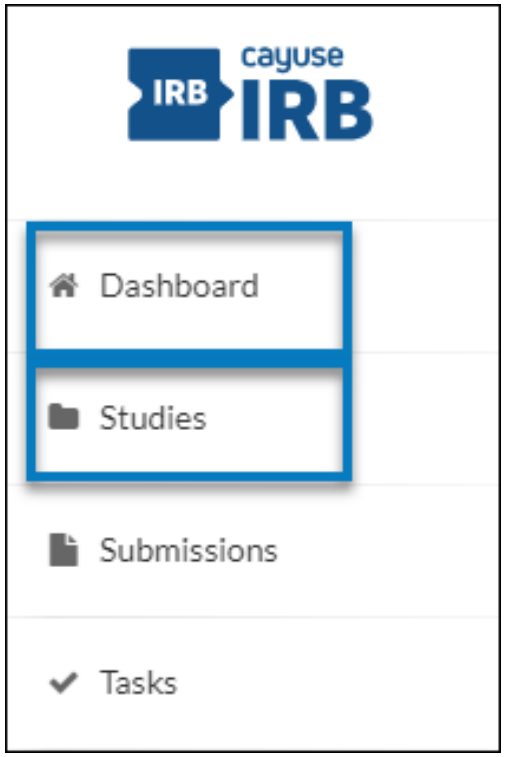
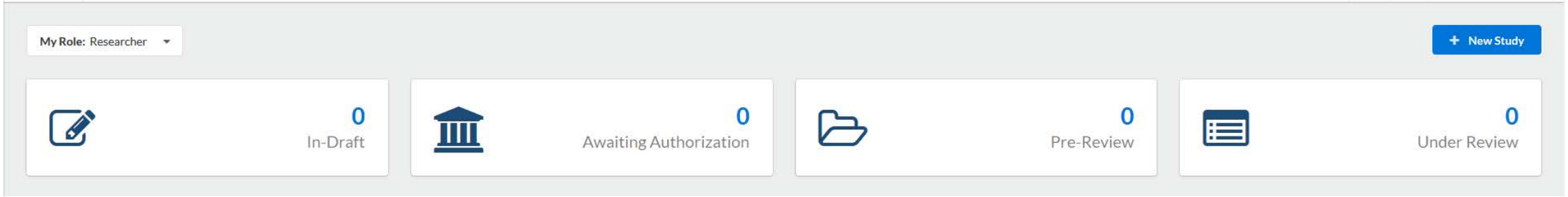
Creating a New Study (Initial Submission) in Cayuse

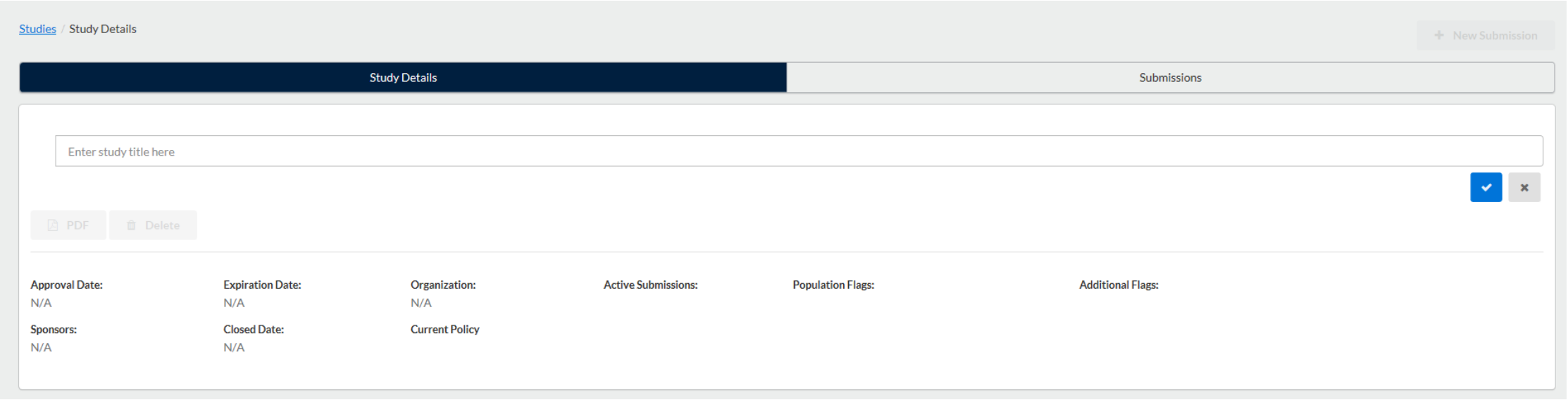
As an IRB Researcher, you can create a new study from your Dashboard or the Studies page within Cayuse IRB.



