

CREATING A RESEARCH DETERMINATION REQUEST IN CAYUSE

Quick Steps for Researchers



Use a Research Determination Request when you need ORCO to determine whether an activity constitutes human subjects research and whether Baruch College/CUNY is engaged in the activity.

BEFORE YOU BEGIN

1. LOG IN TO CAYUSE

CUNY Login

keisha.peterson58

Password

Log In

For your security, be sure to log out and close your browser when done.

1. Navigate to the Cayuse Research Suite.
2. Log in using your CUNYfirst credentials.
3. Complete multi-factor authentication (MFA), if prompted.

2. SELECT HUMAN ETHICS (HE PRODUCTION)

Click Products

Products ▾ Keisha Peterson

Home

Sponsored Projects

Proposals (S2S)

Human Ethics

Select Human Ethics

WHAT INFORMATION DOES ORCO NEED?

ORCO may need information about the following:



PROJECT PURPOSE

What is the overall goal of the activity?



PROJECT ACTIVITIES

What specifically will occur?



PARTICIPANTS OR DATA SOURCES

Will information be obtained from individuals, records, data, specimens, or other sources?



BARUCH/CUNY'S ROLE

What activities will Baruch/CUNY faculty, staff, students, or offices perform?



DATA COLLECTION OR ANALYSIS

What information will be collected, accessed, used, or analyzed?



COLLABORATORS

Are any external institutions, organizations, or researchers involved?



FUNDING OR SUPPORT

Is the activity sponsored, funded, or otherwise supported?



DISSEMINATION PLANS

Will results be published, presented, shared, or used to inform decisions?

1. OPEN STUDIES

Select Studies from the navigation menu.

2. CREATE A NEW STUDY

Click + New Study to create a new study record.

3. CREATE INITIAL SUBMISSION

From the Research Determination study, click New Submission and select Initial.

4. OPEN THE INITIAL SUBMISSION

Open the Initial submission record and complete all required sections.

5. COMPLETE REQUIRED STUDY INFORMATION

Complete the required study information and answer all required questions.

6. SELECT RESEARCH TYPE

Under Project Type, select: Project that does not involve human subjects research activities in which CUNY is engaged.

7. UPLOAD SUPPORTING DOCUMENTS

Upload supporting documents that may assist ORCO in evaluating the activity.

8. REVIEW ALL RESPONSES & COMPLETE SUBMISSION

Review every section for accuracy and completeness. Click Complete Submission to submit along with relevant certifications.



Dashboard Studies Submissions Tasks Meetings Reporting More ▾

+ New Study



Dashboard Studies Submissions Tasks Meetings Reporting More ▾

+ New Study

Studies / Study Details

Study Details Submissions

+ New Submission

Research Determination

PDF Delete

Initial

1 In-Draft Submission is with researchers 2 Awaiting Authorization Submission is awaiting certification or approval 3 Pre-Review Submission is being prepared for review 4 Under-Review Submission is with reviewers

Unsubmitted

Initial

IRB-26-321 • Research Determination

Edit PDF Delete

Required Tasks:

Assign PI

Assign PC

Complete Submission

IRB NUMBER: IRB-26-321

Research Determination - Initial

CREATE PDF COMPARE SAVE

Sections

Getting Started ✓

CUNY Project Personnel ✓

Basic Information ✓

NHSR: Not Human Subjects... ✓

Attachments ✓

Basic Information

* Project Type

Please select the type of project.

☐ Human Subjects Research Study

☒ Project that does not involve human subjects research activities in which CUNY is engaged

☐ 118 Determination/Proposal Lacking Definite Plans for Involvement of Human Subjects

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IRB NUMBER: IRB-26-321

Research Determination - Initial

CREATE PDF COMPARE SAVE

Sections

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Attachments ✓

Attachments

Other Attachments

ATTACH

Routing

Send to PI for certification?

COMPLETE SUBMISSION

BEFORE SUBMITTING

- ✓ Clearly describe all project activities
- ✓ Explain Baruch/CUNY's involvement
- ✓ Identify collaborating organizations
- ✓ Upload supporting documentation
- ✓ Review all sections for completeness

