

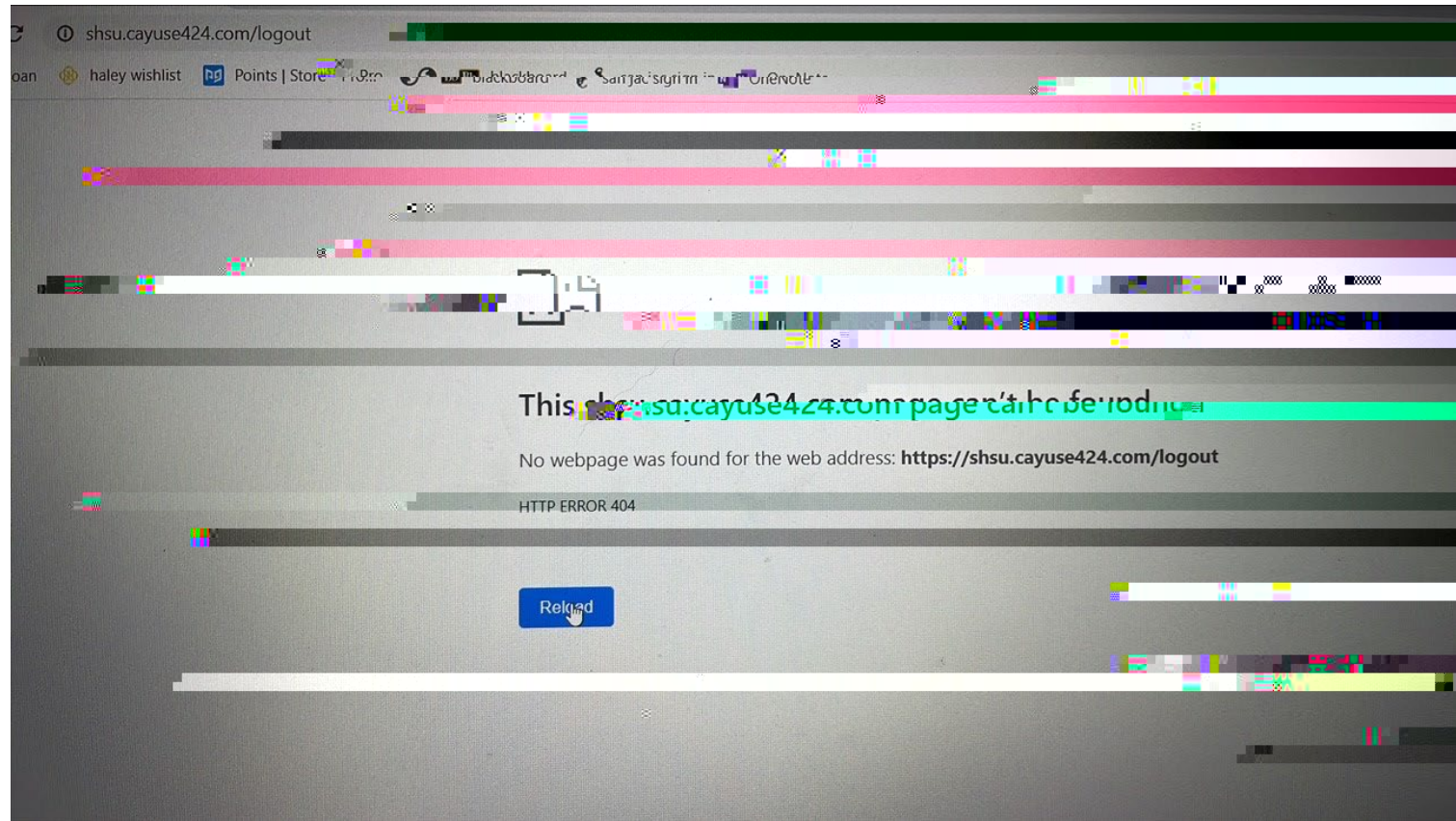


Cayuse Human Ethics (formerly, Cayuse IRB) is a web-based protocol management software used to simplify submissions to the IRB. This software documents the protocol process from initial submission to closure.

