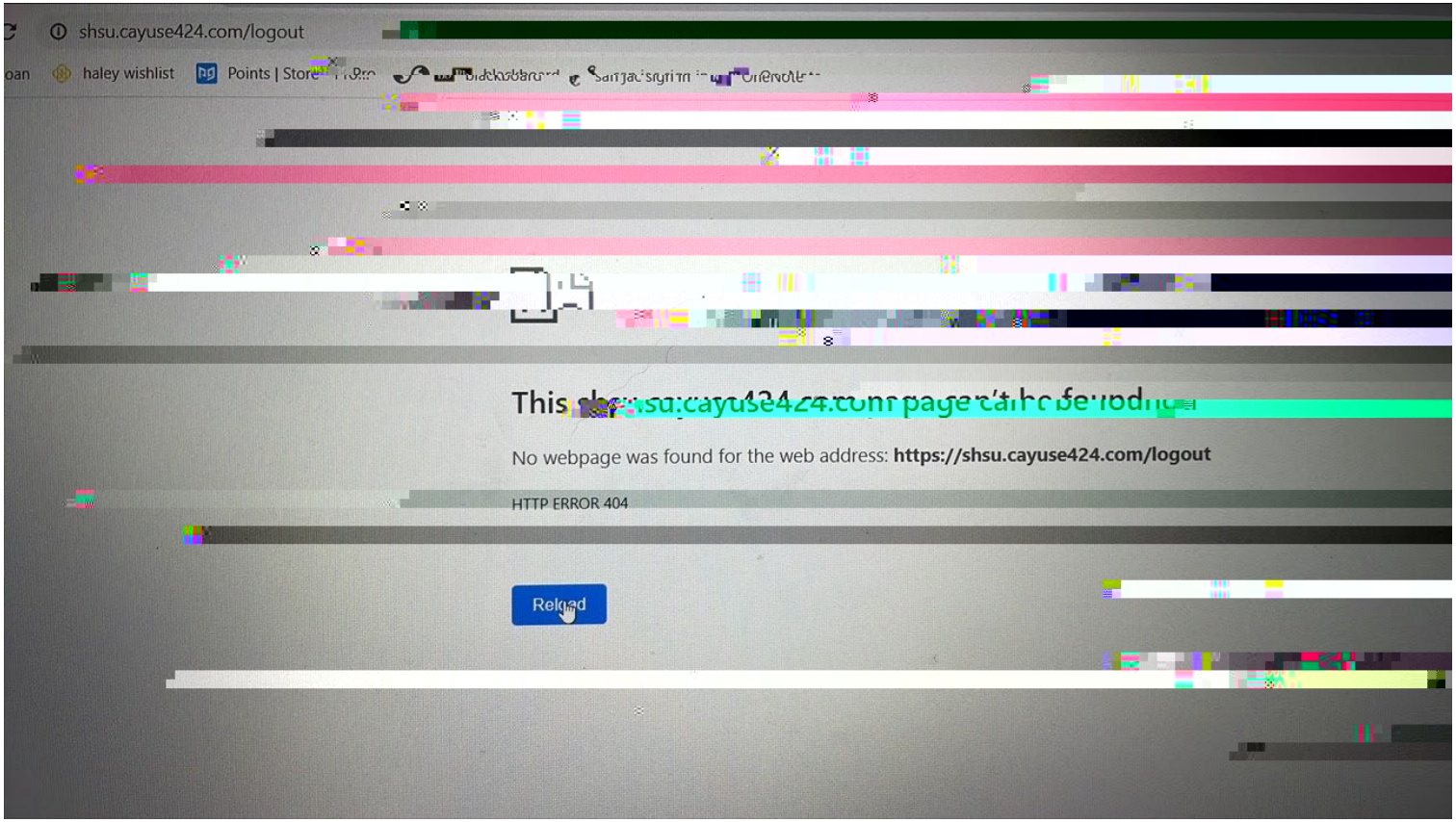
Cayuse Human Ethics (formerly, Cayuse IRB) is a web-based protocol management software used to simplify submissions to the IRB. This software documents the protocol process from initial submission to closure.

