



TEXAS WOMAN'S
UNIVERSITY™

Cayuse User Guide

Institutional Review Board

940-898-3378 | irb@twu.edu

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

<https://twu.app.cayuse.com/>

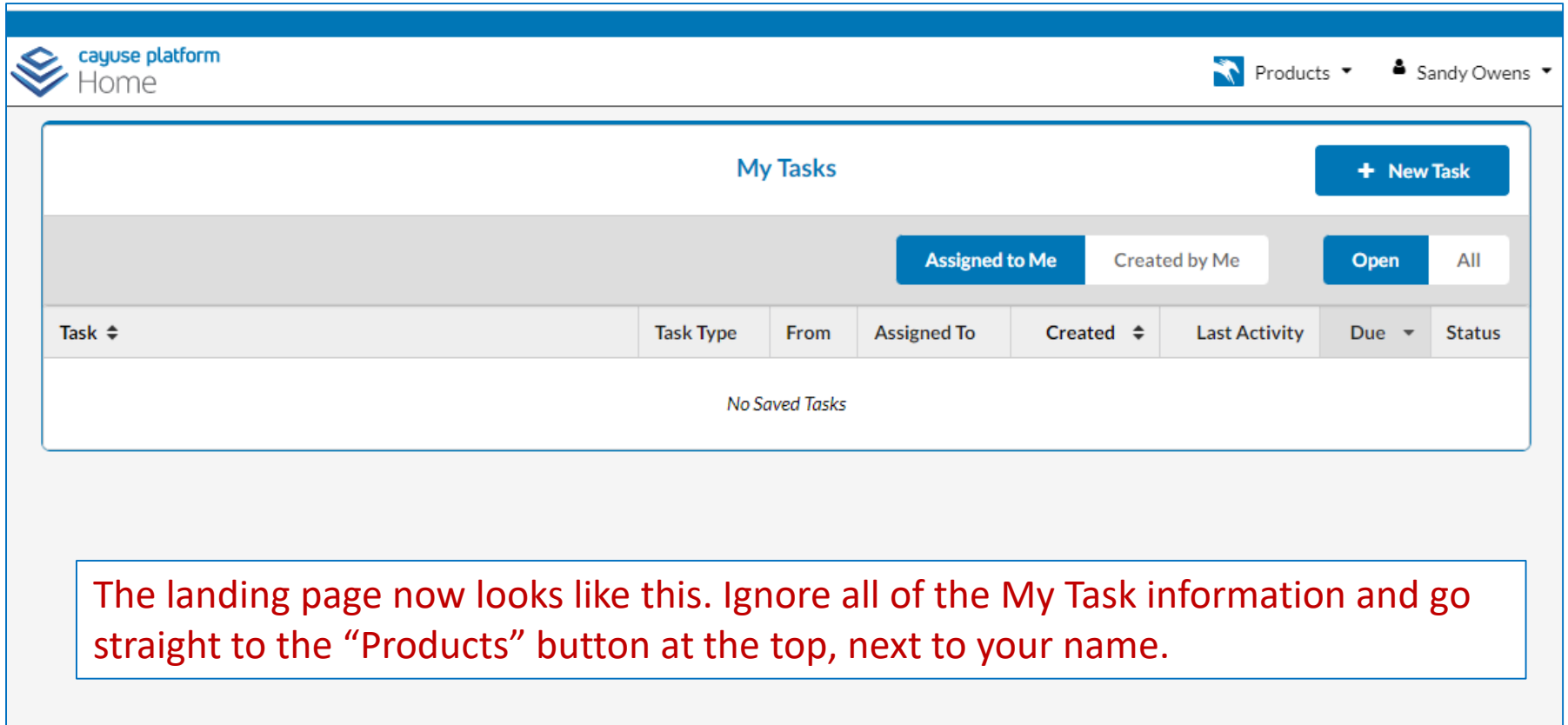
Cayuse

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.

