

TEXAS TECH UNIVERSITY  
Human Research  
Protection Program™

Cayuse IRB

# ADDING A CO-INVESTIGATOR TO A LEGACY STUDY

# General Information

- ▶ Legacy studies show up on the Dashboard using the paper numbering system (EX. 505851)
- ▶ Adding an existing Co-Investigator to the Legacy study requires a modification.
- ▶ Co-Investigators that are not found under **FIND PEOPLE** should complete a User Access Request form found on the HRPP website.

<http://www.depts.ttu.edu/vpr/irb/forms/cayuse-user-access-request.php>

- ▶ Only those submissions where the Principal Investigator, the Primary Contact and the Co-Investigator(s) are listed have access to view and/or make changes to that study.

# Locating the Study

- ▶ The study may already be posted on the PI's dashboard. The table will only list 5 active studies. If the study you are seeking does not show, click on "View All". If the study still does not show up, a search should be conducted from the Studies screen. Contact the HRPP if the study cannot be located.

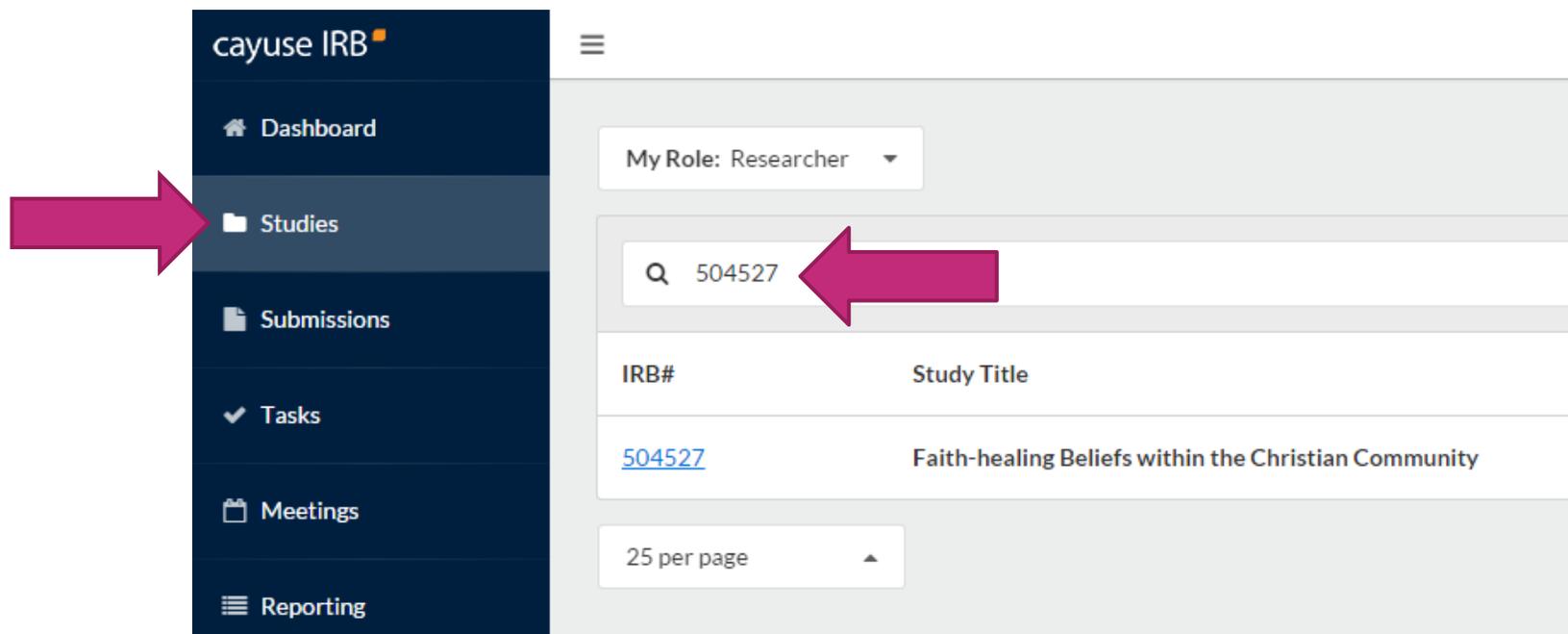
The screenshot displays a research dashboard for a user with the role of 'Researcher'. At the top right, there is a '+ New Study' button. Below this, four summary cards show the number of studies in different stages: In-Draft (0), Awaiting Approval (0), Pre-Review (0), and Under Review (0). The main content area is divided into several sections:

- My Studies:** A table with one entry: [504527](#) Faith-healing Beliefs within the Christian Community. A 'View All' button is located at the bottom of this section, with a large red arrow pointing to it.
- My Tasks:** A section indicating 'All Tasks Complete' with a checkmark icon.
- Submissions by Type:** A table showing the count of submissions for various types:

Submission Type	Count
Initial	0
Withdrawal	0
Modification	1
Renewal	0
Incident	0
Closure	0
Legacy	1
- Approved Studies:** A table with one entry: [504527](#) Faith-healing Beliefs within the Christian Community.
- Studies Expiring in 30 days:** A section indicating 'No Expiring Studies' with a smiley face icon.
- Expired Studies:** A section indicating 'No Expired Studies' with a smiley face icon.