If you have previously used Cayuse 4.24 (for grant submissions), you can use the same sign-on to access Cayuse Human Ethics, because SHSU has Single Sign-on for accessing both platforms. **If you have not been added to the system, you must be added to the system before you can submit. This includes most students.** To request access to Cayuse Human Ethics, please email irb@shsu.edu

How to tell you do not have access to Cay

If you get this error, then you will need to contact SHSU's IRB office at irb@shsu.edu to request access:





SAM HOUSTON STATE UNIVERSITY

www.samhouston.edu

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Cayuse Human Ethics

A Quick Start Guide for

IRB Researchers

Research and Sponsored Programs
Director of Research Compliance
(936) 294-4875 | IRB@shsu.edu



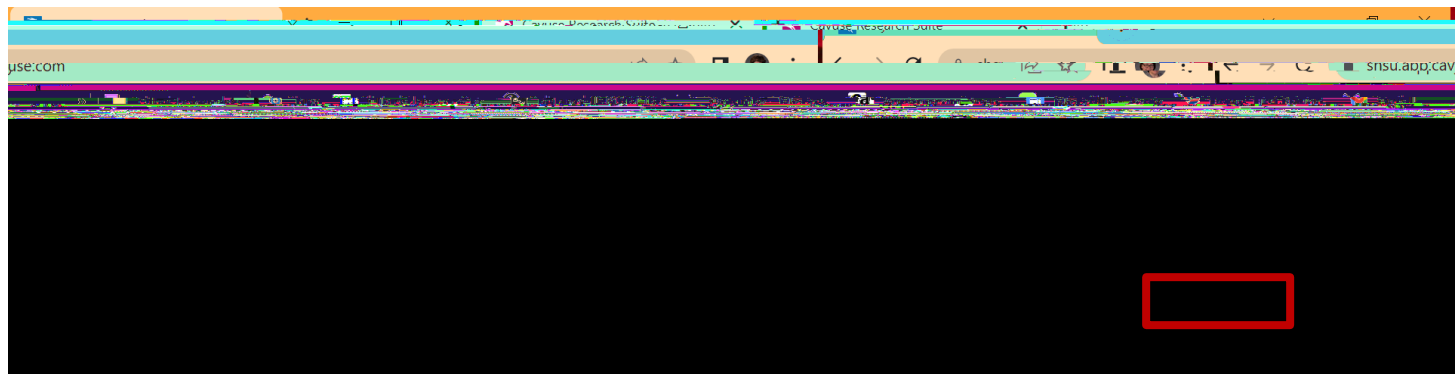
Logging in to the Cayuse Platform

(1) To login to the Cayuse Platform, click the following link:

<https://shsu.app.cayuse.com/>



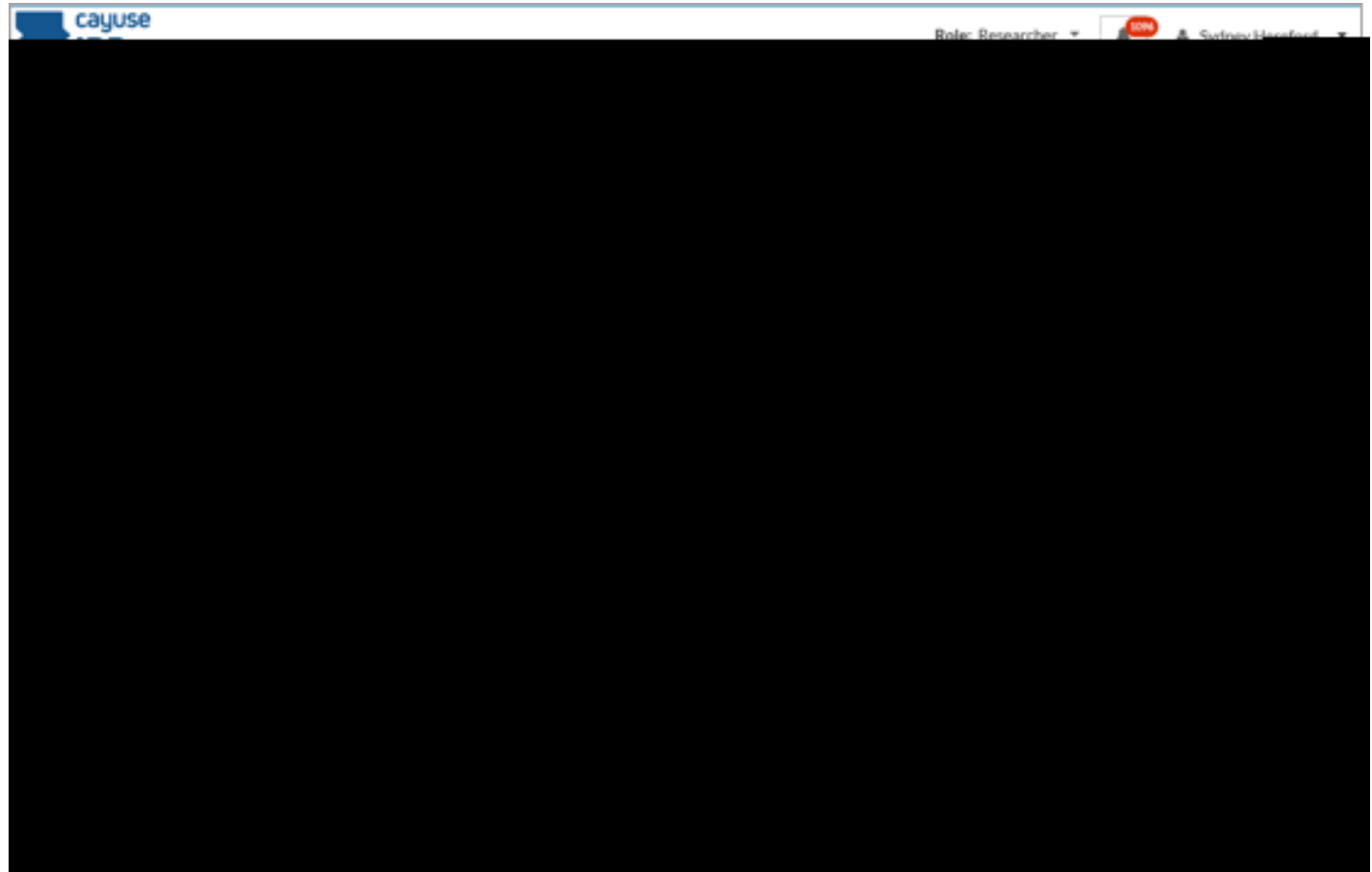
(2) Click on the Products dropdown arrow to select Human Ethics:





Cayuse Human Ethics Dashboard

Shows status of submissions studies,



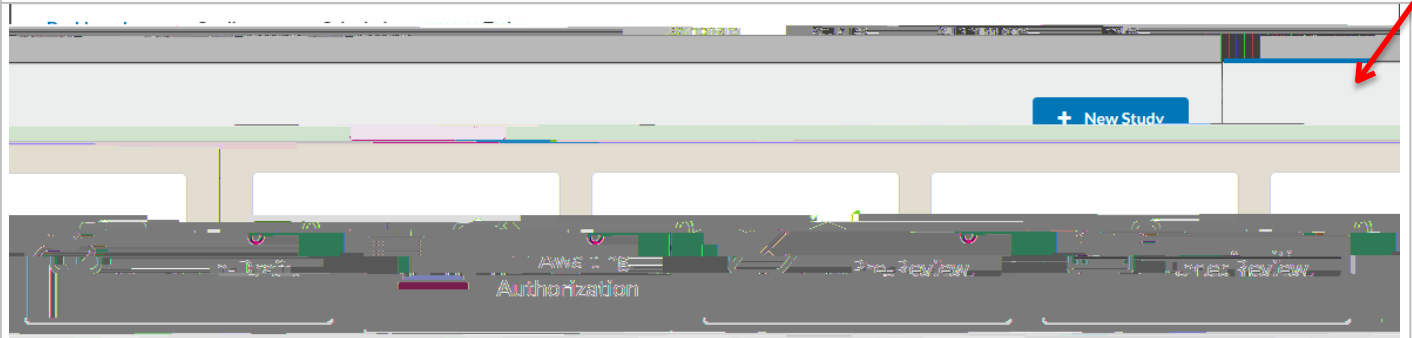
Study versus Submission

A study in Cayuse Human Ethics is the essentially just the "holder" for all submissions. It contains all actions/changes taken on a particular research activity. Think of the relationship of a study to that of a d0in(t)1.7ioti Humaner

