



TEXAS WOMAN'S
UNIVERSITY™

Cayuse User Guide

Research & Sponsored Programs

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<https://twu.edu/institutional-review-board-irb/>

Cayuse Accounts

All TWU research personnel **MUST** have a Cayuse account. Email irb@twu.edu to have an account created for yourself and for all other research team members. Include: each user's TWU email address, campus and department.

Once you have an account set up, go to: <https://twu.cayuse424.com/> and login using your TWU Portal/Password.

Logging into Cayuse



Cayuse Research Suite

3.8.0

Research Administration Modules

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Workflow](#)




Application Help

- [Research Suite Support Center](#)

Click Here





Cayuse Dashboard


Role: Researcher   Sandy Owens


[Dashboard](#) [Studies](#) [Submissions](#) [Tasks](#) [Meetings](#) [Reporting](#) [More](#)

[+ New Study](#)


 0
In-Draft

 0
Awaiting Authorization

 0
Pre-Review


 0
Under Review

My Studies



You Have No Studies

My Tasks



All Tasks Complete

Submissions by Type

Renewal
Initial
Modification
Incident
Withdrawal
Closure
Legacy

Creating a New Study

The screenshot displays the cayuse IRB dashboard interface. At the top left is the logo for 'cayuse IRB'. On the top right, the user's role is 'Researcher' and the name is 'Sandy Owens'. A navigation bar below the header contains links for 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The 'Dashboard' link is currently selected. The main content area features four summary cards: 'In-Draft' (0), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (0). Below these are three panels: 'My Studies' (empty, with a sad face icon and the text 'You Have No Studies'), 'My Tasks' (empty, with a checkmark icon and the text 'All Tasks Complete'), and 'Submissions by Type' (a list including Renewal, Initial, Modification, Incident, Withdrawal, Closure, and Legacy). A blue button labeled '+ New Study' is highlighted with a yellow circle, and a red box with the text 'Click Here.' and an arrow points to it. A small orange question mark icon is located in the bottom right corner.

Role: Researcher **Sandy Owens**

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

Summary Cards:

- In-Draft: 0
- Awaiting Authorization: 0
- Pre-Review: 0
- Under Review: 0

My Studies: You Have No Studies

My Tasks: All Tasks Complete

Submissions by Type: Renewal, Initial, Modification, Incident, Withdrawal, Closure, Legacy

Call to Action: [Click Here.](#) [+ New Study](#)

Adding a Title

Role: Researcher | Sandy Owens

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

Studies / Study Details

+ New Submission

Study Details | Submissions

Sandy's Amazing Super Study, Yeah! (SASSY!)

PDF | Delete

Enter your title here.

Click on the check mark when you are satisfied with your title.

Approval Date:	Expiration Date:	Organization:	Active Submissions:	Population Flags:	Additional Flags:
N/A	N/A	N/A			
Admin Check-In Date:	Closed Date:	Current Policy	Sponsors:		
N/A	N/A		N/A		

Editing your Title

The screenshot shows the Cayuse IRB system interface. At the top, there is a navigation bar with the following tabs: Dashboard, Studies, Submissions, Tasks, Meetings, and Reporting. The 'Studies' tab is selected, and the breadcrumb trail shows 'Studies / Study Details'. Below the navigation, there is a dark blue header for the 'Study Details' section. A red callout box points to the 'Study Details' breadcrumb with the text: 'Be sure you are on the "Study Details" tab.' Below this, there is a red 'Unsubmitted' status badge. The main content area shows the study ID 'IRB-FY2020-3' and the title 'Sandy's Amazing Super Study, Yeah! (SASSY!)'. To the right of the title is a pencil icon, which is circled in yellow. A red callout box points to this pencil icon with the text: 'Hover your cursor to the side of your title, and click on the pencil to edit. Once you are finished editing, click on the check mark to save.' Below the title and pencil icon are two buttons: 'PDF' and 'Delete'. At the bottom, there is a table with the following data:

Approval Date:	Expiration Date:	Organization:	Active Submissions:	Population Flags:
N/A	N/A	N/A	N/A	
Admin Check-In Date:	Closed Date:	Current Policy	Sponsors:	
N/A	N/A	Post-2018 Rule	N/A	

Hover your cursor to the side of your title, and click on the pencil to edit. Once you are finished editing, click on the check mark to save.

