



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.



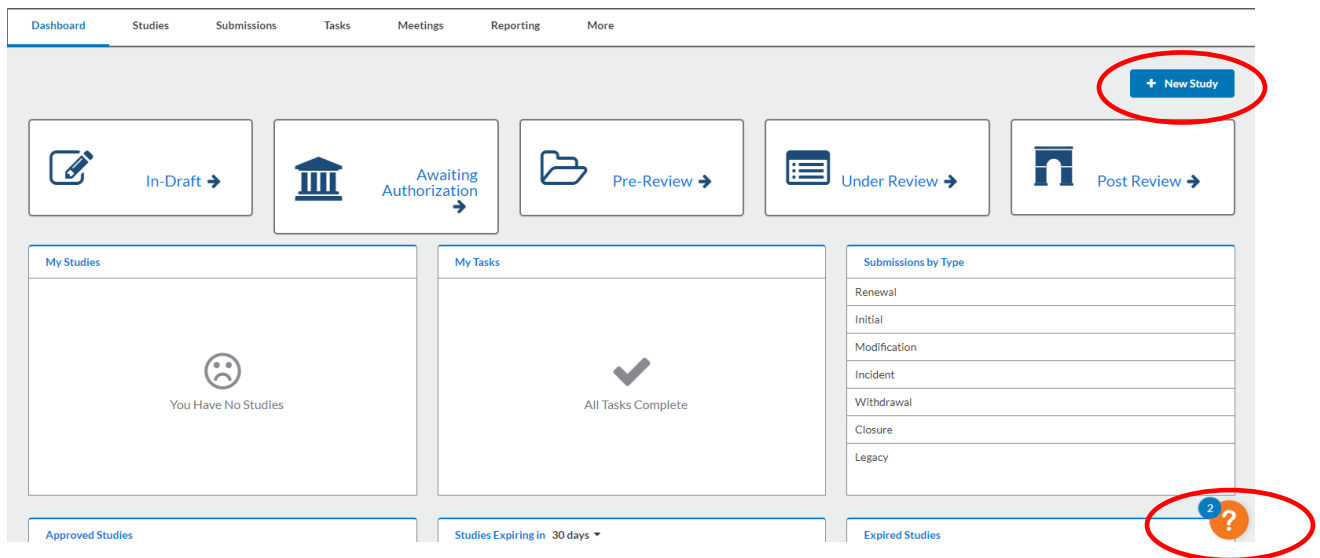
Cayuse

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

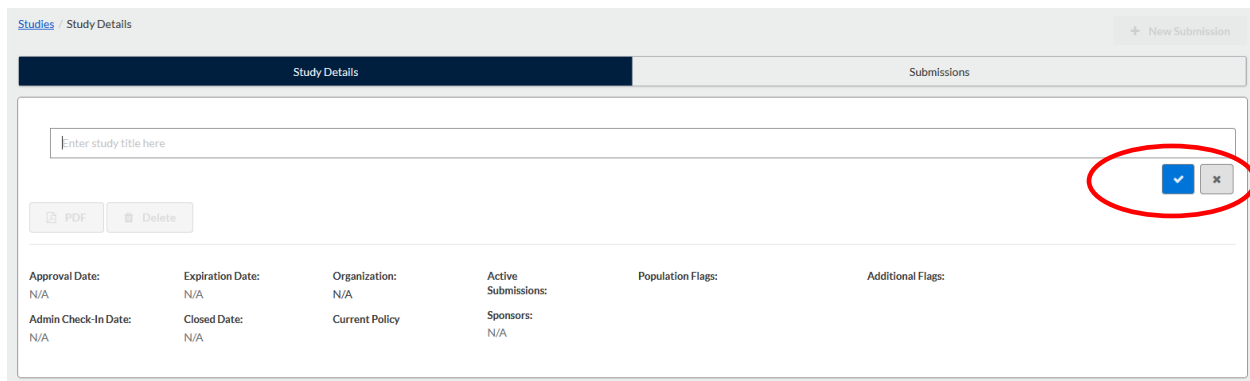


Products ▼

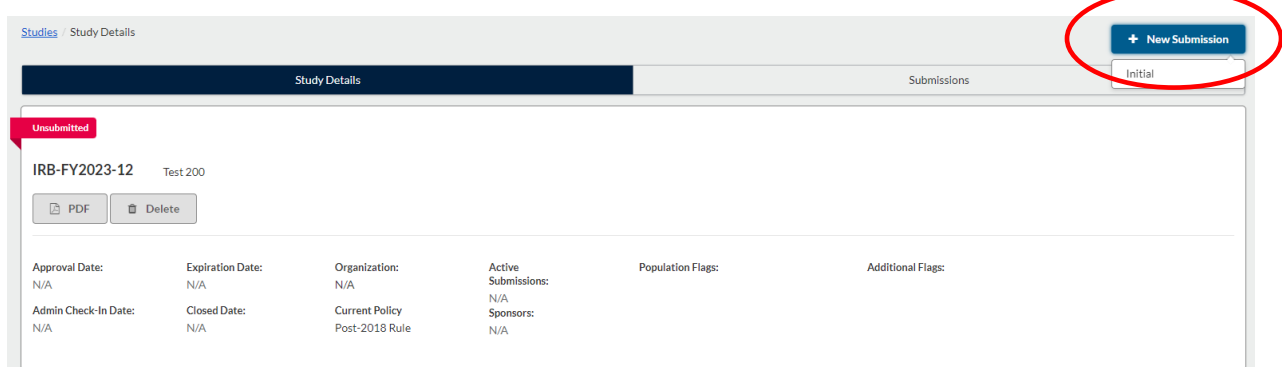
Step 3: From the HE Dashboard click on the “+New Study” button.



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.

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-FY2023-12 - Test 200

Edit PDF Delete

PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
Review Type:	Review Board:	Meeting Date:	Post-2018 Rule	Assign PI
N/A	N/A	N/A		Assign PI's
				Complete 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.**

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY2023-12

Test 200 - Initial

CREATE PDF COMPARE SAVE < >

Sections

Getting Started ✓

Submission Information

Study Personnel

Funding

Study Information

Study Design

Study Procedures

Participant Protection

Informed Consent

Attachments

Getting Started

Section 1 About Cayuse Human Ethics

Cayuse Human Ethics is an interactive web application. As you answer questions, new sections relevant to the type of research being conducted will appear on the left-hand side. Therefore not all numbered sections may appear. You do not have to finish the application in one sitting. All information can be saved.

Additional information has been added throughout the form for guidance and clarity. That additional information can be found by clicking the question mark in the top-right corner of each section.

For more information about the IRB submission Process, IRB Tracking, and Cayuse IRB Tasks, please refer to the in-app help or to the [Cayuse Support Site](#).

Getting Started

For a complete application submission, you will be required to provide the following, if applicable:

- Detailed Study Information
- Informed Consent or Assent Form

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.

SUBMISSION ROUTING

Are you sure you want to continue?

⌕ CANCEL✓ CONFIRM

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.

✓**In-Draft**
Submission is with researchers

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Submission is with reviewers

Awaiting Certification

Initial
IRB-FY2023-12 - Test 200

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Return**Certify**

PI: Diahann Ryan	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

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.

