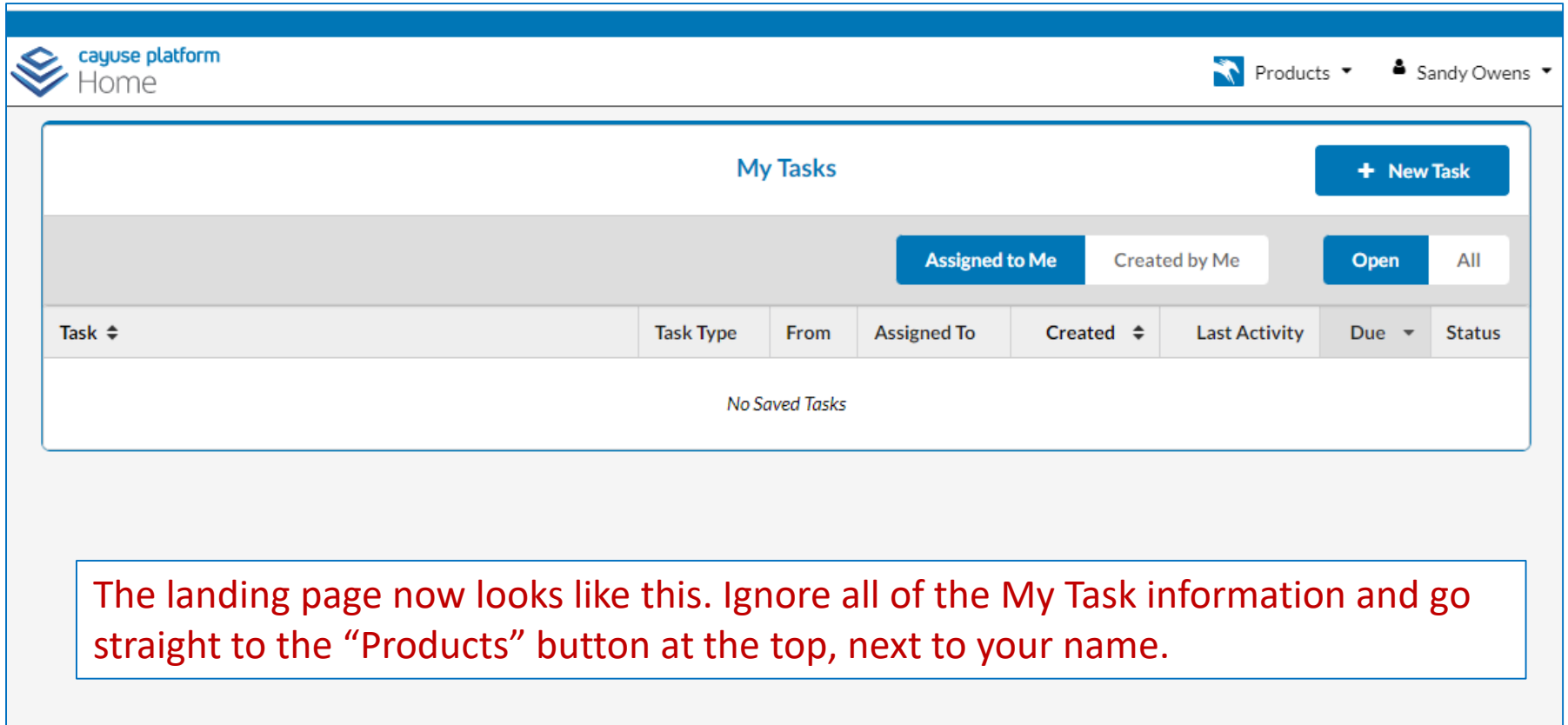# Cayuse User Guide

## Institutional Review Board

# Cayuse

All TWU research personnel MUST have a Cayuse account. Email irb@twu.edu and for all other research team members. Be sure to include:

- Your name
- TWU email address
- Campus
- Department

Once you have an account set up, go to: https://twu.app.cayuse.com/ and login using your TWU Portal/Password.
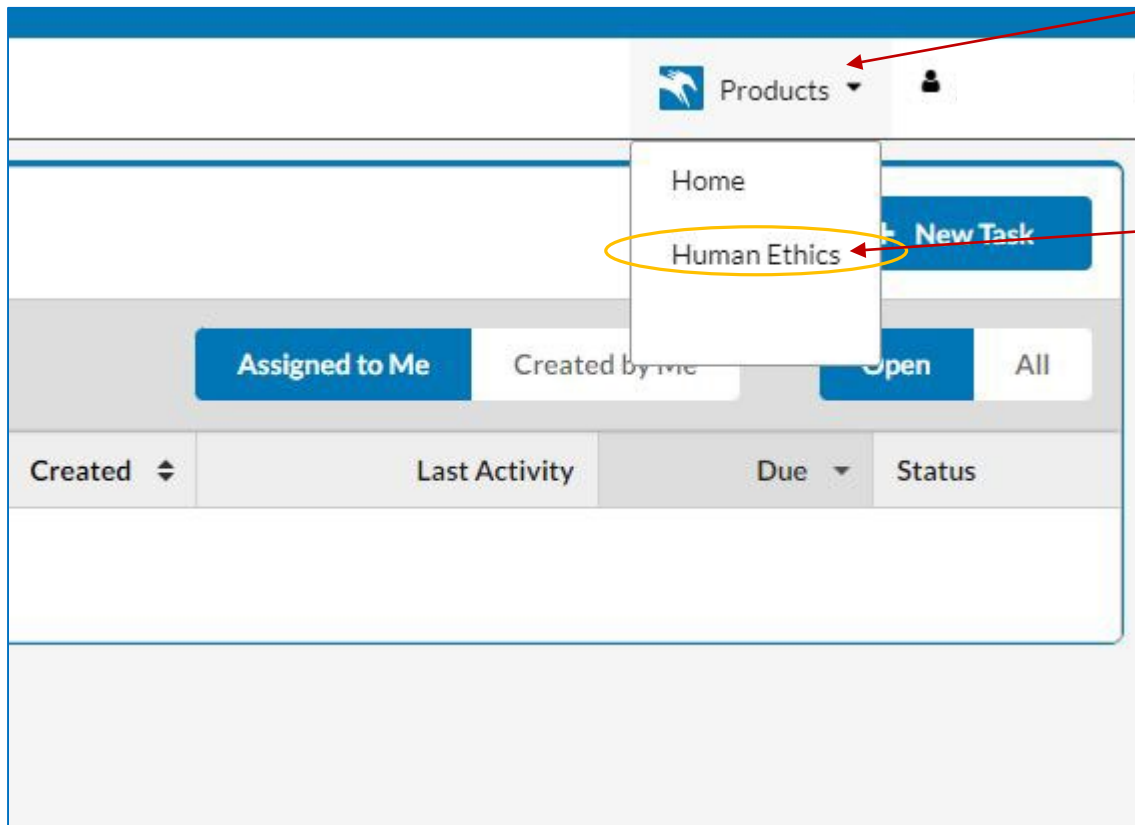
# Logging into Cayuse



The landing page now looks like this. Ignore all of the My Task information and go straight to the "Products" button at the top, next to your name.

# Cayuse Human Ethics



Click Here.

Select "Human Ethics" from the drop-down menu.

# Cayuse Dashboard

# Creating a New Study

# Adding a Title

# Creating a New Submission

# Starting your Application

# Application Form



The red * means you must answer the question. You cannot submit until it is answered.

Each section will be marked with a check mark once it is complete. You cannot submit until each section has a check mark beside it.

# Assigning the PI



**cayuse** Human Ethics

Role: Researcher ▾   🔔   👤 Sandy

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

‹ SUBMISSION DETAILS   IRB NUMBER: **IRB-FY2023-36**
**Sample IRB Study - Initial**

📄 CREATE PDF   ▯▯ COMPARE   💾 SAVE

**Sections** ‹

1- Basic Information ✔
2- Research & Revi... ✔
⦿3- Study Personnel Infor...
4- Study Purpose & Resea...
5- Subject Information
6- Subject Recruitment
7- Study Procedures
8- Informed Consent Proc...
9- Study Instruments
10- Risks & Benefi...

**Study Personnel**

*Note: If you cannot find a person in the people finder, please contact the IRB Office.*

* **Principal Investigator**

Provide the name of the Principal Investigator of this study.