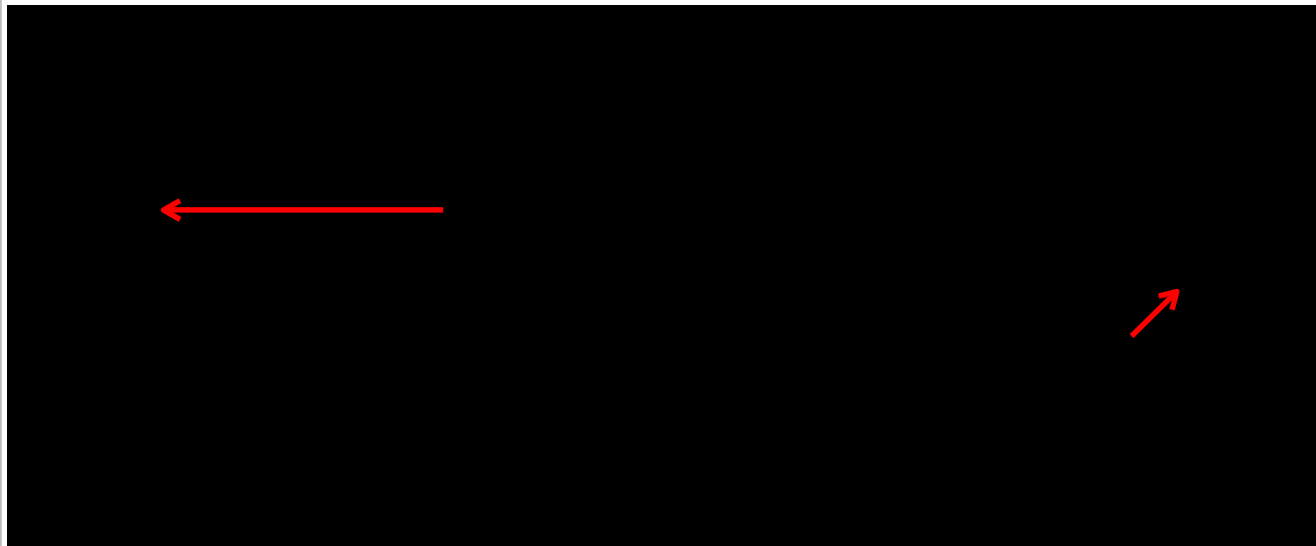


Create a new study

To create a new study, click the New Study button in the upper right corner on your dashboard.



Enter a title for your study, then click the blue checkmark box to save.





Add initial submission

Click New Submission in the upper right corner to add the Initial submission for your study.

The screenshot displays a web application interface for managing study submissions. The top navigation bar is blue and features a yellow 'New Submission' button. Below this, a dark blue bar contains 'Submissions' and 'Initial' buttons. The main content area shows 'Study Details' for 'IRB 2020-4' with an 'Unsubmitted' status and 'PDF' and 'Delete' buttons. A table below shows submission details with columns for 'Submissions', 'Sponsors', 'Approval Date', 'Expiration', 'Organization', 'Admin Check-In Date', 'Closed Date', and 'Current Policy'. A 'Key Contacts' table is also visible at the bottom.

Submissions	Sponsors	Approval Date	Expiration	Organization	Admin Check-In Date	Closed Date	Current Policy
N/A	N/A			N/A			N/A

Number	Email	Team Member	Role



Addinitial submission

The initial submission now appears in the study details.

(The person creating the study is listed as PI by default. This can be changed while editing, if necessary.)

Click Edit to start working on your initial submission.

Study: IRB 2020-4 - Study

1 In-Draft
Submission is with researchers

2 Awaiting Authorization
Submission is awaiting certification or approval

3 Pre-Review
Awaiting review

4 Under-Review

Unsubmitted

Initial Submission
IRB 2020-4 - Study

Edit PDF Delete

PI: N/A
Current Approval: N/A
Review Type: N/A
Review Board: N/A
Meeting Date: N/A

Post-2018 Policy

Required tasks:

- Assign PI
- Assign PC
- Complete Submission

Approvals

Research Team

Name	Role	Result	Date
W.



Primary Contact

A Primary Contact is required by Cayuse. Typically, this is the Principal Investigator (PI).

IRB NUMBER: IRB 2020-4

Study - Initial

CREATE PROFILE COMPARE

Sections

- Section 1. General Information
- Section 2. Study Objectives

* A. Who will be the Primary Contact for this project?

NOTE: this is a Cayuse requirement that whoever starts a study is automatically assigned to this role; thus it is okay for the PI to be listed twice in this section. The Principal Investigator will be making the Research Code.

FIND PEOPLE

Name	Organizat...	Address	Pho...	Email	Trainings
Sydney Hereford	Sponsored Programs	, Huntsville, TX 77341-2448	(832) 6064	rsdemo@cayuse.com	View

* B. Study Personnel

TIP: Please contact Charla Miles, IRB Administrator at irb@shsu.edu or 936.294.4875 if your information in the system is incorrect or if you cannot find personnel in the system (please allow 8-12 hours to take affect).

TIP: For more information about what details you will need to provide to the IRB Administrator, click on the ? icon to the right. To place the help information box, you must click with accuracy on the ? icon.

* Who is the Principal Investigator (PI)?

