Regent Institutional Review Board (IRB)

Faculty and Student Training

September 18, 2026

REGENT UNIVERSITY

Regent University IRB Faculty and Student Training

Friday September 18, 2026 2:00 pm – 3:30pm

Classroom Building 228

Schedule:

2:00 – 2:05 – Welcome and context for the Regent IRB

2:05 – 2:35 – Orientation to the Regent IRB website (www.regent.edu/irb)

Dr. Danny Hitchcock, Chair IRB

2:35 – 2:55 – 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 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

2:55 – 3:00 – Questions/Discussion

REGENT UNIVERSITY

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

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

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). Need for protecting confidential data.

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

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).

REGENT UNIVERSITY

Regent University IRB

Orientation to the Regent IRB website (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

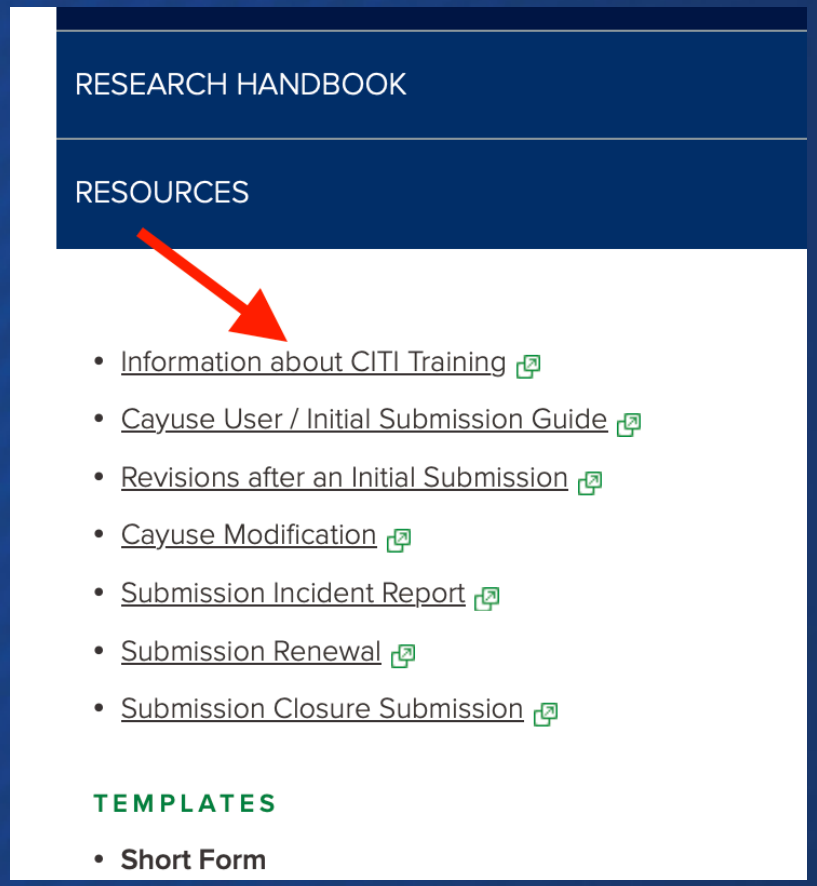
Fall 2025 and 2024 IRB Workshops

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

REGENT UNIVERSITY

WHERE TO START

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



REGENT UNIVERSITY

CAYUSE SUBMISSION

SUBMISSION PROCESS +

IRB MEMBERS +

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**
  - 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

