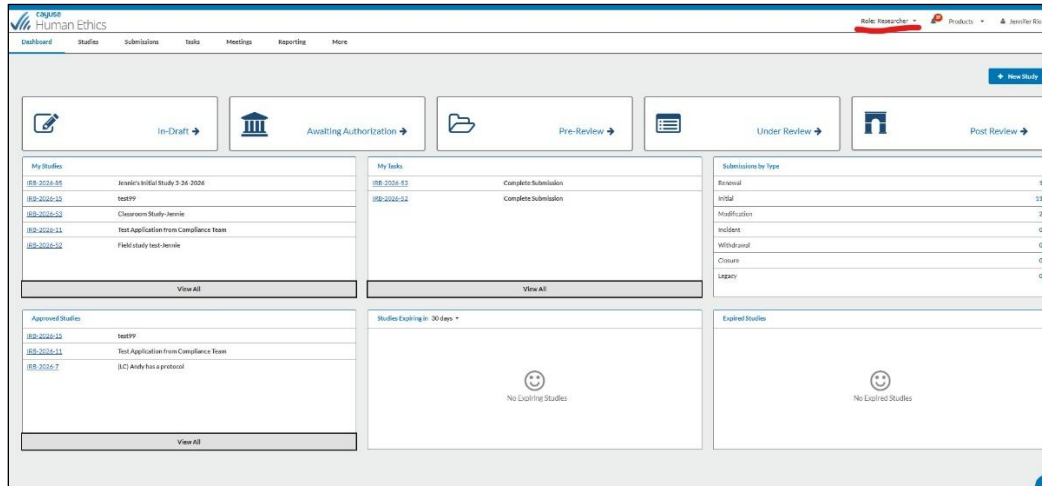


Cayuse Human Ethics: Researcher's Guide

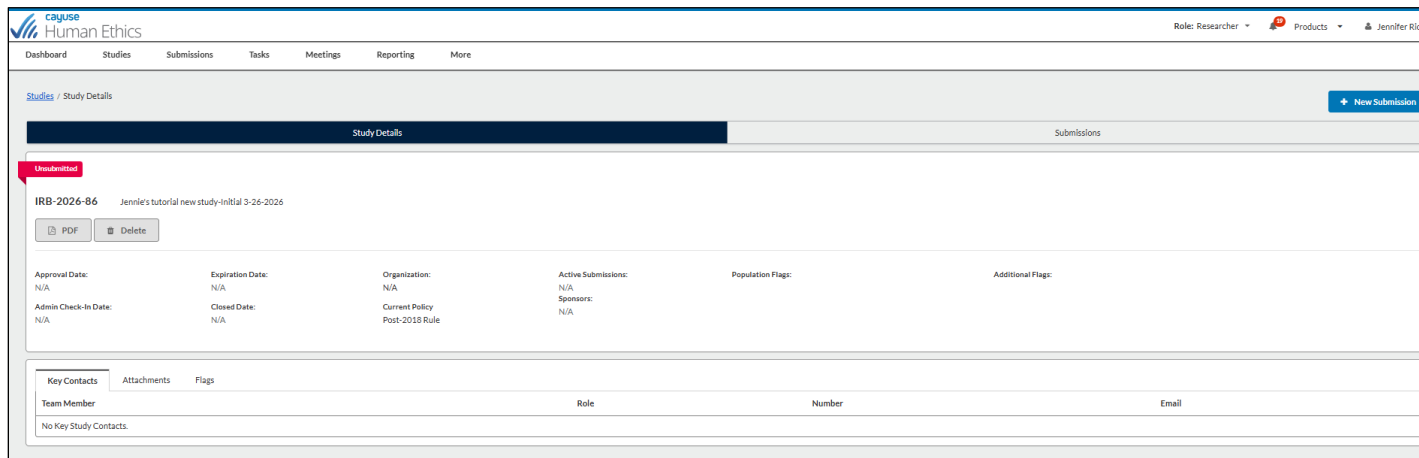
Initial New Study

Login to Cayuse and choose **Human Ethics** from the Products drop down list.

- Make sure you have chosen the correct role if you have more than one role.



