evisions
IRB

Online Protocol Creation, Submission, and Management

Voluntary Product Accessibility Template (VPAT)

Document Version 1.9

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Voluntary Product Accessibility Template

Overview

The purpose of the Voluntary Product Accessibility Template, or VPAT, is to assist Federal contracting officials and other buyers in making preliminary assessments regarding the availability of commercial "Electronic and Information Technology" products and services with features that support accessibility. It is assumed and recommended that offerors will provide additional contact information to facilitate more detailed inquiries.

The first table of the VPAT provides a summary view of the section 508 Standards. The subsequent tables provide more detailed views of each subsection. There are three columns in each table. Column one of the Summary Table describes the subsections of subparts B and C of the Standards. The second column describes the supporting features of the product or refers you to the corresponding detailed table, "e.g., equivalent facilitation." The third column contains any additional remarks and explanations regarding the product. In the subsequent tables, the first column contains the lettered paragraphs of the subsections. The second column describes the supporting features of the product with regard to that paragraph. The third column contains any additional remarks and explanations regarding the product.

Date: November 21, 2016

Name of product: Cayuse IRB

Contact for more information: sales@evisions.com

Summary Table

Guideline	Applicability	Compliance
Section 1194.21 Software Applications and Operating Systems	Applicable	Partial support.
Section 1194.22 Web-based Internet Information and Applications	Applicable	Partial support.
Section 1194.23 Telecommunications Products	Not applicable	Cayuse IRB is not a telecommunications product.
Section 1194.24 Video and Multimedia Products	Applicable	Does not support.
Section 1194.25 Self-Contained, Closed Products	Not applicable	Cayuse IRB is not a self-contained product; it is software that runs on a user's PC or tablet device.
Section 1194.26 Desktop and Portable Computers	Not applicable	Cayuse IRB is not a desktop or portable computer.
Section 1194.31 Functional Performance Criteria	Applicable	Partial support.
Section 1194.41 Information, Documentation and Support	Applicable	Supports.

Criteria	Level of Support	Remarks and Explanations
(a) When software is designed to run on a system that has a keyboard, product functions shall be executable from a keyboard where the function itself or the result of performing a function can be discerned textually.	Partial support	▪ Cayuse IRB does not provide keyboard shortcuts beyond the standard OS and browser shortcuts (such as copy, cut, paste, and undo when editing text fields, and F5 to refresh the browser window). ▪ Some of the functionality of Cayuse IRB is operable through a keyboard interface, with or without use of assistive technology. ▪ Users are able to launch the product using the keyboard from the login page by tabbing through the page to the username and password fields and to the Sign In button without needing to use third-party screen reading software. ▪ Users can navigate through the menu and through many of the screens using the keyboard. ▪ Users can create new studies and submissions using the keyboard, but cannot complete the submission template. Many of the buttons within the form are not keyboard-accessible. ▪ IRB Analysts cannot create new submission and checklist templates or add objects to these templates using the keyboard. ▪ When managing review boards, the Edit option to edit a review board is not accessible using the keyboard. ▪ IRB Admins cannot add new Organizational Approvers using the keyboard. ▪ When editing a message template, the text formatting buttons are not accessible using the keyboard. ▪ When editing a review board, IRB members cannot be added to a review board using the keyboard. ▪ When adding images to text fields, the Image Edit dialog is not keyboard accessible. ▪ When cutting or copying an image in a text field multiple times, the Ctrl-X and Ctrl-C keyboard shortcuts stop working after their first use. ▪ Screen reading technology or Assistive Technology that simulates mouse clicks with the keyboard can allow users to access functionality. Screen reading technology allows users to access many areas of the product, with some exceptions as described in Section 1194.31(a).

Criteria	Level of Support	Remarks and Explanations
(b) Applications shall not disrupt or disable activated features of other products that are identified as accessibility features, where those features are developed and documented according to industry standards. Applications also shall not disrupt or disable activated features of any operating system that are identified as accessibility features where the application programming interface for those accessibility features has been documented by the manufacturer of the operating system and is available to the product developer.	Supports	Cayuse IRB does not disrupt or disable the accessibility features of any operating system or product.

Criteria	Level of Support	Remarks and Explanations

(c) A well-defined on-screen indication of the current focus shall be provided that moves among interactive interface elements as the input focus changes. The focus shall be programmatically exposed so that Assistive Technology can track focus and focus changes.	Supports with exceptions	▪ Selected menu items are highlighted in gray.
		
