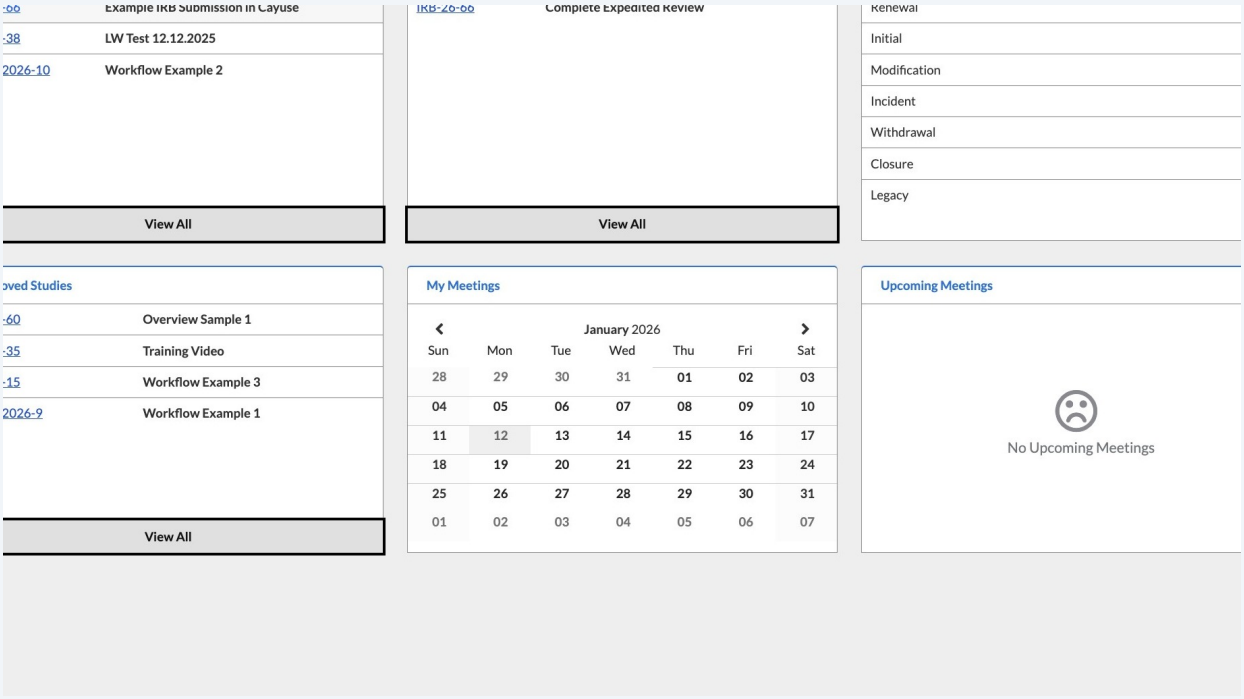
# How to Complete An IRB Review in Cayuse

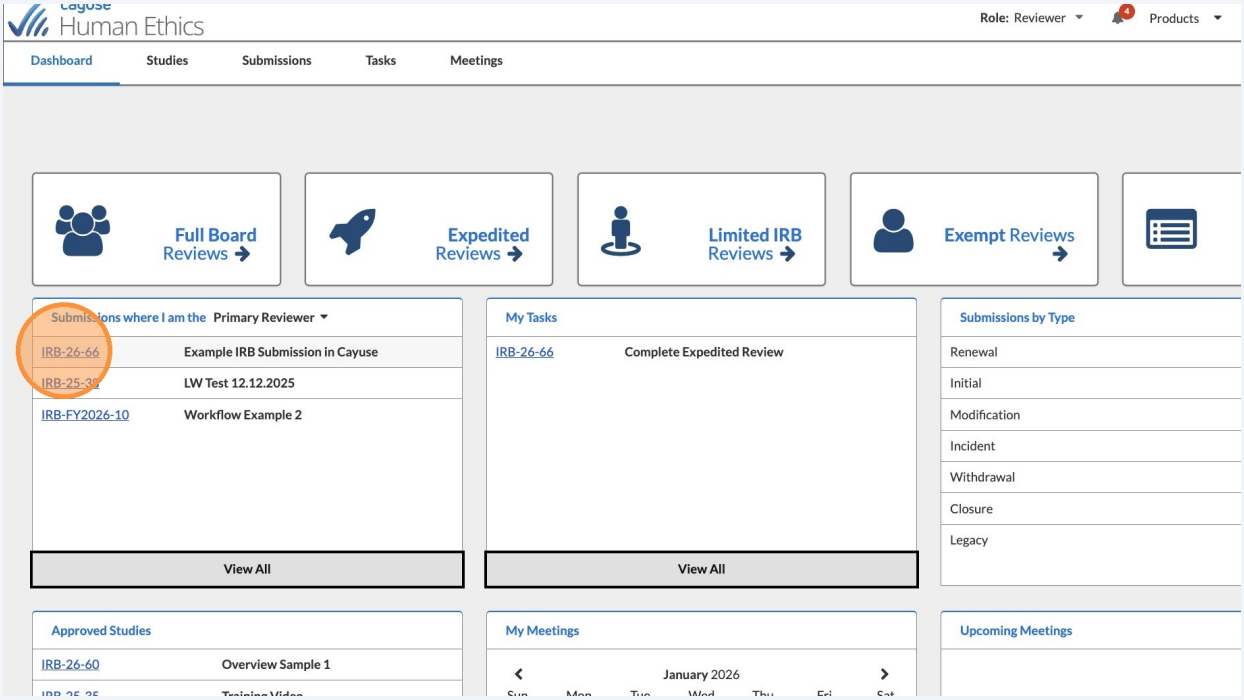
This guide provides a step-by-step process for completing an IRB review in Cayuse, ensuring that reviewers can efficiently navigate submissions and provide necessary feedback. It highlights key features like commenting, checklist completion, and decision-making, which streamline the review process.

## 1 Navigate to your **Cayuse Dashboard!** https://usm.app.cayuse.com/

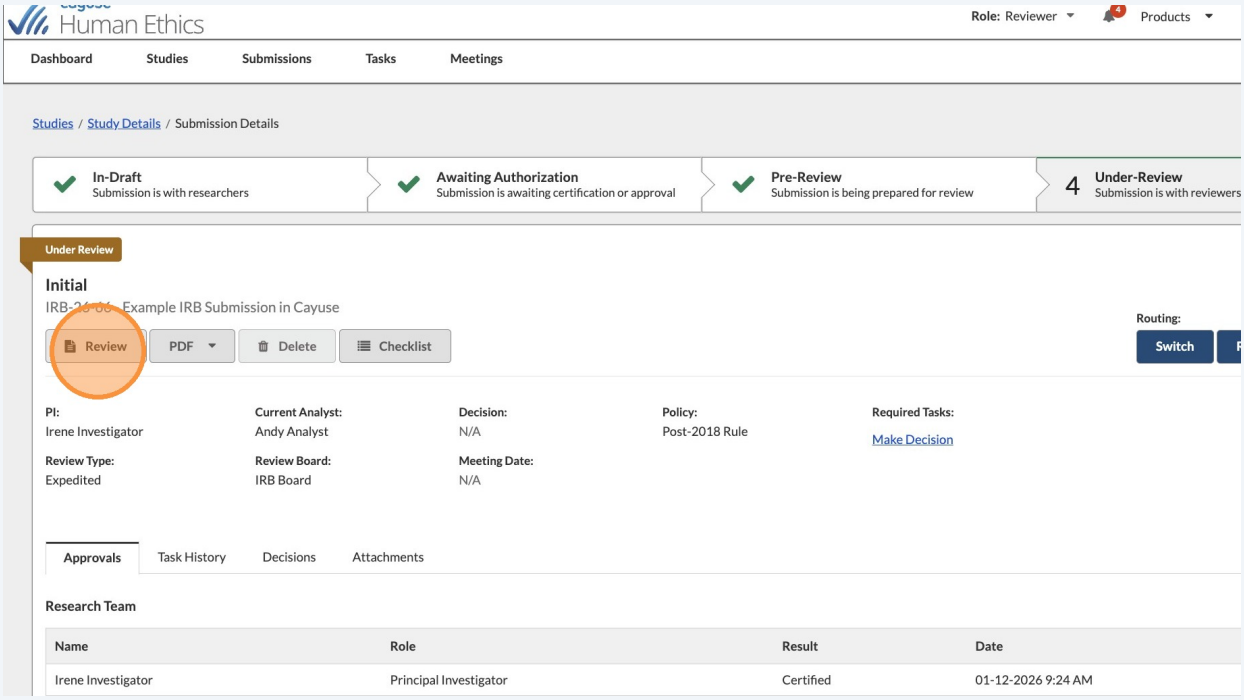


2 **Locate** the area labeled as **"Submissions Where I Am the Primary Reviewer"** or the **"My Tasks"** to select a protocol.

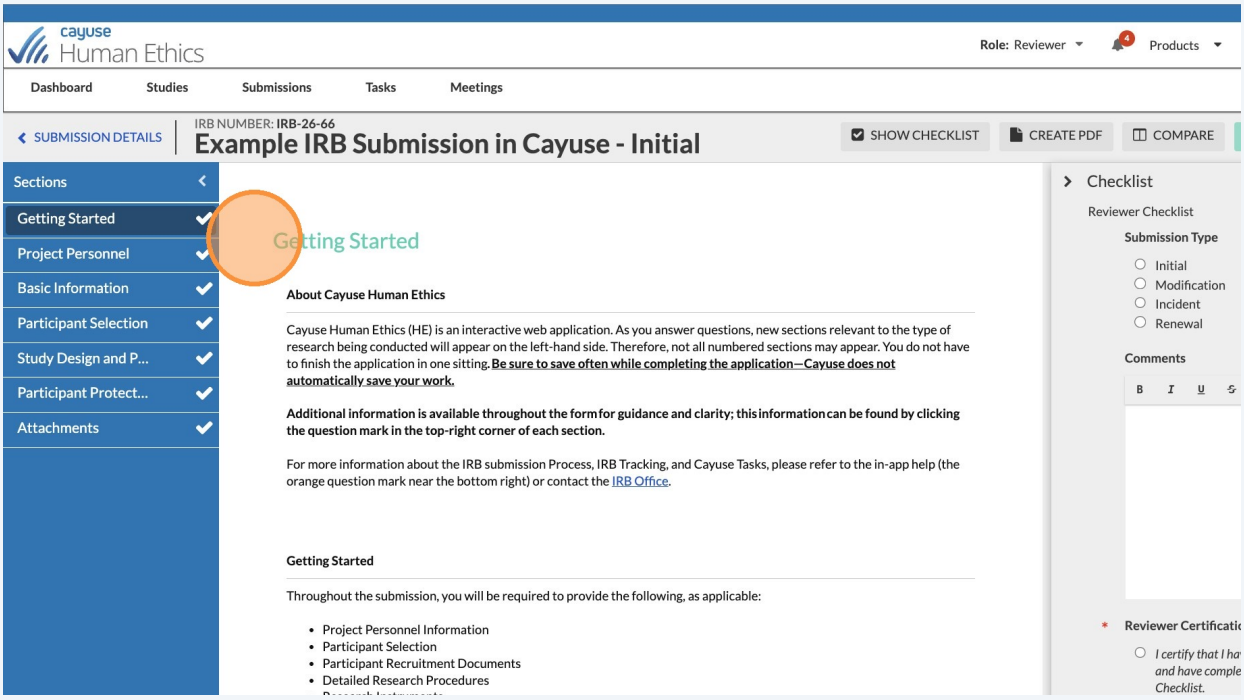
**Note: You will also receive email notifications of each protocol that you are assigned to review.**



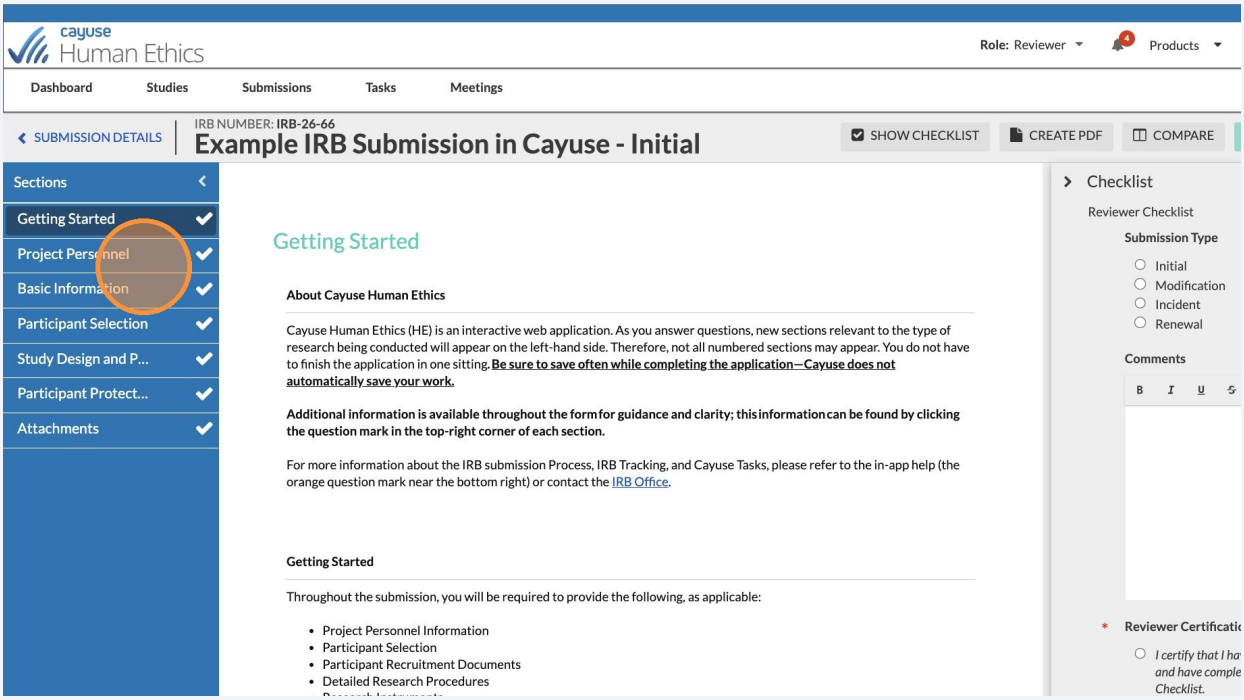

3 Click **"Review"**



**4** Once you open the submission, you will see a page entitled **"Getting Started"**.

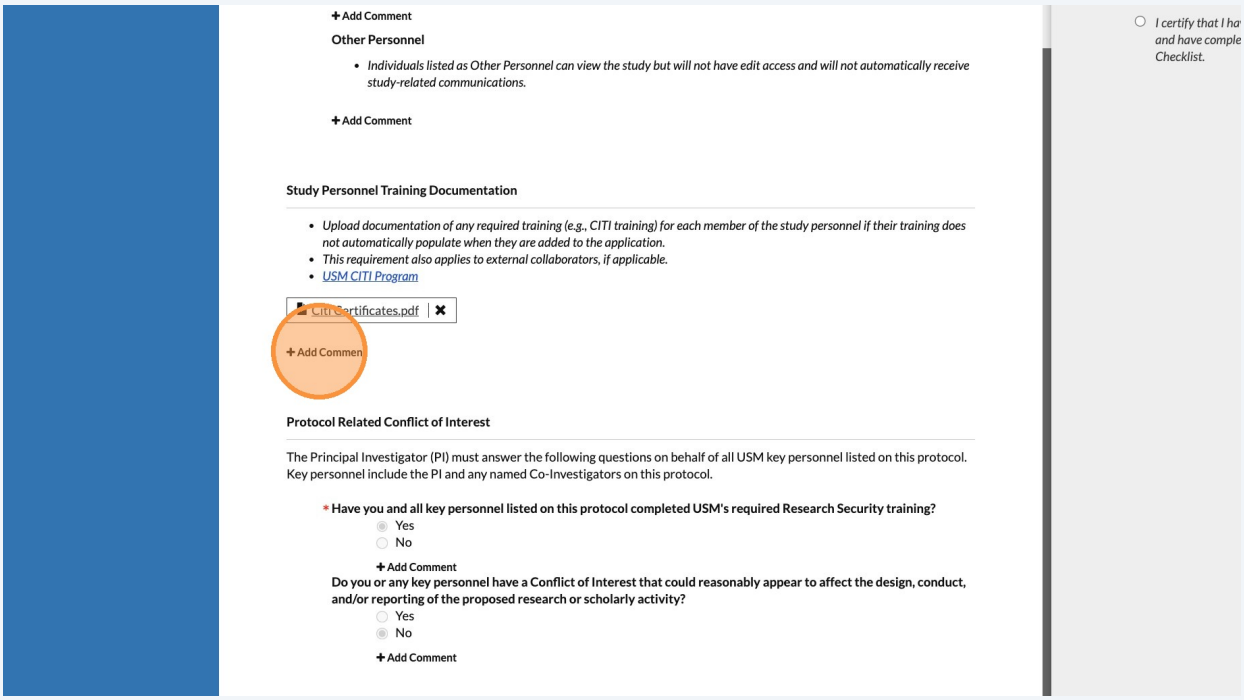



**5** To begin your review, please **navigate to each tab** on the left to review each section of the protocol submission.

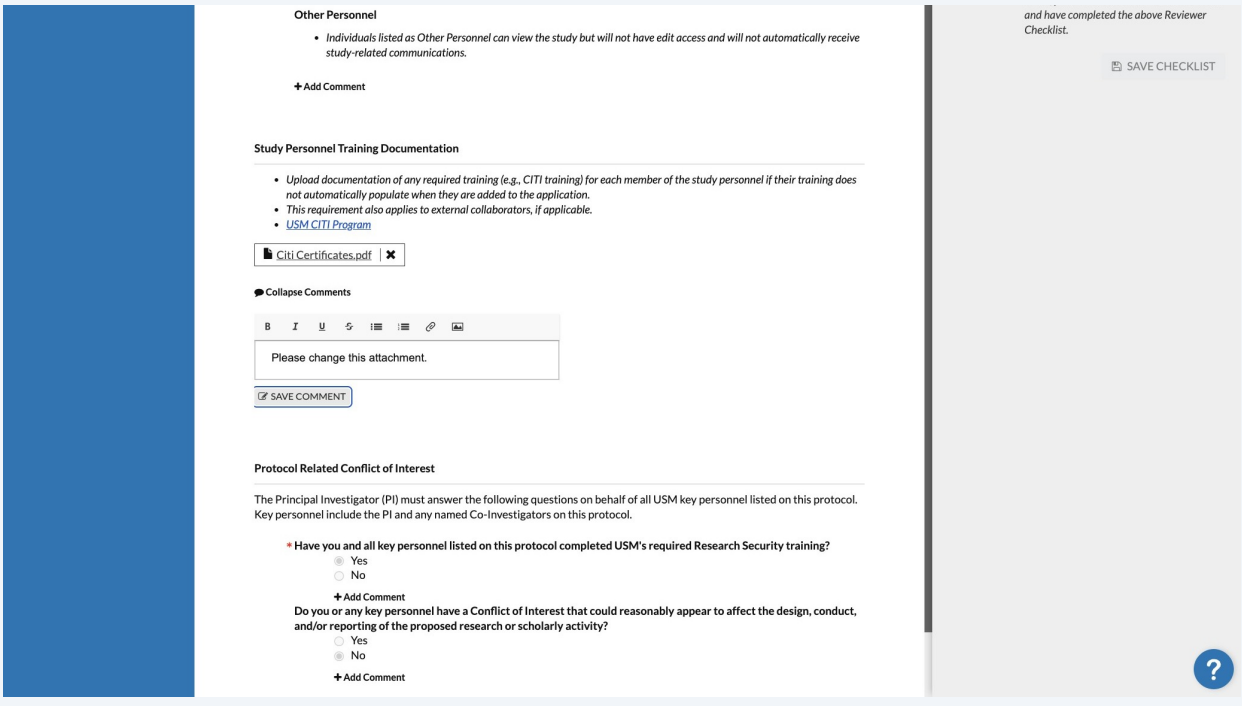


6 During your review, you may want to comment on the protocol.

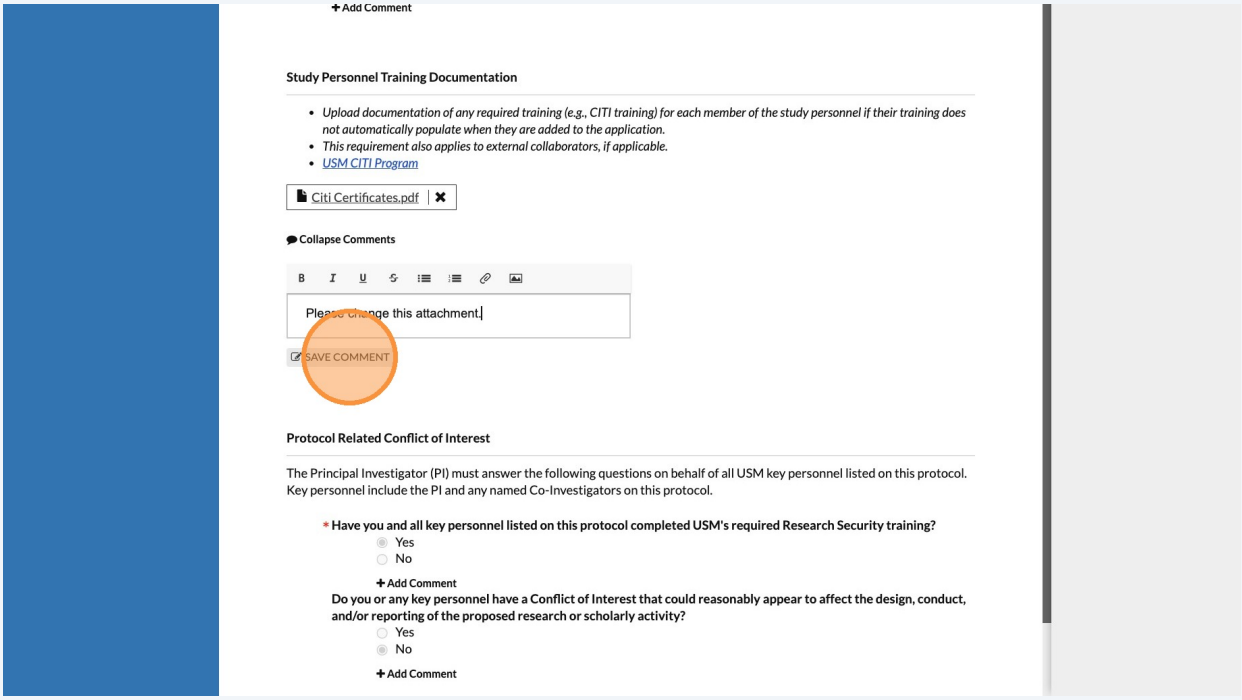
To comment on any section of a protocol, select **"+ Add Comment"**




