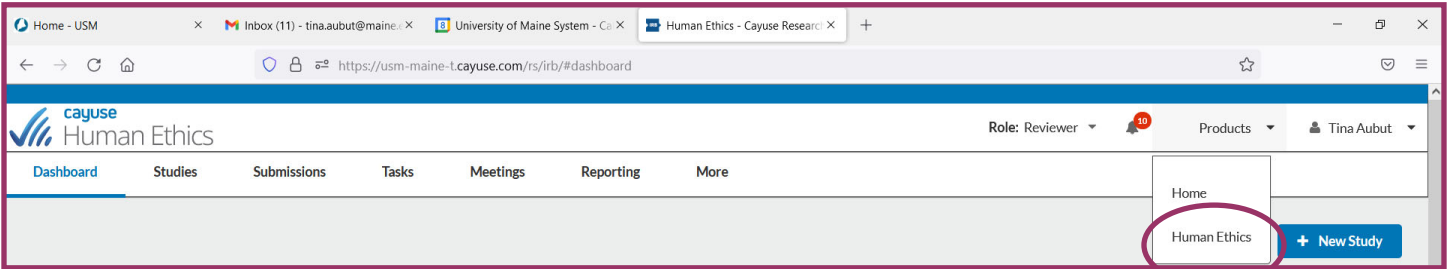


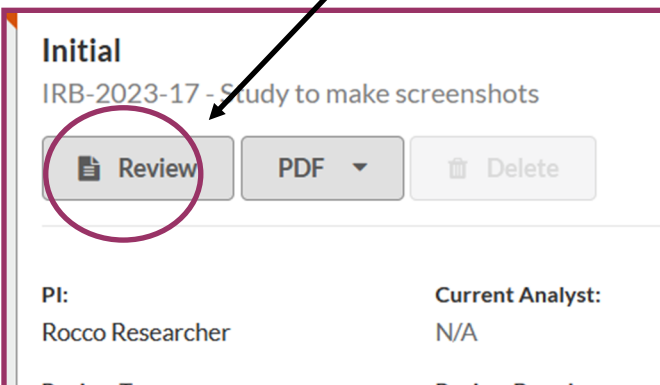
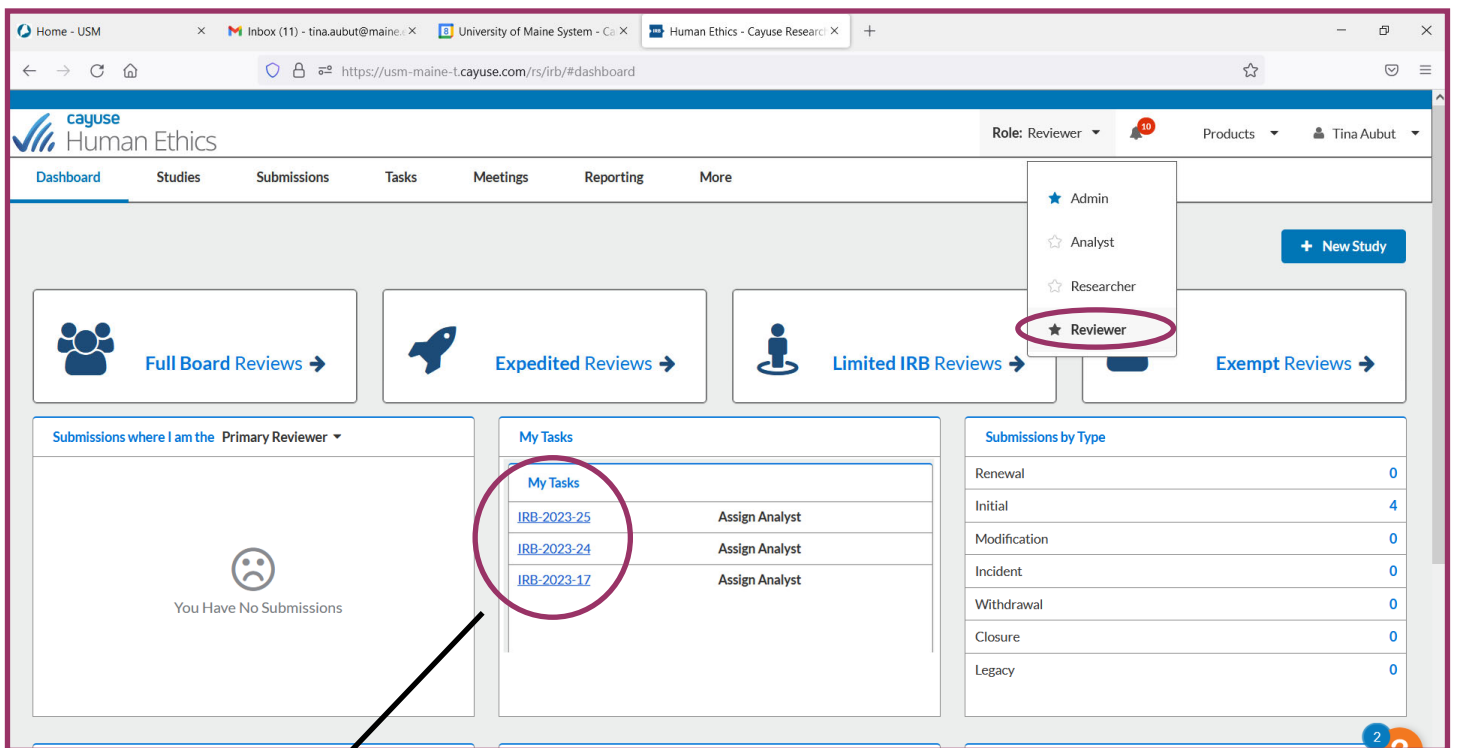
Reviewing a Protocol