		▪ Most elements in the UI allow the user to tab through them. Such elements indicate the focus via a border or text carat.
		
		   o When certain dark colored buttons have focus, the dark blue focus indicator used in the Chrome browser is not visible (for example, when selecting the Week/Month view on the calendar).
		
		   o When editing an existing letter template, when focus is on the Delete button there is no focus indicator to show it.
		
		   o Some screens have places where the keyboard focus is not readily discernable when it is on an invisible element.
		
		▪ Users can tab through text fields when editing a submission template.
		
		▪ Assistive Technology may use a "virtual cursor" that allows users to navigate among interface elements.
		
		▪ Assistive Technology may follow focus changes.
		
		▪ There are some areas that are not accessible to some Assistive Technology. Screen reading software is unable to follow the cursor in these areas:
		
		   o Template editing – Screen reading software cannot access the submission or checklist template editors, which require the ability to drag and drop items into the templates.
		
		   o Removing selected items – Screen reading software cannot interpret the graphics used to remove selected items (users, files, etc.) from various lists throughout the application.
		
		   o Meetings screen – Screen reading software cannot access the Details button when viewing a date on the calendar in Month or Week view. Users may access meetings via the List view as an alternative.
		
		   o Yes/No toggle buttons such as those found in the Application Settings are not accessible to screen reading software.
		
		   o The Reporting functionality is not accessible to screen reading software.

Criteria	Level of Support	Remarks and Explanations
(d) Sufficient information about a user interface element including the identity, operation and state of the element shall be available to Assistive Technology. When an image represents a program element, the information conveyed by the image must also be available in text.	Supports with exceptions	- Most user interface elements are available to Assistive Technology and provide a text label and the state of the element (checked boxes, drop-down menu selections, etc.). - Some user interface elements are not available to Assistive Technology. For example: 'X' buttons used to remove items from lists. - Links throughout the application do not identify themselves as links, but work correctly when selected. - The click-and-drag buttons used to add items to submission and checklist templates are not accessible to Assistive Technology. - Toggle buttons throughout the application are not accessible to Assistive Technology. - The click-and-drag buttons used to create new reports is not accessible to Assistive Technology.
(e) When bitmap images are used to identify controls, status indicators, or other programmatic elements, the meaning assigned to those images shall be consistent throughout an application's performance.	Supports	UI image elements are used consistently throughout the product.
(f) Textual information shall be provided through operating system functions for displaying text. The minimum information that shall be made available is text content, text input caret location, and text attributes.	Supports	- Textual information correctly resizes according to operating system settings. - Textual information is selectable throughout the application. - Screen readers are able to read all of the visible text content, although the page sections sometimes read in a different order than the visible text.
(g) Applications shall not override user selected contrast and color selections and other individual display attributes.	Supports	Cayuse IRB does not override user-selected contrast selections. Most of Cayuse IRB is clearly visible when using high-contrast mode in the browser.
(h) When animation is displayed, the information shall be displayable in at least one non-animated presentation mode at the option of the user.	Supports	Cayuse IRB does not have any features that rely on animation to convey information.

Criteria	Level of Support	Remarks and Explanations
(i) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports	Color coding is not the only means of conveying information, indicating an action, prompting a response, or distinguishing any visual elements in Cayuse IRB. The places where color is used to convey information have additional ways to communicate the same information. For example: ▪ Study statuses have a colored icon indicating the status, but also display the status in text. ▪ Hyperlinks throughout the application appear in blue, but are also underlined to indicate that they are links. ▪ Toggles change text and/or position as well as color when their values change.
(j) When a product permits a user to adjust color and contrast settings, a variety of color selections capable of producing a range of contrast levels shall be provided.	Supports	▪ Cayuse IRB does not permit the user to adjust color or contrast settings within the product. ▪ Users may adjust color and contrast settings in their operating system or browser for easier viewing.
(k) Software shall not use flashing or blinking text, objects, or other elements having a flash or blink frequency greater than 2 Hz and lower than 55 Hz.	Supports	Cayuse IRB does not use flashing or blinking text, objects, or other elements.
(l) When electronic forms are used, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports with exceptions	▪ Cayuse IRB Users are able to use Assistive Technology to access the information, field elements, and functionality required to enter data in the submission form and certify the IRB submission, including accessing form labels and any help text associated with each question. ▪ Users are unable to remove elements that they have added to the form, such as an uploaded file or a person who has been added as a researcher or study contact.

