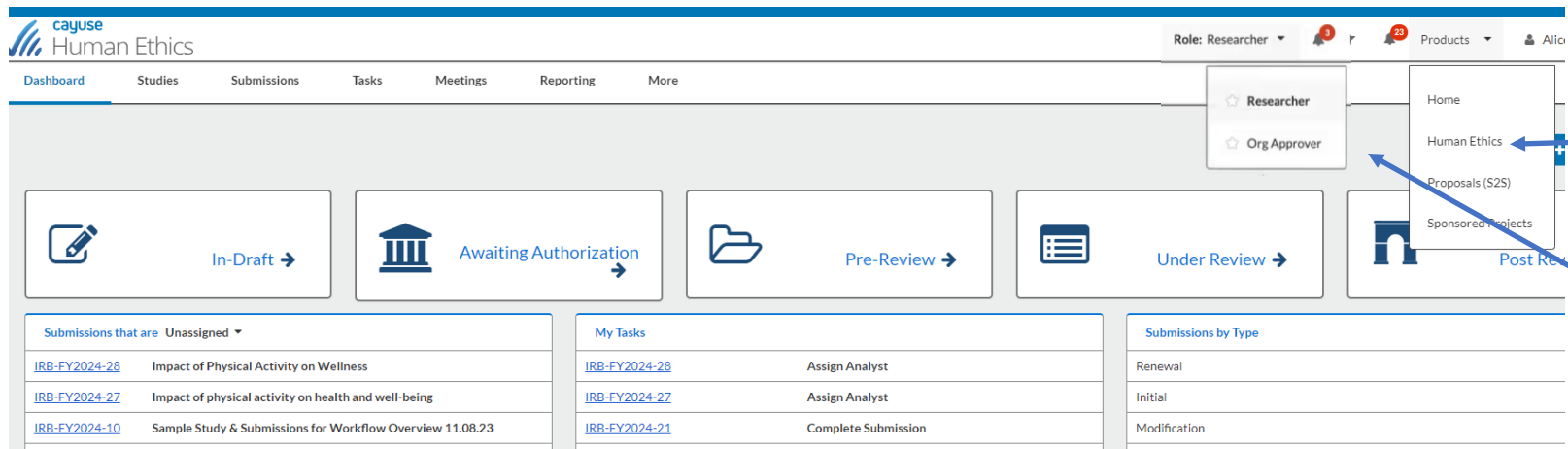




**SOUTH DAKOTA  
STATE UNIVERSITY**

# Tutorial for Department Chair Approval of IRB Application in Cayuse

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Opening screen after logging in with SSO credentials.

To review a new application, select Human Ethics.

To review a new application in your queue, ensure the role selected is that of Org Approver.

In-Draft → Awaiting Authorization → Pre-Review → Under Review →

Submissions that are Unassigned

<a href="#">IRB-FY2024-28</a>	Impact of Physical Activity on Wellness
<a href="#">IRB-FY2024-27</a>	Impact of physical activity on health and well-being
<a href="#">IRB-FY2024-10</a>	Sample Study & Submissions for Workflow Overview 11.08.23
<a href="#">IRB-FY2024-11</a>	Test Irene Investigator Study 11/15/23

My Tasks

<a href="#">IRB-FY2024-28</a>	Assign Analyst
<a href="#">IRB-FY2024-27</a>	Assign Analyst
<a href="#">IRB-FY2024-21</a>	Complete Submission
<a href="#">IRB-FY2024-24</a>	Complete Post Review
<a href="#">IRB-FY2024-20</a>	Complete Submission

Submissions by Type

Renewal
Initial
Modification
Incident
Withdrawal
Closure

Click on the one that you want to review under the "My Tasks" section to open the application.

To review the application, click the "View" button to open the application.

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

✓ In-Draft  
Submission is with researchers

2 Awaiting Authorization  
Submission is awaiting certification or approval

3 Pre-Review  
Submission is being prepared for review

4 Under-Review  
Submission is with reviewers.

Awaiting Org Approval

Initial  
IRB-FY2024-26 - Workflow Test: Irene Investigator Exempt Study

View PDF Delete

Routing: Reject

PI: Irene Investigator  
Current Analyst: N/A  
Decision: N/A  
Policy: Post-2018 Rule  
Required Tasks: N/A

Review Type: N/A  
Review Board: N/A  
Meeting Date: N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
Irene Investigator	Principal Investigator	Certified	02-01-2024 10:23 AM

After reviewing all sections if they all look fine, then click on "SUBMISSION DETAILS".