Board Members

After logging in, select Human Ethics from the Products drop-down.



Make sure Reviewer is started under the Role drop-down. Click on highlighted protocol under My Tasks. Then the Review button.



The Checklist is more of a guidance than a requirement. However, there is a certification checkbox at the end of it to acknowledge completion of the review.

IRB NUMBER: IRB-2023-42
This is a protocol to develop ...

SHOW CHECKLIST

Getting Started

About Cayuse Human Ethics

Cayuse Human Ethics (HE) is an interactive web application. As you answer questions, new sections relevant to the type of research being conducted will appear on the left-hand side. Therefore not all numbered sections may appear. You do not have to finish the application in one sitting. All information can be saved.

Additional information has been added throughout the form for guidance and clarity. That additional information can be found by clicking the question mark in the top-right corner of each section.

For more information about the IRB submission Process, IRB Tracking, and Cayuse HE Tasks, please refer to the in-app help (the orange question mark near the bottom right) or contact the IRB Office: Office of Research Integrity and Outreach (ORIO) at: usmorio@maine.edu or 207-780-4517

Submit protocol for review at least thirty (30) days prior to starting data collection.

[FMI Collaborative Boards](#)

IORG#: IORG 1507
 Federalwide Assurances:

Checklist
 Danielle Jolie (Reviewer Checklist)

Reviewer Checklist

Submission Type

- Initial
- Modification
- Incident
- Renewal

Comments

SAVE CHECKLIST ?

As you go through the review, you may add comments to the PI. Remember to make the comments to the PI UNRESTRICTED. There is another place under Make a Decision to leave a general message for the ORIO staff later in this process.

+ Add Comment

Collapse Comments

Danielle Jolie Today at 12:24 PM
 Please elaborate.
 Edit Reply

Visibility: Restricted
 Unrestricted
 Anyone with access to study can see
 Restricted
 Researchers can not see comment

SAVE COMMENT

At the end of the checklist, check the Reviewer Certification.
 Return to Submission Details at the top left of the page.

Reviewer Certification

- I certify that I have reviewed this submission and have completed the above Reviewer Checklist.

SAVE CHECKLIST ?

Dashboard Studies Submissions Tasks Meetings Reports

IRB NUMBER: IRB-2023-42
This is a protocol to develop ...