If you have previously used Cayuse 424 (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

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

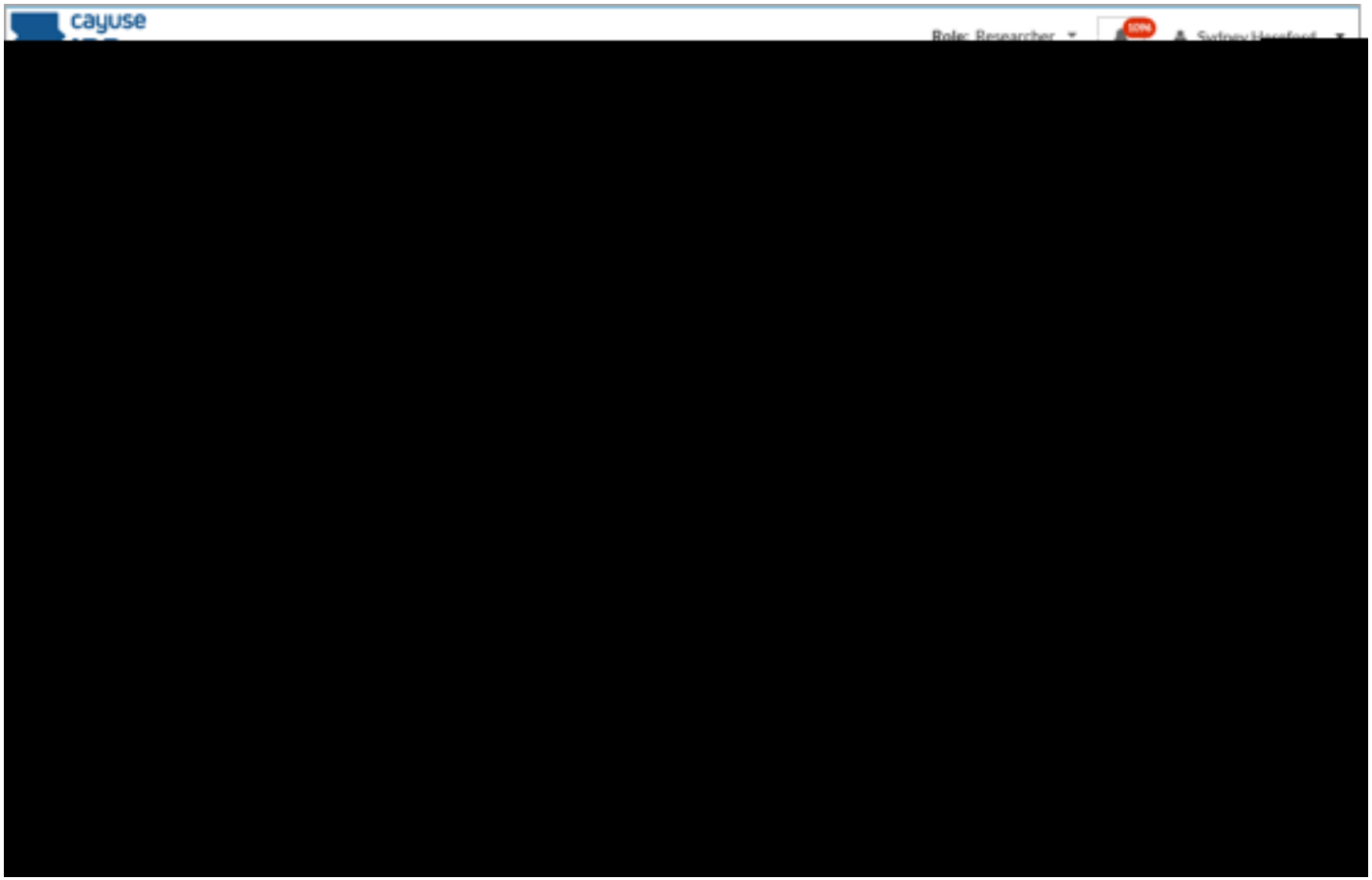
(1) To login to the Cayuse Platform, click the following link:

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

(2) Click on the Products drop-down arrow to select Human Ethics:

# Cayuse Human Ethics Dashboard

Shows status of submissions, studies,



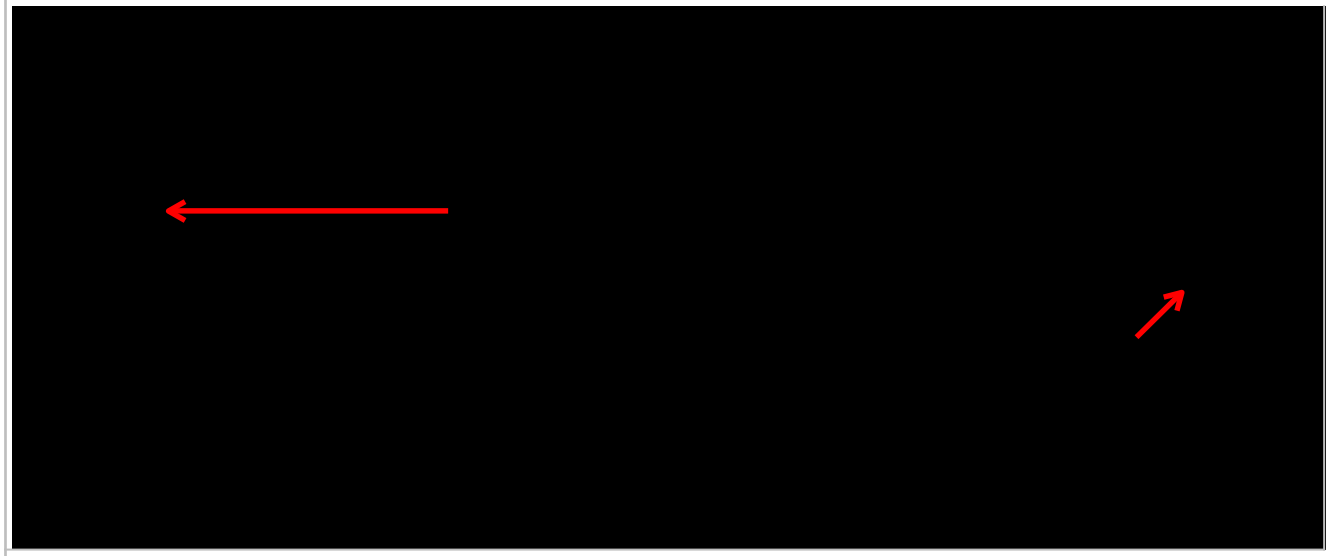
# Study versus Submission

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

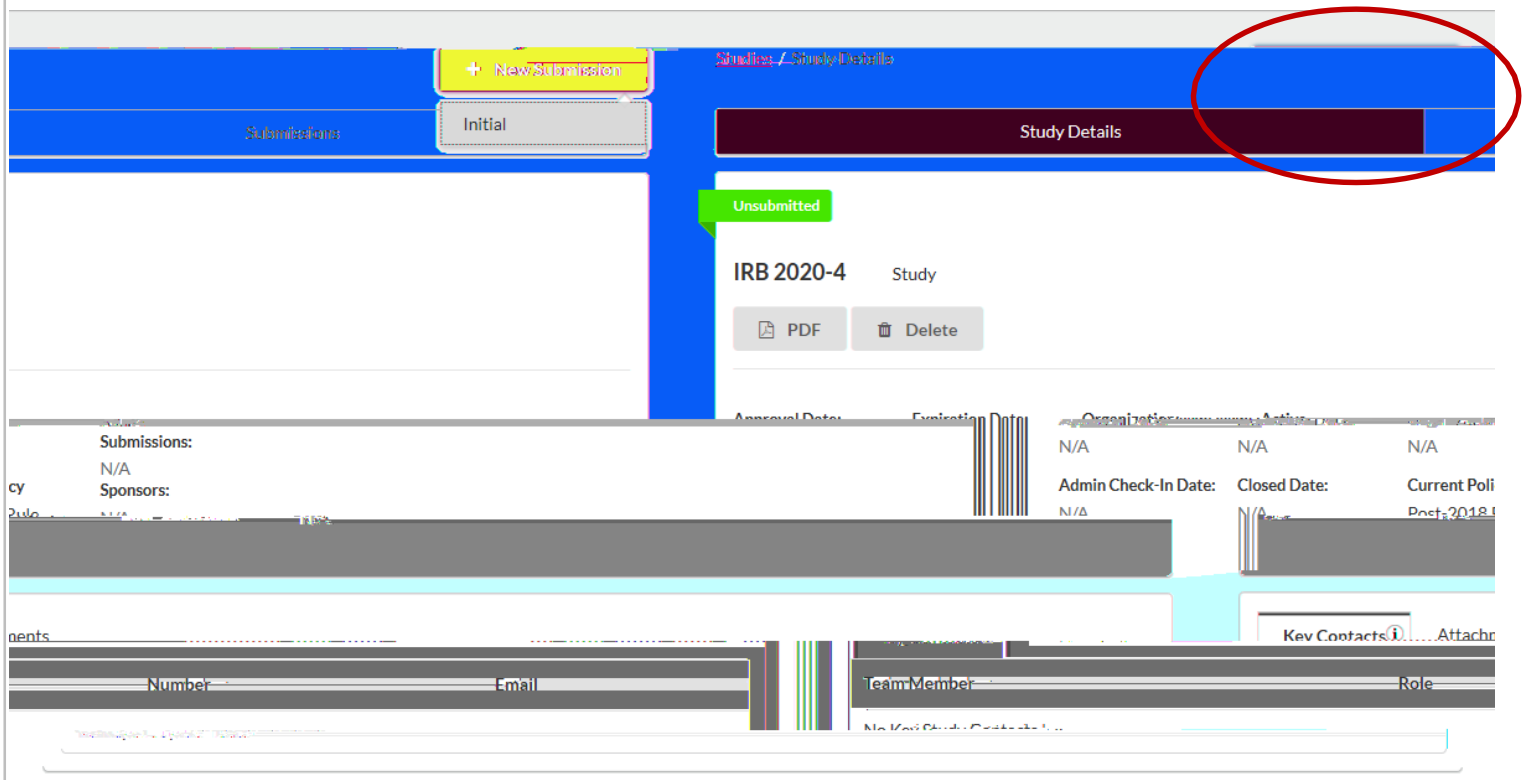
To create a new study, click the New Study button in the upper right corner on your dashboard.