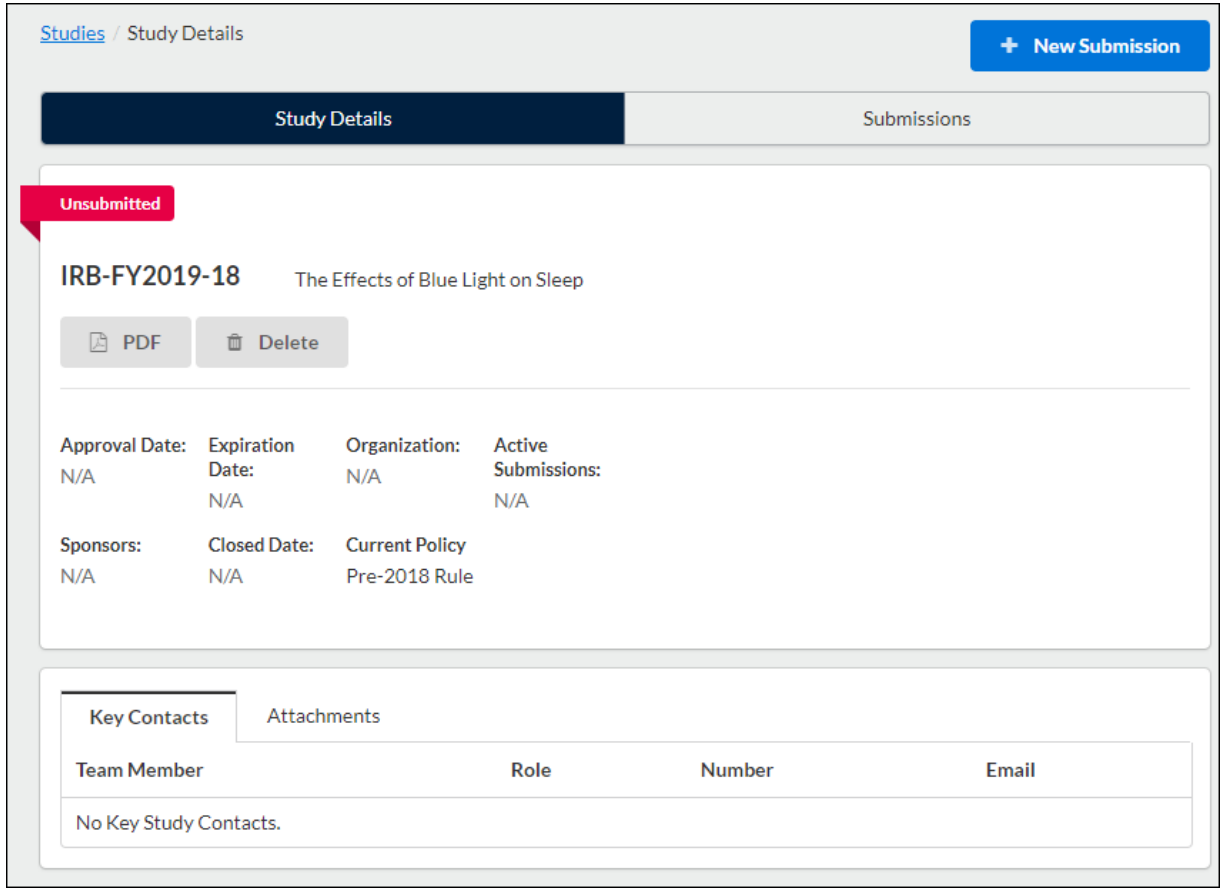
Click + New Study in the upper right-hand corner of your Dashboard or the Studies page.



Enter the title of your study. The title can be up to 600 characters long. Click ✔ to save your study



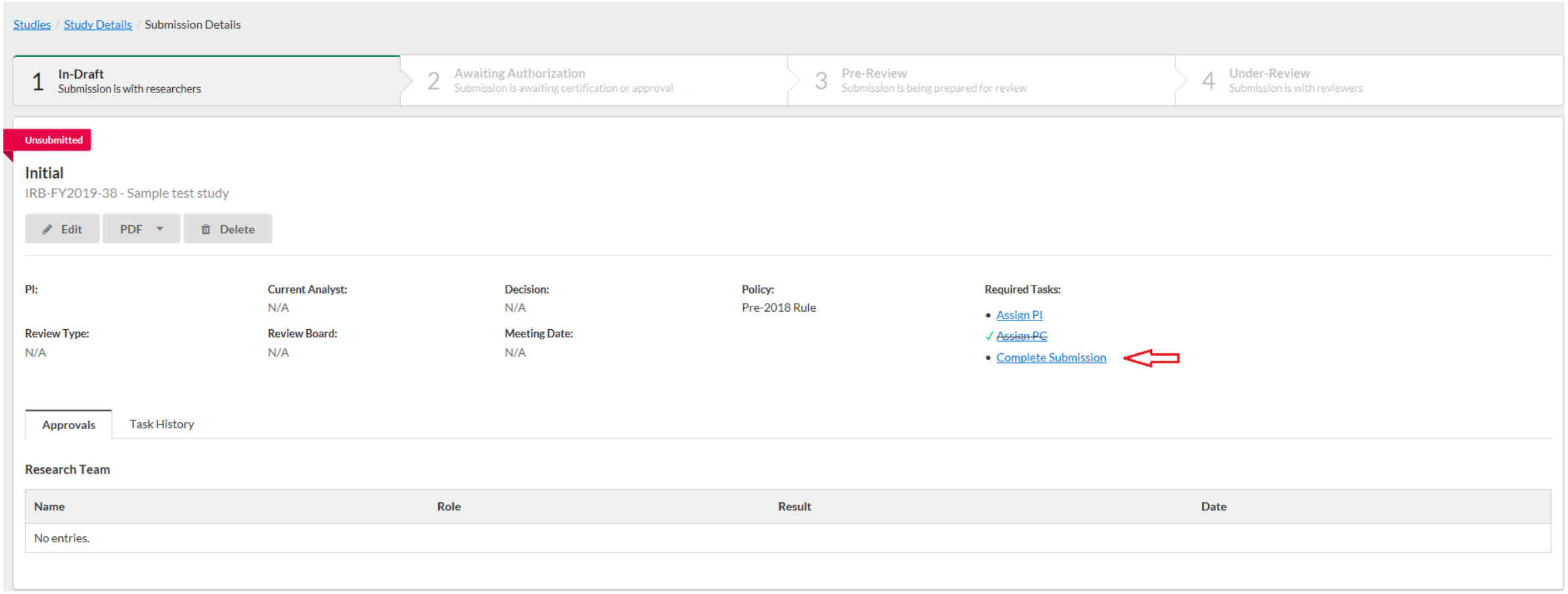
After creating your study, you will be taken to the Study Details page. Here, you will see where important study information will populate once you begin your submission.



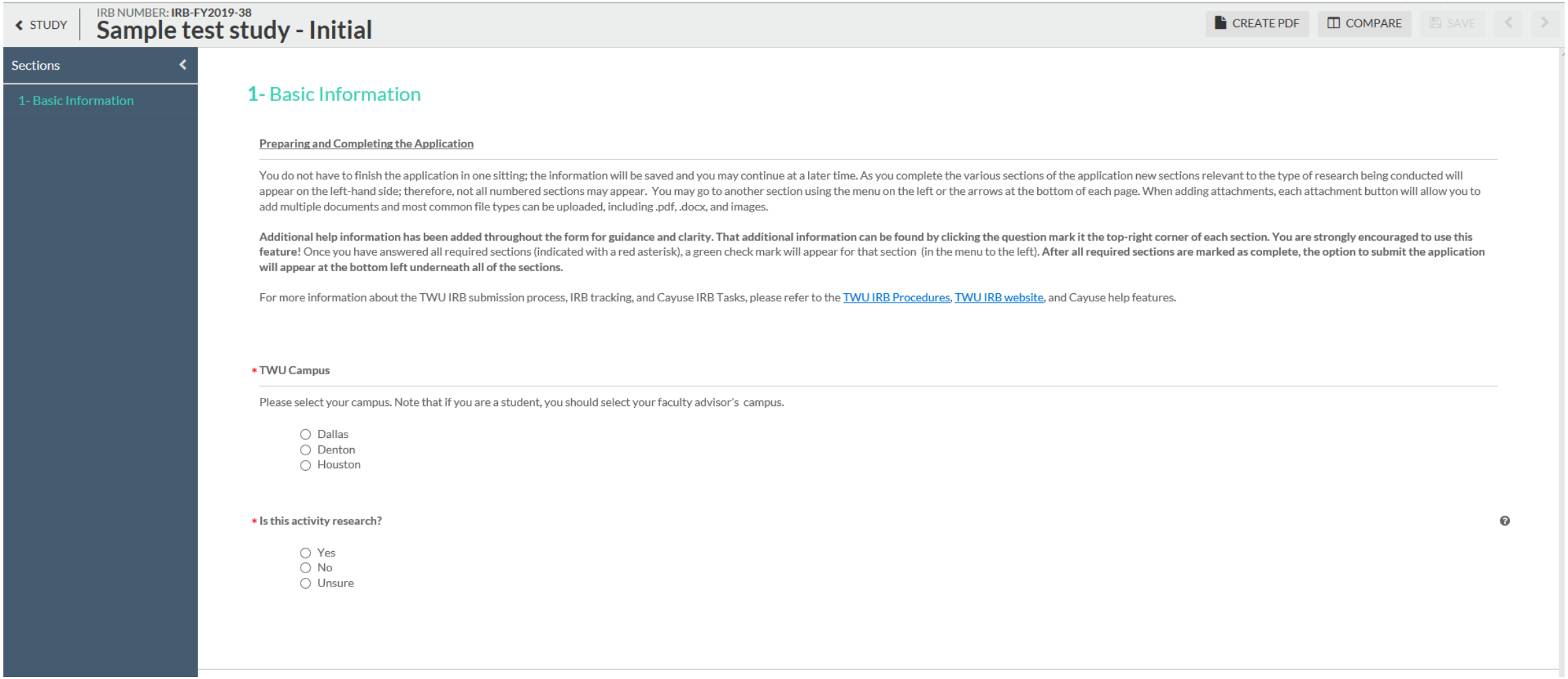
Once you create your study, you can begin your initial submission.

- Click on + New Submission and the Initial tab under new submission in the upper right-hand corner to start completing your form.

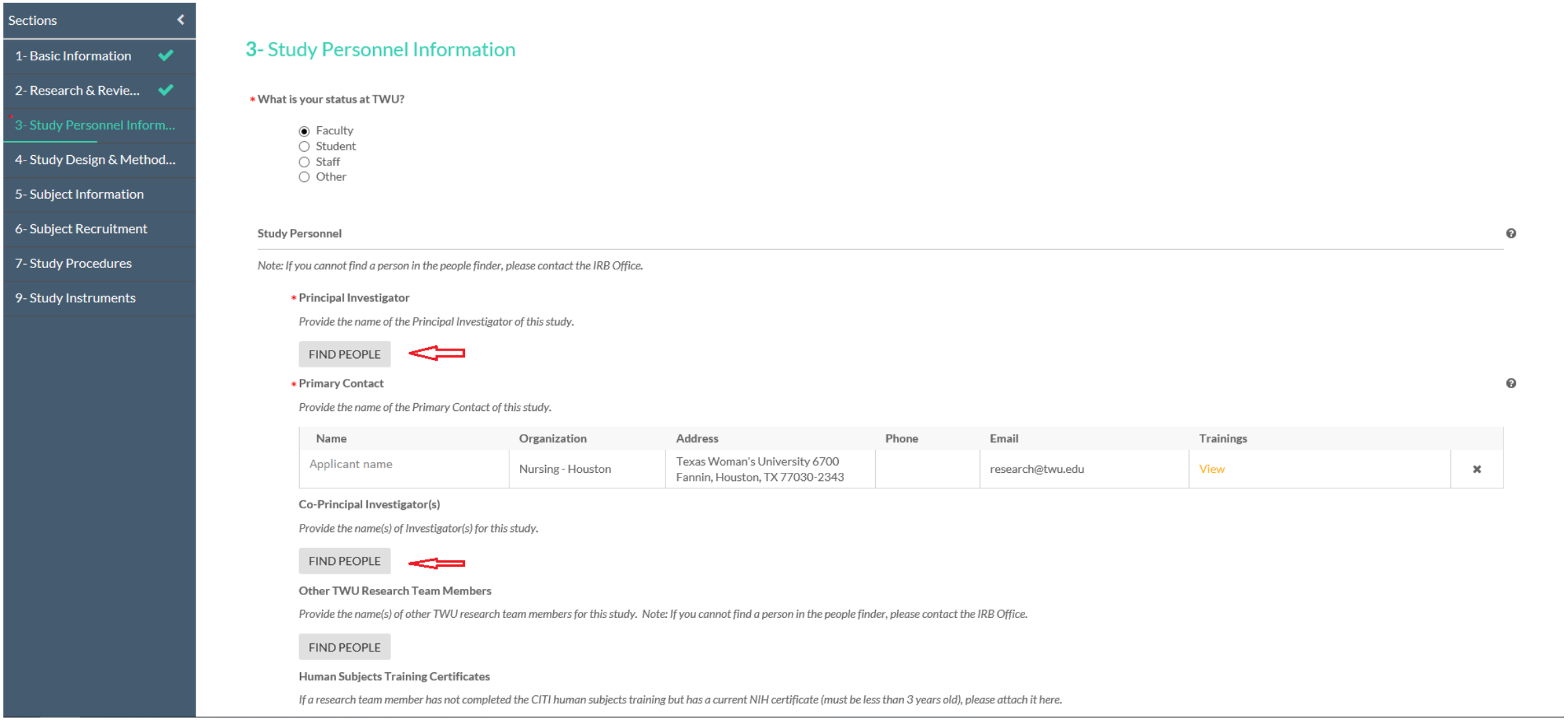
Click on Complete Submission to start completing your application



Begin by selecting the appropriate campus. Answering questions will open up additional sections on the left. Please note: Some questions have * next to the question number. This indicates a required question.