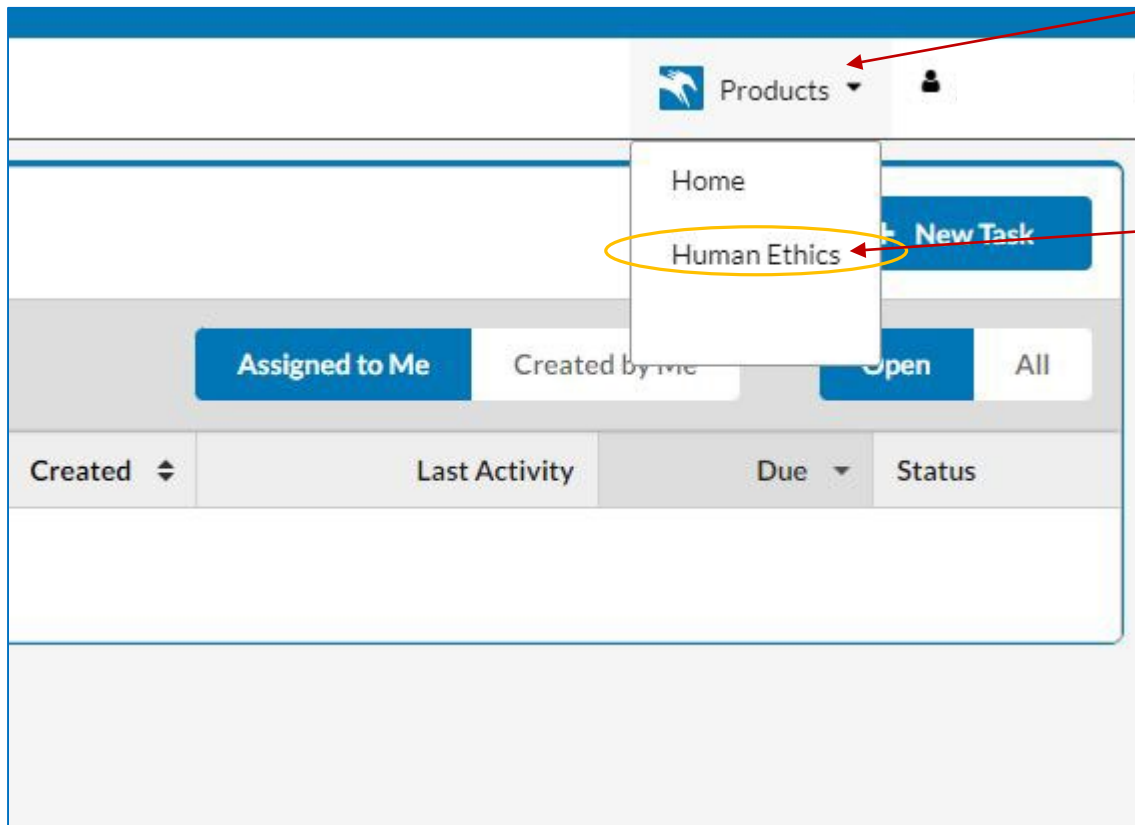
Logging into Cayuse



The screenshot shows the Cayuse platform Home page. The top navigation bar includes the Cayuse logo and 'Home' on the left, and 'Products' and 'Sandy Owens' on the right. The main content area is titled 'My Tasks' and features a '+ New Task' button. Below this are filter tabs for 'Assigned to Me' (selected), 'Created by Me', 'Open', and 'All'. A table header lists columns: Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status. The table body is currently empty, displaying 'No Saved Tasks'.

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


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 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 text 'You Have No Studies'), 'My Tasks' (empty, with a checkmark icon and 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

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

Click Here. → **+ New Study**

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

Adding a Title

The screenshot shows the Cayuse Human Ethics interface. At the top, the logo and name 'cayuse Human Ethics' are on the left, and the user's role 'Role: Researcher' and name 'Sandy Owens' are on the right. A navigation menu includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The current page is 'Study Details', with a 'New Submission' button in the top right. The main content area has a dark blue header for 'Study Details' and a light grey header for 'Submissions'. Below this is a large text input field containing 'Sample IRB Study'. A red arrow points from a box labeled 'Enter your title here.' to the text in the input field. To the right of the input field is a blue checkmark button and a grey 'x' button. A red arrow points from a box labeled 'Click on the check mark to save.' to the blue checkmark button. Below the input field are 'PDF' and 'Delete' buttons. At the bottom, there is a table of study details.

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

Creating a New Submission

The screenshot displays the Cayuse Human Ethics interface. At the top, the logo and 'Human Ethics' text are on the left, and 'Role: Researcher' and user 'Sandy Owens' are on the right. A navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area shows 'Studies / Study Details' with a 'Study Details' header. A red 'Unsubmitted' badge is present. Below, the study ID 'IRB-FY2023-36' and title 'Sample IRB Study' are shown, along with 'PDF' and 'Delete' buttons. A modal window titled 'Begin Initial Submission' is open, containing the text: 'You've created a study! Click here to begin your initial submission to the IRB.' A blue '+ New Submission' button is circled in yellow, with a red arrow pointing to it from a text box that says 'Click here, then click on "Initial."' Below the modal, a table lists various study attributes.

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	Post-2018 Rule	N/A		

Starting your Application

The screenshot displays the Cayuse Human Ethics application interface. At the top, the logo and name 'cayuse Human Ethics' are visible, along with the user's role 'Role: Researcher'. A navigation menu includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area shows a progress bar with four stages: 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 Submission. Below the progress bar, a red 'Unsubmitted' badge is present. The submission details for 'Initial' (IRB-FY2023-36 - Sample IRB Study) are shown, including buttons for 'Edit', 'PDF', and 'Delete'. A red box highlights the 'Edit' button, with a red arrow pointing to it from a text box that says 'Click on any of these to start your application.' Below the submission details, a table lists various fields: PI, Current Analyst, Decision, Policy, Required Tasks, Review Type, Review Board, and Meeting Date. The 'Required Tasks' section includes three links: 'Assign PI', 'Assign PC', and 'Complete Submission', each circled in yellow. Red arrows point from the text box to the 'Edit' button and from the 'Required Tasks' section to the 'Assign PI', 'Assign PC', and 'Complete Submission' links.