Section 1194.22: Web-based Internet Information and Applications

Criteria	Level of Support	Remarks and Explanations
(a) A text equivalent for every non-text element shall be provided (e.g., via "alt", "longdesc", or in element content).	Partial support	**Cayuse IRB:** ▪ Some non-text elements do not have any alt text and are insufficiently labelled or identified to allow the user to interact with that element. An example of this is being unable to remove items the user has added to the form, due to the 'X' button not having any alt text. Similarly, the Find Sponsors button does not have any alt text and does not identify itself as a button, even though it is selectable. These types of issues may make it difficult to fill out the submission. **Help:** ▪ Descriptive alt text is provided for all images in the Help.
(b) Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.	Not applicable	**Cayuse IRB:** ▪ Not applicable; Cayuse IRB does not include multimedia presentations. **Help:** ▪ Not applicable; there are no videos in the Cayuse IRB Help.
(c) Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup.	Supports	**Cayuse IRB:** Color coding is not the only means of conveying information, indicating an action, prompting a response, or distinguishing any visual elements in Cayuse IRB. The places where color is used to convey information have additional ways to communicate the same information. For example: ▪ Study statuses have a colored icon indicating the status, but also display the status in text. ▪ Hyperlinks throughout the application appear in blue, but are also underlined to indicate that they are links. ▪ Toggles change text and/or position as well as color when their values change. **Help:** The Help does not rely on color as the sole means of conveying information.

Criteria	Level of Support	Remarks and Explanations
(d) Documents shall be organized so they are readable without requiring an associated style sheet.	Partial support	**Cayuse IRB:** ▪ Some documents are readable without stylesheets, although the information is not well-separated and some scripting actions cause text to print on top of other text. ▪ Without stylesheets, some links do not indicate that they are clickable, making it difficult to perform actions. ▪ The submission edit form is not usable without stylesheets. A list of error messages appears at the top of the screen that traps focus and prevents the user from scrolling down the form, even though the data exists below the bottom of the screen. ▪ Some graphical buttons do not appear, such as the ones used to add or remove people from a submission. ▪ Users cannot view reports without the use of stylesheets because there is no alt text for the Run button. **Help:** The Help is readable without an associated stylesheet, although it does make use of stylesheets to present the webpage.
(e) Redundant text links shall be provided for each active region of a server-side image map.	Not applicable	Cayuse IRB does not use server-side image maps.
(f) Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape.	Not applicable	Cayuse IRB does not use server-side image maps.
(g) Row and column headers shall be identified for data tables.	Partial support	**Cayuse IRB:** ▪ Tables of users/sponsors/etc. within a form are not identified as such and simply display the text in a list from left to right, top to bottom. These tables have column headers but they are not identified as being headers or as being part of a table. ▪ Tables used to list studies/submissions/tasks/etc. have identified column headers. Cayuse IRB does not use tables with row headers. **Help:** ▪ Tables in the Help have identified HTML headers.

Criteria	Level of Support	Remarks and Explanations
(h) Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.	Does not support	**Cayuse IRB:** ▪ Tables in Cayuse IRB do not have multiple header rows. **Help:** ▪ Tables in the Help have identified HTML headers, but are not specifically associated with data cells. The majority of tables have only a single header row.
(i) Frames shall be titled with text that facilitates frame identification and navigation	Does not support	**Cayuse IRB:** ▪ Cayuse IRB uses <div> tags to separate content rather than frames. The <div> tags do not have sufficient labels such as titles or ARIA regions to facilitate identification or navigation. **Help:** ▪ The Help topics are displayed in an iframe called "topic" and each topic has a descriptive text title.
(j) Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	The screen does not flicker with a frequency between 2 and 55 Hz.
(k) A text-only page, with equivalent information or functionality, shall be provided to make a web site comply with the provisions of this part, when compliance cannot be accomplished in any other way. The content of the text-only page shall be updated whenever the primary page changes.	Does not support	**Cayuse IRB:** ▪ There is not a text-only version of Cayuse IRB available. Improvements to the accessibility features of the software may be made instead of developing an alternate text-only version. **Help:** ▪ The Help topics are primarily text and can be read by any Assistive Technology capable of accessing HTML web pages. Therefore, a text-only page is not necessary.

