

# STEP 1: Check Role

## Click on Researcher Role

The screenshot shows the cayuse Human Ethics dashboard. At the top right, the user's role is set to 'Admin' and the name is 'Tahea Hossain'. A dropdown menu is open, showing the following roles: Admin, Analyst, Researcher (highlighted with a red circle), and Reviewer. The dashboard includes navigation tabs for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. A 'New Study' button is visible on the right. The main content area features several cards: 'In-Draft', 'Awaiting Authorization', 'Pre-Review', 'Under Review', and 'Post Review'. Below these are three main sections: 'Submissions that are Unassigned' (showing 'No Submissions'), 'My Tasks' (with a task 'UCM2021-101 Complete Analyst Pre-Review'), and 'Submissions by Type' (a table with counts for various submission types). At the bottom, there are sections for 'Submissions under review', 'Studies Expiring in 30 days', and 'My Meetings'.

Role: Admin 224 Tahea Hossain

Dashboard Studies Submissions Tasks Meetings Reporting More

Admin Analyst **Researcher** Reviewer

New Study

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

Submissions that are Unassigned

No Submissions

My Tasks

UCM2021-101 Complete Analyst Pre-Review

View All

Submissions by Type

Type	Count
Renewal	408
Initial	772
Modification	844
Incident	11
Withdrawal	6
Closure	17
Legacy	159

Submissions under review

Studies Expiring in 30 days

UCM146-0007 Views of Text Message Programs for Promoting

My Meetings

1 ?

# STEP 2: Click on New Study

The screenshot shows the cayuse Human Ethics dashboard. At the top, the logo and name 'cayuse Human Ethics' are on the left, and the user's role 'Researcher' and name 'Tahea Hossain' are on the right. A navigation menu includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area features a '+ New Study' button circled in red, and five status cards: 'In-Draft', 'Awaiting Authorization', 'Pre-Review', 'Under Review', and 'Post Review'. Below these are three panels: 'My Studies' with a table of study entries, 'My Tasks' showing 'All Tasks Complete', and 'Submissions by Type' with a table of counts. At the bottom, there are sections for 'Approved Studies', 'Studies Expiring in 30 days', and 'Expired Studies'.

Role: Researcher 224 Tahea Hossain

Dashboard Studies Submissions Tasks Meetings Reporting More

**+ New Study**

**In-Draft** →

**Awaiting Authorization** →

**Pre-Review** →

**Under Review** →

**Post Review** →

My Studies	
<a href="#">UCM2023-8</a>	TEST Self Exempt 1
<a href="#">UCM2023-9</a>	TEST Self Exempt 1
<a href="#">UCM2023-6</a>	Test 5 Self Exempt
<a href="#">View All</a>	

**My Tasks**

All Tasks Complete

Submissions by Type	
Renewal	0
Initial	3
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

**Approved Studies**

**Studies Expiring in 30 days** ▼

**Expired Studies** 1 ?

<https://ucmerced.cayuse424.com/rs/irb/#study/create> 1

# STEP 3: Insert Study Title

The screenshot shows the Cayuse Human Ethics web application. The top navigation bar includes the logo, user role (Researcher), and user name (Tahea Hossain). The main menu contains Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The 'Studies' section is active, showing 'Study Details' and a '+ New Submission' button. The 'Study Details' tab is selected, and a large text input field is present with the placeholder text 'Enter study title here'. A red arrow points to this field. Below the input field are buttons for 'PDF' and 'Delete', and a blue checkmark button. A table below the input field displays various study details, all with 'N/A' values.

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

# STEP 4: Click on New Submission and Initial

**Header:** cayuse Human Ethics | Role: Researcher | 224 | Tahea Hossain

**Navigation:** Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

**Breadcrumbs:** Studies / Study Details

**Buttons:** + New Submission (highlighted)

**Study Details:** UCM2023-41 Test #1

**Actions:** PDF | Delete | Link Proposal

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

**Key Contacts:** Key Contacts (i) | Attachments | Flags

Team Member	Role	Number	Email
No Key Study Contacts.			