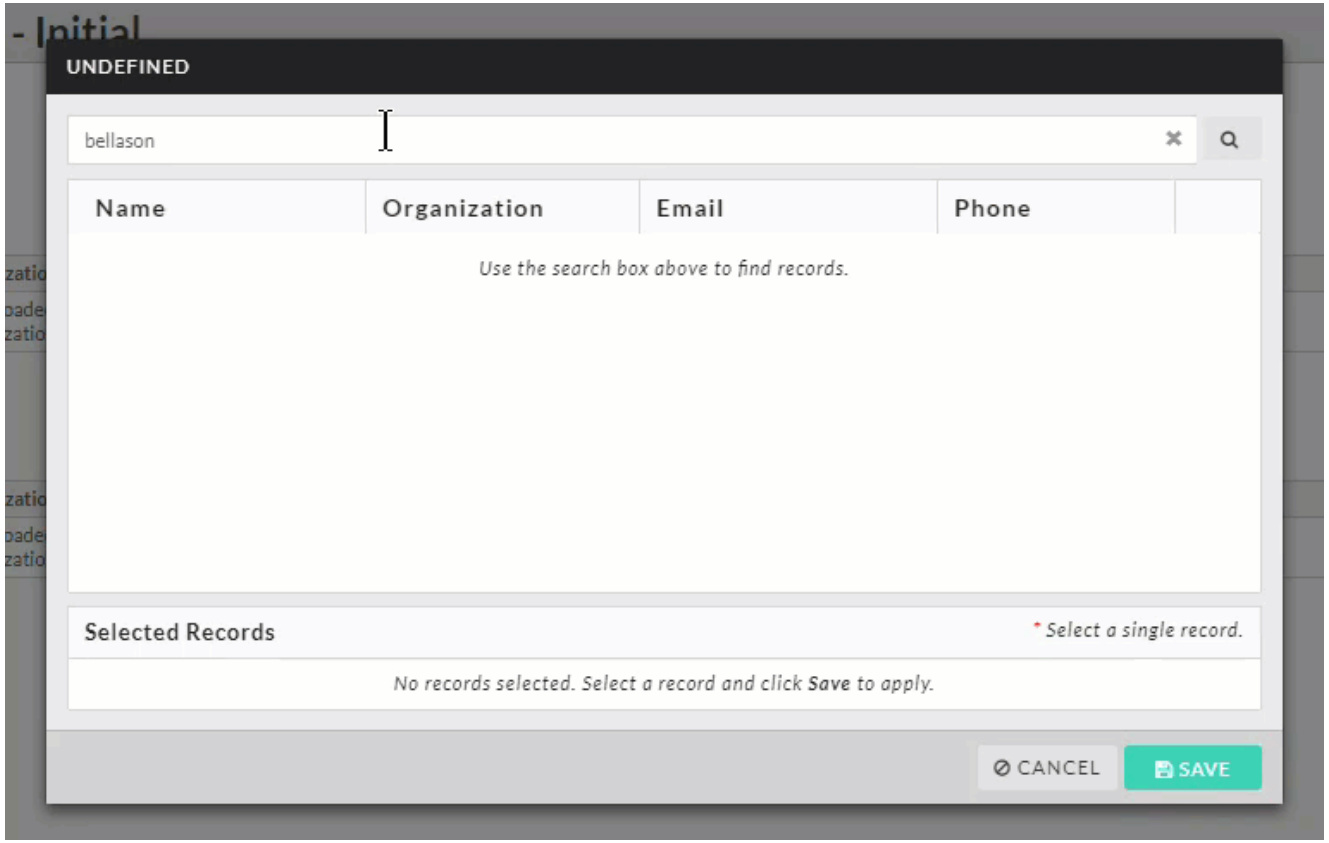


Person and/Sponsor Finders: Begin by adding the Principal Investigator. Depending on the people involved you may have to add other people or sponsors to different sections within your submission. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission. Click on the finder button to bring up a search dialogue.