Unsubmitted

Initial
IRB-FY2023-36 - Sample IRB Study

[Edit](#) [PDF](#) [Delete](#)

PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
	N/A	N/A	Post-2018 Rule	Assign PI
Review Type:	Review Board:	Meeting Date:		Assign PC
N/A	N/A	N/A		Complete Submission

Application Form

cayuse Human Ethics

Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY2023-36

Sample IRB Study - Initial CREATE PDF COMPARE SAVE

Sections

- 1- Basic Information ✓
- 2- Research & Revi... ✓
- 3- Study Personnel Infor...
- 4- Study Purpose & Resea...
- 5- Subject Information
- 6- Subject Recruitment
- 7- Study Procedures
- 8- Informed Consent Proc...
- 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 I

12-01-2022

*** End Date**

We will use the estimated end date you provide here as a basis for your expiration date.

12-31-2023

*** Does this study require IRB?**

Yes
 No

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

cayuse Human Ethics

Role: Researcher | Sandy

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

IRB NUMBER: IRB-FY2023-36

Sample IRB Study - Initial [CREATE PDF] [COMPARE] [SAVE]

Sections

- 1- Basic Information ✓
- 2- Research & Revi... ✓
- 3- Study Personnel Infor...**
- 4- Study Purpose & Resea...
- 5- Subject Information
- 6- Subject Recruitment
- 7- Study Procedures
- 8- Informed Consent Proc...
- 9- Study Instruments
- 10- Risks & Benef...

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.

Name	Organization	Address	Phone	Email	
Sandy Owens	Research & Sponsored Programs	Texas Woman's University 304 Administration Drive, Denton, TX 76204-5619		sowens6@twu.edu	View ✕

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

PRINCIPAL INVESTIGATOR

Sandy Owens

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

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.

* Select a single record.

CANCEL SAVE

Co-Principal Investigator(s)

Completing Your Submission

cayuse Human Ethics

Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY2023-36

Sample IRB Study - Initial CREATE PDF COMPARE SAVE

3- Study Personnel ... ✓

4- Study Purpose &... ✓

5- Subject Informat... ✓

6- Subject Recruit... ✓

7- Study Procedures ✓

8- Informed Conse... ✓

9- Study Instruments ✓

10- Risks & Benefits ✓

11- Protecting the ... ✓

Routing
Send to PI for certification?

COMPLETE SUBMISSION

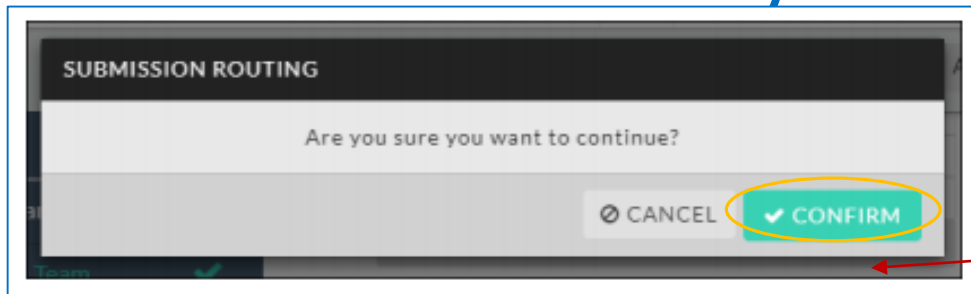
Identify specific ways that the documents containing identifiable private information will be destroyed end of this period of time.

No

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.

The screenshot shows a submission workflow interface. At the top, there is a progress bar with four stages: 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 with reviewers). Below the progress bar, there is a section titled 'Awaiting Certification' with a sub-section 'Initial' for 'IRB-FY2021-3 - Sandy's Study'. This section contains 'View', 'PDF', and 'Delete' buttons. Below this, there are fields for 'PI: Sandy Owens', 'Current Analyst: N/A', 'Decision: N/A', 'Policy: Post-2018 Rule', and 'Required Tasks: N/A'. At the bottom, there are fields for 'Review Type: N/A', 'Review Board: N/A', and 'Meeting Date: N/A'. On the right side, there is a 'Routing:' section with 'Return' and 'Certify' buttons. The 'Certify' button is highlighted with a yellow oval and a red arrow pointing to it from the left. A text box on the left explains that clicking 'Return' allows for edits. Another text box on the right explains that clicking 'Certify' is the final step if everything looks good.

Awaiting Certification

Initial
IRB-FY2021-3 - Sandy's Study

View PDF Delete

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


Routing: Return Certify

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

If all looks good, click on "Certify."

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. 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.