



**REGENT  
UNIVERSITY**

Regent Institutional Review Board (IRB)

Faculty and Student Training

September 12, 2025

 REGENT UNIVERSITY

# Regent University IRB Faculty and Student Training

Friday September 12, 2025 12:00 pm – 1:30pm

Robertson Hall 103

## Schedule:

12:00 – 12:15 – Welcome and context for the Regent IRB

Dr. Victor Counted and Provost Dr. Bill Hathaway

12:15 – 12:45 – Orientation to the Regent IRB website ([www.regent.edu/irb](http://www.regent.edu/irb))

Dr. Danny Hitchcock, Chair IRB

12:45 – 1:15 – How to use the Cayuse System to create a study and submit it for IRB review.

For further information see the *Cayuse Video for New User* and the *IRB Sample Review Video*. ([www.regent.edu/irb](http://www.regent.edu/irb) both videos can be found under *Resources* drop-down)

For step-by-step instructions check out this PDF handout :

<https://www.regent.edu/wp-content/uploads/2024/08/regent-university-cayuse-user-guide.pdf>

1:15 – 1:30 – Questions/Discussion

# Regent University IRB

- Our [Research Handbook](#) for Research and Sponsored Programs highlights our Christian Commitments as we encourage Regent faculty and students to pursue research involving human participants.
- The US Federal Government requires all federally funded research to adhere to best practices for conducting ethical research.
- At Regent University, we apply these principles to all work done with human participants regardless of funding.

# Regent University IRB

- A few key principles include: (affirmed Federal by policy)  
Genesis 1:27 & 31; Matthew 7:12; Micah 6:8
  - **Respect** – value the dignity & worth of all people, affirm autonomous decision-making
  - **Beneficence** – promote good and to do no harm
  - **Justice** – encourage research that distributes risk and promotes benefits equally to all persons.

# Regent University IRB

## Research Review Process—3 types of Review

1. **Exempt process**— minimal risk low potential for harm/distress, public observations, anonymous data
2. **Expedited process**— minimal risk but needs review due to non-anonymous data collection (e.g., surveys, interviews with voice, video, or digital records)
3. **Full Review** — higher than minimal risk, especially studies involving vulnerable populations (e.g., minors, pregnant women, prisoners, cognitively impaired) or sensitive topics such as trauma, racial issues or sexuality.

# Regent University IRB

Submission of Proposals are via the Cayuse Regent Portal.

Each Fall Semester the Regent IRB will provide training for faculty and students on how to use the Cayuse system for IRB review.

All materials are posted  
on the Regent IRB website ([www.regent.edu/irb](http://www.regent.edu/irb)).

# Regent University IRB

Orientation to the Regent IRB website ([www.regent.edu/irb](http://www.regent.edu/irb))

How to use the Cayuse System to create a study and submit it for IRB review.

Video Instruction found under the *Resources* drop-down

*Cayuse Video for New User*

*Fall 2025 IRB Review Process Training Video*

*Fall 2024 IRB Workshops*

**Step-by-step instructions –print handout or pdf document here:**









<https://www.regent.edu/wp-content/uploads/2024/08/regent-university-cayuse-user-guide.pdf>

# WHERE TO START

- Website - [www.regent.edu/irb](http://www.regent.edu/irb)
- **CITI Training for Student and Faculty Sponsor**
- IRB required for **publishing and presenting** studies involving **human subjects**

RESEARCH HANDBOOK

RESOURCES








- 
- [Information about CITI Training](#) 
  - [Cayuse User / Initial Submission Guide](#) 
  - [Revisions after an Initial Submission](#) 
  - [Cayuse Modification](#) 
  - [Submission Incident Report](#) 
  - [Submission Renewal](#) 
  - [Submission Closure Submission](#) 

TEMPLATES

- Short Form

# CAYUSE SUBMISSION

SUBMISSION PROCESS	+
IRB MEMBERS	+
RESEARCH HANDBOOK	+
RESOURCES	-

- [Information about CITI Training](#) 
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- [Revisions after an Initial Submission](#) 
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## TEMPLATES

- **Short Form**
  - [General Public Short Form \(for use with Exempt Survey Research\)](#) 



# CAYUSE ACCOUNT – STUDENT & FACULTY SPONSOR

Cayuse Account Creation: Directions under *Submission Process* link

Faculty: created upon hire

Students: only upon request of faculty sponsor to ORSP office

Once the account is set up, go to or click <https://regent.app.cayuse.com/> and login using your Regent IRB username and password (*note: the single sign-on feature will automatically take you to Cayuse*).