# Legacy Searches

- ▶ Under the main menu, select **Studies** and enter the researcher's name or the protocol number.



The screenshot displays the 'cayuse IRB' web application interface. On the left, a dark blue sidebar menu contains several options: 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', and 'Reporting'. A large pink arrow points to the 'Studies' menu item. The main content area on the right is light gray and features a search bar with the text '504527' entered. A pink arrow points to the search input field. Above the search bar is a dropdown menu labeled 'My Role: Researcher'. Below the search bar is a table with two columns: 'IRB#' and 'Study Title'. The table contains one row with the IRB# '504527' (a blue hyperlink) and the Study Title 'Faith-healing Beliefs within the Christian Community'. At the bottom of the main content area, there is a dropdown menu for '25 per page'.

# Cayuse IRB Dashboard

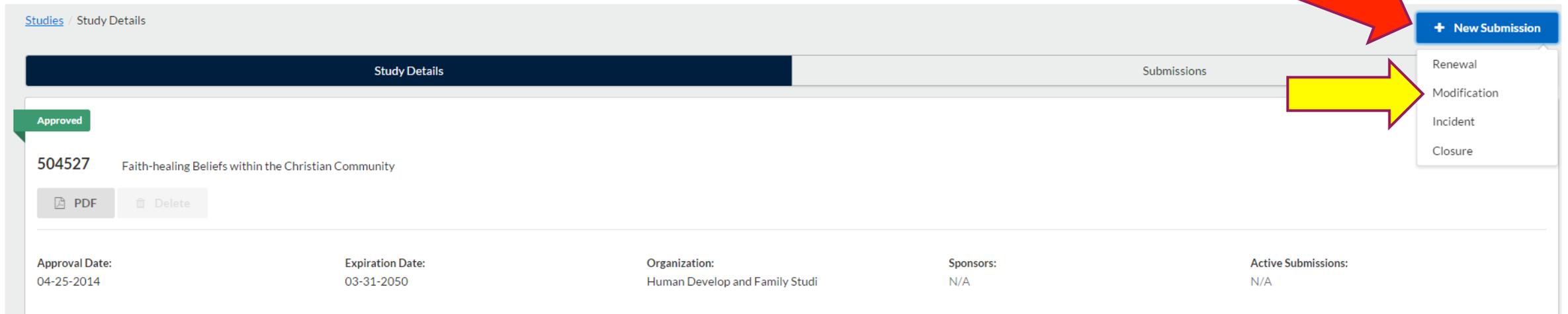
- ▶ Clicking on the protocol number produces the Study Details screen.

The screenshot illustrates the Cayuse IRB Dashboard interface. On the left, the 'My Studies' section lists a study with protocol number [504527](#) titled 'Faith-healing Beliefs within the Christian Community'. A red arrow points to this protocol number. Below this list is a 'View All' button. The 'Approved Studies' section below also lists the same study. On the right, the 'Study Details' screen is shown, featuring a breadcrumb trail 'Studies > Study Details', a '+ New Submission' button, and a tabbed interface with 'Study Details' and 'Submissions' tabs. A green 'Approved' badge is visible. The study title and protocol number are repeated. Below this are 'PDF' and 'Delete' buttons. At the bottom, a table displays key study information:

Approval Date:	Expiration Date:	Organization:	Sponsors:	Active Submissions:
04-25-2014	03-31-2050	Human Develop and Family Studi	N/A	N/A

# Creating the Modification

▶ Click on **+ New Submission** and then Modification.



The screenshot displays a web application interface for study management. At the top, there is a breadcrumb trail: [Studies](#) / Study Details. Below this, a dark blue bar contains two tabs: "Study Details" (selected) and "Submissions". On the right side of the interface, a blue button labeled "+ New Submission" is visible. A red arrow points to this button, and a yellow arrow points to the "Modification" option in the dropdown menu that appears below it. The dropdown menu also includes options for "Renewal", "Incident", and "Closure".

Study Details

Submissions

Approved

504527 Faith-healing Beliefs within the Christian Community

PDF Delete

Approval Date: 04-25-2014

Expiration Date: 03-31-2050

Organization: Human Develop and Family Studi

Sponsors: N/A

Active Submissions: N/A

# Entering the Modification into Cayuse IRB

- ▶ The Submission Details screen is created. Notice the Modification label.
- ▶ Click on the Edit button.