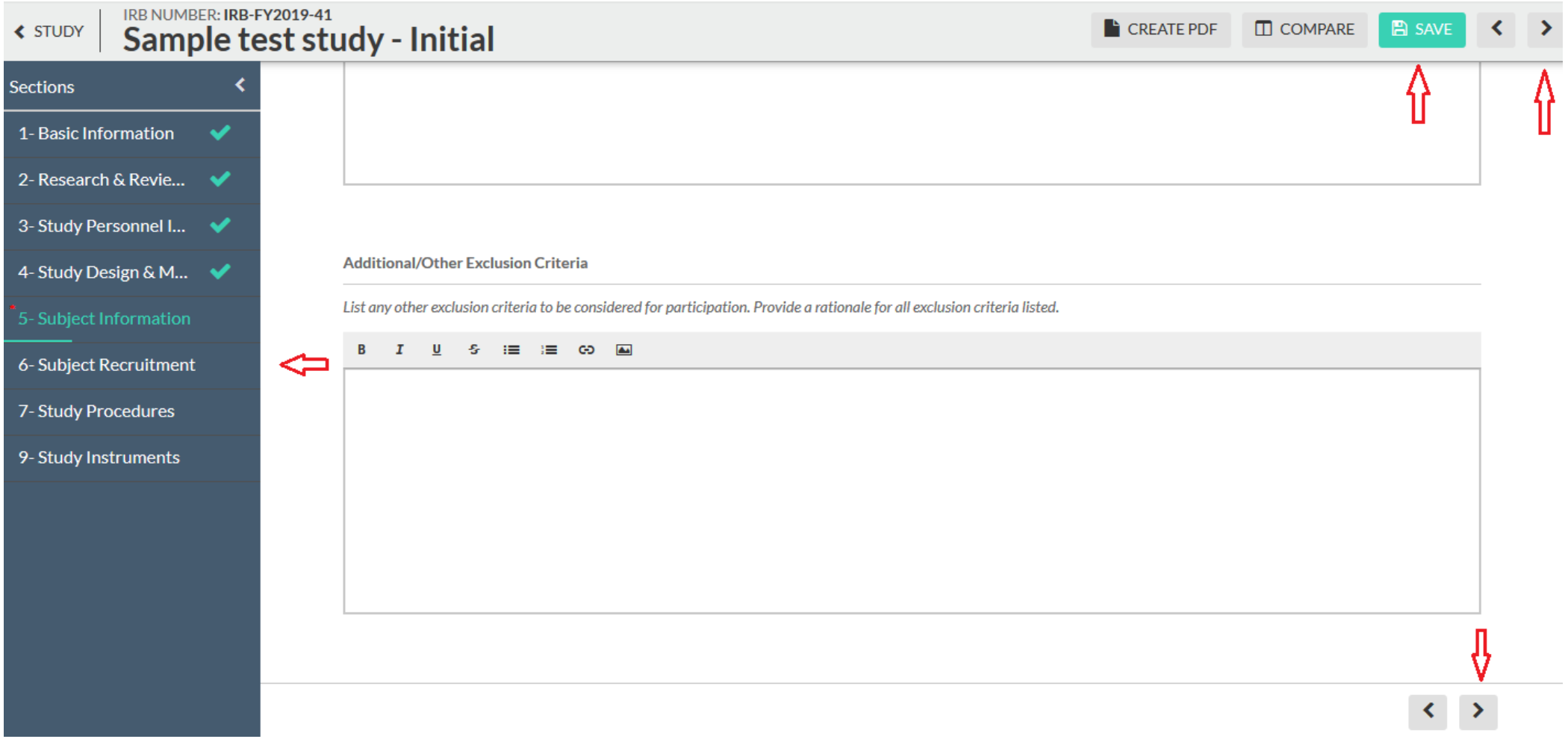


Find People – To add study personnel information in Section 3

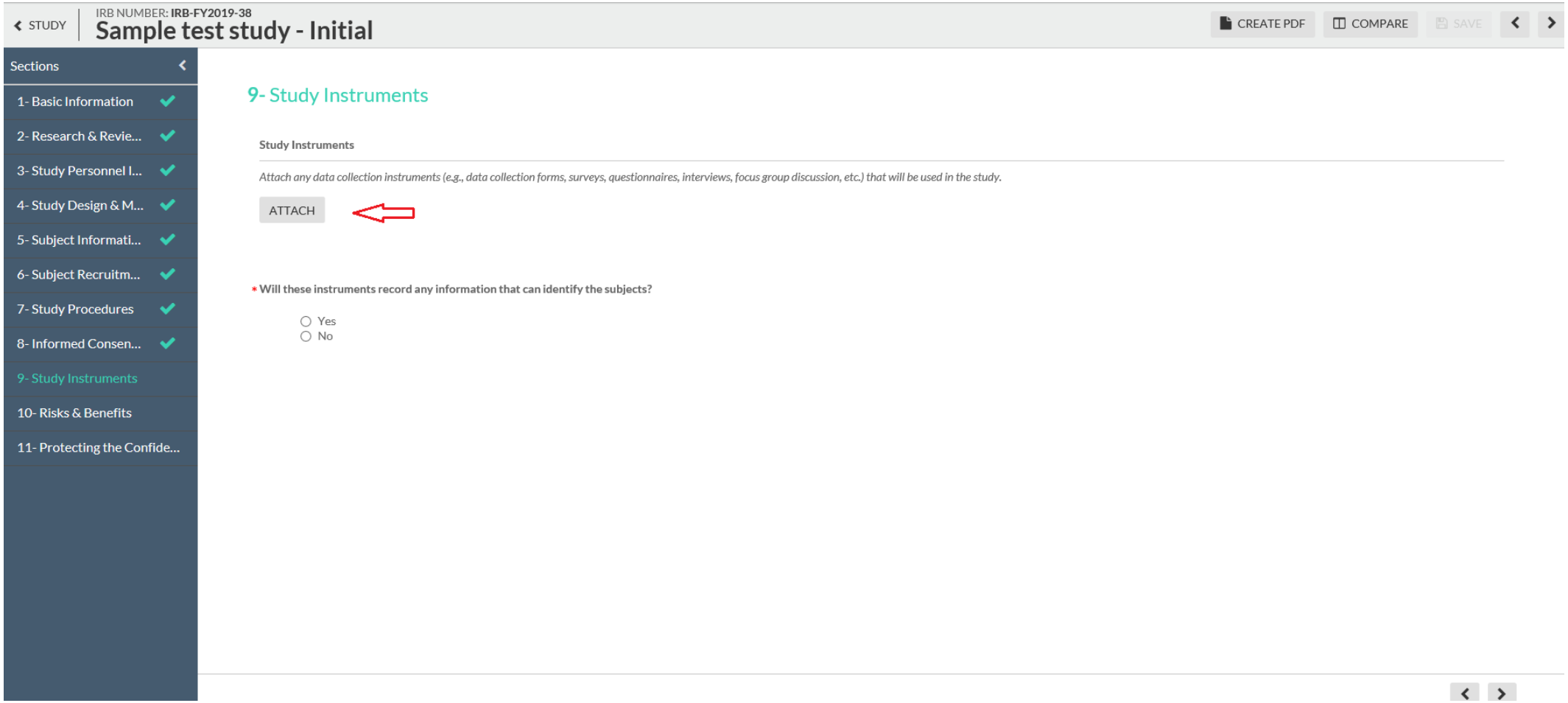
- Search for the individual or sponsor that you wish to add, select them from the list, and click **Save**.



