

New Study – Step-by-Step Instructions

Login to Cayuse Research Suite, click “Cayuse IRB”



Cayuse Research Suite

3.9.2

Research Administration Modules

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



System Administration Applications

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

Application Help

- [Research Suite Support Center](#)

Once on Dashboard – click “New Study”

A screenshot of the Cayuse Research Suite dashboard. The browser address bar shows "https://uncg-t.cayuse424.com/rs/irb/#dashboard". The dashboard header includes the "cayuse Human Ethics" logo and a user profile for "Peter Professor". Below the header are navigation tabs for "Dashboard", "Studies", "Submissions", and "Tasks". The main content area features a "New Study" button in the top right corner, highlighted by a red arrow. Below this are four summary cards: "In-Draft" (3), "Awaiting Authorization" (1), "Pre-Review" (4), and "Under Review" (2). The dashboard is organized into several sections: "My Studies" (listing IRB-FY21-36, IRB-FY21-35, IRB-FY2021-9, IRB-FY21-29, IRB-FY21-31), "My Tasks" (listing IRB-FY2021-15, IRB-FY2021-15, IRB-FY2021-15, IRB-FY2021-22, IRB-FY2021-21), "Submissions by Type" (listing Renewal, Initial, Modification, Incident, Withdrawal, Closure, Legacy), "Approved Studies" (listing IRB-FY2021-9, IRB-FY21-29), "Studies Expiring in 30 days" (listing IRB-FY2021-15), and "Expired Studies".

Add Study Title

Study Details

Melissa's Test Study 12/15/20

PDF Delete

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

Click blue check mark on right-hand side of page

Study Details

Melissa's Test Study 12/15/20

PDF Delete

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

Click “New Submission”, then “initial”

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

+ New Submission

Initial

Unsubmitted

IRB-FY21-37 Melissa's Test Study 12/15/20

PDF Delete

Approval Date:	Expiration Date:	Organization:	Active Submissions:
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

Key Contacts Attachments

Team Member	Role	Number	Email
No Key Study Contacts			

If you are completing the study application on behalf of the PI, click either “assign PI”

Unsubmitted

Initial
IRB-FY21-37 - Melissa's Test Study 12/15/20

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

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			

If you are the PI, click either “Complete Submission” OR Edit

The screenshot shows the Cayuse Human Ethics dashboard. At the top, there are navigation tabs for Dashboard, Studies, Submissions, and Tasks. The main content area displays submission details for 'Initial' (IRB-FY21-37) under the heading 'Unsubmitted'. A red arrow points to the 'Edit' button. Below the submission details, there are sections for 'Approvals', 'Task History', and 'Attachments'. A 'Research Team' table is shown with 'No entries.' A red arrow points to the 'Complete Submission' link in the 'Required Tasks' section. A blue circle with a question mark and the number '5' is in the bottom right corner.

Read the information under UNCG IRB – important info!

The screenshot shows the submission details page for 'Melissa's Test Study 12/15/20 - Initial'. The page title is 'SUBMISSION DETAILS' and the IRB number is 'IRB-FY21-37'. The main content area is titled 'Getting Started' and contains a section for 'UNCG IRB' which is circled in red. The text under 'UNCG IRB' includes a list of instructions and a link to the website. Below this, there is a statement: '* I have read the information above and I am ready to begin my submission.' with a radio button for 'Yes'. A blue circle with a question mark and the number '5' is in the bottom right corner.

Click the “yes” button to begin the application

The screenshot shows a web browser window with the URL <https://uncg-lcayuse424.com/rs/irb/#submission/edit/395387/section/0>. The page header includes the Cayuse Human Ethics logo and the user name Peter Professor. The navigation menu shows Dashboard, Studies, Submissions, and Tasks. The main content area is titled "SUBMISSION DETAILS" and "Melissa's Test Study 12/15/20 - Initial". The "Sections" sidebar on the left has "Getting Started" selected. The main content area displays the "UNCG IRB" section with the following text:

UNCG IRB

- You cannot begin data collection until a formal approval letter from the chair of the IRB has been received.
- Please allow for four weeks for IRB review of your submission. For studies requiring full committee review, the UNCG IRB meets regularly throughout the year.
- If your study is funded**, please note that it is the responsibility of the Principal Investigator to link your IRB application to your Cayuse SP record.
- For more information regarding the UNCG IRB, consent form templates, and FAQs, visit our [website](#)

* I have read the information above and I am ready to begin my submission.

