



Sam Houston State University

A Member of The Texas State University System

INSTITUTIONAL REVIEW BOARD

SHSU IRB Guidance RE: Cayuse Human Ethics Organizational Approver Roles and Responsibilities

PURPOSE: The purpose of this guidance is to clarify the roles and responsibilities of those upper administrative personnel who must certify IRB submissions for their department, college, or division.

Responsibilities of Department Chairs and College Deans—or any upper administrative role involved in the IRB routing process: Departmental Chairs and College Deans or their designees are required by the IRB to:

- Review all IRB applications and protocols submitted by faculty, staff, and students in their Department or College.
- Certify the IRB application through Cayuse Human Ethics (see below for more details).

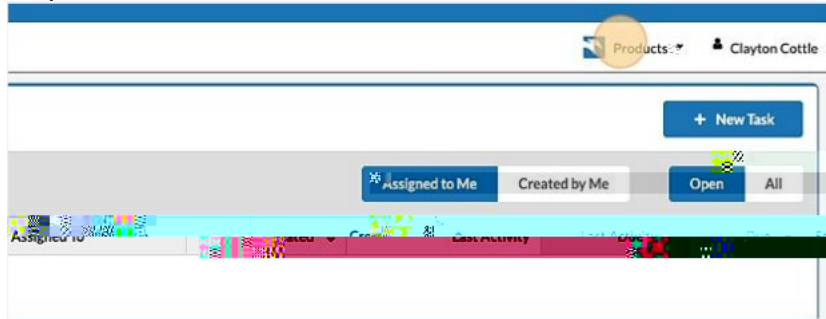
As an optional review, Colleges, Divisions, and Departments have the opportunity to do what they think is necessary to ensure research oversight in their respective College, Division, or Department.

Note: No institutional official may overrule IRB disapproval, but institutions may choose not to support or permit research that the IRB has approved. The aforementioned responsibilities would meet the following regulation from the Federal Policy for the Protection of Human Subjects (aka the Common Rule): **§ 46.112 Review by institution.** Research covered by this policy that has been approved by an IRB **may be subject to further appropriate review and approval or disapproval by officials of the institution.** However, those officials may not approve the research if it has not been approved by an IRB.

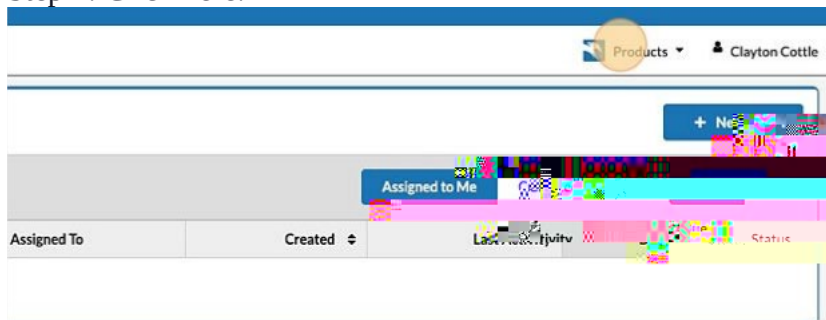
REQUIRED—INFORMING THE IRB OFFICE OF PERSONNEL CHANGES: Since the IRB

role (Researcher) in upper right-hand side of the screen. To make Org Approver the defaulted role, click on the star next to Org Approver. Below is a screen shot showing what to do:

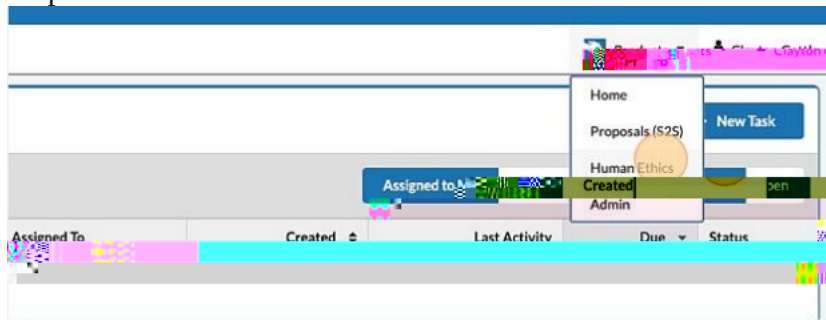
Step 1: Click here.



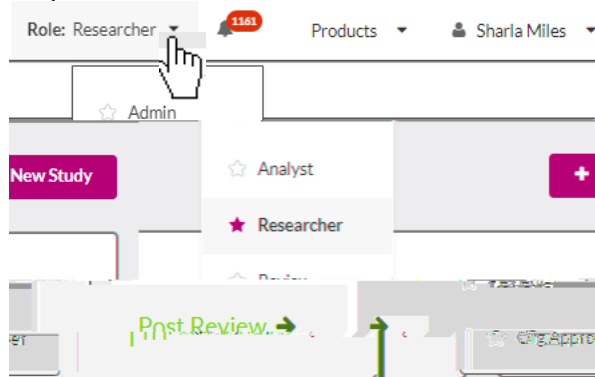
Step 2: Click here.



Step 3: Click here.



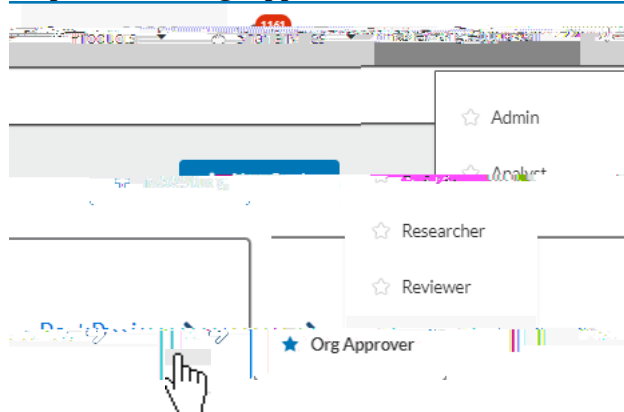
Step 4: Click here.



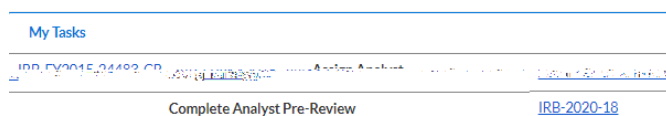
Step 5: Click on the star next to Org Approver—this step makes it your default role.



Step 6: Click Org Approver to view that dashboard.



Step 7: Any assigned tasks will appear in My Tasks (as an example, I have included a screenshot of My Tasks below).



COMPLETING ORG APPROVER TASKS: This section of the guidance has been developed to show SHSU Org Approvers (typically Chairs and Deans) how to locate, review, and certify a submission.

You should receive an email—similar to the one shown below on p.4—instructing you to certify the submission (remember to check your junk folder if you do not see the email):

If you click the

You can then access the study by selecting the task in your **notifications** or by clicking on the study in the “**My Tasks**” tab, whichever works best for you. Select the study that needs to be certified.:

You will then be taken to the submission details page. Once on the submission details page, you will need to review the study*. You can do this by clicking **view** or by downloading a **pdf** version of the application:

*Expectation of Department Chairs and Academic Deans in reviewing IRB submissions:

If after reviewing the study, you may find that edits need to

