



# Sam Houston State University

*A Member of The Texas State University System*

## INSTITUTIONAL REVIEW BOARD

### **SHSU IRB Guidance RE: Cayuse Human Ethics Organizational Approver Roles and Responsibilities**

**PURPOSE:** The purpose of this guidance is to clarify the roles and responsibilities of those upper administrative personnel who must certify IRB submissions for their department, college, or division.

**Responsibilities of Department Chairs and College Deans—or any upper administrative role involved in the IRB routing process:** Departmental Chairs and College Deans or their designees are required by the IRB to:

- Review all IRB applications and protocols submitted by faculty, staff, and students in their Department or College.
- Certify the IRB application through Cayuse Human Ethics (see below for more details).

As an optional review, Colleges, Divisions, and Departments have the opportunity to do what they think is necessary to ensure research oversight in their respective College, Division, or Department.

**Note:** No institutional official may overrule IRB disapproval, but institutions may choose not to support or permit research that the IRB has approved. The aforementioned responsibilities would meet the following regulation from the Federal Policy for the Protection of Human Subjects (aka the Common Rule): **§ 46.112 Review by institution.** Research covered by this policy that has been approved by an IRB **may be subject to further appropriate review and approval or disapproval by officials of the institution.** However, those officials may not approve the research if it has not been approved by an IRB.

**REQUIRED—INFORMING THE IRB OFFICE OF PERSONNEL CHANGES:** Since the IRB office is typically not in the loop on Department Chair or other administrative personnel changes, all departments will need to inform the IRB office of this change **at least 30 days prior to the change (when possible).** If this is not possible, this change should be reported as soon as possible. To do this, please send an email to [irb@shsu.edu](mailto:irb@shsu.edu) to let the IRB Administrator know of an upcoming change to the Department Chair role. This is a critical step for several reasons.

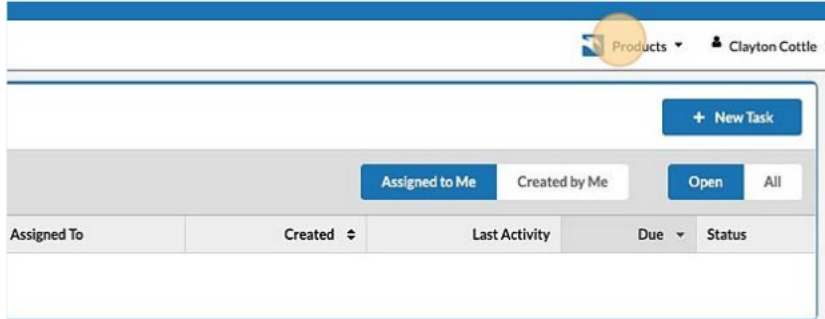
1. This allows the IRB office to update Cayuse to include the new Org Approver, so IRB submissions do not route to the wrong person.
2. This allows for the outgoing Department Chair to train the incoming Chair on this procedure.
3. This allows for the IRB office to work with the incoming Chair to answer any questions about their IRB reviewer responsibilities, including getting access to this guidance documentation.
4. This allows for the IRB office to work with the incoming Chair to determine if backup approvers need to be added to the routing process (e.g., in the event the primary Org Approver is out for an extended period of time, leaves the University, etc.)

**SETTING ORG APPROVER AS DEFAULT:** To set your default Role as Org Approver, navigate to Cayuse Human Ethics (<https://shsu.app.cayuse.com/>) and click on the arrow next to the current defaulted

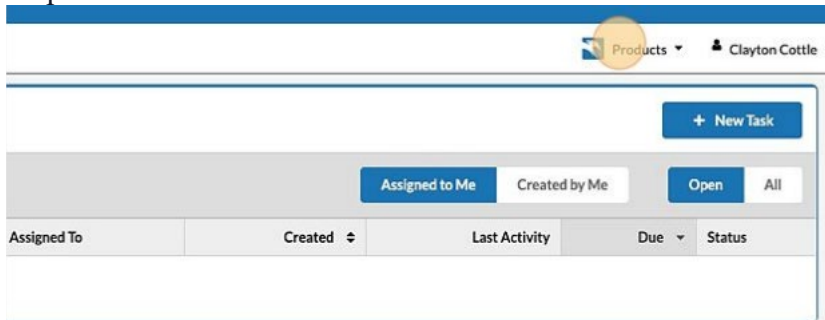
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role (Researcher) in upper right-hand side of the screen. To make Org Approver the defaulted role, click on the star next to Org Approver. Below is a screen shot showing what to do:

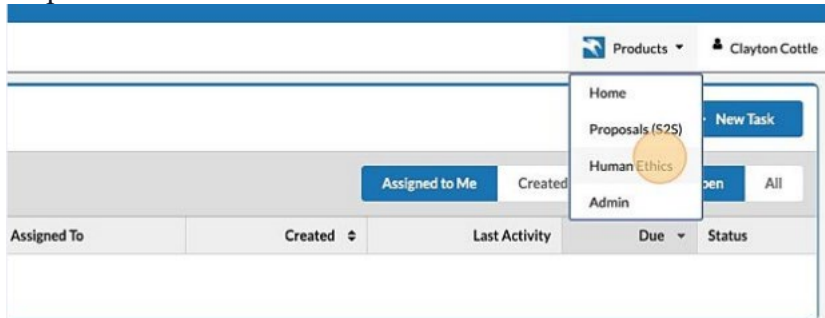
Step 1: Click here.