Yes

Click “Submission Information” on the left-hand side of the page under “Submission Details”

The screenshot shows the same web browser window as above. The "Sections" sidebar on the left now has "Submission Information" selected, indicated by a red arrow. The main content area displays the "UNCG IRB" section with the following text:

UNCG IRB

- You cannot begin data collection until a formal approval letter from the chair of the IRB has been received.
- Please allow for four weeks for IRB review of your submission. For studies requiring full committee review, the UNCG IRB meets regularly throughout the year.
- If your study is funded**, please note that it is the responsibility of the Principal Investigator to link your IRB application to your Cayuse SP record.
- For more information regarding the UNCG IRB, consent form templates, and FAQs, visit our [website](#)

* I have read the information above and I am ready to begin my submission.

Yes

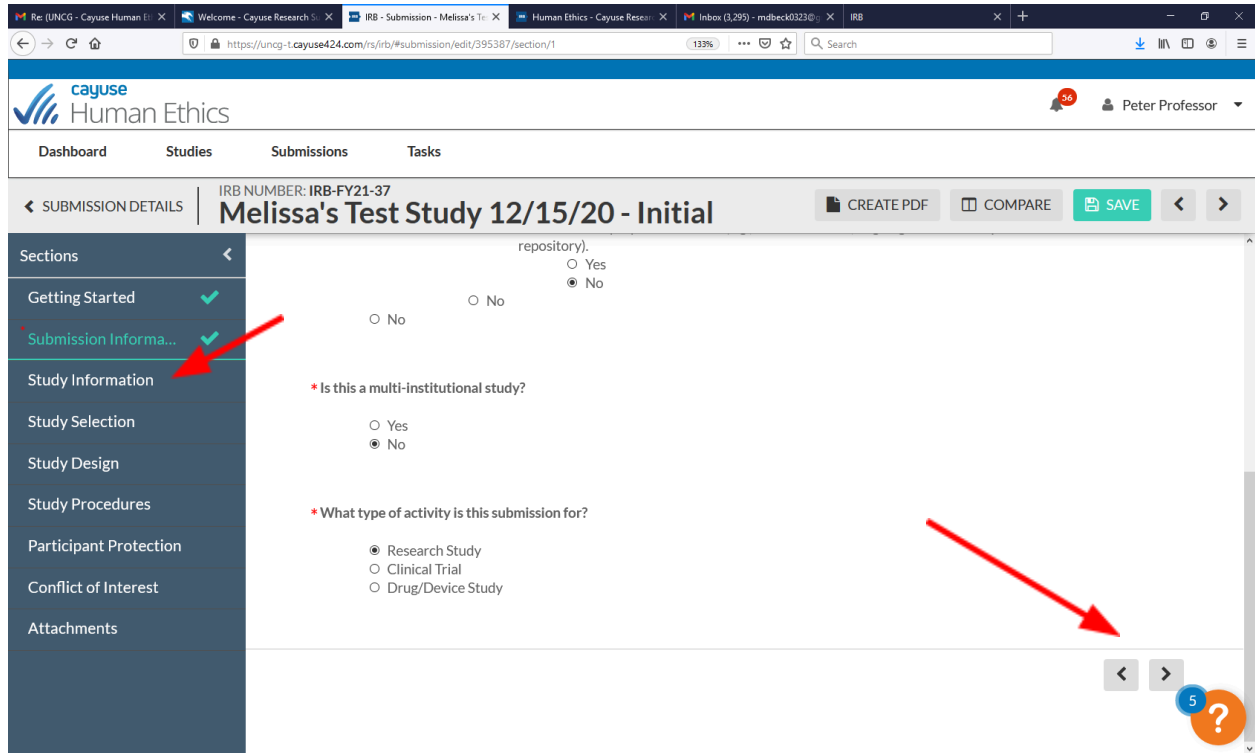
Respond to the screening questions as is applicable to your study – the responses to these questions will determine which sections of study application will appear – NOTE: There is no longer a separate exempt application – the full application will be completed for all review types – exempt, expedited, and full board. The exceptions are the IRB Determination Form (NHSR Form) and the multi-institutional research application where UNCG is not the IRB of record (UNCG is relying on the IRB review of another institution)

