



# 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.

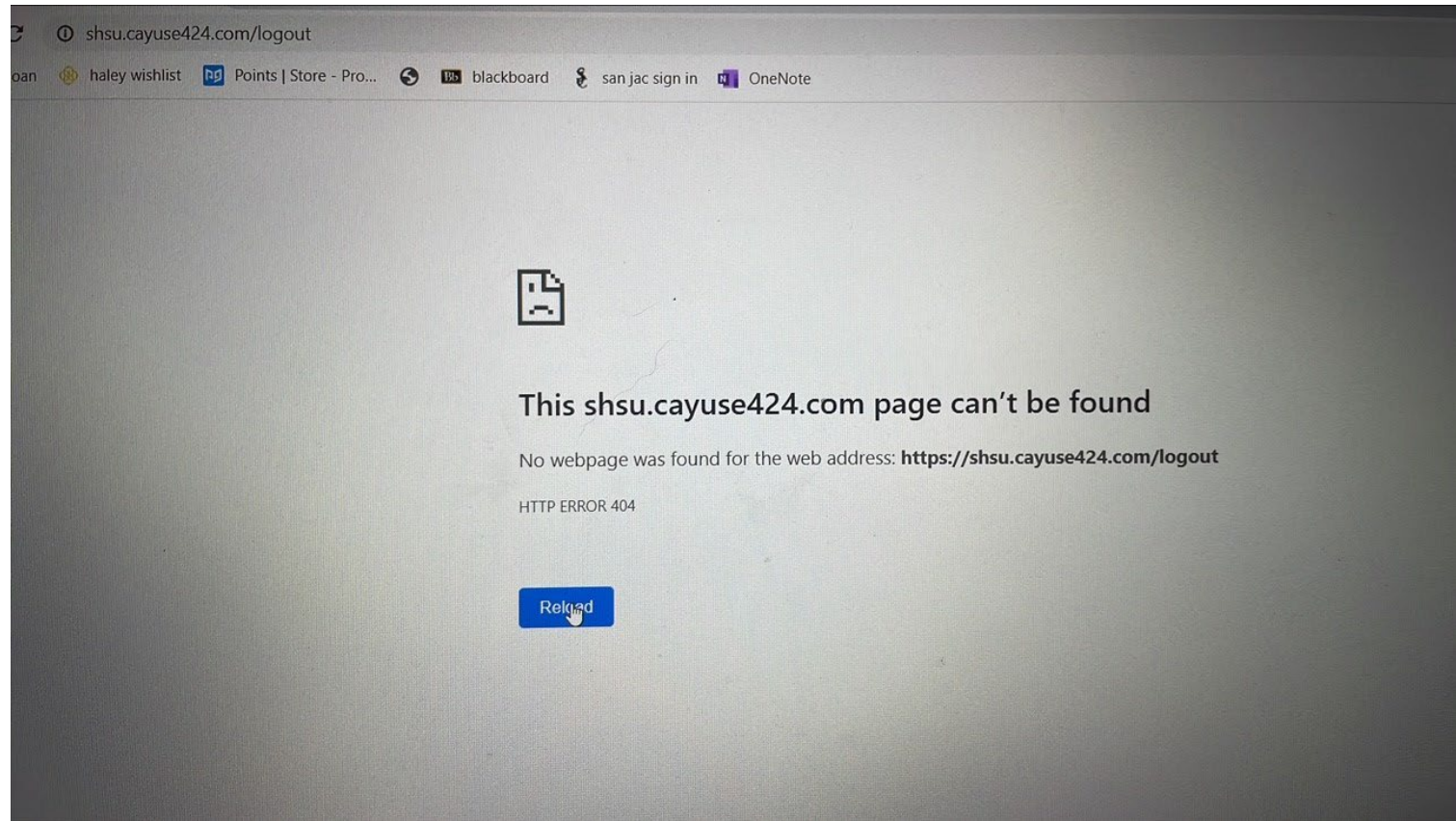
If you have previously used Cayuse 424 (for grant submissions), you can use the same sign-on to access Cayuse Human Ethics, because SHSU has Single Sign-on for accessing both platforms. **If you have not been added to the system, you must be added to the system before you can submit. This includes most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





