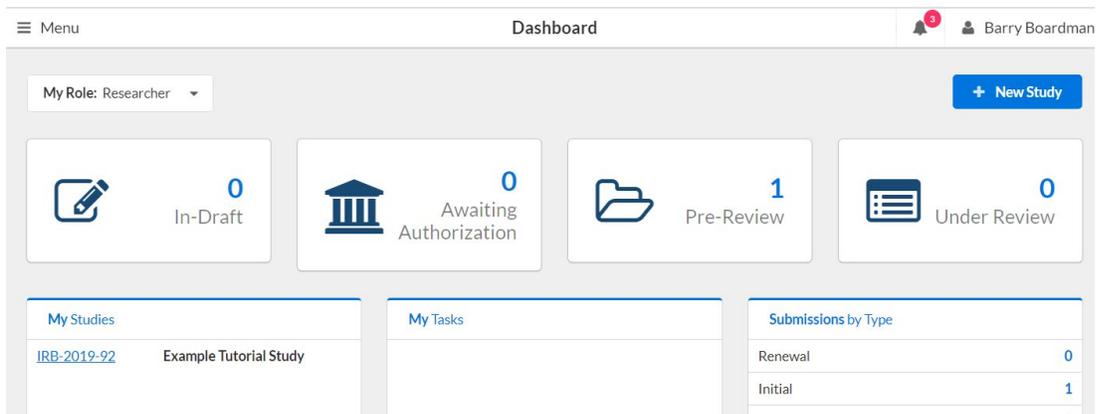


Purdue University Human Research Protection Program (HRPP) and Institutional Review Board (IRB)

Please utilize this Quick Reference Guide to address revisions requested by the HRPP/IRB within IRB protocols in Cayuse IRB.

Logging in to Cayuse IRB

1. Go to <https://purdue.cayuse424.com/rs/irb> Google Chrome is the preferred browser, but Cayuse IRB is compatible with all common internet browsers.
2. Login with your Purdue Career Account and BoilerKey.
3. Upon login, you will see the dashboard. Come back to the dashboard at any time to see the status of your submission, notifications, and a list of tasks related to your protocol(s).



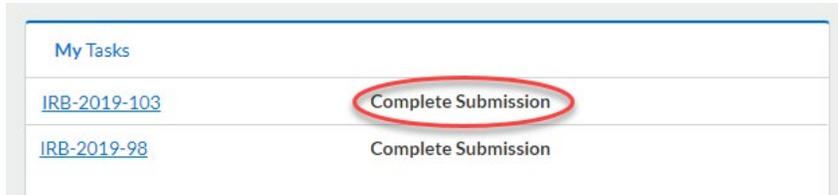
The screenshot shows the Cayuse IRB dashboard for a user named Barry Boardman. The dashboard includes a navigation menu, a role selector set to 'Researcher', and a '+ New Study' button. It features four main status cards: 'In-Draft' (0), 'Awaiting Authorization' (0), 'Pre-Review' (1), and 'Under Review' (0). Below these are three sections: 'My Studies' with one entry (IRB:2019-92, Example Tutorial Study), 'My Tasks' (empty), and 'Submissions by Type' with counts for 'Renewal' (0) and 'Initial' (1).

My Studies
IRB:2019-92 Example Tutorial Study

Submissions by Type	
Renewal	0
Initial	1

Completing Revisions Requested by the HRPP/IRB

1. Protocols requiring revisions will appear in the dashboard under “My Tasks.” To begin making the revisions requested by the IRB, click on “Complete Submission.”



2. Select “Edit” to make changes to the protocol submission.



3. Each section with IRB requested changes will have a comment bubble (indicating how many actions are needed in each section) with a number instead of a check mark (indicating the section is complete.)



4. Select each section requiring changes and scroll through to find the areas that have “Expand Comments” symbols.

Research Sites

* Where will the study take place?

Purdue University

* Please check the following locations.

- West Lafayette
- Regional Campus (PFW, PNW, IUPUI)
- Polytechnic Institute Statewide Sites
- Extension Sites

* Please provide a brief description of the Purdue University location(s).

Provide building names, course titles, event names as applicable.

test

 Expand Comments

External Site (non Purdue University)

5. Each expanded comment is initially marked as “Not Addressed.” Make the required changes within the submission, including any necessary attachments. Comment back either stating that you have made the changes or include any additional clarifications or documents. Then, mark the revision as “Addressed.”

Research Sites

* Where will the study take place?

Purdue University

* Please check the following locations.

- West Lafayette
- Regional Campus (PFW, PNW, IUPUI)
- Polytechnic Institute Statewide Sites
- Extension Sites

* Please provide a brief description of the Purdue University location(s).

Provide building names, course titles, event names as applicable.

Young Hall

 Collapse Comments

Jennifer Linvill Today at 1:08 PM

Test comment.

[Reply](#)

 Collapse Comments

Jennifer Linvill Today at 1:08 PM

Test comment.

[Reply](#)

Not Addressed 

Haley Holland Today at 1:21 PM

I have updated this in my submission.

[Edit](#) [Reply](#)

Addressed  Today at 1:21 PM by you

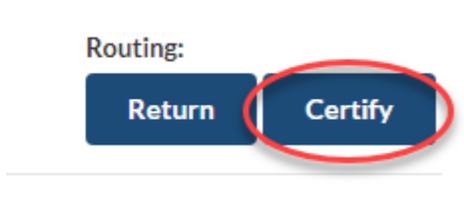
External Site (non Purdue University)

Resubmitting a Revised Protocol

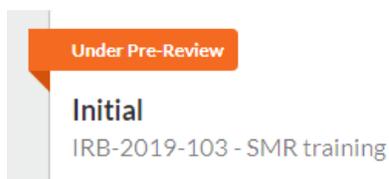
1. Once all required changes are addressed, each section will display a checkmark this will allow the submission to be completed.



2. The Principal Investigator (PI) must re-certify the submission again.



3. Once the protocol has been re-submitted and re-certified, the HRPP/IRB will review the changes to the submission. The protocol status will change to "Under Pre-Review."



Please contact the Purdue HRPP for assistance with any part of your submission.

Contact information and walk-in office hours: www.irb.purdue.edu/contact
In-Person Campus Training Dates (sign up required): www.irb.purdue.edu/training
E-mail: irb@purdue.edu
Phone: 765-494-5942