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 to Cayuse Human Ethics, please email **irb@shsu.edu** and provide the following information:

- Name
- Academic Department
- Academic College
- Email (SHSU email containing SHSU username)
- Phone Number
- Faculty sponsor on your IRB submission

Please allow a minimum of two business days for the IRB office to complete your request.
How to tell you do not have access to Cayuse

If you get this error, then you will need to contact SHSU’s IRB office at irb@shsu.edu to request access:
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 the Cayuse Platform

(1) To login to the Cayuse Platform, click the following link:
https://shsu.app.cayuse.com/

(2) Click on the Products drop-down arrow to select Human Ethics:
Cayuse Human Ethics Dashboard
Shows status of submissions, studies, tasks, notifications, etc.
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.

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

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

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.

Cayuse requires a primary contact. This is usually the PI.

Unchecked sections are incomplete.

Protocols cannot be submitted until each section has a checkmark.
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**.

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