

COLORADO MESA  
UNIVERSITY

# For IRB Researchers: How to Create a Protocol in Cayuse

# Presentation Overview

In this presentation, we will cover:

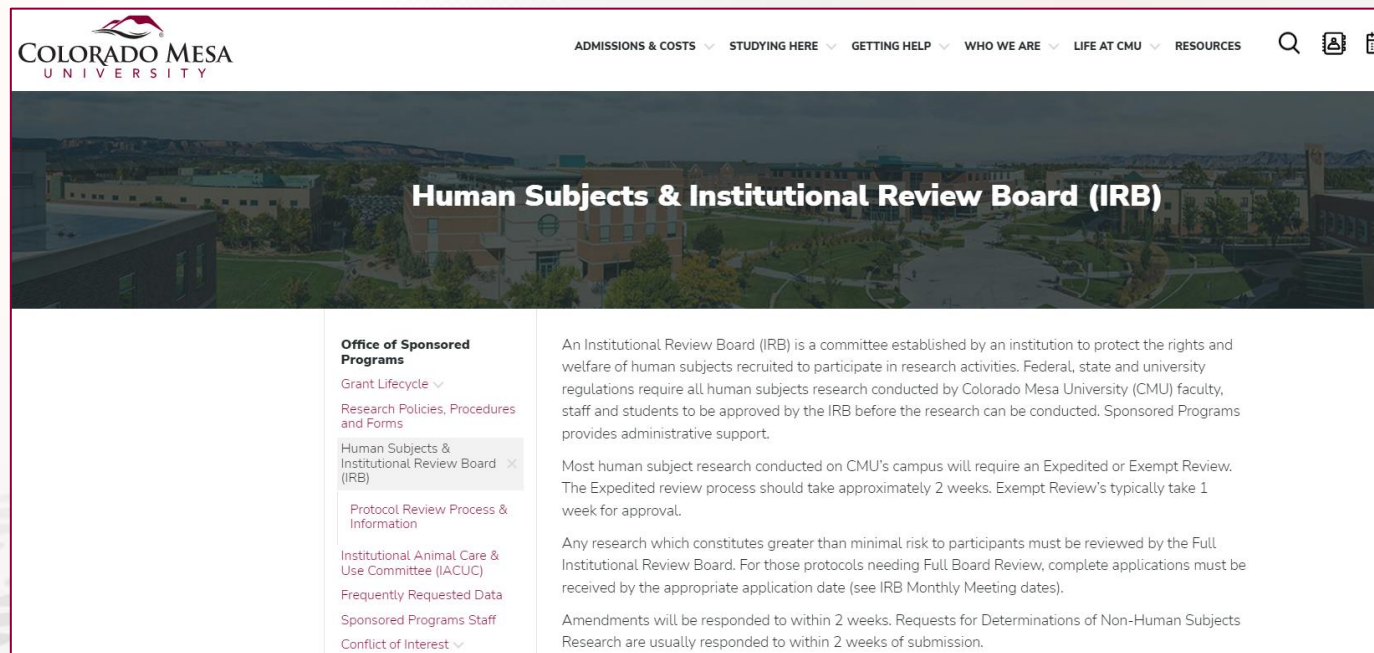
- Accessing Cayuse
- Building a protocol
- Submitting your protocol to the IRB Office (Office of Sponsored Programs)
- Who to contact with Cayuse-related inquiries



# Accessing Cayuse: Finding the Site

You can access Cayuse for IRB Protocols through the CMU IRB website, or with a direct link

- [www.coloradomesa.edu/sponsored-programs/irb](http://www.coloradomesa.edu/sponsored-programs/irb)
- <https://coloradomesa.app.cayuse.com/>
- Bookmark the site for easy future access!



The screenshot shows the website for the Human Subjects & Institutional Review Board (IRB) at Colorado Mesa University. The header includes the university logo and navigation links: ADMISSIONS & COSTS, STUDYING HERE, GETTING HELP, WHO WE ARE, LIFE AT CMU, and RESOURCES. The main heading is "Human Subjects & Institutional Review Board (IRB)". A sidebar menu on the left lists: Office of Sponsored Programs, Grant Lifecycle, Research Policies, Procedures and Forms, Human Subjects & Institutional Review Board (IRB) (selected), Protocol Review Process & Information, Institutional Animal Care & Use Committee (IACUC), Frequently Requested Data, Sponsored Programs Staff, and Conflict of Interest. The main content area contains three paragraphs: 1. "An Institutional Review Board (IRB) is a committee established by an institution to protect the rights and welfare of human subjects recruited to participate in research activities. Federal, state and university regulations require all human subjects research conducted by Colorado Mesa University (CMU) faculty, staff and students to be approved by the IRB before the research can be conducted. Sponsored Programs provides administrative support." 2. "Most human subject research conducted on CMU's campus will require an Expedited or Exempt Review. The Expedited review process should take approximately 2 weeks. Exempt Review's typically take 1 week for approval." 3. "Any research which constitutes greater than minimal risk to participants must be reviewed by the Full Institutional Review Board. For those protocols needing Full Board Review, complete applications must be received by the appropriate application date (see IRB Monthly Meeting dates). Amendments will be responded to within 2 weeks. Requests for Determinations of Non-Human Subjects Research are usually responded to within 2 weeks of submission."