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



# Add initial submission

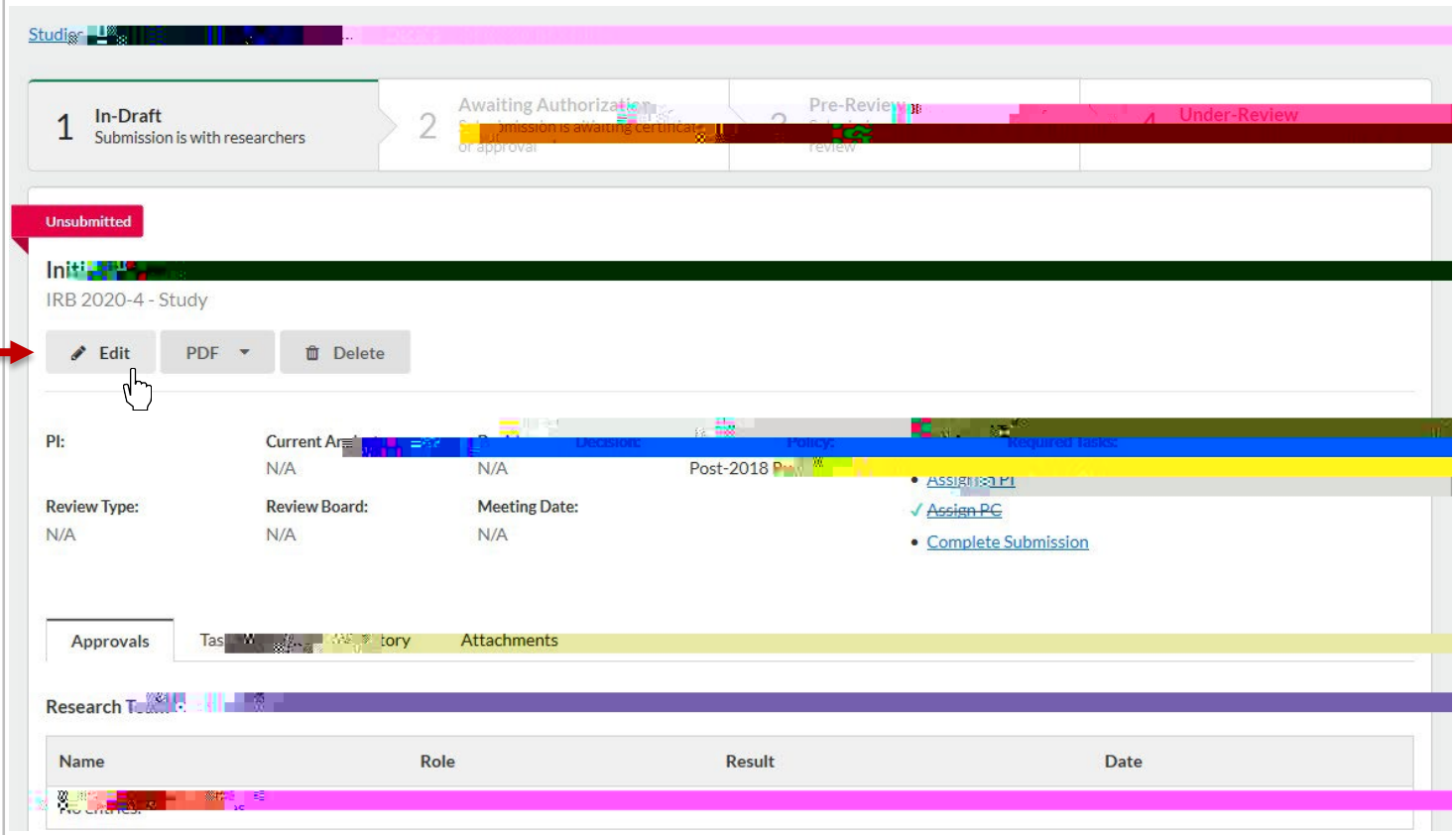
Click New Submission in the upper right corner to add the Initial submission for your study.