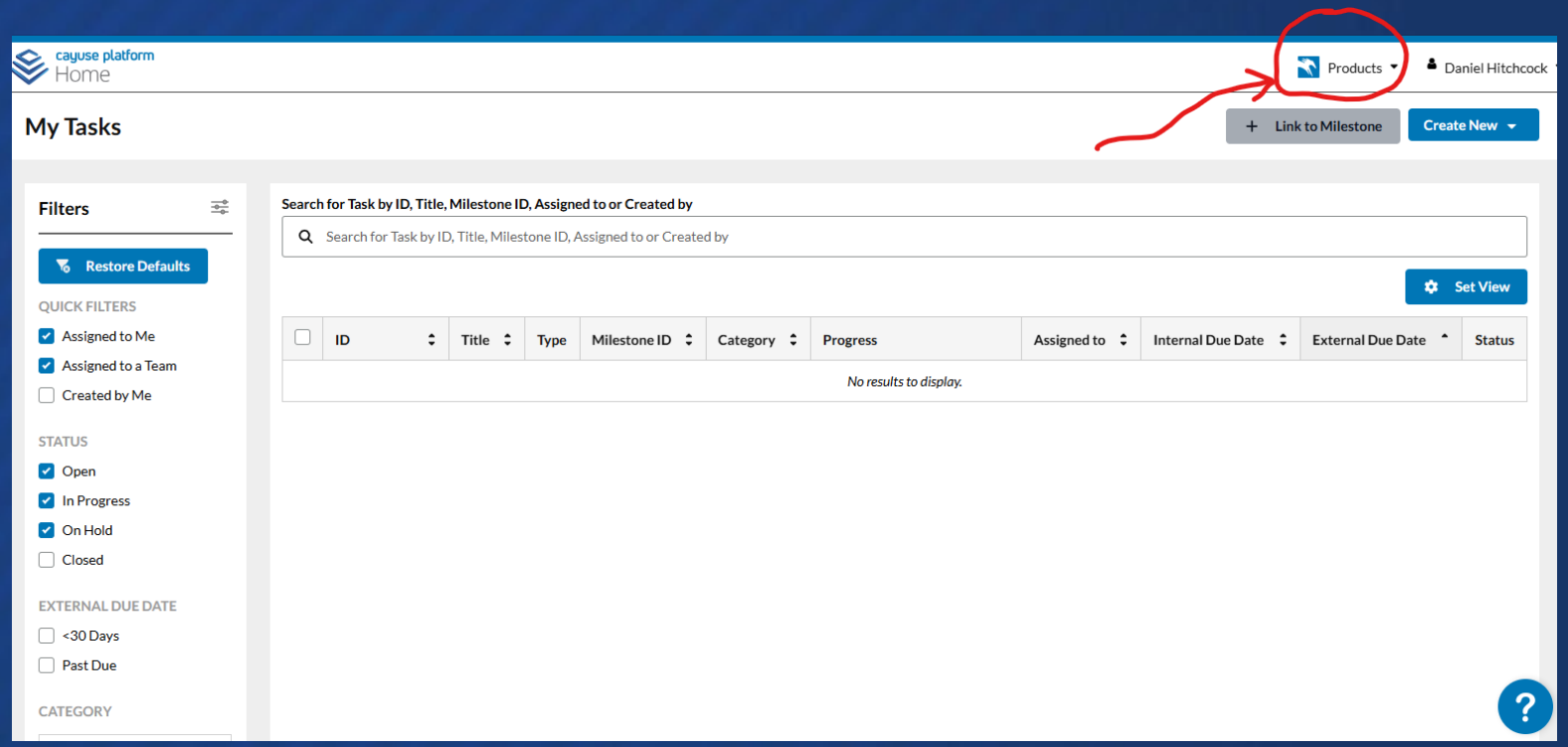
Students: only upon request of faculty sponsor to ORSP office

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)*.