# Accessing Cayuse: Creating a Cayuse Account

You will likely need to contact the IRB Administrator to request a new account

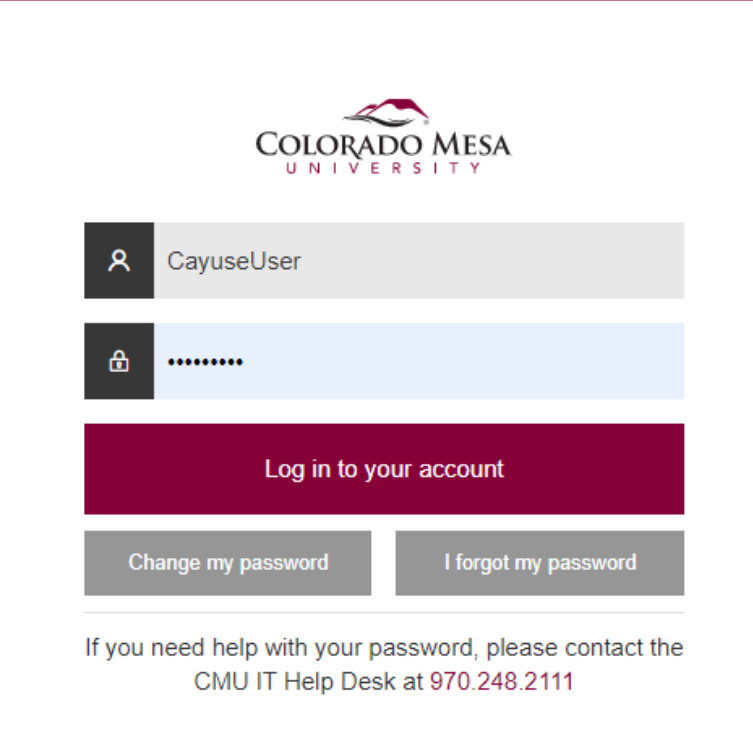
- Many faculty members will already have accounts, so try logging in first
- Students will need to request a new account for their first protocol

To request a new account:

- Complete the Account Request Form on the CMU IRB website (allow up to 2 business days for processing)
- [www.coloradomesa.edu/sponsored-programs/irb](http://www.coloradomesa.edu/sponsored-programs/irb)