# Add initial submission

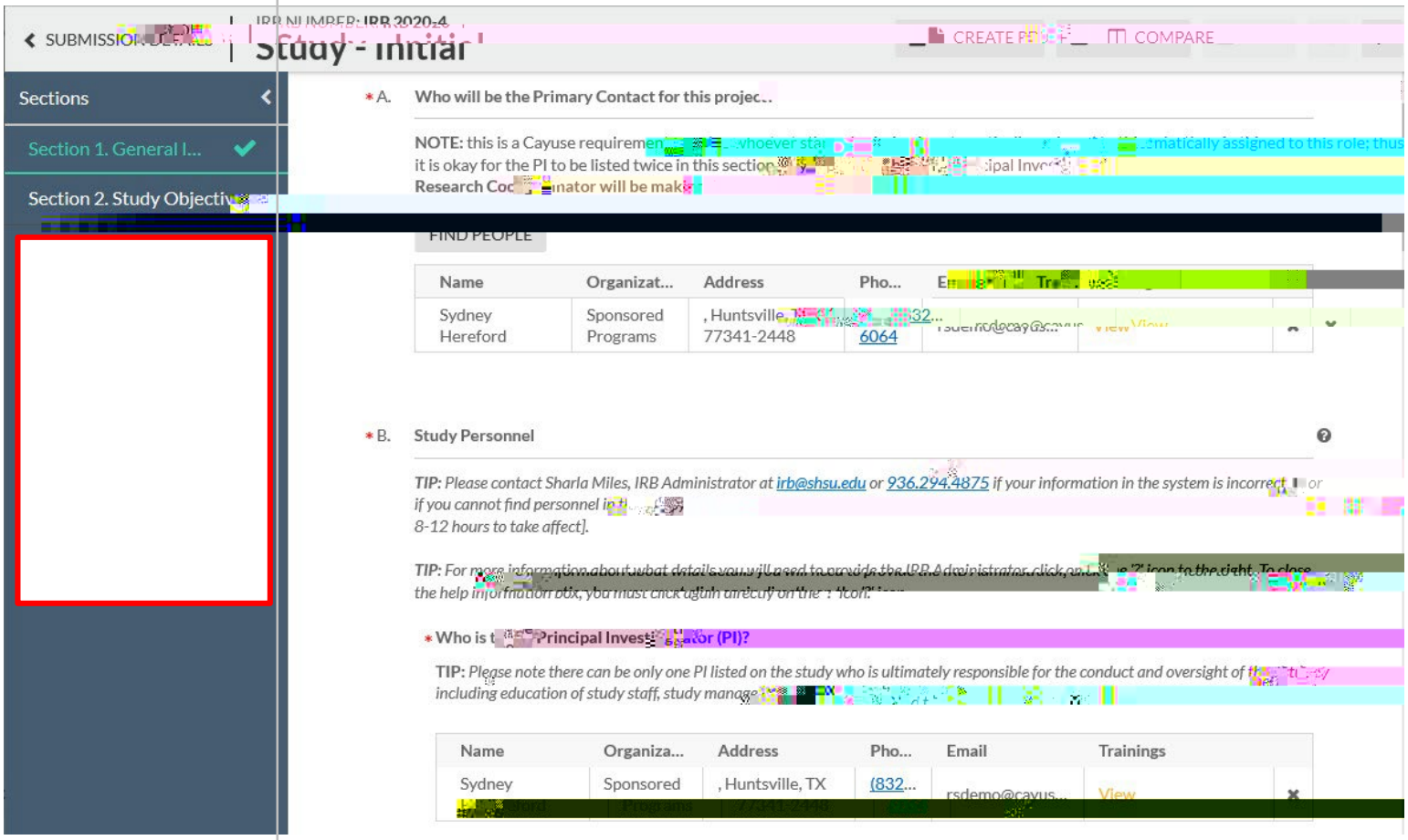
The initial submission now appears in the study details.
(The person creating the study is listed as PI by default. This can be changed while editing, if necessary.)