REGENT UNIVERSITY

CAYUSE SUBMISSION

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



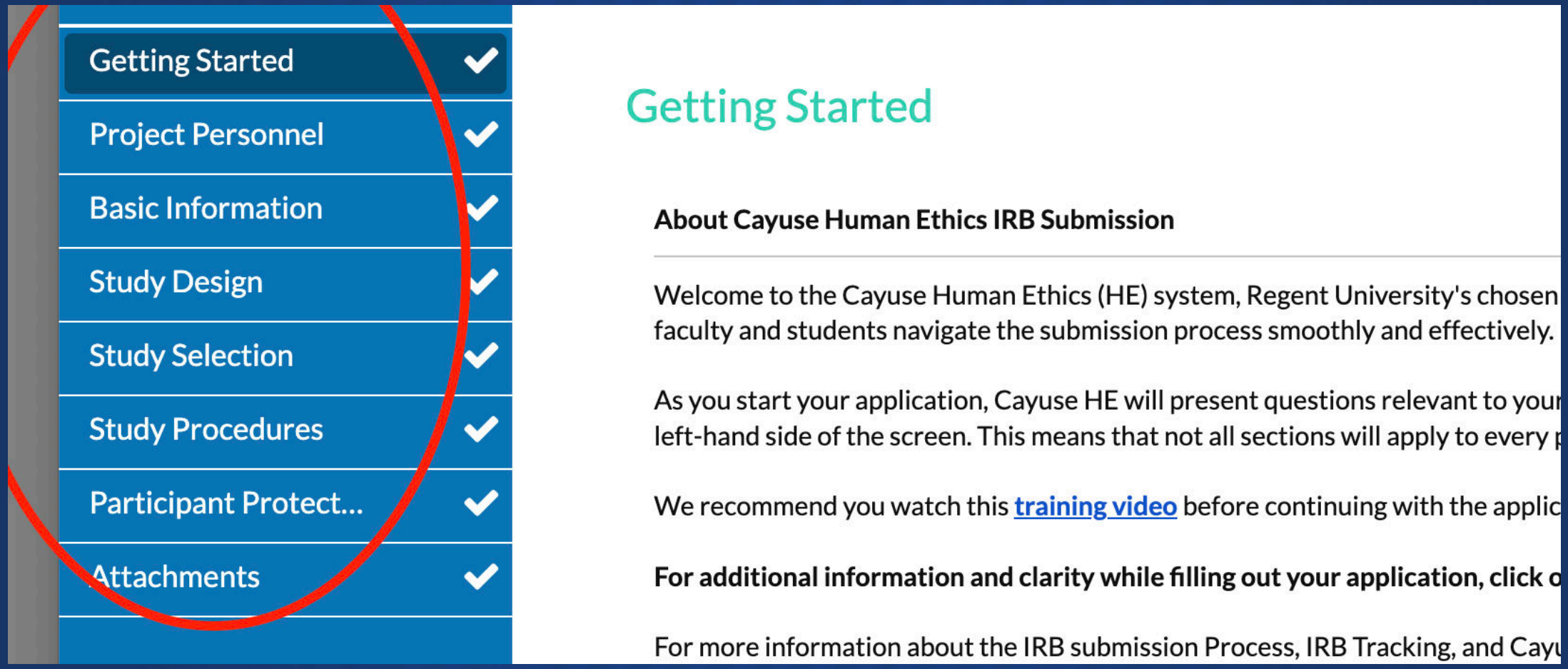
You will now be able to create a submission.

REGENT UNIVERSITY

TITLE

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

INSIDE HUMAN ETHICS



REGENT UNIVERSITY

GETTING STARTED

Review Categories

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

GETTING STARTED

Full-Board Triggers

- ***Vulnerable Populations:*** children, prisoners, etc….
- ***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

REGENT UNIVERSITY

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 and confidentiality

  Especially when using recording software like Zoom.