Once you have an account, you will use your MavZone credentials to login

**Please ensure *all* research team members have accounts before starting!**

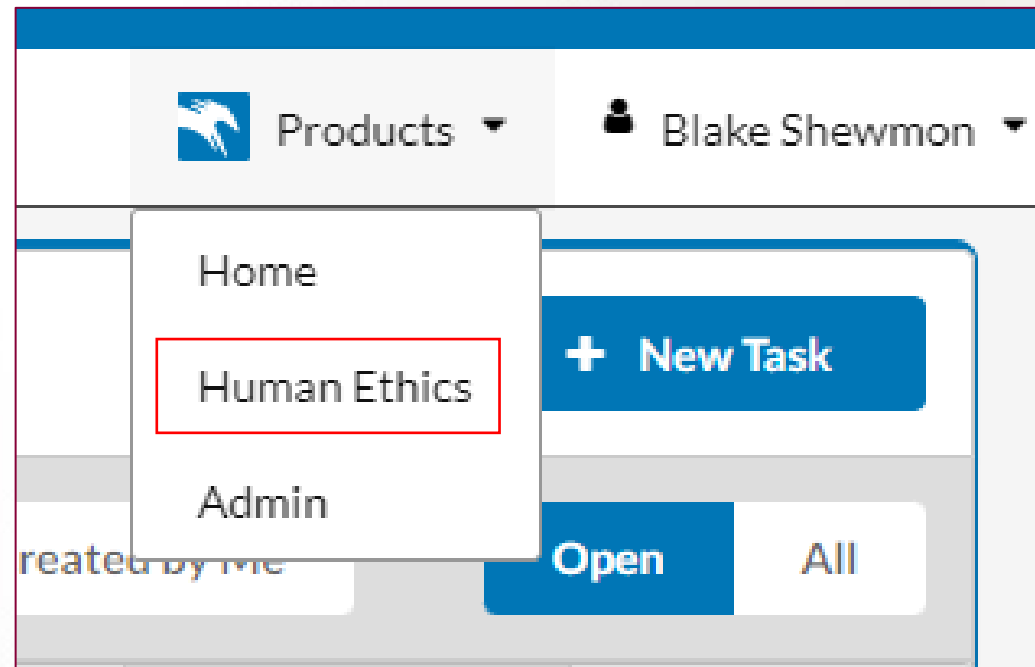


The screenshot shows the login interface for Cayuse at Colorado Mesa University. At the top center is the Colorado Mesa University logo, featuring a stylized mountain range above the text "COLORADO MESA UNIVERSITY". Below the logo are two input fields: the first is for the username, containing the text "CayuseUser", and the second is for the password, represented by a series of dots. A large red button labeled "Log in to your account" is positioned below the password field. Underneath the login button are two smaller grey buttons: "Change my password" on the left and "I forgot my password" on the right. At the bottom of the form, a line of text reads: "If you need help with your password, please contact the CMU IT Help Desk at 970.248.2111".

# Building a Protocol: Creating a New Submission

Once logged in, click **Products** → **Human Ethics**

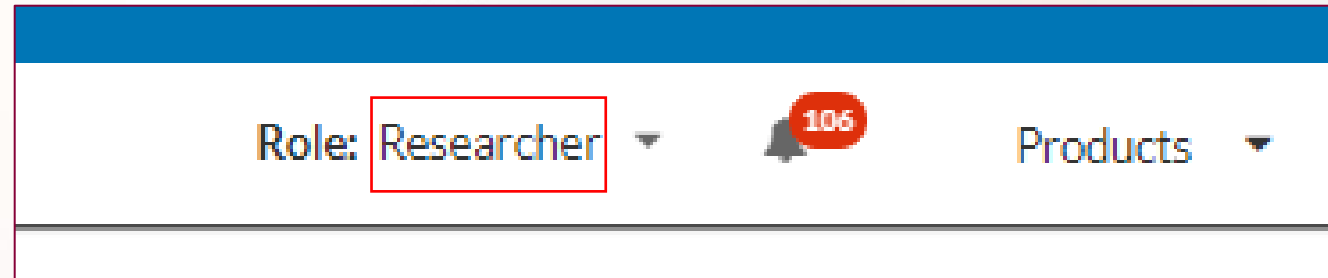
- **Human Ethics** and **Home** will likely be your only options
- **Admin** will not show up, as it does in the image below



# Building a Protocol: Creating a New Submission

Once logged in, click **Products** → **Human Ethics**

Ensure that the **Researcher** role is selected



# Building a Protocol: Creating a New Submission

Once logged in, click **Products** → **Human Ethics**

Ensure that the **Researcher** role is selected

Click **New Study**

The screenshot displays the cayuse Human Ethics dashboard for a user with the role of Researcher. The dashboard includes a navigation menu with options like Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. A '+ New Study' button is highlighted in the top right. The main content area features four summary cards: 'In-Draft' (1), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (13). Below these are three tables: 'My Studies' (listing IRB-FY23-20, IRB-FY23-12, IRB-FY23-19, IRB-FY23-18, IRB-FY23-15), 'My Tasks' (listing IRB-FY23-20 Complete Submission), and 'Submissions by Type' (listing Renewal, Initial, Modification, Incident, Withdrawal, Closure, Legacy). At the bottom, there are sections for 'Approved Studies' (listing IRB-FY23-12, IRB-FY23-16), 'Studies Expiring in 30 days', and 'Expired Studies'.

Category	Count
In-Draft	1
Awaiting Authorization	0
Pre-Review	0
Under Review	13

Study ID	Description
<a href="#">IRB-FY23-20</a>	Test for Pedagogy
<a href="#">IRB-FY23-12</a>	Test Protocol #8
<a href="#">IRB-FY23-19</a>	Test Protocol for Blake
<a href="#">IRB-FY23-18</a>	Test Protocol #13
<a href="#">IRB-FY23-15</a>	Test Protocol #11

Task ID	Description
<a href="#">IRB-FY23-20</a>	Complete Submission

Submission Type	Count
Renewal	0
Initial	16
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Study ID	Description
<a href="#">IRB-FY23-12</a>	Test Protocol #8
<a href="#">IRB-FY23-16</a>	Test Protocol #12

Study ID	Description
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Study ID	Description
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# Building a Protocol: Creating a New Submission

Enter a name for your study, then click the blue check mark

The screenshot shows the Cayuse Human Ethics interface. At the top left is the logo for Cayuse Human Ethics. The top right shows the user's role as 'Researcher', a notification bell with '106' alerts, and the user's name 'Blake Shewmon'. Below the header is a navigation menu with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area is titled 'Study Details' and has a '+ New Submission' button. A large text input field contains 'My Study #1'. To the right of this field is a blue checkmark button, which is highlighted with a red box. Below the input field are 'PDF' and 'Delete' buttons. At the bottom, there is a table of study details:

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	Active Submissions: Sponsors: N/A	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy			

# Building a Protocol: Creating a New Submission

Enter a name for your study, then click the blue check mark

Click **New Submission** → **Initial**

The screenshot displays the Cayuse Human Ethics web application. At the top, the logo and navigation menu are visible. The user is logged in as 'Blake Shewmon' with the role of 'Researcher'. The main navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The current page is 'Study Details' for 'IRB-FY23-23 My Study #1'. A red 'Unsubmitted' badge is present in the top left corner of the study details area. Below the study title, there are 'PDF' and 'Delete' buttons. A table of study details is shown below, with columns for Approval Date, Expiration Date, Organization, Active Submissions, Population Flags, and Additional Flags. The 'Key Contacts' tab is selected, showing a table with columns for Team Member, Role, Number, and Email. The table is currently empty, displaying 'No Key Study Contacts.'

Role: Researcher | 106 | Products | Blake Shewmon

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

Studies / Study Details

+ New Submission

Initial

Unsubmitted

IRB-FY23-23 My Study #1

PDF Delete

Approval Date: N/A	Expiration Date: N/A	Organization:	Active Submissions: N/A	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy Post-2018 Rule	Sponsors: N/A		

Key Contacts ⓘ | Attachments | Flags

Team Member	Role	Number	Email
No Key Study Contacts.			

# Building a Protocol: Creating a New Submission

Enter a name for your study, then click the blue check mark

Click **New Submission** → **Initial**

Click **Edit** → This will allow you to start filling out your application

The screenshot displays the Cayuse Human Ethics web application interface. At the top, the logo for Cayuse Human Ethics is visible, along with a navigation menu containing Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. Below the navigation, a breadcrumb trail shows Studies / Study Details / Submission Details. A workflow progress bar is shown with three stages: 1 In-Draft (Submission is with researchers), 2 Awaiting Authorization (Submission is awaiting certification or approval), and 3 Pre-Review (Submission is being prepared). Below the workflow, a submission card is displayed for 'Initial' (IRB-FY23-23 - My Study #1). The card is marked as 'Unsubmitted' and includes an 'Edit' button (highlighted with a red box), a 'PDF' dropdown menu, and a 'Delete' button. Below the submission card, a table of submission details is shown:

PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule
Review Type: N/A	Review Board: N/A	Meeting Date: N/A	

# Building a Protocol: Introductory Questions

Please read all provided information and answer the question at the bottom

- If you believe—based on the info provided—that your study is Pedagogy or a Course Based Research Assignment, your protocol will end here
  - Use the hyperlink for Course Based Research and complete the Request for Waiver Form
- If your project is Human Subjects Research, please proceed

The screenshot shows the Cayuse Human Ethics web application interface. The user is logged in as Blake Shewmon, a Researcher. The page displays submission details for 'My Study #1 - Initial' (IRB Number: IRB-FY23-23). A sidebar on the left contains navigation options: 'Sections', 'Getting Started' (checked), 'Routing' (Send to PI for certification?), and 'COMPLETE SUBMISSION'. The main content area provides definitions for different research types: Quality Assessment/Improvement Research, Research Using Archived/Secondary Data, Publicly-available data, Pedagogy (No IRB application needed), Course-Based Research Projects (Requires Class Projects IRB Waiver), and Human Subjects Research (Requires IRB Protocol submission and approval). At the bottom, a red-bordered box contains the question 'My research is...' with three radio button options: 'Pedagogy', 'A Course-Based Research Assignment', and 'Human Subjects Research'.

Role: Researcher | Products | Blake Shewmon

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

IRB NUMBER: IRB-FY23-23  
SUBMISSION DETAILS | My Study #1 - Initial

CREATE PDF | COMPARE | SAVE

As you're considering submitting a human subjects research protocol to Cayuse, let's double-check you're doing the kind of research that requires an IRB application:

**Quality Assessment / Quality Improvement Research:** Systematic, data-guided activities designed to bring about immediate improvements in particular settings. The results are not generalizable but they may be useful beyond their particular setting. *May require an IRB application -- see project type descriptions below.*

**Research Using Archived/Secondary Data:** Makes use of already-existing data that has been made readily available for researchers to use for research purposes. The data may not necessarily be publicly available. The results may be generalizable and may be disseminated past the classroom setting. *May require an IRB application -- see project type descriptions below.*

**Publicly-available data:** These are data sets resulting from a previously-conducted research project that has made its data readily available for public view and use. Findings are generalizable and can be disseminated. *May require an IRB application -- see project type descriptions below.*

**Pedagogy: No IRB application needed**

- Purpose: Instructive/illustrative, and within the scope of normal educational practices; results are gathered for teaching purposes.
- Setting: Takes place within class; results stay within the classroom, too.
- No risks to participants.
- **Examples:** Students measure classmate's blood pressure while sitting and standing and after two minutes of exercise to complete an assignment. During lab, students measure blood glucose before and after drinking lemonade to share findings with the class. The class completes a survey asking about study habits during a course survey project to be shared at the end of the semester as a class presentation. Students rank the five best and worst presidents using publicly available data, and then share their results with the class. A classmate interviews and records the interview to practice interview skills and provide peer feedback.

