does not have control of the recipient list as it is dynamically generated based on queries of active faculty, adjuncts, and research scientists, which are culled from the NYU Human Resources employee data.*****