



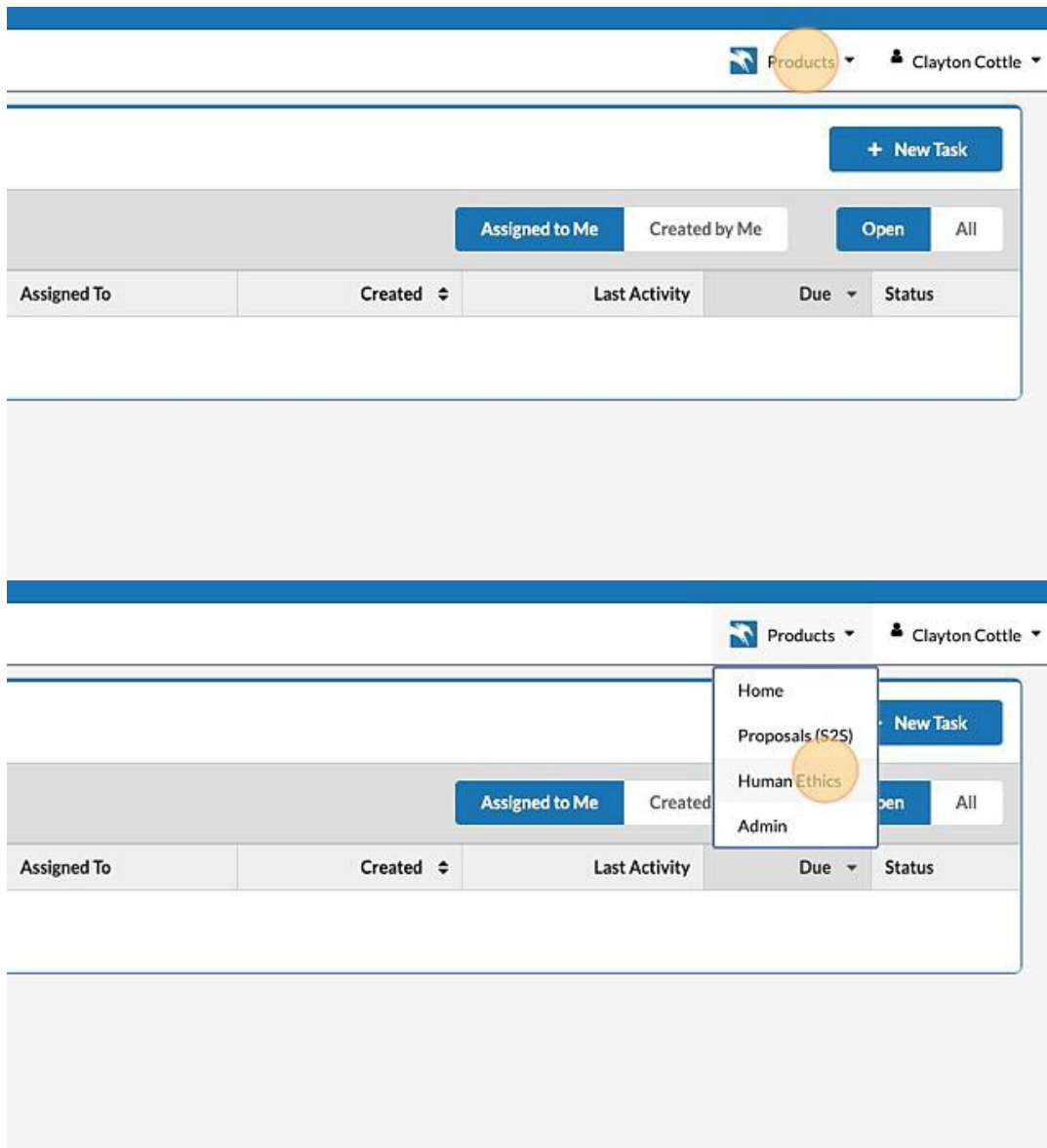
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Cayuse Human Ethics (IRB) Quick Start Guide

Navigating SHSU's Human Ethics Submission System

1. Logging in to Cayuse IRB (See screen captures below)

1. Go to <https://shsu.app.cayuse.com/>.
2. Click "Log in with SHSU credentials."
3. Enter your **SHSU username and password** and authenticate via Duo if required.
4. Click the Products selector drop down arrow and select Human Ethics





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Welcome to your Research Dashboard!