← SUBMISSION DETAILS

Sections

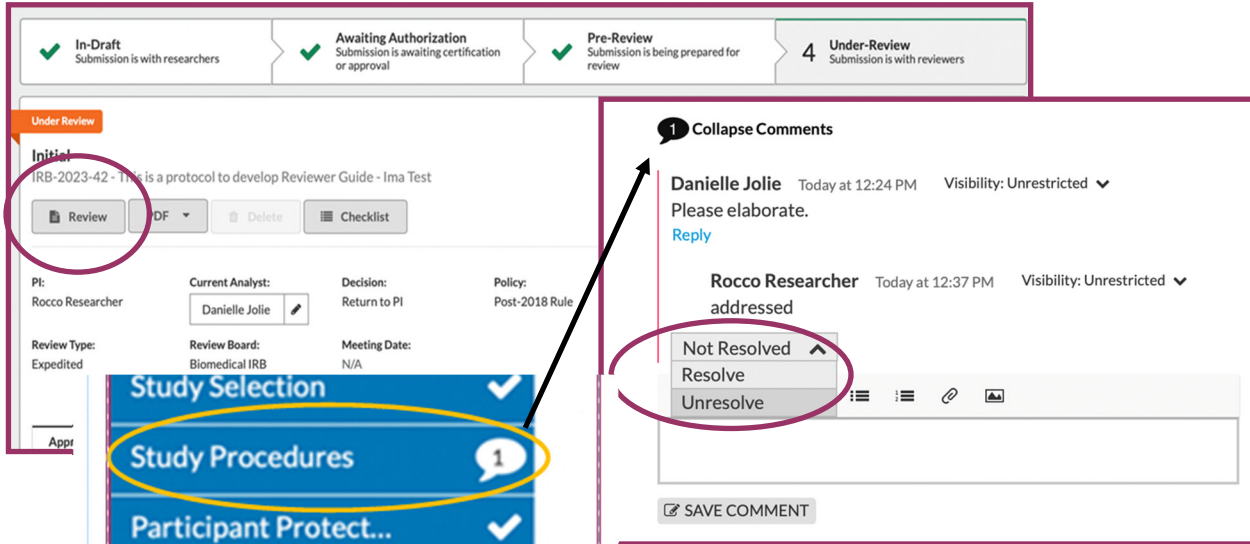
From Submission Details you will Make a Decision.

Expedited Choices: **Return to PI** or **Approved**. Either way, the protocol is returned to ORIO staff. If you are returning to the PI, a category does not need to be checked off. Add the Result Date. You may add notes below the categories. Internal notes come to staff. **Remember to check the button Review Complete!**

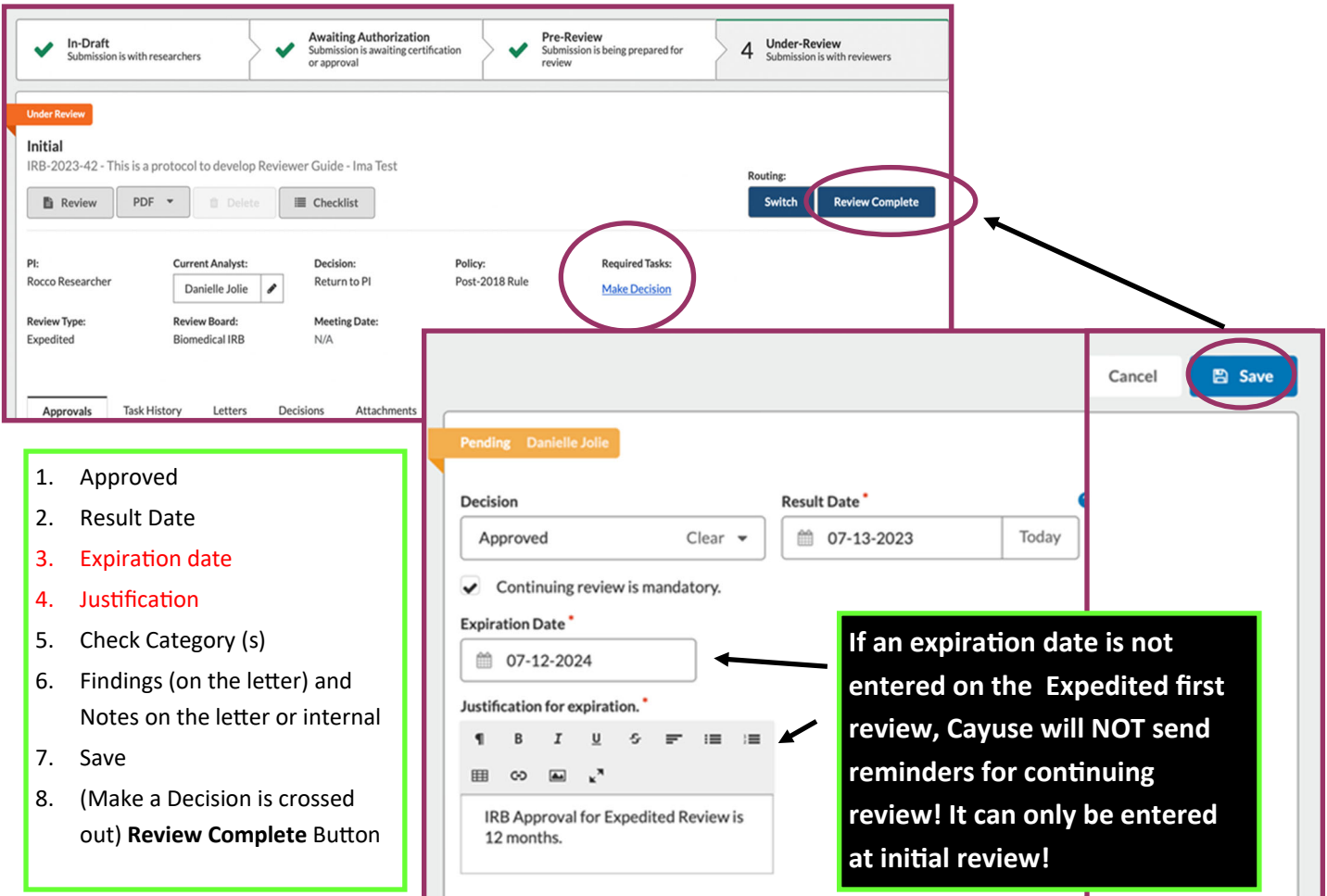
1. Make a Decision—return to PI
2. Result Date (today)
3. Notes, if applicable
4. Save
5. Review Complete button

