



Cayuse Human Ethics Overview

Cayuse Human Ethics (formerly, Cayuse IRB) is a web-based protocol management software used to simplify submissions to the IRB. This software documents the protocol process from initial submission to closure.

If you have previously used Cayuse 424 (for grant submissions), you can use the same sign-on to access Cayuse Human Ethics, because SHSU has Single Sign-on for accessing both platforms. **If you have not been added to the system, you must be added to the system before you can submit. This includes most students.** To request access, please email irb@shsu.edu and provide the following information:

- Name
- Academic Department
- Academic College
- Email
- Phone Number

A minimum of two business days is required to create new Cayuse Human Ethics users.



SAM HOUSTON STATE UNIVERSITY

A member of the Texas State University System

OFFICE OF RESEARCH AND SPONSORED PROGRAMS

Cayuse Human Ethics

A Quick Start Guide for IRB Researchers

Research and Sponsored Programs
Director of Research Compliance
(936) 294-4875 | IRB@shsu.edu



Logging in to Cayuse

To login to Cayuse directly, click the following link: <https://shsu.cayuse424.com/>

Select Cayuse Human Ethics

This software will be used for Cayuse Human Ethics submissions [**Note:** the Research Suite and SHSU website still reflect the old name for Cayuse Human Ethics].

A screenshot of the Cayuse Research Suite interface. At the top left is the Cayuse logo, which consists of a blue square with a white hand icon, followed by the text 'cayuse' in blue and 'Research Suite' in a larger, bold blue font. Below the logo is a horizontal blue line. Underneath the line, the text 'Cayuse Research Suite' is displayed in bold black font, with the version number '3.9.2' in a smaller font below it. The interface is organized into three main sections: 'Research Administration Modules', 'System Administration Applications', and 'Application Help'. Each section contains a list of links. A red arrow points to the link 'Cayuse IRB (Human Studies Compliance)' under the 'Research Administration Modules' section.

cayuse
Research Suite

Cayuse Research Suite
3.9.2

Research Administration Modules

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

System Administration Applications

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

Application Help

- [Research Suite Support Center](#)



Cayuse Human Ethics Dashboard

Shows status of submissions, studies, tasks, notifications, etc.

The screenshot shows the Cayuse IRB dashboard interface. At the top, the logo 'cayuse IRB' is on the left, and the user's role 'Role: Researcher' and name 'Sydney Hereford' are on the right. A notification bell icon is also present. Below the header is a navigation menu with tabs for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The main content area is titled 'Shows the statuses of your submissions' and features a '+ New Study' button. It contains four summary cards: 'In-Draft' (0), 'Awaiting Authorization' (1), 'Pre-Review' (0), and 'Under Review' (0). Below these are three sections: 'My Studies' (listing IRB 2020-3 and IRB 2020-2), 'My Tasks' (showing 'All Tasks Complete'), and 'Submissions by Type' (listing Renewal, Initial, Modification, Incident, Withdrawal, Closure, and Legacy). At the bottom, there are three sections: 'Approved Studies', 'Studies Expiring in 30 days', and 'Expired Studies'. A blue arrow points to the notification bell icon with the text 'Notifications will appear here. Click bell to view.'

Role: Researcher Sydney Hereford

Dashboard Studies Submissions Tasks Meetings Reporting More

Shows the statuses of your submissions

+ New Study

0 In-Draft 1 Awaiting Authorization 0 Pre-Review 0 Under Review

Shows all your studies Shows all incomplete tasks Shows you all your submissions

My Studies

IRB 2020-3	study 1
IRB 2020-2	test

View All

My Tasks

All Tasks Complete

Submissions by Type

Renewal	0
Initial	1
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Shows you your approved studies Shows soon-to-expire studies Shows expired studies

Approved Studies Studies Expiring in 30 days Expired Studies



Study versus Submission

A **study** in Cayuse Human Ethics is the essentially just the "holder" for all **submissions**. It contains all actions/changes taken on a particular research activity. Think of the relationship of a **study** to that of a drawer in a file cabinet, and **submissions** as the file folders contained within that file cabinet.



Create a new study

To create a new study, click the **New Study** button in the upper right corner on your dashboard.

The dashboard features a navigation bar with 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. A '+ New Study' button is located in the top right corner, indicated by a red arrow. Below the navigation bar are four study status cards: 'In-Draft' (0), 'Awaiting Authorization' (1), 'Pre-Review' (0), and 'Under Review' (0).

Enter a title for your study, then click the blue checkmark box to save.

The 'Study Details' form is shown with a title input field containing 'Study|'. A red arrow points to the input field. Below the input field are 'PDF' and 'Delete' buttons. A blue checkmark button is located at the bottom right of the form, indicated by a red arrow. The form also displays a table of study details:

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



Add initial submission

Click **New Submission** in the upper right corner to add the **Initial** submission for your study.

[Studies](#) / Study Details

+ New Submission

Initial

Study Details Submissions

Unsubmitted

IRB 2020-4 Study

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.			



Add initial submission

The initial submission now appears in the study details.

(The person creating the study is listed as PI by default. This can be changed while editing, if necessary.)

Click **Edit** to start working on your initial submission.