- Click on “**New Study**”
- Enter the title of your study in the text box and click the check mark
- A new screen will appear, then click “**New Submission**”



- On the Submission Details page, click on “**Assign PI**”
- Click “**Yes**” on the Getting Started page, then click the arrow button to move forward.

- On the **General Information** page, you will choose “**Social/Behavioral/Educational Research-Lakeside Campuses IRB**” and check the two boxes below stating that your study does not involve FDA regulated activities or involve patients at Loyola Medical campus.
 - Enter the submission title and lay abstract in the provided text boxes.
 - Once you have entered the study information, more options will appear on the side menu
 - Click on the appropriate IRB review type you are requesting, then click the arrow to move forward.

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General Information

Institutional Review Board (IRB) Selection:

☐ Health Sciences Campus IRB (Maywood) - Biomedical Research/Clinical Trials or Social/Behavioral/Educational

☐ Social/Behavioral/Educational Research - Lakeside Campuses IRB

Submission Title:

Lay Abstract/Summary:

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Full Screen, Print, Help.

- On the **Personnel** page, add the PI and other personnel that will be a part of the study. Answer the COI question (if “Yes”, additional questions will appear, if “No,” you can move to the next section).

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Personnel

Select the affiliation the PI has with Loyola University Chicago:

☒ Faculty Member
☐ Student
☐ Staff
☐ Other

Study Personnel

Principal Investigator:

Name	Organization	Address
Loretta Stalans	CRIMINAL JUSTICE (2121.4)	1032 W. Sheridan Rd., Chicago, IL 60660-1537

Primary Contact:

FIND PEOPLE

Name	Organization	Address
Jennifer Rios	OFFICE OF RESEARCH SERVICES (2500.4)	

Co-Investigator(s):

FIND PEOPLE

Other Loyola Affiliated Personnel:

FIND PEOPLE

Non-Loyola Personnel:

FIND PEOPLE

Supplemental Study Personnel Training Documentation:

ATTACH

Conflict of Interest

Do any of the study personnel have a financial conflict of interest related to this project?

☐ Yes
☐ No

- Choose the appropriate funding option from the list provided on the **Funding** section. Additional items may appear depending on your selection.

← SUBMISSION DETAILS

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Funding

• Indicate the purpose of conducting this research at Loyola University Chicago:

☒ Faculty/Staff research with external funding:

FIND SPONSORS

Provide Proposal(s) and relevant funding documentation:

ATTACH

☐ Faculty/Staff research with internal funding

☐ Faculty/Staff research without funding

☐ Student research, degree requirement:

☐ Student research, class requirement:

☐ Other:

- On the **Research Sites** page, click on the appropriate location of where your study will take place and if your study will be reviewed by another IRB other than Loyola's.

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Research Sites

• Select the sites where human subject activities are involved:

☒ Loyola University Chicago Campuses

Identify Campus(es):

☒ Lake Shore Campus - home of the College of Arts and Sciences, the School of Environmental Studies, and the Graduate School

☐ Water Tower Campus - home of the School of Social Work, School of Law, School of Education, School of Business Administration, School of Communications, and Arrupe College

☐ Health Sciences Campus in Maywood, IL - home of the Niehoff School of Nursing and the Stritch School of Medicine

☐ Loyola University Retreat and Ecology Center (LUREC) in Woodstock, IL

☐ Loyola University Chicago's Rome campus, the John Felice Rome Center (JFRC)

Describe the on campus locations:

BVM Room 110

☐ Non-Campus Sites

☐ International/Non-US Location(s)

☐ Virtual/Online

• Should this project be reviewed by another IRB (in addition to the LUC Lakeside IRB)?

☒ No

☐ Yes

- Complete the questions in the **Risks/Benefits** section.

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Risks/Benefits Research Related Risks and Anticipated Benefits

• Risk Level:

☒ Minimal
☐ Greater than Minimal

• Explain any potential risk posed to subjects and how the risk will be minimized:

None

• Explain the anticipated benefits to the participants and society:

Benefits

• Deception:

☐ No
☐ Yes

• Cost to Subjects:

☐ No
☐ Yes

• Psychological/Emotional Stress:

☐ No
☐ Yes

• Collection of "Sensitive" Information:

☐ No
☐ Yes

• Drugs or Controlled Substances:

☐ No
☐ Yes

- Complete the questions in the **Population Research Subject Recruitment/Selection/Population** section. Add any necessary recruitment attachments utilized.

