



Sam Houston State University

A Member of The Texas State University System

INSTITUTIONAL REVIEW BOARD

SHSU IRB Process Checklist for Faculty & Students

Step 1: Request Access to Cayuse Human Ethics

New faculty or students must request access to **Cayuse Human Ethics** to submit IRB applications.

- Complete the [New User Request Form](#).
- **Select the second option** to request access to IRB.
- For **SHSU ID**, enter your **9-digit SAM ID #** (provided during the hiring or registration process).
- For **SHSU email**, use your formal SHSU email (e.g., **username@shsu.edu**).

Step 2: Complete Required CITI Training

- All researchers must complete the CITI Training in Human Subjects Research (HSR).
- Select the course based on your discipline (e.g., Biomedical, Social/Behavioral/Educational, or Criminal Justice research).
- Achieve a minimum score of 80%.

- The IRB may request clarifications or revisions. **Respond promptly** to any requests in the Cayuse Human Ethics system to avoid delays.

Step 7: Await IRB Approval

- Do not begin research involving human subjects until you receive written IRB approval via Cayuse. The notification will come to your SHSU email Inbox. A follow-up email will be sent to you by the IRB office. The email will contain a pdf copy of your IRB approval and a stamped copy of your consent form. If any recruitment flyers are approved for use, you will be asked to use the stamped version of your flyer during recruitment.

- IRB approval is typically granted for one year. Longer projects may require continuing review.***

*** "**Longer projects may require continuing review**" refers to the process where research studies, particularly those involving human subjects, must undergo periodic IRB review to ensure they continue to meet ethical and regulatory standards.

Here's what it means:

1. **IRB Approval Period:** When your study is approved by the IRB, it is typically for a fixed period, usually **one year**. At the end of this period, the IRB needs to reassess the study to ensure:
 - o The research is progressing as planned.
 - o Risks to participants are being appropriately managed.
 - o No new ethical concerns have arisen.
 2. **Continuing Review:**
 - o If your study is ongoing beyond the initial approval period, you are required to submit a **continuing review** (in Cayuse, this is your Renewal submissions) application.
 - o This involves providing updates on the study's progress, including:
 - f Number of participants enrolled.
 - f Any adverse events or unexpected outcomes.
- RO 850.004 Technical

Step 8: Post-Approval Requirements

- Modifications: