Cayuse User Guide

Institutional Review Board

940-898-3378 | irb@twu.edu

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

https://twu.app.cayuse.com/
All TWU research personnel MUST have a Cayuse account. Email irb@twu.edu and for all other research team members. Be sure to include:

- Your name
- TWU email address
- Campus
- Department

Once you have an account set up, go to: https://twu.app.cayuse.com/ and login using your TWU Portal/Password.
Logging into Cayuse

The landing page now looks like this. Ignore all of the My Task information and go straight to the “Products” button at the top, next to your name.
Cayuse Human Ethics

Click Here.

Select “Human Ethics” from the drop-down menu.
Cayuse Dashboard
Creating a New Study

Click Here.
Adding a Title

Enter your title here.

Click on the check mark to save.
Creating a New Submission

Click here, then click on “Initial.”
Starting your Application

Click on any of these to start your application.

- **Edit**
- **PDF**
- **Delete**

**Initial**
IRB-FY2023-36 - Sample IRB Study

<table>
<thead>
<tr>
<th>PI:</th>
<th>Current Analyst:</th>
<th>Decision:</th>
<th>Policy:</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Post-2018 Rule</td>
</tr>
</tbody>
</table>

**Required Tasks:**
- **Assign PI**
- **Assign PC**
- **Complete Submission**
The red * means you must answer the question. You cannot submit until it is answered.

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

Remember to assign a Principal Investigator (PI) for the study. This question seems to be overlooked. Click on “Find People” then go on to the next slide.

Cayuse assumes the person completing the application is the Primary Contact, but will not assume they are the PI. The Primary Contact will auto-populate, but you must assign a PI.
Find People

Type your name (or the PI’s name) here and hit “Enter.”

Your name should appear here. If it is a common name, you might need to scroll down to find your name. Click on your name here, then click on the “Save” button.
Completing Your Submission

Once you see check marks for each section, the “Complete Submission” button will appear at the bottom.

*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’ and cannot be edited.
Confirm & Certify

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

If you need to make edits you can click on “Return” to reopen the submission.

If all looks good, click on “Certify.”

Confirmation dialog box: Are you sure you want to continue? [Cancel, Confirm]

Routing:
- In-Draft: Submission is with researchers
- Awaiting Authorization: Submission is awaiting certification or approval
- Pre-Review: Submission is being prepared for review
- Under-Review: Submission is with reviewers

Awaiting Certification

Initial
IRB-FY2021-3 - Sandy’s Study

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

Review Type: N/A
Review Board: N/A
Meeting Date: N/A

View PDF Delete

Tab navigation: View, PDF, Delete
Confirm one last time. After all Co-Investigators/Faculty advisors certify, your submission will route to the Organizational Approver (e.g., department chair, dean, associate dean) to certify before it is received by the IRB.

Once the submission has been certified by the Organizational Approver, the IRB analyst will pre-review your application and process accordingly.