The screenshot shows the Cayuse Human Ethics web application interface. The browser address bar displays the URL: <https://uncg-l.cayuse424.com/rs/irb/#submission/edit/395387/section/1>. The page header includes the Cayuse Human Ethics logo and the user name "Peter Professor". The navigation menu shows "Dashboard", "Studies", "Submissions", and "Tasks". The main content area is titled "SUBMISSION DETAILS" and "Melissa's Test Study 12/15/20 - Initial". The IRB number is "IRB-FY21-37". The "Submission Information" section is active, showing two screening questions:

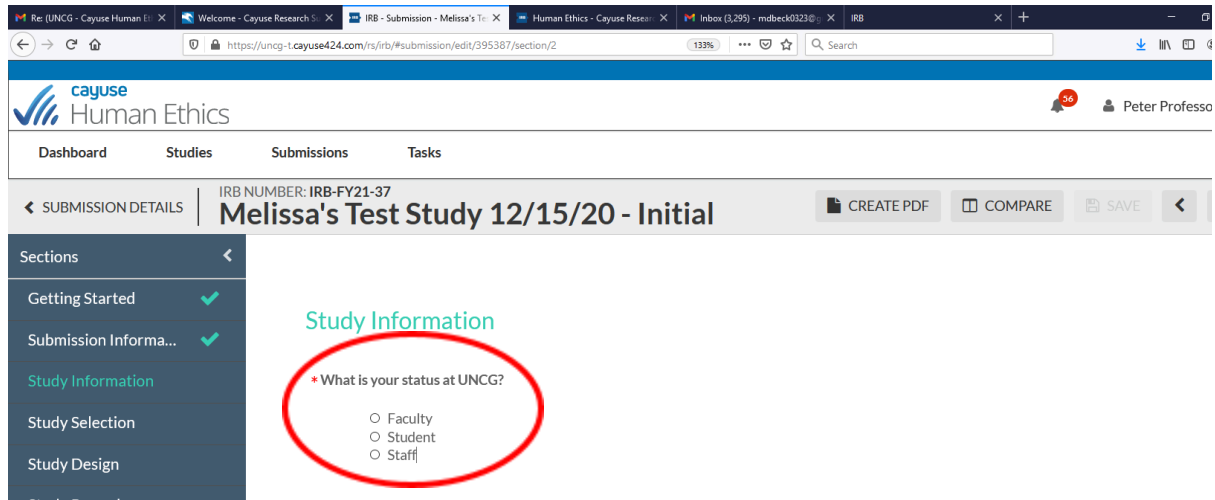
- Does your project involve a systematic investigation, including research development, testing and evaluation, which is designed to develop or contribute to generalizable knowledge? PLEASE NOTE: You should only answer yes if your activity meets all the above
 - Yes
 - No
- What type of activity is this submission for?
 - Research Study
 - Clinical Trial
 - Drug/Device Study

A blue callout box with a red arrow pointing to the first question contains the text: "Depending on the response to the first screening question, other questions may appear". The interface also includes a sidebar with "Sections" (Getting Started, Submission Information), a "CREATE PDF" button, a "COMPARE" button, a "SAVE" button, and a navigation bar with a question mark icon and the number "5".

You can navigate to the next page by clicking the arrow button on the bottom of the page or by clicking the next section header on the left-hand side of the page



Indicate the status of the "PI" of the study



Note: If a student: both undergrad and graduate students are required to input their anticipated graduation date – this is so a reminder can be sent to them to close out the study

Sections

- Getting Started ✓
- Submission Informa... ✓
- Study Information
- Study Selection
- Study Design
- Study Procedures
- Participant Protection
- Conflict of Interest
- Attachments

Study Information

* What is your status at UNCG?

Faculty

Student

* Please choose the applicable category

Undergraduate Student

* Please enter your anticipated graduation date

Graduate Student

Staff

Study Personnel

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

* Principal Investigator

Provide the name of the Principal Investigator of this study

Use the “Find People” button to find UNCG-affiliated personnel

Sections

- Getting Started ✓
- Submission Informa... ✓
- Study Information
- Study Selection
- Study Design
- Study Procedures
- Participant Protection
- Conflict of Interest

Study Personnel

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

* 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

FIND PEOPLE

Co-Principal Investigator(s)

Provide the name(s) of Investigator(s) for this study

Type the person's name into the search box, then hit either "enter" or the magnifying glass to the right of the search box

The screenshot shows a web browser window with several tabs. The active tab is titled "IRB - Submission - Melissa's T...". The address bar shows the URL "https://uncg-l.cayuse424.com/rs/irb/#submission/edit/395387/section/2". The page title is "PRINCIPAL INVESTIGATOR".