FIND PEOPLE

* **Primary Contact**

Provide the name of the Primary Contact of this study.

| Name | Organization | Address | Phone | Email | |
|------|-------------|---------|-------|-------|---|
| Sandy Owens | Research & Sponsored Programs | Texas Woman's University 304 Administration Drive, Denton, TX 76204-5619 | | sowens6@twu.edu | View ✖ |

Remember to assign a Principal Investigator (PI) for the study. This question seems to be overlooked. Click on "Find People" then go on to the next slide.

Cayuse assumes the person completing the application is the Primary Contact, but will not assume they are the PI. The Primary Contact will auto-populate, but you must assign a PI.

# Find People



PRINCIPAL INVESTIGATOR

Sandy Owens

| Name | Organization | Email |
|------|-------------|-------|
| Sandy Owens | Research & Sponsored Programs | sowens6@twu.edu |

Type your name (or the PI's name) here and hit "Enter."

Your name should appear here. If it is a common name, you might need to scroll down to find your name. Click on your name here, then click on the "Save" button.

Selected Records

*Select a single record.*

⊘ CANCEL    💾 SAVE

Role: Researcher

Co-Principal Investigator(s)

# Completing Your Submission



Cayuse Human Ethics

Role: Researcher

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

< SUBMISSION DETAILS

IRB NUMBER: IRB-FY2023-36
**Sample IRB Study - Initial**

CREATE PDF | COMPARE | SAV

3- Study Personnel ...
4- Study Purpose &... ✔
5- Subject Informat... ✔
6- Subject Recruit... ✔
7- Study Procedures ✔
8- Informed Conse... ✔
9- Study Instruments ✔
10- Risks & Benefits ✔
11- Protecting the ... ✔

**Routing** ✔
Send to PI for certification?

**COMPLETE SUBMISSION** >

Method(s) of Destruction

Identify specific ways that the documents containing identifiable private information will be destroyed
end of this period of time.

○ No

Once you see check marks for each section, the "Complete Submission" button will appear at the bottom.

*Note that you should only click on this button only after all Co-PIs, and the faculty advisor has looked over the application. Once you click on this, your application be 'locked' and cannot be edited.

# Confirm & Certify

**SUBMISSION ROUTING**

Are you sure you want to continue?

⊘ CANCEL    ✔ CONFIRM
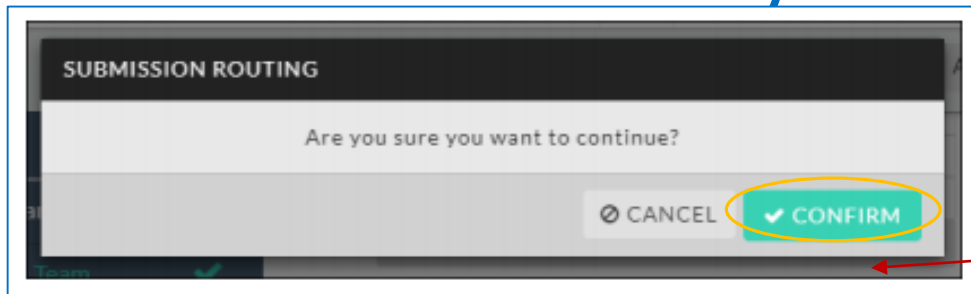
Once you click on "Complete Submission," you will have to confirm the routing of your submission.

| ✔ **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 |
|---|---|---|---|

**Awaiting Certification**

**Initial**
IRB-FY2021-3 - Sandy's Study

👁 View    PDF ▾    🗑 Delete

If you need to make edits you can click on "Return" to reopen the submission.

Routing:
**Return**    **Certify**

| PI: | Current Analyst: | Decision: | Policy: | Required Tasks: |
|---|---|---|---|---|
| Sandy Owens | N/A | N/A | Post-2018 Rule | N/A |

| Review Type: | Review Board: | Meeting Date: |
|---|---|---|
| N/A | N/A | N/A |

If all looks good, click on "Certify."

# Confirm Again

**Certify**

I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.

Cancel    Confirm

Confirm one last time. After all Co-Investigators/Faculty advisors certify, your submission will route to the Organizational Approver (e.g., department chair, dean, associate dean) to certify before it is received by the IRB.

Once the submission has been certified by the Organizational Approver, the IRB analyst will pre-review your application and process accordingly.