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Population Research Subject Recruitment/Selection/Population

• Subject recruitment procedures:

Indicate all subject recruitment materials used in the study:

☐ Email(s)
☐ Flyer(s)
☐ Social Media Posting(s)
☐ Printed Poster(s)
☐ Phone Script(s)
☐ Other:

• Explain how access to potential participants will be gained for recruitment purposes:

• Does the proposed research involve:

☐ Pregnant Women
☐ Human Fetuses
☐ Neonates
☐ Prisoners
☐ Children
☐ People that do not speak, read, or write English
☐ Cognitively impaired participants
☐ Investigator(s) with dual role(s)
☐ None of the Above

• Indicate the total number of subjects to be enrolled.

• Explain the inclusion and exclusion criteria (and the number of participants) for each subject group:

B
I
U
A
GO

- In the **Informed Consent** section, add the consent details in the text boxes provided and attach all pertinent information.

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Informed Consent

• Will documented consent be obtained from all subjects?

☒ Yes
☐ No

• Describe the process involved in obtaining informed consent from participants. Information regarding how, when, where, and by whom participants will be provided with informed consent documents as

B
I
U
L

• If prospective participants may be illiterate, have a low reading comprehension, or do not speak or read English fluently, describe what accommodations will be made to the informed consent process to

B
I
U
L

• If deception is involved, describe how participants will be deceived and how participants will be debriefed.

B
I
U
L

Attach Consent Documents

ATTACH

- Complete all the questions for the **Privacy & Confidentiality** and the **Compensation** sections

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Privacy & Confidentiality

• Will all participant names be "masked" in publications and presentations?

☐ No
☐ Yes

• Will all non-Loyola University sites or organizations names be masked in publications and presentations?

☐ No
☐ Yes
☐ Not Applicable

• List each type of data and information regarding participants that will be recorded, collected, or made and indicate what identifying information will be recorded on each type of data.

B I U S L B O O

• For each type of data listed above explain how it will be stored during the research, who will have access to it, and what will happen to it when the research has been completed.

B I U S L B O O

• Will audio or video recordings be made?

☐ No
☐ Yes

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Compensation

• Will participants receive compensation?

☐ No
☒ Yes

Will compensation be prorated?

☐ No
☒ Yes

Explain when and how compensation will be provided, including the source of funding:

B I U S L B O O

\$40 in gift card form will be given to those participants who complete the study

- In the **Attachments** section, you will see the attachments that have been uploaded while completing the application. Additional attachments can be uploaded here depending on the type of study if needed. After reviewing all the attachments, you must click the box confirming that all required attachments are uploaded to move forward.

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Attachments Section

Consent Documents

ATTACH

consent_test_page.docx

Letters of Cooperation

ATTACH

Local IRB Documentation:

ATTACH

Personnel Training Documents:

ATTACH

Study Instruments:

ATTACH

Subject Recruitment Materials:

ATTACH

information_sheet_ORIS_LSC_dtr...

☒ Check to confirm that all required attachments are uploaded prior to submission.

Reliance Agreement(s):

- When all the sections on the side menu have “check marks” on them, you may proceed with submission
 - You must first click on the **Certify** button to complete the submission.

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-2026-86 - Jennie's tutorial new study-Initial 3-26-2026

View PDF Delete

Routing: Return Administratively Certify

PI: Loretta Stalans 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
Loretta Stalans	Principal Investigator	Pending Certification	

- **Assign an analyst** and then your application will move to the “Under Pre-Review” status.

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

Under Pre-Review

Initial
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View PDF Delete Checklist

PI: Loretta Stalans Current Analyst: Nazneen Ali 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
Jennifer Rios	Analyst	Administratively Certified	03-26-2026 11:42 AM
Loretta Stalans	Principal Investigator	Completed by Jennifer Rios	