The screenshot displays the 'Submission Details' screen in the Cayuse IRB system. At the top, a progress bar shows three stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Approvals (Submission is awaiting certification or approval), and 3. Pre-Review (Submission is being prepared for review). The 'In-Draft' stage is highlighted with a green border. Below the progress bar, a pink 'Unsubmitted' label is visible. The main content area shows a 'Modification' for submission 504527, titled 'Faith-healing Beliefs within the Christian Community'. Below the title, there are four buttons: 'Edit' (with a pencil icon), 'PDF' (with a document icon), 'Delete' (with a trash icon), and 'Checklist' (with a list icon). A red arrow points to the 'Edit' button. At the bottom of the screen, there are labels for 'PI:', 'Current Analyst:', 'Decision:', and 'Required Tasks:', each followed by a blank space for input.

# Adding a Co-Investigator to a Legacy Protocol

< STUDY | IRB NUMBER: 504527  
**Faith-healing**

Sections <

Modification ←

- L1 - Review Type ✓
- L2 - Research Team ✓
- L3 - Funding ✓
- L4 - Exempt Review ✓
- L7 - Rationale ✓
- L8 - Human Subjects ✓
- L9 - Recruitment Pro... ✓
- L10 - Data Collectio... ✓
- L12 - Participant Co... ✓
- L13 - Privacy, Confid... ✓
- L14 - Benefits, Risk, ... ✓
- L15 - Conflicts of Int... ✓
- L16 - Training ✓
- L17 - Additional Info... ✓
- L18 - Comments ✓

- ▶ The Modification screen displays automatically.
- ▶ The modification submission menu indicates that each section has been completed because this your original proposal.
- ▶ Complete the summary information screen.

## Modification

List the changes you are requesting. Make the changes in the appropriate section(s).

**B I U**     

Adding the existing co-investigator from the approved protocol.

# Adding a Co-Investigator to a Legacy Protocol

← STUDY | IRB NUMBER: 504527  
**Faith-healing**

Sections <

- Modification ✓
- L1 - Review Type ✓
- L2 - Research Team ←
- L3 - Funding ✓
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- L7 - Rationale ✓
- L8 - Human Subjects ✓
- L9- Recruitment Pro... ✓
- L10 - Data Collectio... ✓
- L12 - Participant Co... ✓
- L13 - Privacy, Confid... ✓
- L14 - Benefits, Risk, ... ✓
- L15 - Conflicts of Int... ✓
- L16 - Training ✓
- L17 - Additional Info... ✓
- L18 - Comments ✓

- ▶ Click on the Research Team section.
- ▶ Under 2.3, select the appropriate box.

2.3 Co-Investigators: Check all that apply.

- None
- List TTU Faculty or Staff Co-Investigator(s): Multiple names are allowed.
- List TTU Graduate or Undergraduate Co-Investigator(s): Multiple names are allowed.
  - Graduate Student(s)

Enter the name(s) of the Graduate Student.

FIND PEOPLE

Enter the name(s) of the graduate co-investigator(s) if the name does not appear under Find People.

- ▶ **NOTE:** Co-Investigators must appear in the Find People system. If the name does not appear in the search, the co-investigator needs to complete the Cayuse IRB User Access Request form.

<http://www.depts.ttu.edu/vpr/irb/forms/cayuse-user-access-request.php>

# Adding a Co-Investigator to a Legacy Protocol

- ▶ Entering the last name will produce records that exist in the system.
- ▶ Highlighting the name will move it to Selected Records at the bottom. Multiple names may be selected.
- ▶ Click on Save.

**INVESTIGATOR**

Shupe ✕ 🔍

Name	Organization	Email	Phone	
Rick Shupe	Human Research Protection Prog	rick.shupe@ttu.edu	8068345852	✓
Brenda Shupe	TTUISD Academic	brenda.shupe@ttu.edu	8068340203	+

**Selected Records**

Rick Shupe ✕

🚫 CANCEL 💾 SAVE

# Adding a Co-Investigator to a Legacy Protocol

- ▶ The name will post back to the screen.
- ▶ **NOTE:** Only those individuals who appear as the Principal Investigator, the Primary Contact or as a Co-Investigator will have access to the study.