SAM HOUSTON STATE UNIVERSITY

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OFFICE OF RESEARCH AND SPONSORED PROGRAMS

# Cayuse Human Ethics

## A Quick Start Guide for

### IRB Researchers

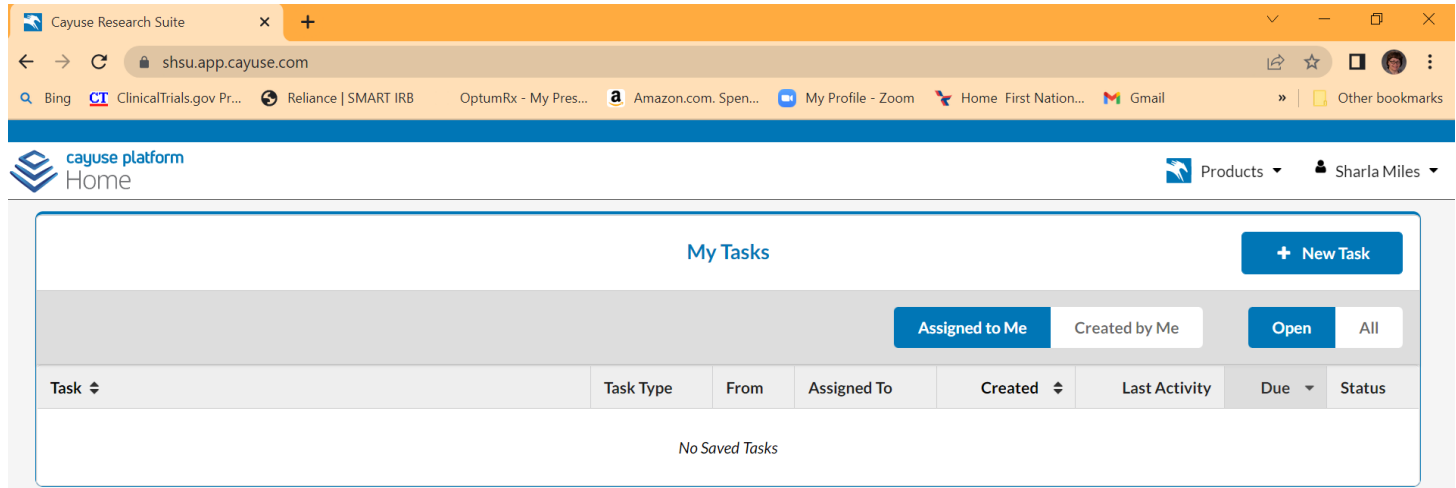
Research and Sponsored Programs  
Director of Research Compliance  
(936) 294-4875 | [IRB@shsu.edu](mailto:IRB@shsu.edu)