Click Edit to start working on your initial submission.



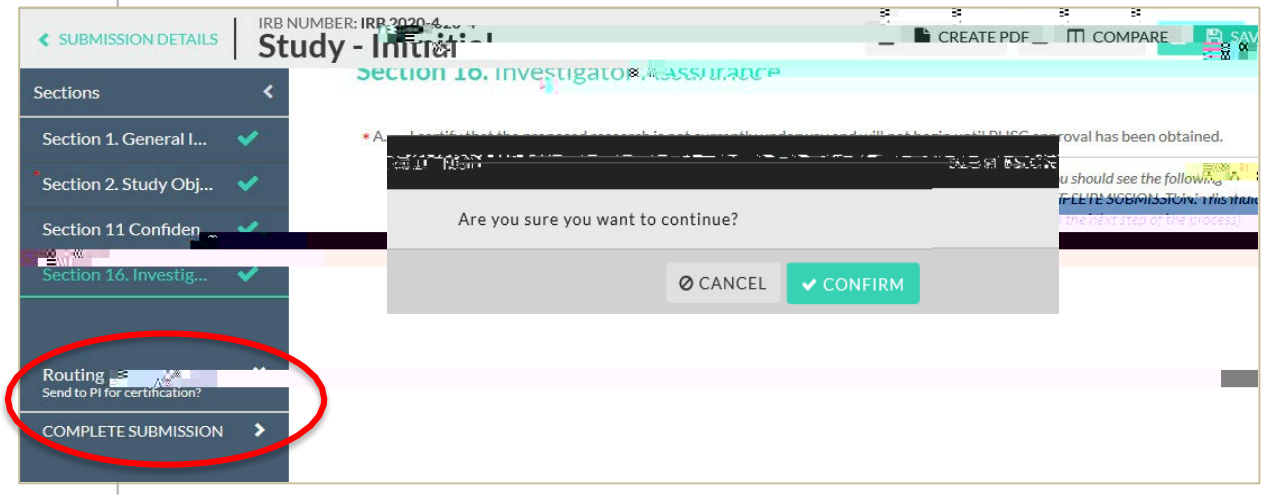
# PrimaryContact

A PrimaryContact is required by Cayuse. Typically, this is the Principal Inv



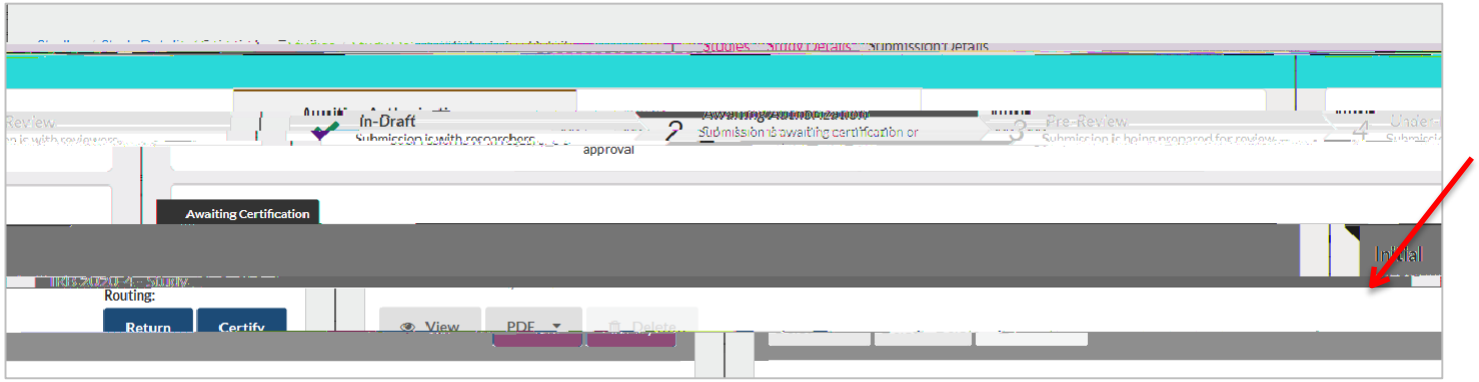
# Complete Submission and Certify

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