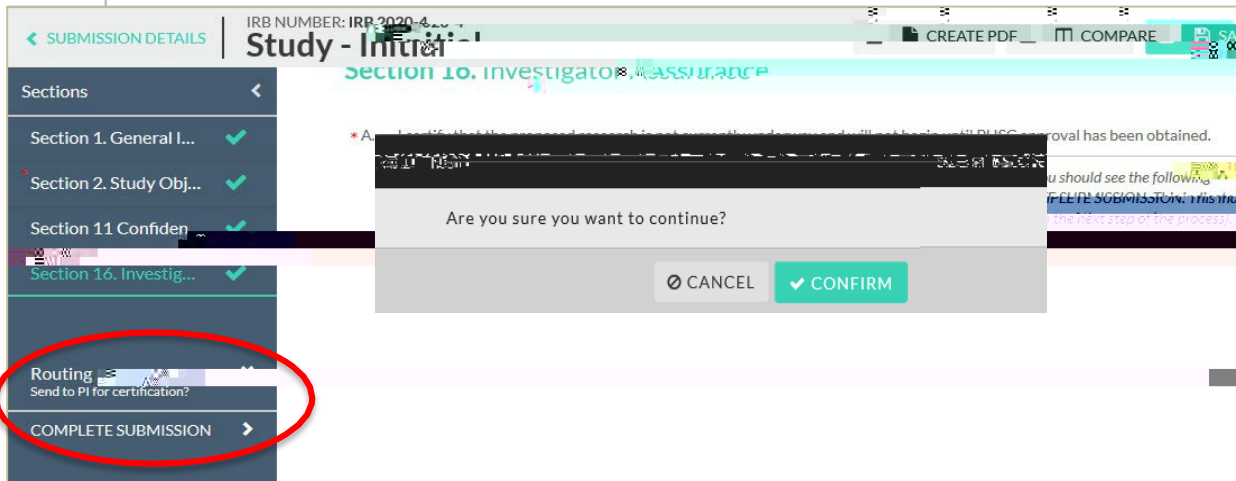
TIP: Please note there can be only one PI listed on the study who is ultimately responsible for the conduct and oversight of the study including education of study staff, study management, etc.

Name	Organiza...	Address	Pho...	Email	Trainings
Sydney	Sponsored	, Huntsville, TX	(832) 6064	rsdemo@cayuse.com	View

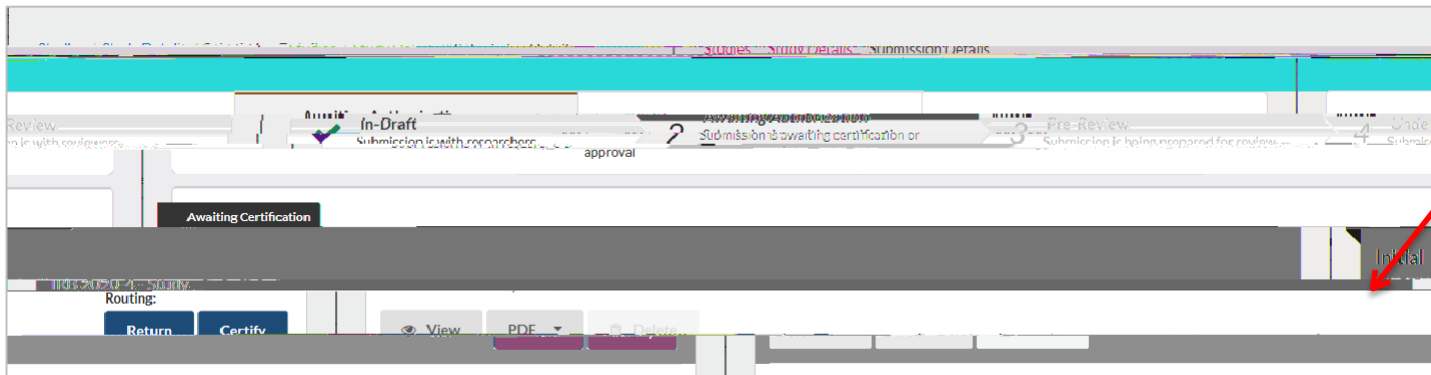


Complete Submission and Certify

Once all fields are answered, all necessary documents are attached, and all sections have a checkmark, click Save in the upper right corner, then click Complete Submission then Confirm.



Click Certify on the Submission Details page.
(If the PI is a student, their Faculty Advisor must also certify.)



Notifications and Approval

You will be notified