# CAYUSE SUBMISSION

Once in the Cayuse Portal navigate to the top Right and pull down the *Products menu* and select *Human Ethics*

You will now be able to create a submission.

The screenshot shows the 'My Tasks' page in the Cayuse Platform. The top right corner features a 'Products' dropdown menu, which is circled in red. Below it are buttons for '+ Link to Milestone' and 'Create New'. The main content area includes a search bar for tasks and a table with columns: ID, Title, Type, Milestone ID, Category, Progress, Assigned to, Internal Due Date, External Due Date, and Status. The table is currently empty, displaying 'No results to display.' On the left side, there are filter sections for 'QUICK FILTERS', 'STATUS', 'EXTERNAL DUE DATE', and 'CATEGORY'.

# TITLE

- Title should clearly reflect your study focus
- **Avoid** placeholder text (e.g., *“My draft dissertation submission”*)

# INSIDE HUMAN ETHICS

Getting Started	✓
Project Personnel	✓
Basic Information	✓
Study Design	✓
Study Selection	✓
Study Procedures	✓
Participant Protect...	✓
Attachments	✓

## Getting Started

### About Cayuse Human Ethics IRB Submission

Welcome to the Cayuse Human Ethics (HE) system, Regent University's chosen faculty and students navigate the submission process smoothly and effectively.

As you start your application, Cayuse HE will present questions relevant to your left-hand side of the screen. This means that not all sections will apply to every p

We recommend you watch this [training video](#) before continuing with the applic

**For additional information and clarity while filling out your application, click o**

For more information about the IRB submission Process, IRB Tracking, and Cayu

# GETTING STARTED

## Review Categories

- **Exempt** Review ~ quantitative
- **Expedited** Review ~ qualitative
- **Full-Board** Review = high-risk/sensitive topics

# GETTING STARTED

## Full-Board Triggers

- *Sensitive identity topics*: sexual orientation, gender identity
- *Risk areas*: trauma, substance use, reputational harm
- *Cultural/religious issues*: race, prejudice, religious discrimination

# PROJECT PERSONNEL + BASIC INFORMATION

## Project Personnel

- **Student and Faculty Sponsor must have current CITI certificates**

## Basic Information

- **International sites**
  - Not common
  - Prior coordination and approval letters
  - Allow more time for approval



This is to certify that:

# STUDY DESIGN / STUDY SELECTION

- Use AI wisely
- Answer all required sections
- Be concise and complete
- Literature review **not** necessary

## *Inclusion Criteria*

- **Adults** ~ less time for IRB approval
- **Minors / Vulnerable Populations** ~ more time for IRB approval

# STUDY PROCEDURES

## Recruitment Documents

- Upload – include contact info

## Study Instruments

- Upload

## Collection & Handling

- When done, researchers must keep records for **at least 3 years**  
**5 years** if APA guidelines apply

*(See IRB FAQ: How long do records or study data need to be kept?)*

# STUDY PROCEDURES

## Data & Specimen Security

- Emphasize Security,  
confidentiality

## Data Analysis

- Literature review **not** necessary
- Be concise and complete
- IRB focusses only on human ethics

# PARTICIPANT PROTECTION

## Potential Risks / Benefits

- Risks and Benefits **always** exist
- **Clearly explain** both risks and benefits