Creating a New Submission

The screenshot shows the Cayuse IRB interface. At the top left is the logo for Cayuse IRB. The top right shows the user's role as 'Researcher' and their name as 'Sandy Owens'. Below the header is a navigation bar with 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. The main content area is titled 'Study Details' and shows an 'Unsubmitted' status for a study named 'IRB-FY2020-3 Sandy's Amazing Super Study, Yeah! (SASSY!)'. There are buttons for 'PDF' and 'Delete'. A dialog box titled 'Begin Initial Submission' is open, with the text: 'You've created a study! Click here to begin your initial submission to the IRB.' A blue button with a plus sign and the text '+ New Submission' is highlighted with a yellow circle. A red arrow points from this button to a callout box containing the text: 'Click here, then click on "Initial."'

Begin Initial Submission

You've created a study! Click here to begin your initial submission to the IRB.

+ New Submission

Click here, then click on "Initial."

Unsubmitted

IRB-FY2020-3 Sandy's Amazing Super Study, Yeah! (SASSY!)

PDF Delete

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	Active Submissions: N/A	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy Post-2018 Rule	Sponsors: N/A		

Starting your Application

The screenshot displays the Cayuse IRB application interface. At the top, the logo for 'cayuse IRB' is on the left, and the user's role 'Role: Researcher' is on the right. A navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area shows a progress flow with four steps: 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), and 4. Under-Review (Submission is being prepared for review). Below the flow, a red 'Unsubmitted' tag is present. The submission details for 'Initial' (IRB-FY2020-3 - Sandy's Amazing Super Study, Yeah! (SASSY!)) are shown, including an 'Edit' button circled in yellow. A red box with the text 'Click on any of these to start your application.' has arrows pointing to the 'Edit' button and the 'Required Tasks' list. The 'Required Tasks' list includes 'Assign PI', 'Assign PC', and 'Complete Submission', with the first and last items circled in yellow.

cayuse IRB Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details / Submission Details

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 being prepared for review

Unsubmitted

Initial
IRB-FY2020-3 - Sandy's Amazing Super Study, Yeah! (SASSY!)

Edit PDF Delete

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

- Assign PI
- Assign PC
- Complete Submission

Application Form

cayuse IRB Role: Researcher Sandy Owens

Dashboard Studies Submissions Tasks Meetings Reporting More

STUDY IRB NUMBER: IRB-FY2020-3 **Sandy's Amazing Super Study, Yeah!...** CREATE PDF COMPARE SAVE

Sections

- 1- Basic Information ✓
- 2- Research & Review ✓
- 3- Study Personnel Information
- 4- Study Design & Methodology
- 5- Subject Information
- 6- Subject Recruitment
- 7- Study Procedures
- 8- Informed Consent Procedures
- 9- Study Instruments
- 10- Risks & Benefits

Study Dates

Provide an estimated start and end date for this study.

*** Start Date** This is an estimated start date. You may NOT start your study until you receive IRB approval.
10/01/2019

*** End Date** We will use the estimated end date you provide here as a basis for your expiration date.
10/01/2020

*** Does this study require IRB review by more than one institution?**

Yes
 No

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

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

Study Personnel

STUDY | Sandy's Amazing Super Study, Yeah! (SASSY!) - Init... CREATE PDF

Sections

- 1- Basic Information ✓
- 2- Research & Review ✓
- 3- Study Personnel Information
- 4- Study Design & Method...
- 5- Subject Information
- 6- Subject Recruitment
- 7- Study Procedures
- 9- Study Instruments

3- Study Personnel Information

* What is the Principal Investigator's status at TWU?

Faculty
 Student
 Staff
 Other

Study Personnel

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

* 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	Organizati...	Address
Sandy Owens	Research & Sponsored Programs	Texas Woman's University 304 Administration Drive, Denton, T

Cayuse does not assume the person filling out the application is the Principal Investigator (PI). You must assign the PI through the "Find People" button.

The Primary Contact (PC) is defaulted to the person filling out the application form. This person is usually the same as the PI, but not always. You may change the PC if necessary. If this person is not the PI, they will only serve as a *contact* on the study. If they are a research team member, you must add them in the appropriate section.

Adding & Finding People

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.

You must assign a Principal Investigator (PI). Cayuse assumes the person filling out the application is the Primary Contact (PC), but not the PI. Click Here to Find the name of the PI.

Type the name of the personnel here and hit "enter" your keyboard. When their name appears, click on that name and hit the "Save" button.

***Note:** All TWU research team members must have a Cayuse account before you can add them. If you cannot find them, contact the IRB office to have their account created.

PRINCIPAL INVESTIGATOR

Sandy Owens

Name	Organization	Email	Phone	
Sandy Owens	Research & Sponsored Programs	sowens6@twu.edu		+

Selected Records * Select a single record.

No records selected. Select a record and click Save to apply.