**Course-Based Research Projects: Requires Class Projects IRB Waiver** (see Protocol Forms section)

- Purpose: Have students conducting research involving human interaction -- it's related to the course, and assigned as part of the course.
- Setting: May go beyond the classroom. Results are shared only within course context(s) (not published or presented outside the classroom; not generalizable; not disseminated outside the class).
- Risks to participants are no more than minimal (no special/protected populations; no sensitive personal questions/information gathered).
- After submitting waiver application, IRB staff will be in touch if it appears an IRB application is needed.
- **Examples:** Students survey psychology freshman about their transition to college life to be shared at the end of the semester as a class presentation. Interviews of consumers' satisfaction with the use of food delivery services to be presented to the class. Human resources students interview employees at a local company to determine better job advertisement options for that company, and information is presented to the class and to a company representative. Expert weightlifting performers compared to novice performers to identify and provide feedback on best form recommendations to the class.

**Human Subjects Research: Requires IRB Protocol submission and approval**

- Purpose: Has human subjects interaction and intention to disseminate research (data/results/findings) outside class setting.
- Setting: Can go beyond the classroom; results intended to be formally presented to an audience (beyond the classroom setting).
- Risks to participants may be more than minimal (there may be sensitive personal questions/information shared; may involve special/protected populations, etc.).
- IRB approval should not be retroactive.

My research is...

- Pedagogy
- A Course-Based Research Assignment
- Human Subjects Research

# Building a Protocol: Answering Questions

You are now in the Human Subjects Research protocol application

Work your way through and answer questions

- Red asterisks indicate required questions
- Carefully read the instructions/descriptions for each question
- Depending on your responses, new questions may generate

\* Section 1 Under which status are you conducting research at Colorado Mesa University?

We understand that a researcher may at times be both an adjunct professor and a graduate student (e.g., within the Nursing DNP program), or a staff member and a graduate student (e.g., while working on an MBA). Please select the role you are in as a researcher. (Meaning, if you are researching for your MBA capstone project, select that you are a graduate student.)

Faculty

Staff

Student

\* Select your student enrollment level.

Undergraduate

Graduate

Other

Notice that new questions may appear, depending on response

# Building a Protocol: Answering Questions

It may be easier to utilize the Word version IRB application and copy-and-paste responses into Cayuse as you work through the questions

- The Word form is found on the CMU IRB website
- This may also allow you to work offline on your protocol

## MAKE SURE TO SAVE OFTEN!

- Cayuse does not auto-save any work for you

The screenshot shows the Cayuse Human Ethics interface. The top navigation bar includes the Cayuse logo, 'Human Ethics', and user information: 'Role: Researcher', 'Products', and 'Blake Shewmon'. Below this is a secondary navigation bar with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area is titled 'My Study #1 - Initial' and includes a sidebar with 'Sections' (Getting Started, Your Research Team, Quick Screening Questions, Study Information, Attachments) and a main content area with 'Section 1: Third-Party-Driven Research'. This section contains a definition, examples of third-party funding, and a question: 'Was this research requested by a third party?' with radio button options for 'No' and 'Yes'. A second section, 'Section 2: Funding Source(s) Screening Questions', is partially visible below. The top and bottom of the content area feature action buttons: 'CREATE PDF', 'COMPARE', and 'SAVE' (highlighted in red), along with navigation arrows.

# Building a Protocol: Adding Investigators

Please ensure that *all* members of your research team have active Cayuse accounts before you begin work on your protocol application

- When adding co-investigators and faculty advisors, Cayuse will draw users from the system for you to add
- You cannot manually enter the name, email, etc. for any study personnel

CO PRINCIPAL INVESTIGATOR

jayde

Name	Organization	Email	Phone	
Jayde Krauth	Sponsored Programs	jkrauth@coloradomesa.e...		+

Selected Records

CANCEL SAVE

# Building a Protocol: Adding Attachments

Some questions in the protocol request attachments; some are required

- Red asterisks indicate a requirement

To add an attachment to these types of questions, click **Attach**

- You will also get to review your attachments at the end, prior to submission

\* 7.1 Attach your informed consent form(s) below.