The screenshot shows the Cayuse IRB Research Dashboard for a user named Sydney Hereford. The dashboard is divided into several sections:

- Submission Statuses:** A row of four cards showing counts for different stages: In-Draft (0), Awaiting Authorization (1), Pre-Review (0), and Under Review (0).
- My Studies:** A table listing studies with columns for ID and Name.

Study ID	Study Name
IRB 2020-3	study 1
IRB 2020-2	test
- My Tasks:** A section indicating "All Tasks Complete" with a checkmark icon.
- Submissions by Type:** A table showing counts for various submission types.

Submission Type	Count
Renewal	0
Initial	1
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0
- Approved Studies:** A section for "Shows you your approved studies".
- Studies Expiring in 30 days:** A section for "Shows soon-to-expire studies".
- Expired Studies:** A section for "Shows expired studies".

2. Locating Active or Pending Studies

- After logging in, you will be on the **Cayuse Dashboard**.
- Click **"Human Ethics"** to access IRB submissions.
- Your studies will appear under **My Studies (see screen capture below)**:
 - **Drafts:** Incomplete submissions (not yet sent to IRB).
 - **Under Review:** Submitted but not yet approved.
 - **Approved:** Studies that have received IRB approval.

This close-up screenshot shows the "My Studies" section of the dashboard. It features a table with two rows of study information:

Study ID	Study Name
IRB 2020-3	study 1
IRB 2020-2	test

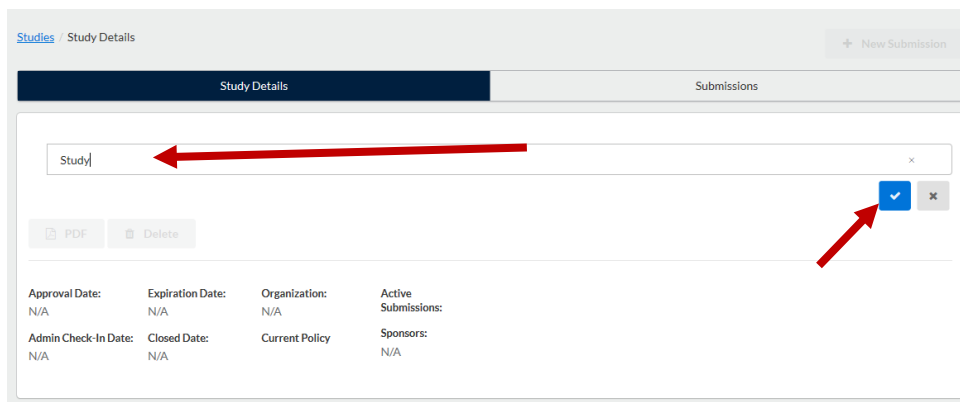
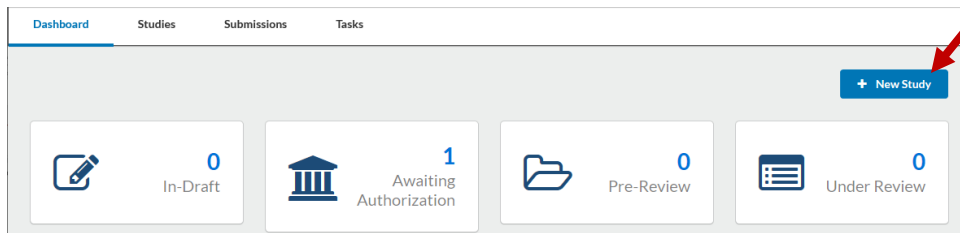
Below the table is a "View All" button.