Criteria	Level of Support	Remarks and Explanations
(l) When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by Assistive Technology.	Supports with exceptions	**Cayuse IRB:** ▪ Much of the content of the content of Cayuse IRB is generated via scripting. For the most part, the text is accessible to Assistive Technology, though it is not clearly identified or laid out. ▪ There are some areas of Cayuse IRB that are not accessible because the content that is produced via scripting does not include alt text or other accessibility features, as noted in Section 1194.22 (a). ▪ The Meetings calendar is generated by scripts and is not accessible to Assistive Technology in Month or Week view. Users may access meetings via the List view as an alternative. ▪ The user interface for developing templates and reports uses scripting that requires users to drag and drop elements into the template or report. This functionality is not accessible to Assistive Technology. **Help:** ▪ The Help topics do not use scripting languages as a means of generating content. All content can be read by Assistive Technology.
(m) When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with 1194.21(a) through (l).	Not applicable	Cayuse IRB does not require applets or plug-ins. It does require that the user have a web browser that supports JavaScript installed—Internet Explorer 9 or higher, or the latest version of Chrome or Firefox. The manufacturers of these browsers provide accessibility documentation indicating they are compliant with 1194.21(a) through (l).
(n) When electronic forms are designed to be completed on-line, the form shall allow people using Assistive Technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.	Supports with exceptions	▪ Cayuse IRB allows people using Assistive Technology to create submissions, access the form questions and help text, enter data, and submit the form. ▪ Users can add attachments and people (researchers, contacts, etc.) and sponsors to the form, but cannot remove them because the 'X' icon is not accessible to Assistive Technology.

Criteria	Level of Support	Remarks and Explanations
(o) A method shall be provided that permits users to skip repetitive navigation links.	Does not support	**Cayuse IRB:** ▪ There is no method for skipping the navigation links, although the main navigation menu is very short. ▪ Screens that display lists of entities do not have navigation links allowing the user to bypass the entire list of entities to get to the main content. An example of this is the Organizational Approvers screen, which does not have any way to bypass the list of organizations to get to the details for the selected organization. It is possible to filter the list for just that organization, and shorten it this way, but this would require jumping back to the top of the page first if the user is already halfway down the list when selecting the organization. **Help:** ▪ Users of Assistive Technology may view the list of headings or frames to skip to the main content instead of reading through the navigation menu.
(p) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	Cayuse IRB does not require any timed responses.

Section 1194.23: Telecommunications Products

Criteria	Level of Support	Remarks and Explanations
(a) Telecommunications products or systems which provide a function allowing voice communication and which do not themselves provide a TTY functionality shall provide a standard non-acoustic connection point for TTYs. Microphones shall be capable of being turned on and off to allow the user to intermix speech with TTY use.	Not applicable	Cayuse IRB is not a telecommunications product.
(b) Telecommunications products which include voice communication functionality shall support all commonly used cross-manufacturer non-proprietary standard TTY signal protocols.	Not applicable	Cayuse IRB is not a telecommunications product.
(c) Voice mail, auto-attendant, and interactive voice response telecommunications systems shall be usable by TTY users with their TTYs.	Not applicable	Cayuse IRB is not a telecommunications system.
(d) Voice mail, messaging, auto-attendant, and interactive voice response telecommunications systems that require a response from a user within a time interval, shall give an alert when the time interval is about to run out, and shall provide sufficient time for the user to indicate more time is required.	Not applicable	Cayuse IRB is not a telecommunications system.
(e) Where provided, caller identification and similar telecommunications functions shall also be available for users of TTYs, and for users who cannot see displays.	Not applicable	Cayuse IRB does not provide telecommunications functions.
(f) For transmitted voice signals, telecommunications products shall provide a gain adjustable up to a minimum of 20 dB. For incremental volume control, at least one intermediate step of 12 dB of gain shall be provided.	Not applicable	Cayuse IRB does not transmit voice signals.

