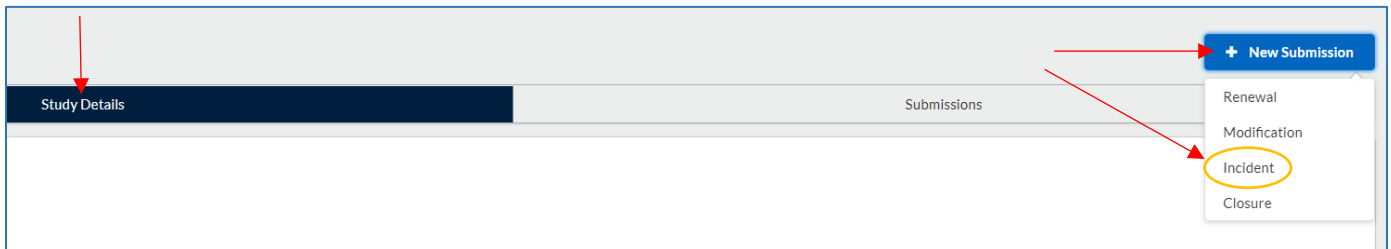


How to File an Incident Report in Cayuse

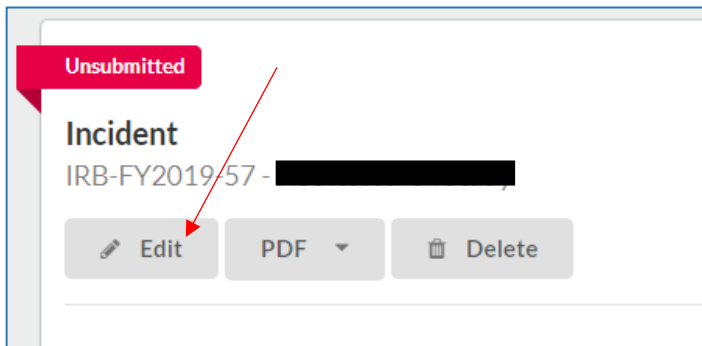
Please remember that:

- Incidents or adverse events must be reported verbally or in writing to the IRB Office at 940-898-3378 (Denton and Dallas) and 713-794-2480 (Houston) or to irb@twu.edu within two (2) working days of the occurrence.
- A completed IRB Incident Report Form must be submitted to the IRB within five (5) working days of the occurrence.
- You may refer to the [IRB Policies and Procedures](#) for full definitions and procedures for adverse events and/or incidents.

1. Login to Cayuse and click on your study.
2. Make sure you are in “Study Details.”



3. At the top right corner, you will see a blue “+New Submission” button. Click on it and select “Incident.”
4. Click on the “Edit” button to open the Incident Report Submission.



5. Follow the instructions to complete the form, submit, and then certify.