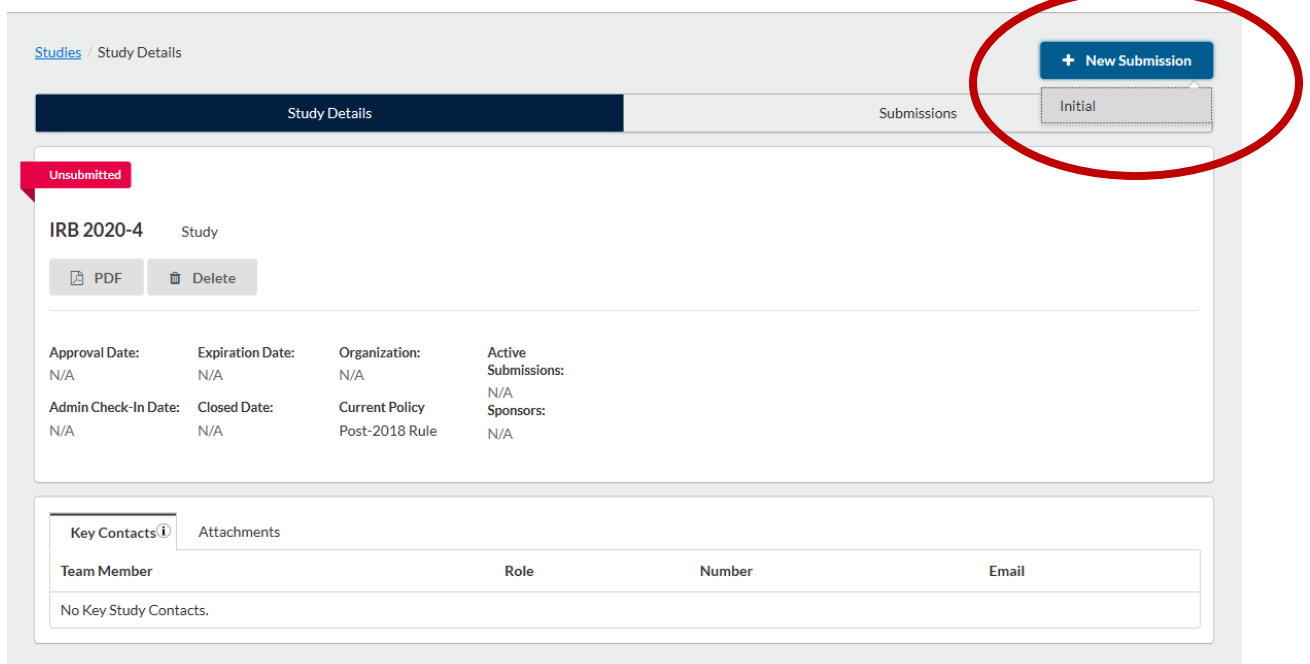
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3. Understanding Key Buttons & Navigation

- "New Study" – Start a new IRB application.



- "New Submission" – For PIs who need to submit a **Modification, Continuing Review, or Study Closure** for an already approved study. This button is used to request changes or report updates to the IRB. **For new studies that have not yet been approved by the IRB, the only available option will be "Initial."**





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- **"Edit"** – Make changes to an existing draft before 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: 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.			

- **"View"** – Open a submitted study (read-only mode).

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](#)

- **"Submit"** – Finalize and send your study to the IRB for review. Submitting your application is a four-step process:

IRB NUMBER: IRB 2020-4

Study - Initial

CREATE PDF COMPARE SAVE

Section 10. Investigator Assurance

* A. I certify that the proposed research is not currently underway and will not begin until PHSC approval has been obtained.

Are you sure you want to continue?

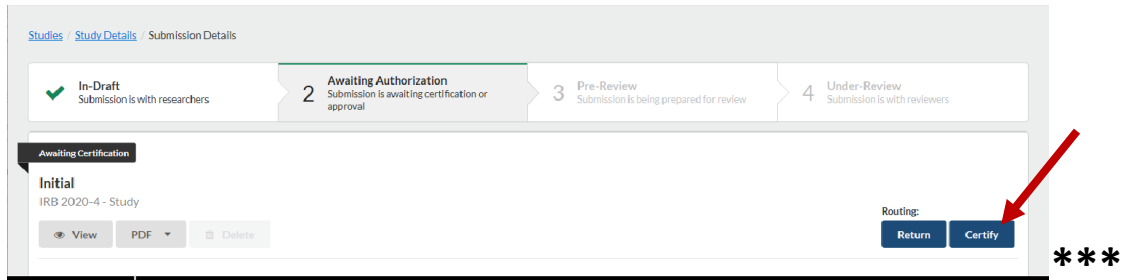
[CANCEL](#) [CONFIRM](#)

Routing: Send to PI for certification?

COMPLETE SUBMISSION



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***This step will need to be confirmed also.

4. Navigating Between Sections

- Applications are divided into sections (e.g., General Information, Methodology, Project Information, etc.).
- Use the **left-side navigation panel** to move between sections.
- Required fields are marked with an **asterisk (*)** – incomplete sections prevent submission.
- All section must have a check mark to be considered complete

5. Technical Issues & Assistance

For **technical issues related to Cayuse Human Ethics**, contact the **SHSU IRB Office** to request assistance. The SHSU IRB staff work directly with **Cayuse's support team** to address system-related concerns.

For **IRB-related questions**, email **Sharla Miles, IRB Administrator** at irb@shsu.edu or visit [the SHSU IRB website](#). For further guidance, please access SHSU's IRB SOPs [\[link to site\]](#) or check out SHSU's IRB Guidance for additional information [\[link to site\]](#).