Criteria	Level of Support	Remarks and Explanations
(g) If the telecommunications product allows a user to adjust the receive volume, a function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	Cayuse IRB is not a telecommunications product.
(h) Where a telecommunications product delivers output by an audio transducer which is normally held up to the ear, a means for effective magnetic wireless coupling to hearing technologies shall be provided.	Not applicable	Cayuse IRB is not a telecommunications product.
(i) Interference to hearing technologies (including hearing aids, cochlear implants, and assistive listening devices) shall be reduced to the lowest possible level that allows a user of hearing technologies to utilize the telecommunications product.	Not applicable	Cayuse IRB does not interfere with hearing technologies.
(j) Products that transmit or conduct information or communication, shall pass through cross-manufacturer, non-proprietary, industry-standard codes, translation protocols, formats or other information necessary to provide the information or communication in a usable format. Technologies which use encoding, signal compression, format transformation, or similar techniques shall not remove information needed for access or shall restore it upon delivery.	Not applicable	Cayuse IRB is not a telecommunications product.
(k)(1) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be tactilely discernible without activating the controls or keys.	Not applicable	Cayuse IRB is a software product and does not have mechanically operated controls or keys.

Criteria	Level of Support	Remarks and Explanations
(k)(2) Products which have mechanically operated controls or keys shall comply with the following: Controls and Keys shall be operable with one hand and shall not require tight grasping, pinching, twisting of the wrist. The force required to activate controls and keys shall be 5 lbs. (22.2N) maximum.	Not applicable	Cayuse IRB is a software product and does not have mechanically operated controls or keys.
(k)(3) Products which have mechanically operated controls or keys shall comply with the following: If key repeat is supported, the delay before repeat shall be adjustable to at least 2 seconds. Key repeat rate shall be adjustable to 2 seconds per character.	Not applicable	Cayuse IRB is a software product and does not have mechanically operated controls or keys.
(k)(4) Products which have mechanically operated controls or keys shall comply with the following: The status of all locking or toggle controls or keys shall be visually discernible, and discernible either through touch or sound.	Not applicable	Cayuse IRB is a software product and does not have mechanically operated controls or keys.

Section 1194.24: Video and Multimedia Products

Criteria	Level of Support	Remarks and Explanations
(a) All analog television displays 13 inches and larger, and computer equipment that includes analog television receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals. As soon as practicable, but not later than July 1, 2002, widescreen digital television (DTV) displays measuring at least 7.8 inches vertically, DTV sets with conventional displays measuring at least 13 inches vertically, and stand-alone DTV tuners, whether or not they are marketed with display screens, and computer equipment that includes DTV receiver or display circuitry, shall be equipped with caption decoder circuitry which appropriately receives, decodes, and displays closed captions from broadcast, cable, videotape, and DVD signals.	Not applicable	Cayuse IRB is a software product and does not include television displays or analog television receivers or display circuitry.
(b) Television tuners, including tuner cards for use in computers, shall be equipped with secondary audio program playback circuitry.	Not applicable	Cayuse IRB does not include a television tuner.
(c) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain speech or other audio information necessary for the comprehension of the content, shall be open or closed captioned.	Does not support	There are currently no training videos or multimedia productions for Cayuse IRB. There is a single video in the release guides, which does not contain open or closed captioning. All of the information discussed in the video is also included in the text of the release guide.
(d) All training and informational video and multimedia productions which support the agency's mission, regardless of format, that contain visual information necessary for the comprehension of the content, shall be audio described.	Does not support	There are currently no training videos or multimedia productions for Cayuse IRB. There is a single video in the release guides, which does not contain audio description. All of the information discussed in the video is also included in the text of the release guide.

Criteria	Level of Support	Remarks and Explanations
(e) Display or presentation of alternate text presentation or audio descriptions shall be user-selectable unless permanent.	Not applicable	Cayuse IRB does not include alternate text presentations or audio descriptions.

Criteria	Level of Support	Remarks and Explanations
(a) Self-contained products shall be usable by people with disabilities without requiring an end-user to attach Assistive Technology to the product. Personal headsets for private listening are not Assistive Technology.	Not applicable	Cayuse IRB is not a self-contained product. It is a software product that users access via a web browser running on their PC.
(b) When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.	Not applicable	Cayuse IRB does not require timed responses.
(c) Where a product utilizes touchscreens or contact-sensitive controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).	Not applicable	Cayuse IRB does not use touchscreens or contact-sensitive controls.
(d) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	Cayuse IRB does not require biometric forms of user identification or control.
(e) When products provide auditory output, the audio signal shall be provided at a standard signal level through an industry standard connector that will allow for private listening. The product must provide the ability to interrupt, pause, and restart the audio at any time.	Not applicable	Cayuse IRB does not provide auditory output.
(f) When products deliver voice output in a public area, incremental volume control shall be provided with output amplification up to a level of at least 65 dB. Where the ambient noise level of the environment is above 45 dB, a volume gain of at least 20 dB above the ambient level shall be user selectable. A function shall be provided to automatically reset the volume to the default level after every use.	Not applicable	Cayuse IRB does not deliver voice output.