The screenshot shows a web interface for IRB submissions. At the top, there are navigation tabs: Dashboard, Studies, Submissions, and Tasks. Below this is a breadcrumb trail: < SUBMISSION DETAILS. The main header area displays the IRB NUMBER: IRB-FY2024-00 and the title: Workflow Test: Irene Investigator Exempt Study - Initial. To the right of the title are buttons for CREATE PDF, COMPARE, and SAVE. A sidebar menu on the left lists various sections, each with a checkmark indicating completion. The main content area contains a 'Welcome' message, a paragraph of text regarding IRB review requirements, contact information for the Program Director and IRB Chair, and a section for Researcher Training.

Dashboard Studies Submissions Tasks

< SUBMISSION DETAILS IRB NUMBER: IRB-FY2024-00 Workflow Test: Irene Investigator Exempt Study - Initial CREATE PDF COMPARE SAVE < >

Sections <

- Welcome ✓
- Determination ✓
- Project Personnel ✓
- Project Description ✓
- Participant Informa... ✓
- Recruitment Process ✓
- Consent Process ✓
- Risk, Privacy, Confi... ✓
- Compliance ✓

Welcome

Any research project in which university faculty, staff or students will collect and analyze data on human subjects must be reviewed and approved by the IRB before data collection begins. Although some research activities may be determined by the IRB to be exempt from continued IRB oversight (per Federal regulations), such research is not exempt from state laws and institutional policies. Regardless of exemption status, the gathering of data from human subjects through direct or indirect interaction must done with the highest level of regard for the rights and welfare of research participants, and in accord with disciplinary ethical standards.

Please complete the application with as much detail as possible. If you need assistance, contact the office at 605-688-5642 or [SDSU.IRB@sdstate.edu](mailto:SDSU.IRB@sdstate.edu).

Program Director of Research Integrity and Compliance: Keiji Horikoshi 605-688-5642, email: [keiji.horikoshi@sdstate.edu](mailto:keiji.horikoshi@sdstate.edu).  
IRB Chair: Matt Vukovich 605-688-6580, email: [matt.vukovich@sdstate.edu](mailto:matt.vukovich@sdstate.edu).

**Researcher Training**

The Human Subjects Committee (also known as the Institutional Review Board or IRB) assures that risks to human research subjects are minimized, consent is voluntary and informed, and confidentiality is protected. The Committee upholds the principles articulated in the [Belmont Report](#) and applies the regulations articulated in the [Common Rule](#).

If you have not completed the [CITI](#) Training, please do so.

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

**In-Draft**  
Submission is with researchers

**2 Awaiting Authorization**  
Submission is awaiting certification or approval

**3 Pre-Review**  
Submission is being prepared for review

**4 Under-Review**  
Submission is with reviewers

**Awaiting Org Approval**

**Initial**  
IRB-FY2024-26 - Workflow Test: Irene Investigator Exempt Study

Routing: **Reject** **Approve**

PI: Irene Investigator  
Current Analyst: N/A  
Decision: N/A  
Policy: Post-2018 Rule  
Required Tasks: N/A

Review Type: N/A  
Review Board: N/A  
Meeting Date: N/A

Approvals Task History Attachments


Research Team

Name	Role	Result	Date
Principal Investigator		Certified	02-01-2024 10:23 AM

Select the "Approve" button.

After selecting the "Approve" button, the confirmation message pops up asking if you want to confirm. Click on the "Confirm" button.

**Approve**

 I understand and agree with the scientific aims of the protocol and feel that the information provided in this application is complete and accurate. I assure that the PI has proper training, expertise and resources to conduct the study and understands his/her/theirs responsibilities to comply with all applicable institutional, local, state and federal regulations. I am available to provide the necessary oversight and guidance to the PI. I will report any known regulatory noncompliance as per institutional policies and regulatory requirements.

Cancel **Confirm**

Role	Result	Date
Principal Investigator	Certified	02-01-2024 10:23 AM



Under Pre-Review

Initial

IRB-FY2024-26 - Workflow Test: Irene Investigator Exempt Study

View PDF Delete

PI: Irene Investigator  
Current Analyst: N/A  
Decision: N/A  
Policy: Post-2018 Rule  
Required Tasks: N/A  
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Research Team

Name	Role	Result	Date
Irene Investigator	Principal Investigator	Certified	02-01-2024 10:23 AM

Org Approvers

Now, the application is under "Pre-Review".

The application is sent to the IRB for determination.