

## Submission Certification Instructions

Login to Cayuse and navigate to your Cayuse Human Ethics dashboard – you can click on the study under “My Studies” or under “Awaiting Authorization”

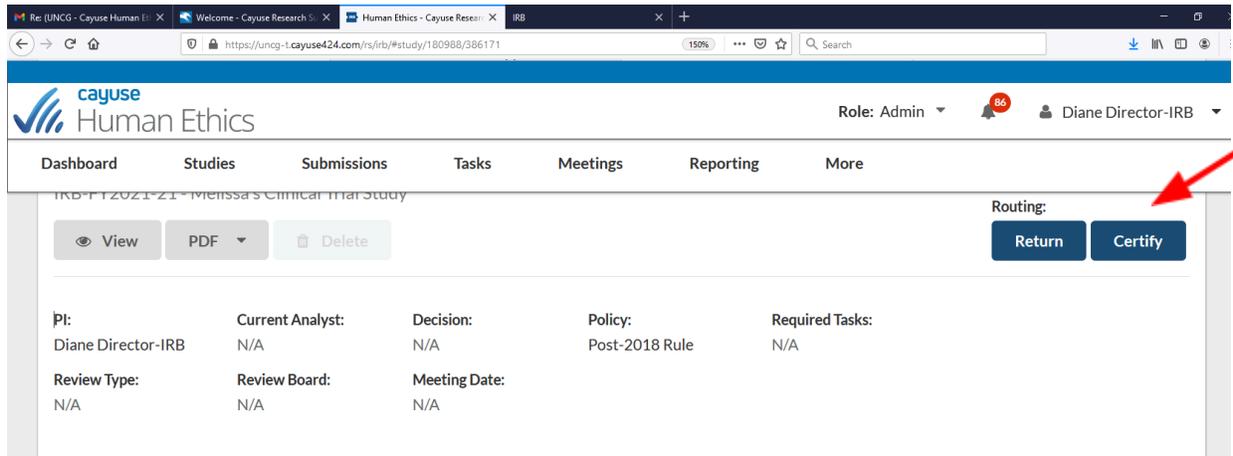
The screenshot shows the Cayuse Human Ethics dashboard. At the top, there are navigation tabs for Dashboard, Studies, Submissions, and Tasks. A 'New Study' button is in the top right. Below the navigation are four status cards: 'In-Draft' (3), 'Awaiting Authorization' (1), 'Pre-Review' (5), and 'Under Review' (2). Red arrows point to the 'Awaiting Authorization' card and the 'My Studies' list. The 'My Studies' list contains five entries, with the first one being 'Melissa's Test Study 12/15/20'. The 'My Tasks' list shows three 'Complete Submission' tasks. The 'Submissions by Type' table lists various submission types with counts: Renewal (1), Initial (12), Modification (2), Incident (0), Withdrawal (0), Closure (0), and Legacy (0). A help icon (question mark) is in the bottom right corner.

Click on the study number that requires certification

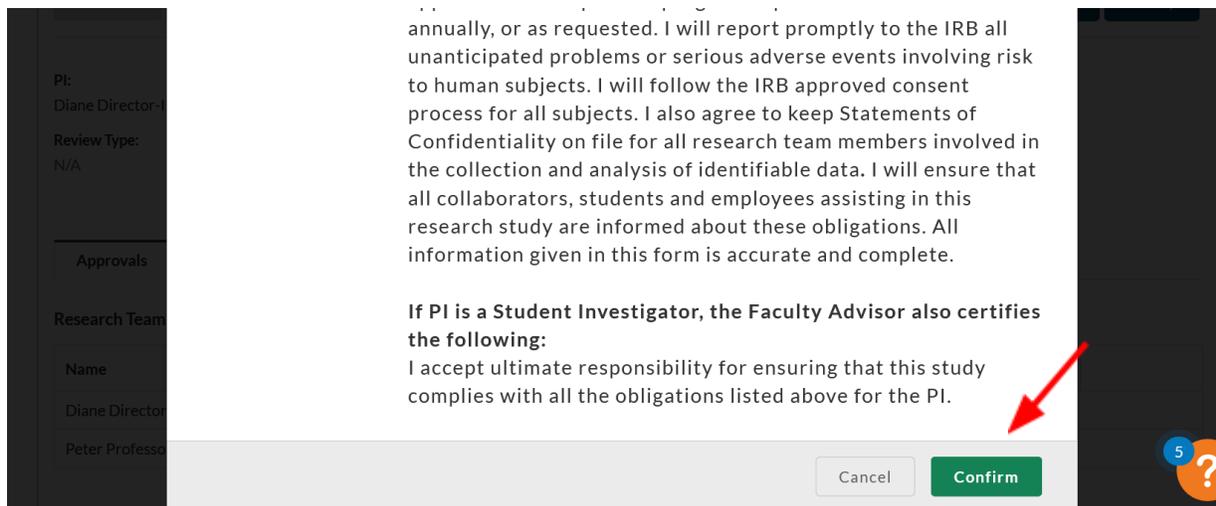
The screenshot shows the 'Submissions' page in the Cayuse Human Ethics system. The user is logged in as 'Diane Director-IRB'. The page displays a list of submissions with the following columns: IRB#, Submission, Status, Review Type, PI, Primary Reviewer, Decision, and Create Date. Two submissions are listed: 'Melissa's Test Study 12/15/20 Initial' (Status: Awaiting Org Approval) and 'Melissa's Clinical Trial Study Initial' (Status: Awaiting Certification). A red arrow points to the IRB# 'IRB-FY2021-21' in the second row.

IRB#	Submission	Status	Review Type	PI	Primary Reviewer	Decision	Create Date
<a href="#">IRB-FY21-37</a>	Melissa's Test Study 12/15/20 Initial	● Awaiting Org Approval	N/A	Peter Professor	Unassigned	--	12-15-2020
<a href="#">IRB-FY2021-21</a>	Melissa's Clinical Trial Study Initial	● Awaiting Certification	N/A	Diane Director-IRB	Unassigned	--	10-29-2020

## Click “certify”



## Click “confirm” to finalize certification



- **\*\*The Study must be certified by all required staff** - PI and Co-I for faculty/staff led studies and PI and Faculty advisor for all student-led studies/ Once the study application is approved by all staff, the study will move to the pre-review status where it will await assignment to an IRB staff member
- Once assigned to an IRB staff member, it will move to the “Under Review” status – **PLEASE NOTE:** When a study application is moved to the “under review” status, this means it is in the queue for review – it does not mean the study application is being reviewed that moment – the application can remain in the “under review” status for several days until it is actually reviewed