A search box at the top contains the text "Peter Professor", which is circled in red. To the right of the search box are a close button (X) and a magnifying glass icon.

Below the search box is a table with the following headers: "Name", "Organization", "Email", and "Phone". The table body is empty and contains the text "Use the search box above to find records."

At the bottom of the table area, there is a section labeled "Selected Records" with a note: "* Select a single record." Below this are two buttons: "CANCEL" and a green button with a document icon, the number "5", and a question mark icon.

At the very bottom of the page, there is a dark grey bar with the text "Conflict of Interest" on the left and "Provide the name(s) of Investigator(s) for this study" on the right.

Select staff member(s) and hit save (Note: CITI and Cayuse will interface, so CITI training will reflect when the study team member is added)

Peter Professor

Name	Organization	Email	Phone	
Peter Professor	Biology - SAMPLE	rsdemo@cayuse.com	503-297-2108	✓
Peter Proff	Office of the Prov - SAMPLE	peterprof@uncg.edu	336-555-8630	+

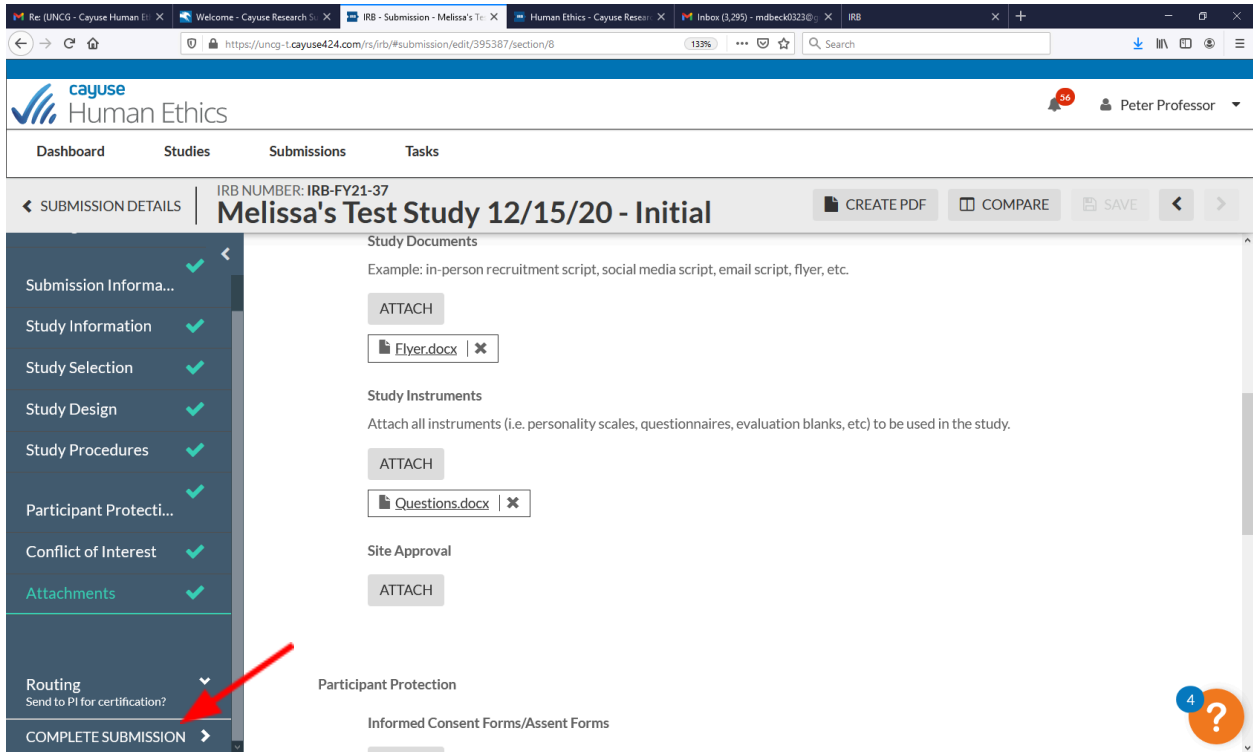
Selected Records * Select a single record.