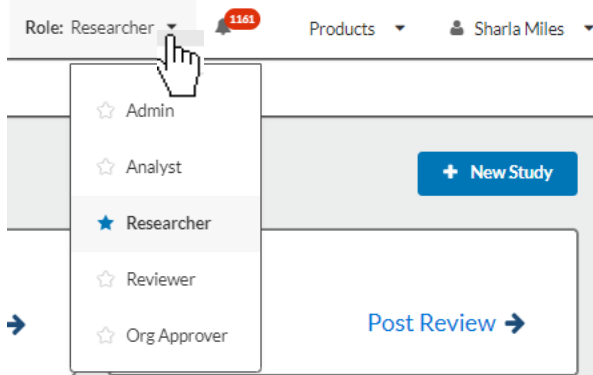
Step 2: Click here.



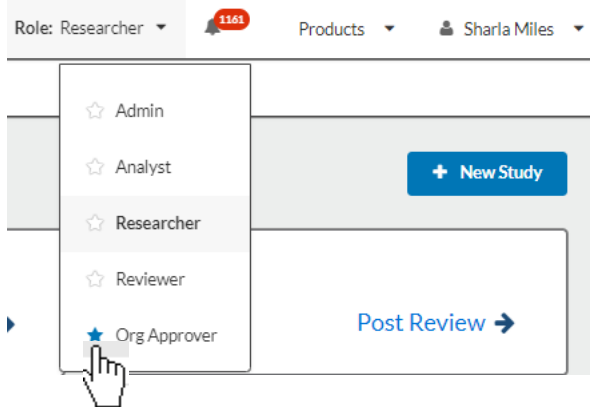
Step 3: Click here.



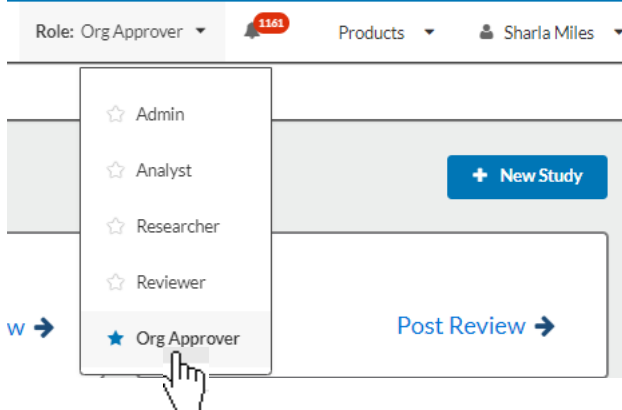
Step 4: Click here.



Step 5: Click on the star next to Org Approver—this step makes it your default role.



Step 6: Click Org Approver to view that dashboard.



Step 7: Any assigned tasks will appear in My Tasks (as an example, I have included a screenshot of My Tasks below).

My Tasks	
<a href="#">IRB-FY2015-24483-CR</a>	Assign Analyst
<a href="#">IRB-2020-18</a>	Complete Analyst Pre-Review

**COMPLETING ORG APPROVER TASKS:** This section of the guidance has been developed to show SHSU Org Approvers (typically Chairs and Deans) how to locate, review, and certify a submission.

You should receive an email—similar to the one shown below on p.4—instructing you to certify the submission (remember to check your junk folder if you do not see the email):

If you click the link in the email, you will be prompted to log in to Cayuse IRB. Log in and navigate to the **Org Approver Dashboard**. See previous section for instructions on how to make this your default role.



**TO:** Mitchell Muehsam  
Accounting

**FROM:** Leslie Blix

**DATE:** Jun 2, 2021 11:32:38 AM CDT

**RE:** Initial Submission Requires your Certification

**STUDY #:** IRB-2021-125

**STUDY TITLE:** The Flipped Accounting Course: Best Practices and Experiences

**PI:** Leslie Blix

The Initial submission for the above referenced study has been completed by the research team and now requires your organizational approval. Please log into Cayuse IRB [Cayuse IRB](#); review and certify this submission to proceed to the IRB for its review.