[Studies](#) / [Study Details](#) / Submission Details

1 **In-Draft**
Submission is with researchers

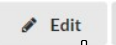


2 **Awaiting Authorization**
Submission is awaiting certification or approval

3 **Pre-Review**
Submission is being prepared for review

4 **Under-Review**
Submission is with reviewers

Unsubmitted

Initial
IRB 2020-4 - Study

 **Edit**  PDF  Delete

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

- [Assign PI](#)
- ✓ [Assign PC](#)
- [Complete Submission](#)

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

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			



Complete the protocol

- Answer the questions and attach documents, as they populate.
- The arrows in the upper right had corner allow you to navigate between sections.
- Save your protocol often until complete.

The screenshot shows the IRB submission interface. At the top, there is a navigation bar with 'SUBMISSION DETAILS' on the left, 'IRB NUMBER: IRB 2020-4' and 'Study - Initial' in the center, and 'CREATE PDF', 'COMPARE', and 'SAVE' on the right. The 'SAVE' button is circled in red. Below the navigation bar is a sidebar with 'Sections' and two items: 'Section 1. General Informa...' and 'Section 2. Study Objective...'. The main content area is titled 'Section 1. General Information' and contains the following text:

Before you get started...

Pay close attention to the "tips", "requirements", examples and help icons provided throughout this application and use them to your advantage?they are there to assist you in successfully completing your submission.

Look for the green check marks next to each section heading - once you have a green check mark, that section is complete. You will not be able to complete your submission until all sections have green check marks.

IMPORTANT: Once you've completed your s (typically Department Chair and Academic D orsp@irb.shsu.edu) to ?Certify? your submiss

TIP: This system incorporates "drag-and-drop" r your computer, which can be tedious, you can si

TIP: For any question that contains HELP TEXT, to close the help information box, you must click again directly on the '?' icon.

*A. Who will be the Primary Contact for this project?

NOTE: this is a Cayuse requirement, so whoever starts the submission is automatically assigned to this role; thus, in this case, it is okay for the PI to be listed twice in this section. Typically the Principal Investigator (PI) is Primary Contact unless a Research Coordinator will be making submissions on the PI's behalf.

FIND PEOPLE

A red box highlights the text: 'Items with a red asterisk are required fields.'



Primary Contact

A Primary Contact is required by Cayuse. Typically, this is the Principal Investigator.

Protocols cannot be submitted until each section has a checkmark.

IRB NUMBER: IRB 2020-4

Study - Initial

CREATE PDF COMPARE SAVE

Sections

- Section 1. General I... ✓
- Section 2. Study Objective...

* A. Who will be the Primary Contact for this project?

NOTE: this is a Cayuse requirement, so whoever starts the submission is automatically assigned to this role; thus, in this case, it is okay for the PI to be listed twice in this section. Typically the Principal Investigator (PI) is Primary Contact unless a Research Coordinator will be making submissions on the PI's behalf.

FIND PEOPLE

Name	Organizat...	Address	Pho...	Email	Trainings	
Sydney Hereford	Sponsored Programs	, Huntsville, TX 77341-2448	(832... 6064	rsdemo@cayus...	View	x

* B. Study Personnel

TIP: Please contact Sharla Miles, IRB Administrator at irb@shsu.edu or 936.294.4875 if your information in the system is incorrect or if you cannot find personnel in the system [NOTE: the process of adding personnel to or correcting contact information in Cayuse takes 8-12 hours to take affect].

TIP: For more information about what details you will need to provide to the IRB Administrator, click on the '?' icon to the right. To close the help information box, you must click again directly on the '?' icon.

* Who is the Principal Investigator (PI)?

TIP: Please note there can be only one PI listed on the study who is ultimately responsible for the conduct and oversight of the study including education of study staff, study management, and the protection of study participants.

Name	Organiza...	Address	Pho...	Email	Trainings	
Sydney Hereford	Sponsored Programs	, Huntsville, TX 77341-2448	(832... 6064	rsdemo@cayus...	View	x

Protocols cannot be submitted until each section has a checkmark. Unchecked sections are incomplete

Cayuse requires a primary contact. This is usually the PI



Complete Submission and Certify

Once all fields are answered, all necessary documents are attached, and all sections have a checkmark, click **Save** in the upper right corner, then click **Complete Submission**, then **Confirm**.

IRB NUMBER: IRB 2020-4
Study - Initial

Section 16. Investigator Assurance

SUBMISSION ROUTING

Are you sure you want to continue?

CANCEL CONFIRM

COMPLETION SUBMISSION

Click **Certify** on the Submissions Details page.
(If the PI is a student, their Faculty Advisor must also certify.)

Studies / Study Details / Submission Details

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 2020-4 - Study

View PDF Delete

Routing: Return Certify



Notifications and Approval

You will be notified via Cayuse Human Ethics Notifications as well as by email of protocols returned for any changes. Once your study is approved, the study will appear on your dashboard under Approved Studies.

Other Info:

- Students are required to list their faculty advisors. Advisors are required to review and certify student submissions before it can begin the review process.
- For login issues, please contact:
Sharla Miles
Office of Research and Sponsored Programs
(936) 294-4875
irb@shsu.edu