Peter Professor

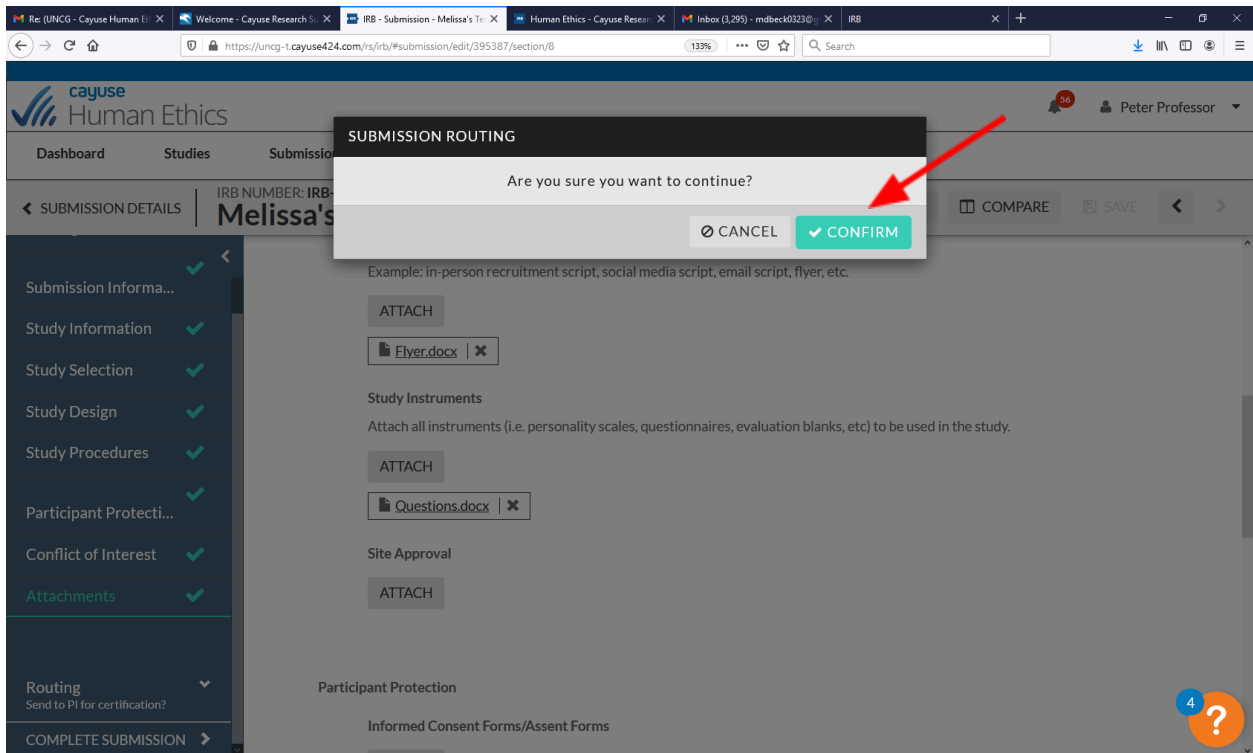
CANCEL SAVE 5 ?

Conflict of Interest Provide the name(s) of Investigator(s) for this study

Complete all remaining application sections - when finished, click "Complete Submission" on the left-hand side of the page



Click “confirm” to continue



The study will move to the “Awaiting Authorization” status

Dashboard Studies Submissions Tasks

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 with reviewers

Awaiting Certification

Initial
IRB-FY21-37 - Melissa's Test Study 12/15/20

View PDF Delete

Routing:
Return Certify

PI: Peter Professor	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		

Approvals Task History Attachments

4 ?

Click "certify" - **Please also see the "Certification Instructions"