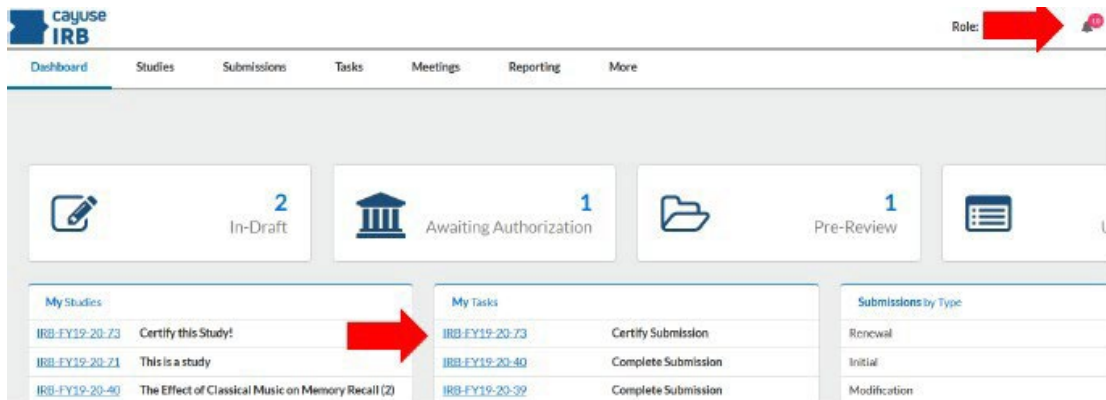
Contact the principal investigator with any questions or concerns regarding this submission. Contact the IRB staff with any questions relating to Cayuse IRB. The study cannot be forwarded to the Institutional Review Board (IRB) for review and approval until you have completed this certification.

Thank you in advance for your immediate attention to this matter.

Sincerely,

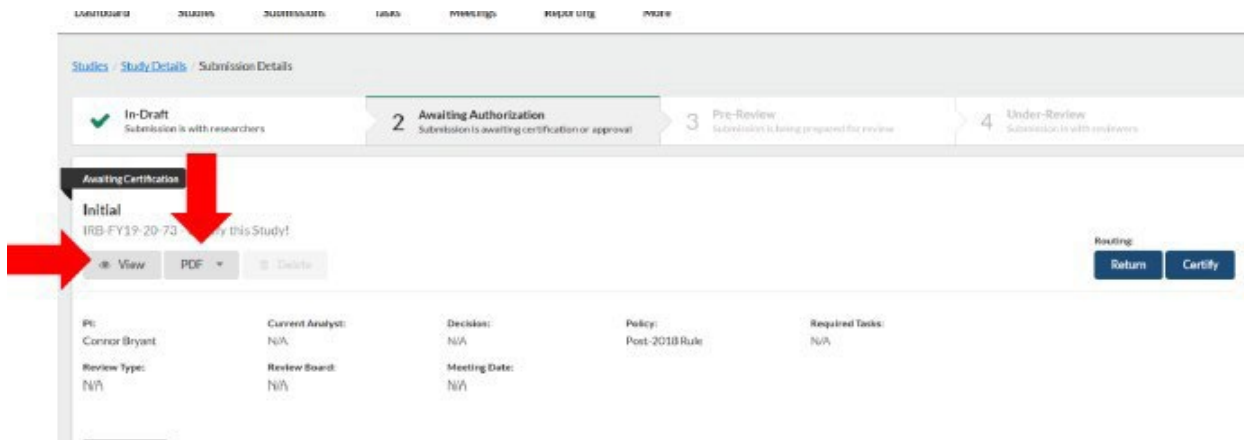
Chase Young, Ph.D.  
Chair, IRB  
Hannah R. Gerber, Ph.D.  
Co-Chair, IRB

You can then access the study by selecting the task in your **notifications** or by clicking on the study in the “**My Tasks**” tab, whichever works best for you. Select the study that needs to be certified.:



You will then be taken to the submission details page. Once on the submission details page, you will need to review the study\*. You can do this by clicking **view** or by downloading a **pdf** version of the application:

**\*Expectation of Department Chairs and Academic Deans in reviewing IRB submissions:**



If after reviewing the study, you may find that edits need to be made. Click **Return or Reject—I have seen both options, but they both mean the same thing—this returns or reopens the submission for the research team:**

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**  
IRB-FY19-20-73 - Certify this Study!

View PDF Delete

Routing: Return Certify

PI: Connor Bryant  
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

Once **return** is selected, any member of the study team will be able to make edits to the application:

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-Rev  
Submissi

**Unsubmitted**

**Initial**  
IRB-FY19-20-73 - Certify this Study!

Edit PDF Delete

PI: Connor Bryant  
Current Analyst: N/A  
Decision: N/A  
Policy: Post-2018 Rule

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

If after reviewing the study you find that it is ready for submission to the IRB, click **certify**:

The screenshot shows a web interface for IRB submissions. At the top, there is a navigation menu with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. Below this is a breadcrumb trail: 'Studies > Study Details > Submission Details'. A progress bar indicates four stages: 1. In-Draft (Submitted on is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submitted to with reviewers). The current stage is 'Awaiting Certification'. Below the progress bar, there is a section titled 'Initial' with the text 'IRB-FY19-20-73 - Certify this Study!'. This section includes 'View', 'PDF', and 'Details' buttons. On the right side of this section, there are 'Return' and 'Certify' buttons, with a red arrow pointing to the 'Certify' button. Below this section is a table of submission details:

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