**Annotations:** 1 ?

Unsubmitted

UCM2023-41 Test #1

PDF Delete Link Proposal

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 <sup>i</sup> Attachments Flags

Team Member	Role	Number	Email
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No Key Study Contacts.



# STEP 5: Click on Edit

**Initial**  
UCM2023-41 - Test #1

[Edit](#) [PD](#) [Delete](#)

PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: <a href="#">Assign PI</a> <a href="#">Assign PC</a> <a href="#">Complete Submission</a>
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

Approvals | Task History | Attachments

Research Team

Name	Role	Result	Date
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# STEP 6: Click on Find People

The screenshot shows the Cayuse Human Ethics interface. At the top, the logo and 'Human Ethics' text are on the left, and 'Role: Researcher' and user 'Tahea Hossain' are on the right. A navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. Below this, the submission details for 'Test #1 - Initial' (IRB NUMBER: UCM2023-41) are shown. A sidebar on the left lists 'Sections' with '1 Study Details' selected. The main content area is titled '1 Study Details' and contains a section for 'Principal Investigator'. A text input field is present with the placeholder 'Provide the name of the Principal Investigator of this study.' Below this field, a 'FIND PEOPLE' button is circled in red. Further down, there are two radio button questions: 'Is the Principal Investigator a staff, student, postdoctoral scholar or other trainee?' and 'Will the results of this study contribute to generalizable knowledge? (will the findings be published and/or presented outside of UC Merced?)'. The bottom right corner features navigation arrows and a help icon.

# STEP 7: Search for Principal Investigator

The screenshot shows the 'PRINCIPAL INVESTIGATOR' search modal in the cayuse Human Ethics system. The modal has a search bar at the top containing the text 'Tahea Hossain'. Below the search bar is a table with the following data:

Name	Organization	Email	Phone	
Tahea Hossain	Users loaded with unmatched Organization affiliation.	thossain5@ucmerced.edu		+

Below the table is a 'Selected Records' section with the instruction 'Select a single record.' At the bottom of the modal are 'CANCEL' and 'SAVE' buttons. Red arrows point to the search bar, the table, and the 'SAVE' button. Text annotations provide instructions: 'First Search the name of the Principal Investigator', 'Next Add the Principal Investigator', and 'Finally Click Save'.

# STEP 8: Fill out Study Details

 Role: Researcher ▼ 224 Tahea Hossain ▼

Dashboard   Studies   Submissions   Tasks   Meetings   Reporting   More

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< SUBMISSION DETAILS | IRB NUMBER: UCM2023-41 **Test #1 - Initial** CREATE PDF   COMPARE   SAVE   <   >

Sections <

1 Study Details ✓

Self-Exemption Determin...

Additional Information

## 1 Study Details

**\*Principal Investigator**

*Provide the name of the Principal Investigator of this study.*

Name	Organization	Address	Phone	Email	Trainings	
Tahea Hossain	Users loaded with unmatched Organization affiliation.	UC Merced 5200 N. Lake Rd., Merced, CA 95343-5705		thossain5@ucmerced.edu	<a href="#">View</a>	✕

Is the Principal Investigator a staff, student, postdoctoral scholar or other trainee?

Yes

No

Will the results of this study contribute to generalizable knowledge?  
*(will the findings be published and/or presented outside of UC Merced?)*

Yes

No

1 ?

# STEP 9: Fill out Self-Exemption Determination Page

 Role: Researcher 224 Tahea Hossain

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: UCM2023-41  
**Test #1 - Initial** CREATE PDF COMPARE SAVE

Sections

- 1 Study Details ✓
- Self-Exemption Det... ✓
- Additional Information

### Self-Exemption Determination

**Study Title**

Provide the full title of the study.

  
  

**Exempt Categories**

Select the appropriate Exempt Category as it applies to the proposed study.

- (1) Research, conducted in established or commonly accepted educational settings, that specifically involves normal educational practices that are not likely to adversely impact students' opportunity to learn required educational content or the assessment of educators who provide instruction. This includes most research on regular and special education instructional strategies, and research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.
- (2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met:
  - (i) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, either through identifiers linked to the subjects.

