

CAYUSE | HUMAN ETHICS

FACULTY SPONSOR PROCEDURES

This guidance is intended to be used by faculty who are supervising student research projects. Please review the “[Cayuse Human Ethics: Researcher’s Guide](#)” and “[Cayuse Human Ethics Video Tutorial](#)” for detailed instructions on creating new studies in [Cayuse](#).

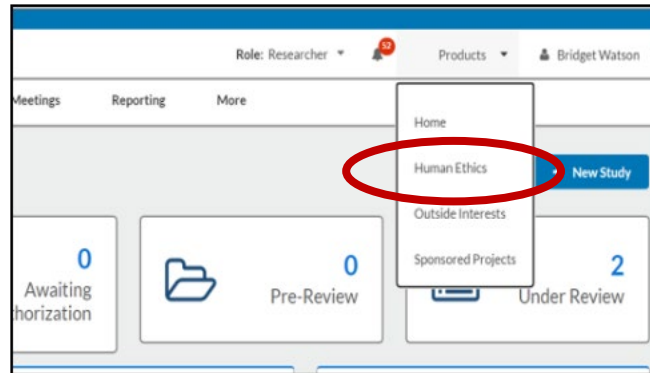
Important Considerations

- Investigators who are graduate or undergraduate students or part- or full-time staff members with Loyola must be sponsored by a full-time faculty member to conduct human research through Loyola University Chicago
- Faculty sponsors are responsible for guiding student investigators through every phase of the IRB process; they must be informed of the rules and regulations governing research at Loyola
- Applications with research personnel who have not completed CITI training requirements will not be considered until the interested personnel either update their training record or are removed from the protocol

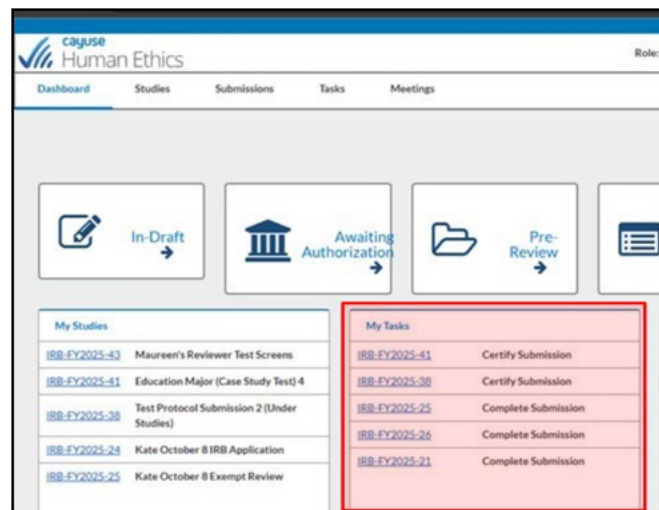
Key Steps

- 1) **Universal CITI Training Requirement:** All personnel engaged in research with human subjects must complete the [online Collaborative IRB Training Initiative \(CITI\) course](#). The CITI certification must be renewed every three years.
- 2) **Student Creates Human Ethics/IRB Submission:**
 - a. Student investigators should [create an initial study submission in Cayuse](#)
 - b. Personnel Section:
 - i. Student should be assigned as Principal Investigator and will automatically populate as Primary Contact
 - ii. Student must assign a Faculty Sponsor who will automatically populate as a Co-Principal Investigator; NOTE: Faculty Sponsors receive the same [Cayuse](#) study notifications from as the Principal Investigator
 - c. Once submission is complete/ready for review and certification by the Faculty Sponsor, Student should click “Submit” found within application menu
 - d. Faculty Sponsor will receive “Initial Submission Requires Certification” email
- 3) **Faculty Sponsor Reviews, Certifies, and Submits:**
 - a. Log into [Cayuse](#) portal
 - b. Navigate to the **Human Ethics** module via the dashboard’s **Products** dropdown menu

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c. Go to the **My Tasks** or **Awaiting Authorization** section.



d. Click the link associated with the protocol to review the student's submission.



e. Select **Certify** to approve the study, or select **Return** to send it back to the student for edits

4) **Respond to Reviewer Comments:** See *Manual titled Responding to Reviewer Comments*; Faculty Sponsor is expected to support Student with responses, as necessary

5) **Retrieve Approved Documentation:**

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- a. Approved version/s of study materials and approval letters can be accessed by selecting the submission under the **Approved Studies** section of the Human Ethics module Dashboard
- b. Then, on the **Submissions Details** page of the study, select Letters or Attachments to download documents