2.3 Co-Investigators: Check all that apply.

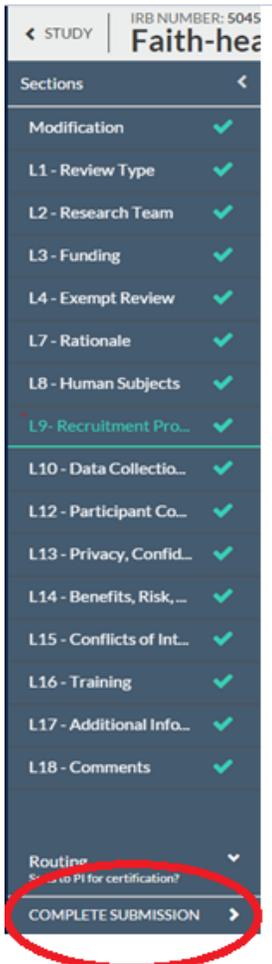
- None
- List TTU Faculty or Staff Co-Investigator(s): Multiple names are allowed.
- List TTU Graduate or Undergraduate Co-Investigator(s): Multiple names are allowed.
  - \*  Graduate Student(s)

Enter the name(s) of the Graduate Student.

FIND PEOPLE

Name	Organization	Address	Phone	Email	
Rick Shupe	Human Research Protection Prog	2500 Broadway MS 1075, Lubbock, TX 79409-0000	8068...	rick.shupe@ttu.edu	✕

# Adding a Co-Investigator to a Legacy Protocol



- ▶ When all changes have been completed, ensure each section has a green check mark next to it.
- ▶ At the bottom of the menu, click on **COMPLETE SUBMISSION**.
- ▶ Once confirmed, the modification moves forward for certification.
- ▶ Once certified, the modification submission moves to the HRPP for pre-review.

# Using the Compare Feature

- ▶ Any changes to the protocol made in Cayuse IRB can be tracked through the use of the Compare feature.
- ▶ Click on the  button at the top right corner of the Modification screen.
- ▶ The bubbles opposite the section indicate the number of changes made.
- ▶ The green highlighted fields under each section indicate only where changes were made.



Sections <

COMPARE

2.3 Co-Investigators: Check all that apply.

None

List TTU Faculty or Staff Co-Investigator(s): Multiple names are allowed.

List TTU Graduate or Undergraduate Co-Investigator(s): Multiple names are allowed.

Graduate Student(s)

Enter the name(s) of the Graduate Student.

Name	Organizati...	Address	Ph...	Email
Rick Shupe	Human Research Protection Prog	2500 Broadway MS 1075, Lubbock, TX 79409-0000	806...	rick.shupe@ttu.edu

← PREVIOUS DIFF    NEXT DIFF → 5

# Cayuse IRB User Request Form

- ▶ From the HRPP Website click on  .
- ▶ Complete the form. It normally takes 1-2 days for the name to post back to the system.

## Cayuse IRB User Access Request Form

If you find you cannot access Cayuse IRB through your eRaider login, please complete this form and click the Submit button to gain access. Please allow up to 48 hours for your credentials to become active. Unfortunately, the HRPP office is unable to accelerate this timeframe, as it is part of Cayuse IRB's database architecture.

First Name

Last Name

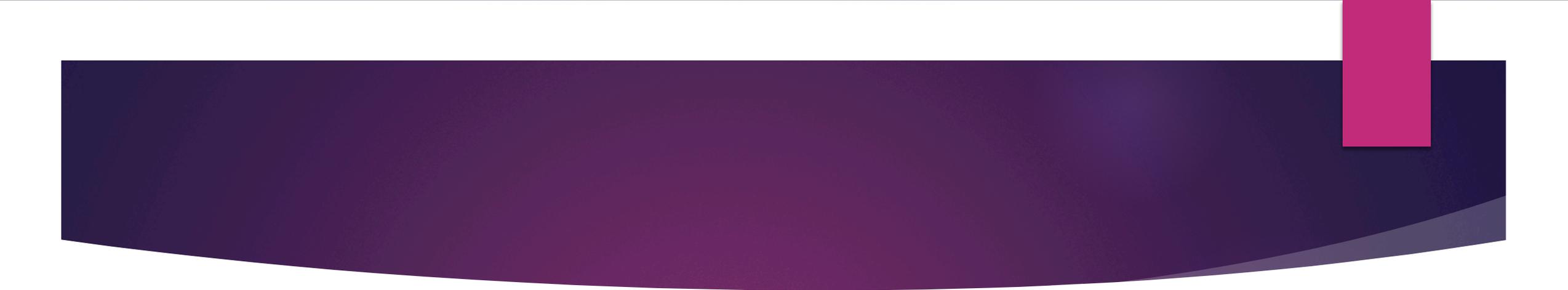
eRaider Username

Texas Tech Email Address

College

Department

**SUBMIT**



*Thank you!*

If you have any questions, please contact the HRPP:

Human Research Protection Program

Administration Building, Room 357

Box 41075 | MS 1075

Lubbock, TX 79409-1075

(806) 742-2064 Office | (806) 742-3947 Fax

[hrpp@ttu.edu](mailto:hrpp@ttu.edu)