Criteria	Level of Support	Remarks and Explanations
(g) Color coding shall not be used as the only means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.	Supports	Color coding is not the only means of conveying information, indicating an action, prompting a response, or distinguishing any visual elements in Cayuse IRB. The places where color is used to convey information have additional ways to communicate the same information. For example: ▪ Study statuses have a colored icon indicating the status, but also display the status in text. ▪ Hyperlinks throughout the application appear in blue, but are also underlined to indicate that they are links. ▪ Toggles change text and/or position as well as color when their values change.
(h) When a product permits a user to adjust color and contrast settings, a range of color selections capable of producing a variety of contrast levels shall be provided.	Not applicable	Cayuse IRB does not permit the user to adjust color or contrast settings. Users may choose to adjust these settings in their browser.
(i) Products shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.	Supports	Cayuse IRB does not cause the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz.
(j) (1) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: The position of any operable control shall be determined with respect to a vertical plane, which is 48 inches in length, centered on the operable control, and at the maximum protrusion of the product within the 48 inch length on products which are freestanding, non-portable, and intended to be used in one location and which have operable controls.	Not applicable	Cayuse IRB is a software product and does not include any physical hardware.

Criteria	Level of Support	Remarks and Explanations
(j)(2) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is 10 inches or less behind the reference plane, the height shall be 54 inches maximum and 15 inches minimum above the floor.	Not applicable	Cayuse IRB is a software product and does not include any physical hardware.
(j)(3) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Where any operable control is more than 10 inches and not more than 24 inches behind the reference plane, the height shall be 46 inches maximum and 15 inches minimum above the floor.	Not applicable	Cayuse IRB is a software product and does not include any physical hardware.
(j)(4) Products which are freestanding, non-portable, and intended to be used in one location and which have operable controls shall comply with the following: Operable controls shall not be more than 24 inches behind the reference plane.	Not applicable	Cayuse IRB is a software product and does not include any physical hardware.

Section 1194.26: Desktop and Portable Computers

Criteria	Level of Support	Remarks and Explanations
(a) All mechanically operated controls and keys shall comply with 1194.23 (k) (1) through (4).	Not applicable	Cayuse IRB runs on the user's device (PC, Mac, or tablet) and does not have its own mechanical keys or controls.
(b) If a product utilizes touchscreens or touch-operated controls, an input method shall be provided that complies with 1194.23 (k) (1) through (4).	Not applicable	Cayuse IRB runs on the user's device (PC, Mac, or tablet) and does not have its own screens or controls.
(c) When biometric forms of user identification or control are used, an alternative form of identification or activation, which does not require the user to possess particular biological characteristics, shall also be provided.	Not applicable	Cayuse IRB does not use biometric forms of user identification or control.
(d) Where provided, at least one of each type of expansion slots, ports and connectors shall comply with publicly available industry standards	Not applicable	Cayuse IRB is a software product and does not have hardware slots, ports, or connectors.

Criteria	Level of Support	Remarks and Explanations
(a) At least one mode of operation and information retrieval that does not require user vision shall be provided, or support for Assistive Technology used by people who are blind or visually impaired shall be provided.	Partial support	**IRB Users:** ▪ Screen reading software can provide access to many areas of Cayuse IRB. Users can create, edit, and submit studies, as well as search and filter the lists of studies and view details of their submitted studies. ▪ Some modal dialogs will not allow users with screen reading software to remove items from lists. For example, removing a file from a form once it has been attached, or removing someone from the list of Investigators. ▪ Some links are not identified as such; users must try selecting things to see if anything happens. ▪ PDF output produced by Cayuse IRB may be read electronically using appropriate Assistive Technology such as screen readers or the Read Out Loud feature in Adobe Reader. The PDF is not tagged, but is understandable since the output is fairly simple text with no graphics or complex layouts. ▪ Cayuse IRB Help is accessible to all users. **IRB Analysts:** ▪ IRB Analysts are able to view and comment on submissions and move them through the workflow using screen reading technology. ▪ The Meetings screen does not allow Analysts to view meeting details when in Month or Week view. They can only create new meetings and see which days have meetings on the calendar. Users may access meetings via the List view as an alternative. For submissions that have been assigned to a meeting, the Analyst can also get to the meeting details for that meeting from the submission. ▪ IRB Analysts can create new review boards, but cannot add members or remove a member from an existing review board. ▪ IRB Analysts cannot currently create new submission or checklist templates using screen reading software. The user interface requires the user be able to drag and drop items into the form and rearrange them using a mouse or touchpad. ▪ IRB Analysts can create new letter templates using screen reading software, but the toggle to activate the template is not accessible. Analysts may not be able to use all of the available letter formatting options (such as tables or alignment options).