Ensure that you SAVE your progress as you move to different sections. You can move to different sections using the › or by clicking on the section/s in the left



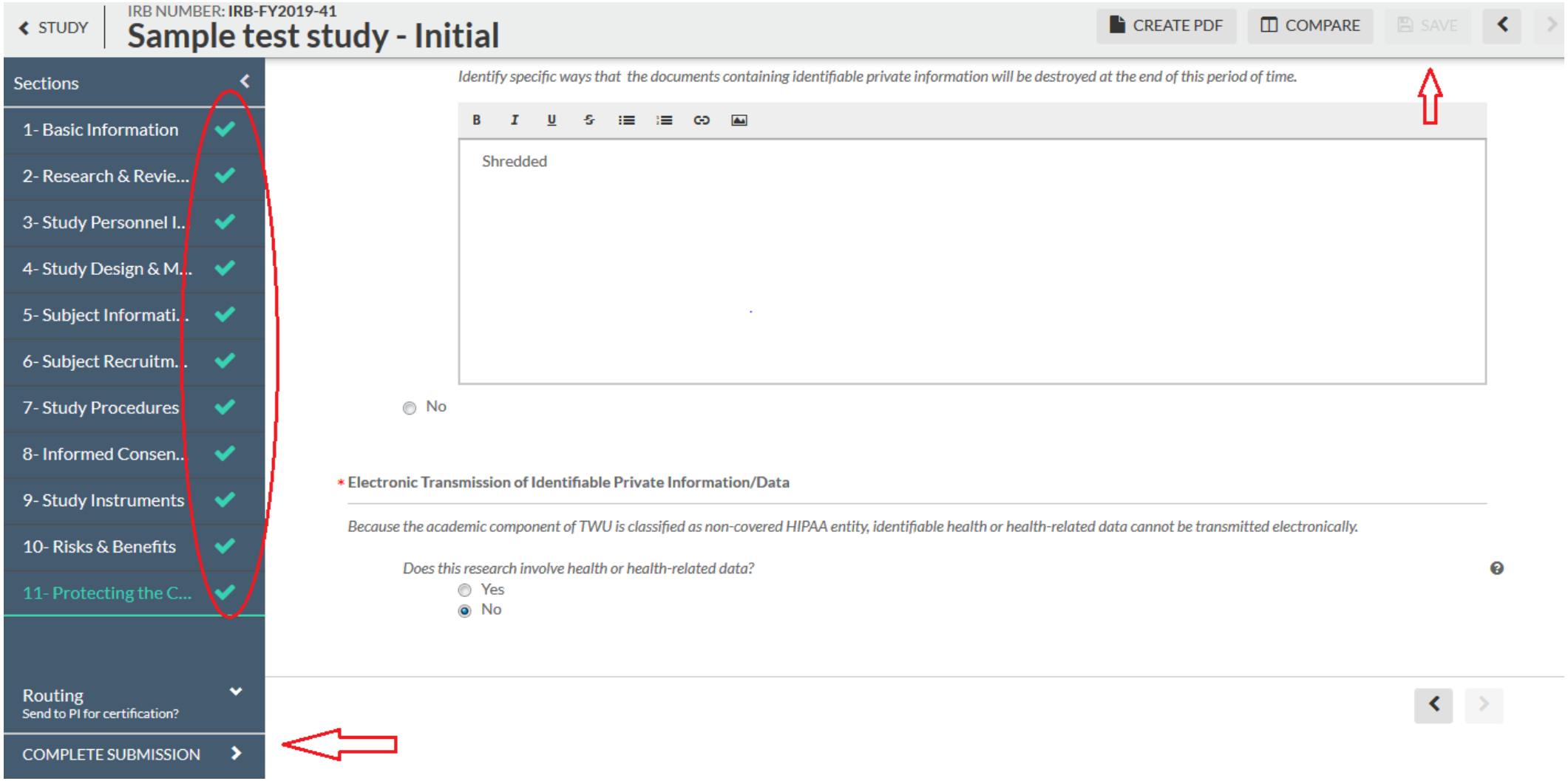
Attachments: Upload one or more files to the study by clicking ATTACH



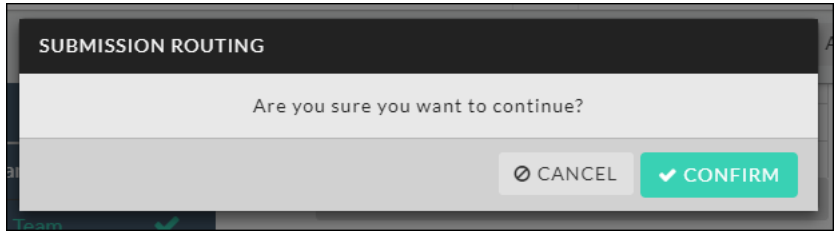
You can also include hyperlinks as "attachments" by choosing Add Link from the + drop-down menu. Cayuse IRB supports the file types listed below