When the PI has responded to comments and it comes back to you:

- 1) Open the protocol from **My Tasks**
- 2) Click the **Review** button, click on each comment, then mark as **Resolved** or add another unrestricted comment.
- 3) **Save** button at top right of page. Then click **Submission Details** at top left of page.



Make a Decision:



Make a Decision for Exempt: Return to PI (see pg 2) and Exempt. Reviewer may choose **Not Exempt** if you feel the review type is not reflective of the submission, Not Human Subject Research or Expedited. Please include an explanation in the Internal Notes.

Pending Danielle Jolie

Decision: Select a decision

Result Date: 07-13-2023 Today

Administrative Check-In Date: 07-12-2026

- Deferred
- Exempt**
- Exempt - Limited IRB
- Minor Stipulations
- No Engagement in Research
- No Human Subjects Research
- Not Exempt
- Rely on External IRB
- Rely on NCI-CIRB
- Return to PI

1. Make a Decision
2. Result date
3. Administrative Check-in date (3 years)
4. Category (s)
5. Findings (on the letter) and Researcher Notes (on the letter) or Internal Notes
6. Save
7. Review Complete button

If an Administrative check-in date is not entered on the initial Exempt review, Cayuse will NOT send reminders. It can only be entered at initial review!

linked to the subjects;

Category 2.(ii). 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: Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or

Category 2.(iii). Research that only includes interaction observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met: The information obtained is recorded by the investigator linked to the subjects, and an IRB conducts a limited IRB review

Category 3.(i)(A). Research involving benign behavioral responses (including data entry) or audiovisual recording if at least one of the following criteria is met: The information obtained is recorded by the investigator linked to the subjects.

Category 3.(i)(B). Research involving benign behavioral responses (including data entry) or audiovisual recording if at least one of the following criteria is met: Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or

Findings
Information entered here can be used as part of the correspondence with the tag [FINDINGS].

Researcher Notes
Information entered here can be used as part of the correspondence with the tag [RESEARCH_NOTES]

Internal Notes

Under Review

Initial
IRB-2023-42 - This is a protocol to develop Reviewer Guide - Ima Chest

Review PDF Delete Checklist

Routing: Review Complete Review Complete

PI: Rocco Researcher

Current Analyst: Danielle Jolie

Decision: Return to PI

Policy: Post-2018 Rule

Required tasks: **Make Decision**

Review Type: Expedited

Review Board: Biomedical IRB

Meeting Date: N/A

Check that Make a Decision is crossed out, Review Complete