*Please attach copies of informed consent/assent forms, emails, and/or letters.*

*NOTE: If participants are under 18 you must attach parental/guardian consent forms and participant assent forms.*

ATTACH

Sample documents: [See Informed Consent Template docs here!](#)



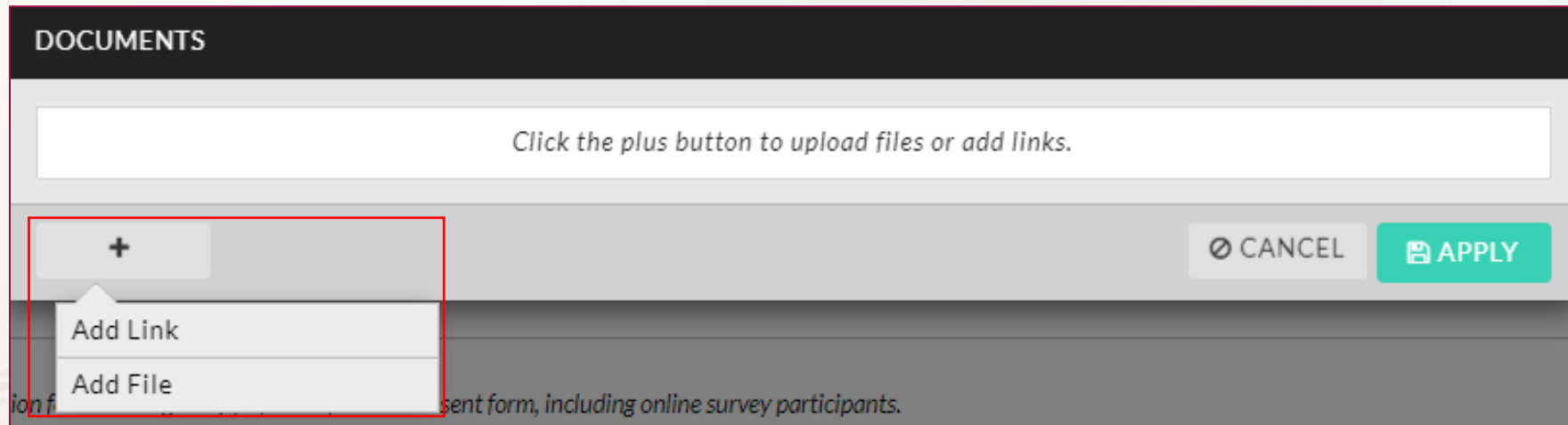
# Building a Protocol: Adding Attachments

After clicking **Attach**, you will need to add either a link or file

- We ask that you submit files whenever possible, preferably PDFs
- Links may not always have sufficient sharing permissions (i.e. a link to a document in OneDrive might not be accessible by the IRB reviewer)