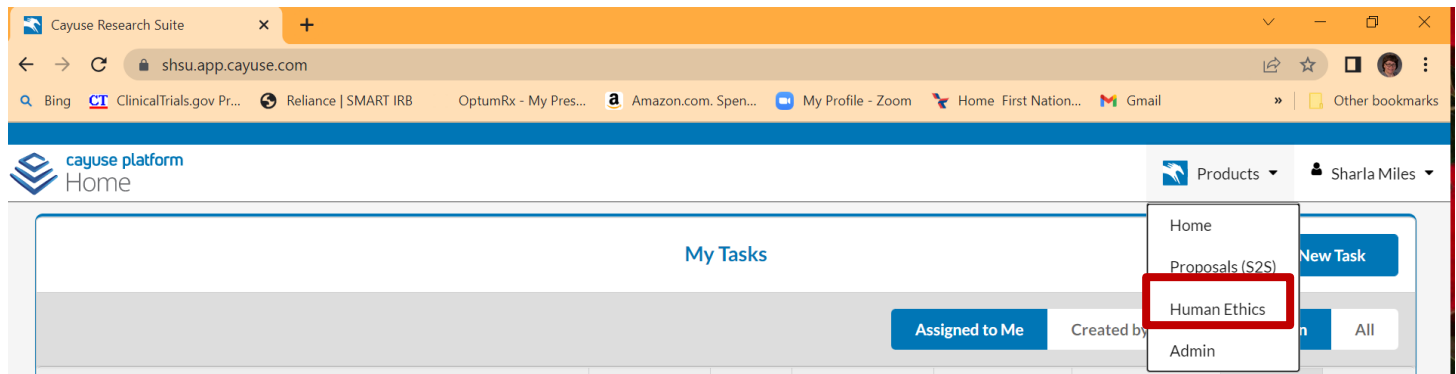
# Logging in to the Cayuse Platform

(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.

The screenshot shows the Cayuse IRB Human Ethics Dashboard. At the top, the user is logged in as 'Sydney Hereford' with the role of 'Researcher'. The dashboard features a navigation menu with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. A notification bell icon is present, with a red badge indicating 1 notification. A blue arrow points to the bell icon with the text: 'Notifications will appear here. Click bell to view.'

The main content area is titled 'Shows the statuses of your submissions' and includes a '+ New Study' button. It displays four summary cards:

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

Below these cards are three main sections:

- Shows all your studies:** A table titled 'My Studies' with two entries: 'IRB.2020-3 study 1' and 'IRB.2020-2 test'. A 'View All' button is at the bottom.
- Shows all incomplete tasks:** A section titled 'My Tasks' showing 'All Tasks Complete' with a checkmark icon.
- Shows you all your submissions:** A table titled 'Submissions by Type' with the following data:

Submission Type	Count
Renewal	0
Initial	1
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

At the bottom, there are three more sections:

- Shows you your approved studies:** A section titled 'Approved Studies'.
- Shows soon-to-expire studies:** A section titled 'Studies Expiring in 30 days'.
- Shows expired studies:** A section titled '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 to the right of the input field, 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:                      Current Analyst:                      Decision:                      Policy:                      Required Tasks:

N/A                      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.			



# 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 for 'Study - Initial' (IRB NUMBER: IRB 2020-4). The top navigation bar includes 'SUBMISSION DETAILS', 'CREATE PDF', 'COMPARE', and 'SAVE' (circled in red). The left sidebar shows 'Sections' with 'Section 1. General Information' selected. The main content area is titled 'Section 1. General Information' and contains instructions and tips. A red box highlights a required field: '\*A. Who will be the Primary Contact for this project?'. A text box explains that items with a red asterisk are required fields.

IRB NUMBER: IRB 2020-4  
Study - Initial

CREATE PDF COMPARE SAVE

Sections <

\* Section 1. General Informa...  
Section 2. Study Objective...

Section 1. General Information

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](mailto:orsp@irb.shsu.edu)) to ?Certify? your submiss

**TIP:** This system incorporates "drag-and-drop" f 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

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... (unchecked)

\*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](mailto: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 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**.

The screenshot shows the 'SUBMISSION DETAILS' page for 'Study - Initial' (IRB NUMBER: IRB 2020-4). The left sidebar lists sections: Section 1. General I..., Section 2. Study Obj..., Section 11 Confiden..., Section 16. Investig..., Routing (Send to PI for certification?), and COMPLETE SUBMISSION. The 'Routing' section is circled in red. A 'SUBMISSION ROUTING' dialog box is displayed in the center, asking 'Are you sure you want to continue?' with 'CANCEL' and 'CONFIRM' buttons. The 'CONFIRM' button is highlighted in green.

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

The screenshot shows the 'Submission Details' page for 'Initial' (IRB 2020-4 - Study). The status is 'Awaiting Certification'. The page 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-Review (Submission is with reviewers). The 'Awaiting Certification' stage is highlighted. Below the progress bar, there are buttons for 'View', 'PDF', and 'Delete'. At the bottom right, there are 'Return' and 'Certify' buttons. A red arrow points to the 'Certify' button.



# 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](mailto:irb@shsu.edu)