Cayuse HE Initial Submission

Step 1: Log in to My Campus using your UVI Single Sign On (email address and password) and click on the Cayuse button as shown below. If you cannot log in, request an account using the Cayuse User Request Form. Anyone can start the application process in Cayuse. Note that the person creating the study is listed as the PI by default, you may change this when entering information in the Study Personnel section.
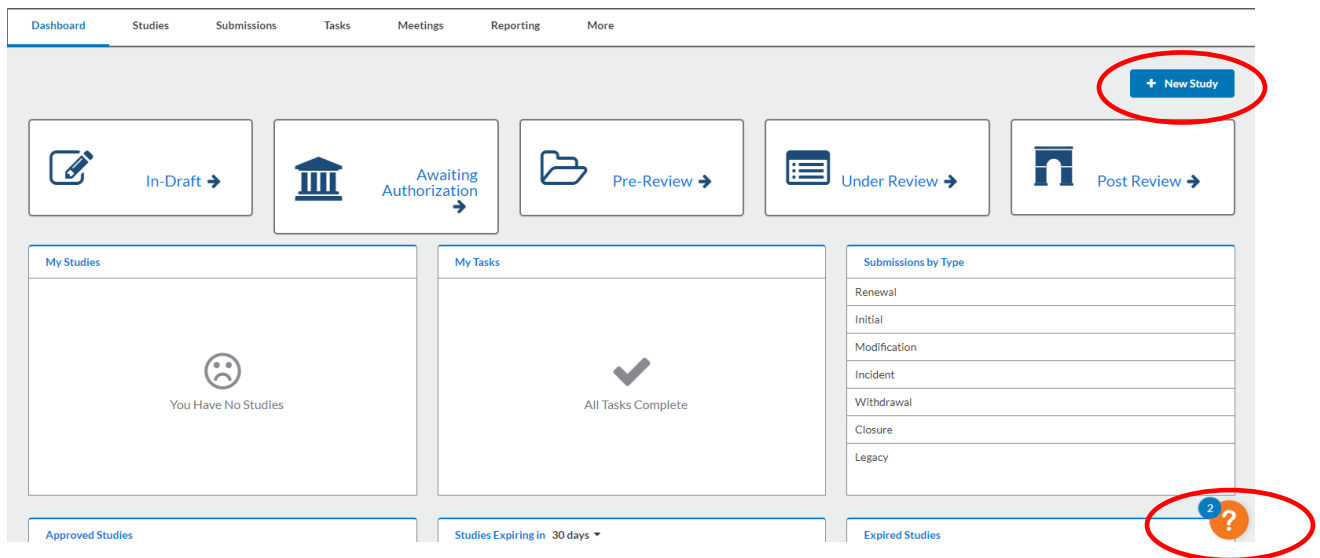

Cayuse

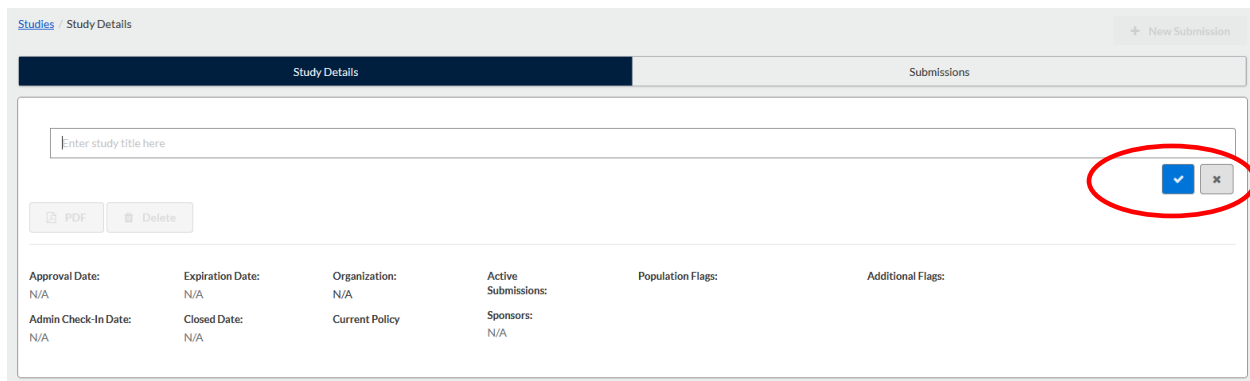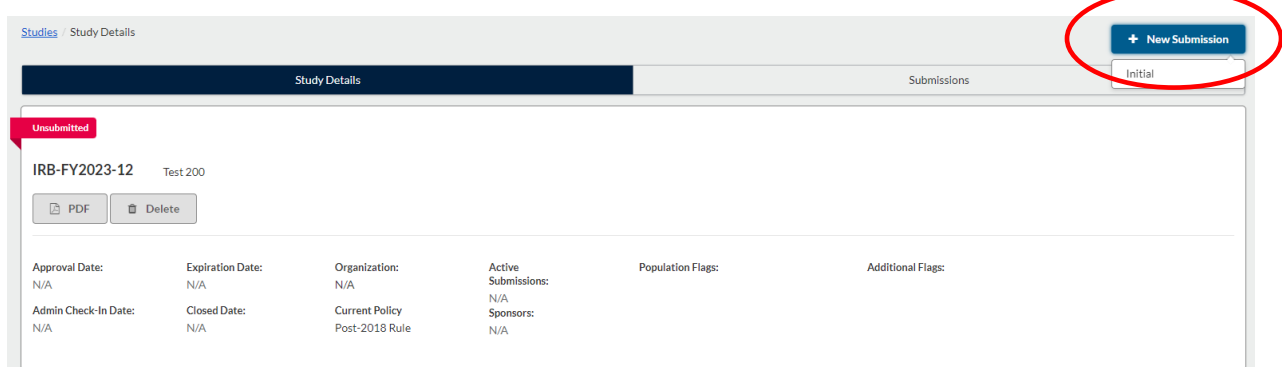Step 2: From the Product drop-down menu select Human Ethics

Step 3: From the HE Dashboard click on the "+New Study" button.

Step 4: Enter the study title, then click on the blue checkmark button

Step 5: Click on +New Submission and select the type "Initial."

Step 6: Select the "Complete Submission" link and follow the instructions to fill out the submission.

Step 7: You will receive a check mark after each section of the application is completed. **Be sure to save as you enter information in the system.**

Step 8: When the submission is complete, click "Complete Submission" and follow the instructions for submitting.

Sections	‹
Getting Started	✔
Submission Inform...	✔
Study Personnel	✔
Funding	✔
Study Information	✔
Study Design	✔
Study Procedures	✔
Participant Protect...	✔
Informed Consent	✔
✹Attachments	✔

Routing ˅
Send to PI for certification?

COMPLETE SUBMISSION ❯

Step 9:   Once you click on complete submission and confirm your submission, the PI will be sent emails with instructions for certifying the submission in Cayuse.

Step 10: After reviewing the submission the PI may return the application for correction or certify the submission. Once the PI certification is entered, the submission will be routed to the Office of Sponsored Programs.

Helpful tips:

- ❖ In the application, you can click on the '?' in the top-right corner of each section for additional information and guidance on completing that section.

- ❖ Items marked with a red asterisk are required.

- ❖ Cayuse requires a Primary Contact for all studies, this is the Principal Investigator.

- ❖ At the bottom right of each page is the Cayuse in-product help button. Click on the orange question mark for specific topics related to the Cayuse submission process.