CANCEL SAVE

Completing Your Submission

The screenshot displays the Cayuse IRB submission interface. At the top, the logo for Cayuse IRB is visible, along with the user's role (Researcher) and name (Sandy Ow). The navigation menu includes Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The current submission is titled "Sandy's Amazing Super Study, Yeah! (SA...)" with IRB NUMBER: IRB-FY2020-3. The interface shows a list of sections on the left, each with a green checkmark indicating completion. The sections are: 1- Basic Information, 2- Research & Review, 3- Study Personnel Information, 4- Study Design & Methods, 5- Subject Information, 6- Subject Recruitment, 7- Study Procedures, 8- Informed Consent, 9- Study Instruments, and 10- Risks & Benefits. A red text box on the right explains that once all sections are checked, the "Complete Submission" button will appear at the bottom. The "COMPLETE SUBMISSION" button is highlighted with a yellow oval at the bottom left of the interface. The main content area shows the "Potential Risks and the Steps to Minimize the Risks" section, with a text editor containing the text "Loss of Confidentiality".

Role: Researcher | Sandy Ow

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY2020-3

STUDY Sandy's Amazing Super Study, Yeah! (SA...)

CREATE PDF COMPARE SAVE

Sections

- 1- Basic Information ✓
- 2- Research & Review ✓
- 3- Study Personnel Information ✓
- 4- Study Design & Methods ✓
- 5- Subject Information ✓
- 6- Subject Recruitment ✓
- 7- Study Procedures ✓
- 8- Informed Consent ✓
- 9- Study Instruments ✓
- 10- Risks & Benefits ✓

Routing
Send to PI for certification?

COMPLETE SUBMISSION >

* Potential Risks and the Steps to Minimize the Risks

* List all the potential risks to the human subject and listed on the consent form (if applicable).

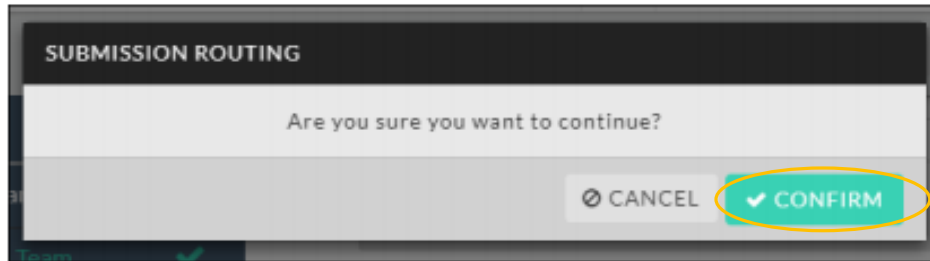
Loss of Confidentiality

* Describe how each risk will be minimized.

Loss of Confidentiality - Confidentiality will be a potential risk of loss of confidentiality in all transactions. Participants will received coded all other data in the PI's password protected in her work office. All other data will be stored

Once you see check marks on each section, the "Complete Submission" button will appear at the bottom. *Please 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' to editing.

Confirm & Certify



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


A screenshot of a submission management interface. The top navigation bar shows three steps: 1. In-Draft (Submission is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), and 3. Pre-Review (Submission is being prepared for review). The current status is 'Awaiting Certification'. Below this, the submission details are shown for 'IRB-FY2019-41 - Sample test study'. There are buttons for 'View', 'PDF', and 'Delete'. On the right, there are 'Return' and 'Certify' buttons, with 'Certify' highlighted by a red circle and a red arrow. Below the submission details, there are tabs for 'Approvals' and 'Task History'. At the bottom, there is a 'Research Team' table.

Name	Role	Result	Date
PI name appears here	Principal Investigator	Pending Certification	

Then, you must Certify your submission.

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.

Confirm one last time. Each PI, Co-PI, and Department Chair/Dean must also certify and confirm.

Cayuse IRB Process

What happens after you submit an application?

- *Certification Required email* – All PIs, Co-PIs, and Faculty Advisors will receive an email notification once an application has been submitted. After all of the above have certified, the department chair/dean will receive an email as the Organizational Approver to certify as well.
- *Receipt notification email* – Your application has been received by the IRB office. The IRB Analyst will pre-review (check that all necessary items are included) and will route your submission for review.

Cayuse IRB Process

What happens after you submit an application?

- *More Information Requested (if necessary)* – You will receive an email notifying you that we need more information before we can approve it. Comments will be in your application; not in the letter. You will make revisions to your application and resubmit. All PIs, Co-PIs, and Faculty advisors must re-certify.
- *Exemption Notification (if appropriate)* – the study involved little-to-no risks and we don't need additional information, so you're good to move forward
- *Approval Letter (when appropriate)* – you provided all of the information we need and/or revised the application packet so that everything fits within the regulations so you're ready to move forward