Click the **+** symbol, then select **Add Link** or **Add File**

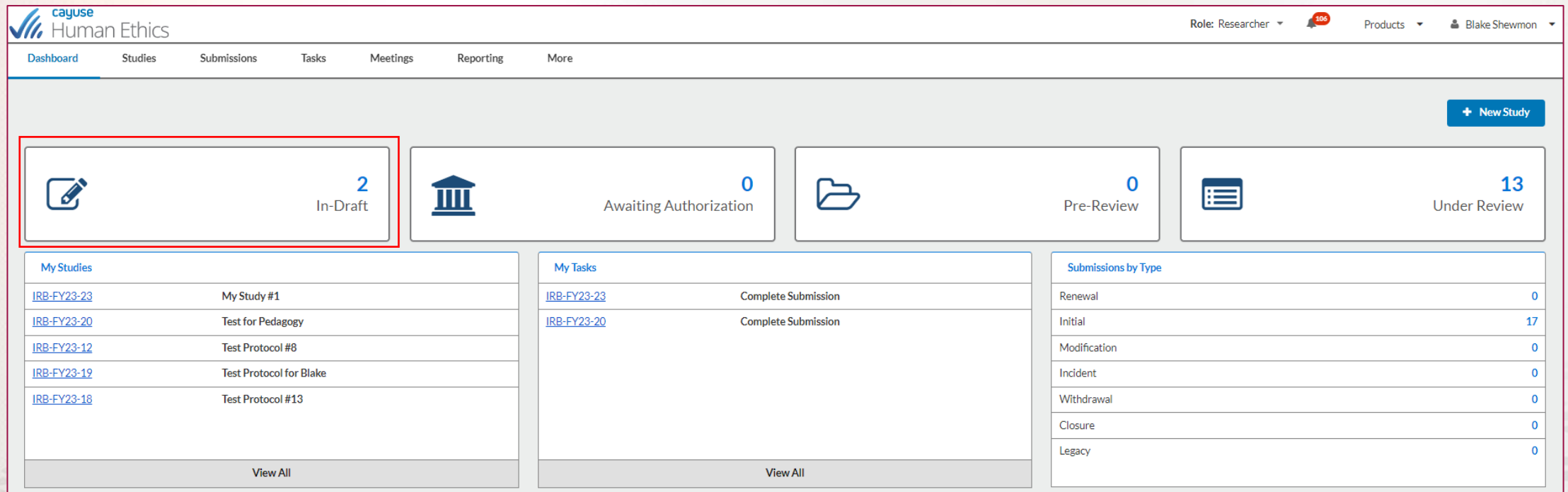
- You can add multiple links/files



# Building a Protocol: Resuming Editing

If you need to pause your editing and resume at a later date:

- Make sure to save your work first!
- Once the work is saved, you can exit out of Cayuse
- When you log in again, click **In-Draft** to view your protocol draft(s)



**My Studies**

IRB-FY23-23	My Study #1
<a href="#">IRB-FY23-20</a>	Test for Pedagogy
<a href="#">IRB-FY23-12</a>	Test Protocol #8
<a href="#">IRB-FY23-19</a>	Test Protocol for Blake
<a href="#">IRB-FY23-18</a>	Test Protocol #13

[View All](#)

**My Tasks**

IRB-FY23-23	Complete Submission
<a href="#">IRB-FY23-20</a>	Complete Submission

[View All](#)

**Submissions by Type**

Renewal	0
Initial	17
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

# Building a Protocol: Resuming Editing

- After selecting the protocol you want to work on, click **Edit** and make your changes
- **Again, make sure to save throughout!**

**cayuse** Human Ethics

Role: Researcher | 106 | Products | Blake Shewmon

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

Studies / Study Details / Submission Details

1 **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

**Unsubmitted**

**Initial**  
IRB-FY23-23 - My Study #1

[Edit](#) | PDF | Delete

PI: Blake Shewmon | Current Analyst: N/A | Decision: N/A | Policy: Post-2018 Rule | Required Tasks: [Assign PI](#), [Assign PG](#), [Complete Submission](#)

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

Approvals | Task History | Attachments

Research Team

Name	Role	Result	Date
No entries.			

# Building a Protocol: Ready to Submit

The left-hand sidebar will show checkmarks next to each section once all required questions have been answered

- A checkmark will not appear if any required questions remain unanswered in a section
- Once you have completed all sections, the option to **Complete Submission** will appear

The screenshot shows the Cayuse Human Ethics interface. At the top, there is a logo for 'cayuse Human Ethics' and navigation links for 'Dashboard' and 'Studies'. Below this, there is a breadcrumb trail for 'SUBMISSION DETAILS' and a user profile icon labeled 'My'. The main sidebar contains a list of sections with checkmarks indicating completion status:

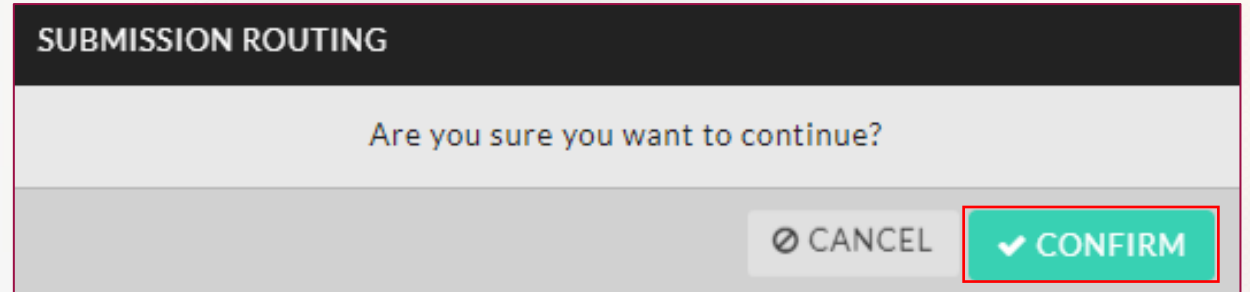
- Sections (no checkmark)
- Getting Started (checkmark)
- Your Research Team (checkmark)
- Quick Screening Q... (checkmark)
- Study Information (checkmark)
- Attachments (checkmark)
- Routing (no checkmark, with a dropdown arrow and the text 'Send to PI for certification?')

At the bottom of the sidebar, a red-bordered button labeled 'COMPLETE SUBMISSION' with a right-pointing arrow is visible.

