

## Initial Steps to submitting an IRB Research Application

[Human Subjects - Institutional Review Board \(IRB\) - University of the Pacific](#)

STEP:	DURATION:
1. Register and Complete the CITI training modules: Social and Behavioral Research Basic OR the Biomedical Research Basic. <a href="http://www.citiprogram.org">www.citiprogram.org</a> Keep Certificate of completion on file in case if asked during submission.	1-4 days
2. Submit a request for access to the Cayuse IRB software program. <a href="https://cwrasdadsa.wufoo.com/forms/zto3f5m0l4uutd/">https://cwrasdadsa.wufoo.com/forms/zto3f5m0l4uutd/</a>	1-2 days
3. Review the <a href="#">Cayuse Research Suite Tutorial</a>	15 min.
4. Login to Cayuse to Begin the IRB Proposal Application. <a href="https://pacific.cayuse424.com/">https://pacific.cayuse424.com/</a>	1-5 days
5. View <a href="#">Human Subjects - Institutional Review Board (IRB) - University of the Pacific</a> for FAQ's and more detailed information regarding Human Subjects research and consent.	15 min.
6. Before Submitting: the protocol must be <b>CERTIFIED</b> by the supervising Faculty.	1-2 days
7. Depending on the scope of the research subjects and procedures, IRB will IRB Review the submission in order of receipt.	Allow 3-4 weeks for complete IRB Review
8. Check frequently for requests for clarification or documents from the reviewers. Make clear, informed responses and submit again if requested.	