Criteria	Level of Support	Remarks and Explanations
		• The application settings are accessible to IRB Analysts and Administrators, with the exception of the toggle controls used to specify whether or not the study sequence number should reset yearly, and whether or not organizational approvers are required. The menu headings in this section are not identified as links, making it difficult to know where to click. • IRB Analysts can view Organizational Approvers but cannot add new Approvers or remove existing ones. • IRB Analysts can view the list of reports, but cannot run reports or create new ones. The Run button is not accessible, and creating a new report requires the user to drag and drop the desired fields into the report. **IRB Administrators:** • IRB Administrators cannot navigate between the IRB application and the Administration application. They would need to bookmark the links to be able to use both applications.
(b) At least one mode of operation and information retrieval that does not require visual acuity greater than 20/70 shall be provided in audio and enlarged print output working together or independently, or support for Assistive Technology used by people who are visually impaired shall be provided.	Supports	• The Cayuse IRB user interface scales depending on the system DPI settings the user has in place. When the screen gets too small to display the full menu, it collapses into a mobile-style menu icon with a drop-down menu. • Users may use screen magnification technology to increase the size of areas of the screen. • Users may also use the browser's Zoom functionality to increase the size of UI elements.
(c) At least one mode of operation and information retrieval that does not require user hearing shall be provided, or support for Assistive Technology used by people who are deaf or hard of hearing shall be provided.	Not applicable	Cayuse IRB does not require user hearing.
(d) Where audio information is important for the use of a product, at least one mode of operation and information retrieval shall be provided in an enhanced auditory fashion, or support for assistive hearing devices shall be provided.	Not applicable	Cayuse IRB does not use audio information.

Criteria	Level of Support	Remarks and Explanations
(e) At least one mode of operation and information retrieval that does not require user speech shall be provided, or support for Assistive Technology used by people with disabilities shall be provided.	Not applicable	Cayuse IRB does not require user speech.
(f) At least one mode of operation and information retrieval that does not require fine motor control or simultaneous actions and that is operable with limited reach and strength shall be provided.	Supports	- Cayuse IRB does not require simultaneous actions. - Cayuse IRB is operable with limited reach and strength - Some areas of Cayuse IRB require use of either a mouse or a touchpad, unless the user has Assistive Technology such as a screen reader to facilitate access with the keyboard. Some areas of the product are not accessible with screen reading software, as noted in Section 1194.31(a). The operating system can provide Assistive Technology to reduce the need for fine motor control by making adjustments to mouse/cursor sensitivity.

Section 1194.41: Information, Documentation, and Support

Criteria	Level of Support	Remarks and Explanations
(a) Product support documentation provided to end-users shall be made available in alternate formats upon request, at no additional charge.	Supports	- In-product Help is online in HTML format. - Release Documentation is online in both HTML and PDF format. - Either format should work with assistive technology such as screen readers. - Evisions does not charge for providing documentation to clients.
(b) End-users shall have access to a description of the accessibility and compatibility features of products in alternate formats or alternate methods upon request, at no additional charge.	Supports	Evisions will work with clients to provide accessibility information in a format that end users can access.
(c) Support services for products shall accommodate the communication needs of end-users with disabilities.	Supports	- Users can submit support tickets online through the Evisions website. If a user is unable to submit a ticket, they may telephone or email the HelpDesk for assistance, using the contact information on the website. - Support technicians may work with clients via a websession, telephone call, or via text update in the online ticket. Websessions have an optional chat window to assist with communication.