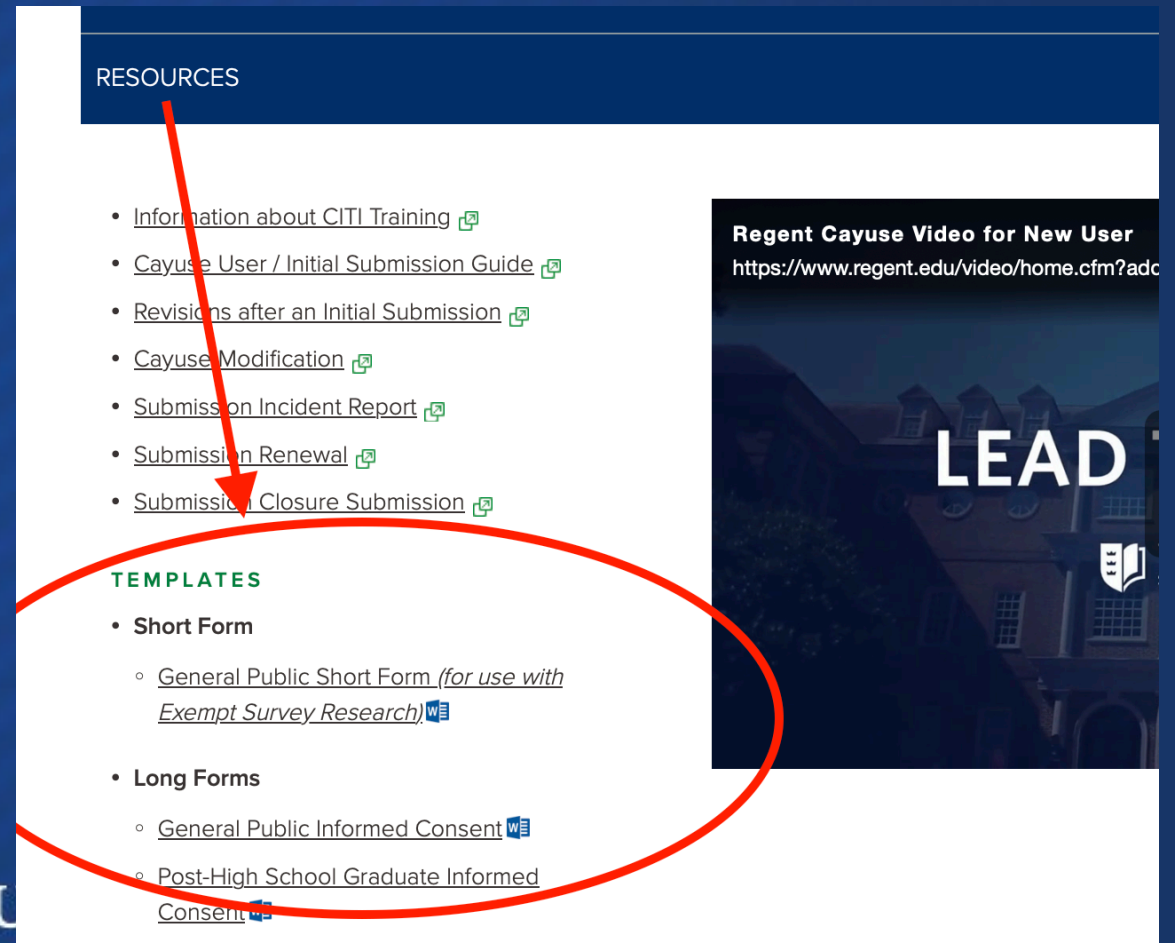
## Subject Privacy & Confidentiality

- Repetition is normal
- Be concise and complete

# INFORMED CONSENT

## Consent & Assent Form(s)

- Use IRB templates
- Include **Faculty Sponsor** and IRB contact information
- **Exempt** ~ Short Form
- **Expedited** ~ Long Form
- **Full-Board** = Long Form



RESOURCES

- [Information about CITI Training](#)
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TEMPLATES

- **Short Form**
  - [General Public Short Form \(for use with Exempt Survey Research\)](#)
- **Long Forms**
  - [General Public Informed Consent](#)
  - [Post-High School Graduate Informed Consent](#)

Regent Cayuse Video for New User  
<https://www.regent.edu/video/home.cfm?adc>

LEAD

# TOP 5 IRB SUCCESS TIPS

- Complete **CITI training** early (both student & faculty sponsor)
- Identify your review type: **Exempt, Expedited, or Full-Board**
- Use **IRB/Cayuse templates** to ensure compliance
- Write in a way that is **clear, concise, and consistent**
- **Start early** – and expect questions or revision requests

# COMMON IRB PITFALLS

**Avoid these to prevent delays:**

- Missing **CITI certification** for project personnel
- Uploading **draft or incomplete study materials**
- Submitting before **study design is finalized**
- Overlooking **detailed instructions** in Cayuse

# COMMON IRB PITFALLS

Using **outdated or incorrect consent forms**:

Use the Regent IRB templates:

**General Public Short Form** –for Exempt Survey research  
collecting no identifying information

**Long Form** – for Expedited and Full Review Studies using either  
the **General Public** or the **Post-High School Graduate** version

Tips:

Don't forget to Include contact information for **you, faculty sponsor, the Regent IRB**

Do not **pre-sign** or **pre-date** the form. Fill them out at the time the participant signs.

# HELP -- CAYUSE WEBSITE OR THE IRB

## Cayuse Website

- After logging in, click your name in the top-right corner and select **Help Center** to access tutorials, user guides, and support resources directly from Cayuse.

## Contact IRB

- **IRB Chair** at [irb@regent.edu](mailto:irb@regent.edu)
- **Subject Line**
  - PI Name, Include IRB number
  - Example:  
**Regent-IRB-2024-2025-999**
- **CC Faculty Sponsor**

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Questions/Discussion

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