# Building a Protocol: Ready to Submit

Once you have reviewed your protocol and are ready to submit, click **Complete Submission**

- Then click **Confirm**



After clicking **Confirm**, you are taken to the screen below

**Awaiting Certification**

**Initial**  
IRB-FY23-23 - My Study #1

Routing:

PI: Blake Shewmon	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		

**Research Team**

Name	Role	Result	Date
Blake Shewmon	Principal Investigator	Pending Certification	
Blake Shewmon	Co-Principal Investigator	Pending Certification	

# Building a Protocol: Ready to Submit

By clicking **Certify**, the study is sent to the IRB Office (Sponsored Programs) for review by the IRB Administrator

- Only the PI can certify the study, but all members of the research team will receive a confirmation email

**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 Certification**

**Initial**  
IRB-FY23-23 - My Study #1

View PDF Delete

Routing: Return **Certify**

PI: Blake Shewmon  
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
Blake Shewmon	Principal Investigator	Pending Certification	
Blake Shewmon	Co-Principal Investigator	Pending Certification	

# Building a Protocol: Once Submitted

After the PI certifies and submits the protocol to the IRB Office for review, all research team members will receive the following email:



**Institutional Review Board**  
1100 North Avenue • Grand Junction, CO 81501-3122  
irb@coloradomesa.edu

**TO:** Blake Shewmon, Blake Shewmon, Blake Shewmon

**FROM:** IRB Administrator

**DATE:** Oct 28, 2022 9:35:55 AM MDT

**RE:** Notice of Receipt of Initial Submission on Oct 28, 2022 9:35:55 AM MDT

**STUDY #:** IRB-FY23-23

**STUDY TITLE:** My Study #1

Your IRB submission for the above-referenced study has been received by the CMU IRB via Cayuse IRB. You will be notified if further information is needed and when this has been reviewed and approved.

Thank you,

CMU IRB Administrator

# Building a Protocol: Once Submitted

While the study is under pre-review by the IRB Administrator, members of the research team will see the following on the **Studies** page in Cayuse

Studies / Study Details + New Submission

Study Details Submissions

Submitted

IRB-FY23-23 My Study #1

[PDF](#) [Delete](#)

Approval Date: N/A	Expiration Date: N/A	Organization: Sponsored Programs	Active Submissions: <a href="#">Initial</a>	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy: Post-2018 Rule	Sponsors: N/A		

Studies / Study Details + New Submission

Study Details Submissions

Submission Type	Review Type	Status	Decision
<a href="#">Initial</a>	Unassigned	<span style="color: orange;">●</span> Under Pre-Review	--



# Building a Protocol: Once Submitted

After submitting the study for review, you will be notified of updates in the review process (approval, requested modifications, etc.) via email

- *Please ensure that emails from **do-not-reply@cayuse.com** are not directed to your spam folder*

Please also use the **My Tasks** tab in Cayuse to see the status of your protocol and if anything is needed from you

The screenshot displays the Cayuse Human Ethics dashboard for a user with the role of Researcher. The dashboard includes a navigation menu with options like Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. A 'New Study' button is located in the top right. The main content area features four summary cards: 'In-Draft' (1), 'Awaiting Authorization' (0), 'Pre-Review' (1), and 'Under Review' (13). Below these are three tables: 'My Studies' listing various protocols, 'My Tasks' (highlighted with a red box) showing a 'Complete Submission' task for protocol IRB-FY23-20, and 'Submissions by Type' showing counts for different submission categories.

Category	Count
In-Draft	1
Awaiting Authorization	0
Pre-Review	1
Under Review	13

My Studies
<a href="#">IRB-FY23-23</a> My Study #1
<a href="#">IRB-FY23-20</a> Test for Pedagogy
<a href="#">IRB-FY23-12</a> Test Protocol #8
<a href="#">IRB-FY23-19</a> Test Protocol for Blake
<a href="#">IRB-FY23-18</a> Test Protocol #13
<a href="#">View All</a>

My Tasks
<a href="#">IRB-FY23-20</a> Complete Submission
<a href="#">View All</a>

Submissions by Type	Count
Renewal	0
Initial	17
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

# Reviewing Your Protocol

## General information about the review process:

- Your study first goes to the IRB Administrator (Office of Sponsored Programs)
- The IRB Administrator pre-reviews the document for completeness
- The IRB Administrator sends the protocol to an IRB Member for review
- IRB Members have 10 business days to complete their review
- The IRB Administrator will relay the reviewer's feedback or a decision letter to the researcher(s)
- The study may need to be revised and resubmitted if the IRB Member requests modifications
- IRB Members will also be given 10 business days for each additional review period for revised protocols
- **No work on your study (including recruiting efforts) can begin until you receive a formal approval letter from the CMU IRB**

# Who to Contact With Cayuse Questions

Any questions during the process can be directed to the IRB Administrator

- [irb@coloradomesa.edu](mailto:irb@coloradomesa.edu)
- 970-248-1493
- Or stop by the Office of Sponsored Programs (LHH 209)



**COLORADO MESA**  
UNIVERSITY