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

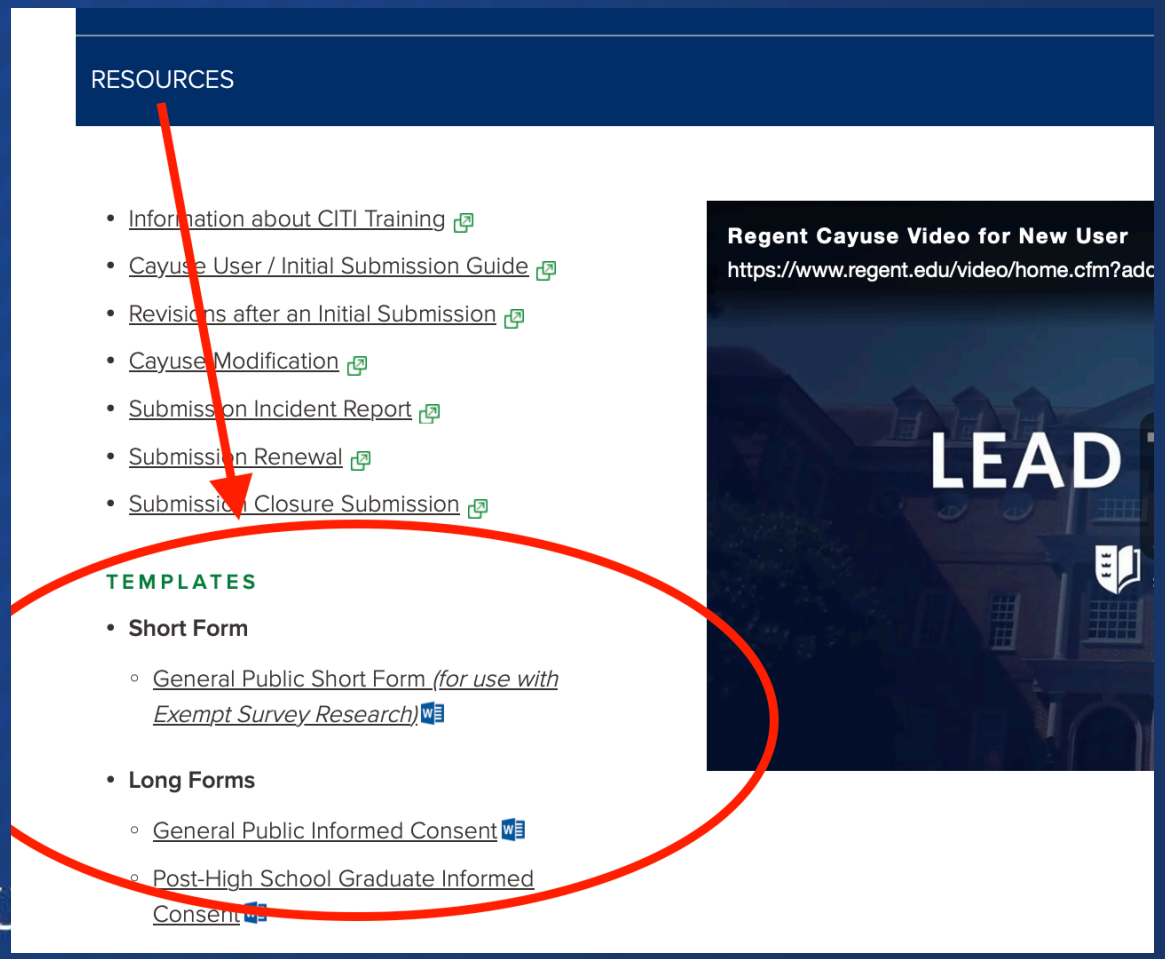
Subject Privacy & Confidentiality

- 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



REGENT U

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

REGENT UNIVERSITY

COMMON IRB PITFALLS

Avoid these to prevent delays:

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

REGENT UNIVERSITY

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.

REGENT UNIVERSITY

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
- **Subject Line**
  - PI Name, Include IRB number
  - Example:

    Regent-IRB-2026-2027-55
- **CC** Faculty Sponsor

REGENT UNIVERSITY

Regent University IRB Faculty and Student Training

Questions/Discussion

REGENT UNIVERSITY

Regent University IRB Faculty and Student Training

Friday September 18, 2026 2:00 pm – 3:30pm

Classroom Building 228

Schedule:

2:00 – 2:05 – Welcome and context for the Regent IRB

2:05 – 2:35 – Orientation to the Regent IRB website (www.regent.edu/irb)

Dr. Danny Hitchcock, Chair IRB

2:35 – 2:55 – 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 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

2:55 – 3:00 – Questions/Discussion

REGENT UNIVERSITY

Regent Institutional Review Board (IRB)

Faculty and Student Training

September 18, 2026

REGENT UNIVERSITY