Dashboard Studies Submissions Tasks

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 with reviewers

Awaiting Certification

Initial
IRB-FY21-37 - Melissa's Test Study 12/15/20

View PDF Delete

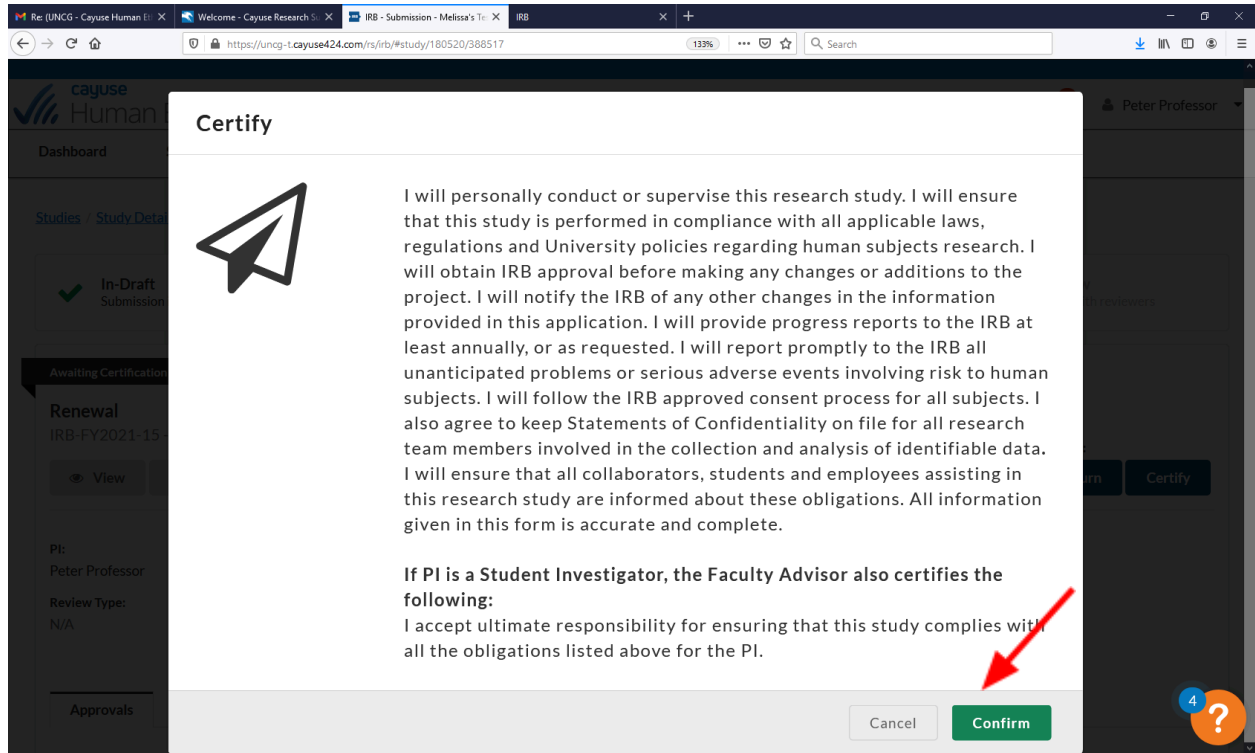
Routing:
Return Certify

PI: Peter Professor	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		

Approvals Task History Attachments

4 ?

Read the certification attestation and click “confirm” to certify the study, your study will then go to “pre-review”



The screenshot shows a web browser window with the URL <https://uncg-l.cayuse424.com/rs/irb/#study/180520/388517>. The browser tabs include 'Re: (UNCG - Cayuse Human E...', 'Welcome - Cayuse Research S...', and 'IRB - Submission - Melissa's Tr... IRB'. The main content area is a modal window titled 'Certify' with a paper airplane icon. The text in the modal reads: 'I will personally conduct or supervise this research study. I will ensure that this study is performed in compliance with all applicable laws, regulations and University policies regarding human subjects research. I will obtain IRB approval before making any changes or additions to the project. I will notify the IRB of any other changes in the information provided in this application. I will provide progress reports to the IRB at least annually, or as requested. I will report promptly to the IRB all unanticipated problems or serious adverse events involving risk to human subjects. I will follow the IRB approved consent process for all subjects. I also agree to keep Statements of Confidentiality on file for all research team members involved in the collection and analysis of identifiable data. I will ensure that all collaborators, students and employees assisting in this research study are informed about these obligations. All information given in this form is accurate and complete.' Below this text, it states: 'If PI is a Student Investigator, the Faculty Advisor also certifies the following: I accept ultimate responsibility for ensuring that this study complies with all the obligations listed above for the PI.' At the bottom right of the modal, there are two buttons: 'Cancel' and 'Confirm'. A red arrow points to the 'Confirm' button. The background shows a sidebar with navigation options like 'Dashboard', 'Studies', 'Study Data', 'In-Draft Submission', 'Awaiting Certification', 'Renewal', 'View', 'PI: Peter Professor', 'Review Type: N/A', and 'Approvals'. A user profile for 'Peter Professor' is visible in the top right, and a notification badge with the number '4' and a question mark is in the bottom right corner.