File Type	Extension
Text	txt
Adobe	pdf
Raster image formats	png, bmp, gif, tif, tiff, jpg, jpeg, jp2, jpx
Vector image formats	wmf, emf, svg
Microsoft Word	doc, docx, docm
Microsoft Excel	xls, xlsx, xlsm
Microsoft PowerPoint	ppt, pps, pptx, pptm, ppsx, ppsm, sldx, sldm

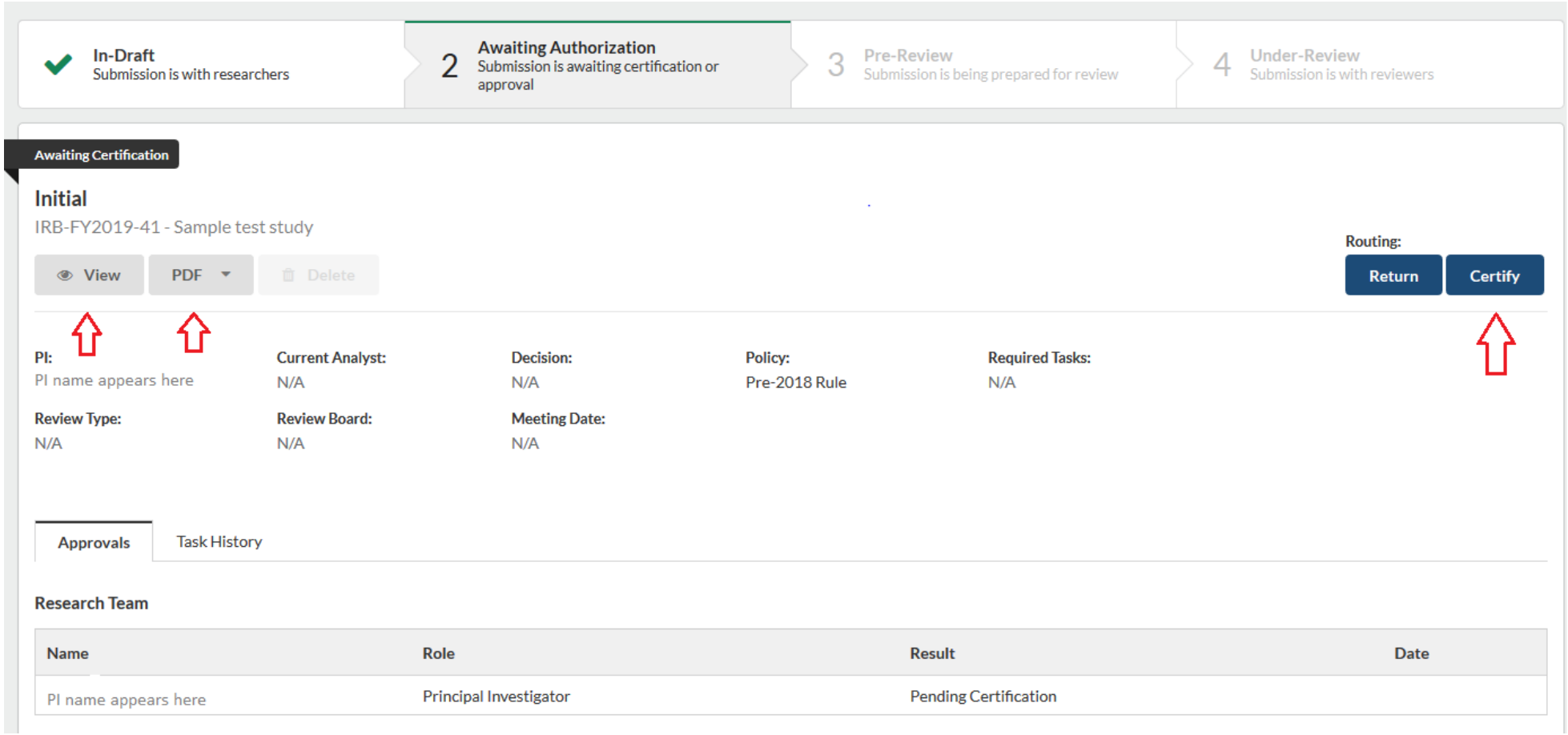
You will be able to click COMPLETE SUBMISSION and submit only when you have answered all required questions in each section, see a green check mark for each section, and saved the application.



After clicking Complete Submission, you will be prompted to **Confirm** or **Cancel**.



Once you Confirm your submission you will be directed back to study details page to Certify your submission. You will also have option to view your submission as PDF. Click certify.



Confirm your certification. A Certify the submission notification email will go out to all your Co-investigator/s, Faculty Advisor (if PI is a student) and the Department Administrator. Once everyone listed certifies, the application gets submitted for IRB review