# STEP 10:

## Fill out Additional Information Page and Click Complete Submission

The screenshot shows the Cayuse Human Ethics interface. At the top, the logo and 'Human Ethics' text are on the left, and the user's role 'Researcher' and name 'Tahea Hossain' are on the right. A navigation bar below contains 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main header area shows 'SUBMISSION DETAILS' with a back arrow, the IRB number 'UCM2023-41', and the submission title 'Test #1 - Initial'. Action buttons for 'CREATE PDF', 'COMPARE', and 'SAVE' are visible, along with navigation arrows. A left sidebar lists sections: 'Sections', '1 Study Details', 'Self-Exemption Det...', 'Additional Informa...', 'Routing', and 'COMPLETE SUBMISSION'. The 'COMPLETE SUBMISSION' item is circled in red. The main content area is titled 'Additional Information' and contains a text box for 'Additional Info' and an 'ATTACH' button. A bottom right corner shows navigation arrows and a notification bubble with a question mark.

# STEP 11: Click Confirm

The screenshot shows the Cayuse Human Ethics interface. A modal dialog titled "SUBMISSION ROUTING" is displayed in the center, asking "Are you sure you want to continue?". The dialog has two buttons: "CANCEL" and "CONFIRM". The "CONFIRM" button is highlighted with a red circle. The background shows the submission details for "Test #1 - Initial" with an IRB number of UCM2023-41. The left sidebar contains navigation options like "Sections", "1 Study Details", "Self-Exemption Det...", "Additional Informa...", "Routing", and "COMPLETE SUBMISSION". The top right corner shows the user's role as "Researcher" and their name "Tahea Hossain".

Role: Researcher 224 Tahea Hossain

**SUBMISSION ROUTING**

Are you sure you want to continue?

CANCEL CONFIRM

IRB NUMBER: UCM2023-41  
**Test #1 - Initial**

CREATE PDF COMPARE SAVE

Sections

- 1 Study Details ✓
- Self-Exemption Det... ✓
- Additional Informa... ✓

Routing  
Send to PI for certification?

COMPLETE SUBMISSION

**Additional Information**

Describe any information not already provided within the submission.

Additional Info

Attach any documents/links not captured within the submission.

**Additional attachments/links**

ATTACH

1 ?

# STEP 12: Click Certify

**Human Ethics** Role: Researcher 225 Tahea Hossain

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

**Awaiting Certification**

**Initial**  
UCM2023-41 - Test #1

View PDF Delete

Routing: Return **Certify**

PI: Tahea Hossain  
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
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1 ?

# STEP 13: Click Confirm

- Certifying that I and any Co-Investigators or Other Investigators comply with reporting requirements of the UCM Conflict of Interest Committee (COIC);
- Certifying that the information, data, and/or specimens collected for the research will be used, disclosed and maintained in accordance with this protocol and UCM policies;
- Following this protocol without modification unless (a) the IRB has approved changes prior to implementation or (b) it is necessary to eliminate an apparent, immediate hazard to a participant(s);
- Verifying that all key personnel listed in the protocol and persons obtaining informed consent have completed human subjects/IRB training;
- Verifying that all personnel are licensed/credentialed for the procedures they will be performing, if applicable;
- If applicable, applying for continuing review of the protocol at least annually unless directed by the IRB to apply more frequently;
- Conducting the protocol as represented here and in compliance with IRB determinations and all applicable local, state, and federal law and regulations; providing the IRB with all information necessary to review the protocol; refraining from protocol activities until receipt of initial and continuing formal IRB approval.

The screenshot displays the Cayuse Human Ethics system interface. At the top, the user is identified as 'Researcher' Tahea Hossain. The main content area shows a submission status of 'In-Draft' with a green checkmark and the text 'Submission is with researchers'. Below this, a section titled 'Awaiting Certification' is visible, containing the text 'Initial UCM2023-41 - Test #1' and buttons for 'View' and 'PDF'. Further down, there are fields for 'PI: Tahea Hossain', 'Current #', 'Review Type: N/A', and 'Review B: N/A'. At the bottom of the interface, there are buttons for 'Return' and 'Certify', and a 'Routing:' section. A red circle highlights the 'Confirm' button at the bottom right of the interface. A small orange circle with a question mark and the number '1' is located in the bottom right corner of the screenshot.