7 If you select, **"+Add Comment",** a text box will appear for you to describe any questions, comments or concerns you may have.

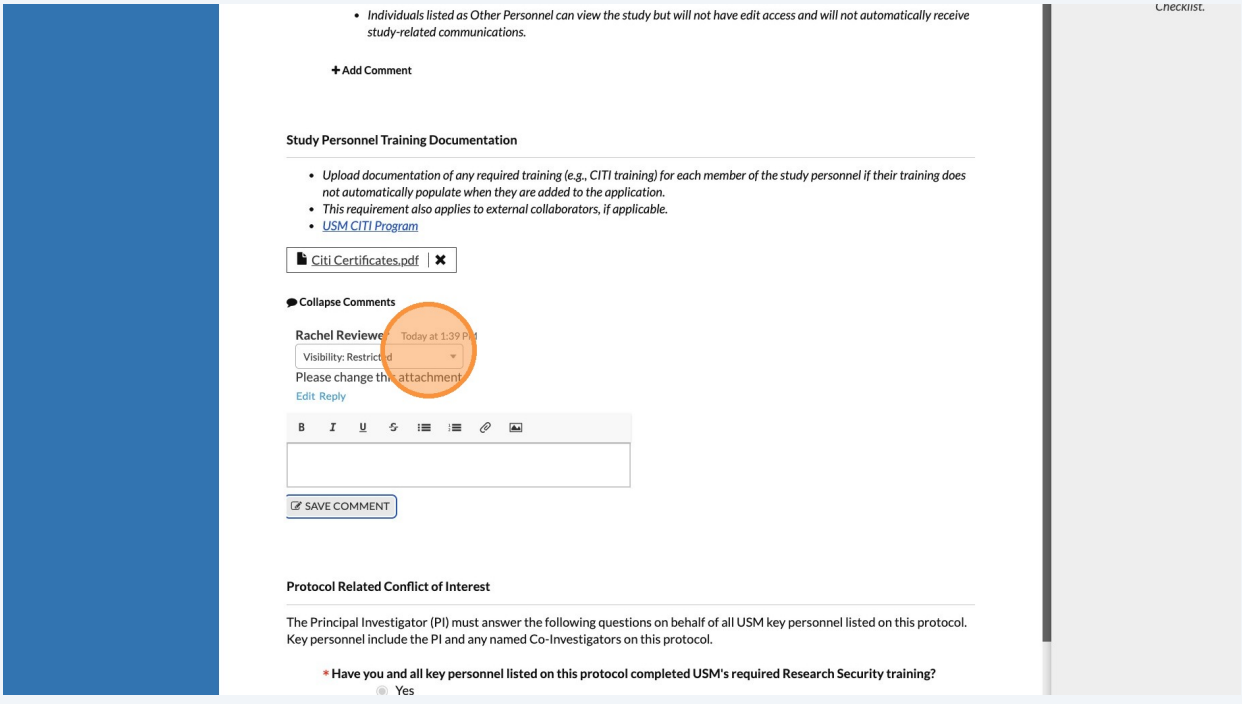


## 8 Enter your comment. Next, click **"Save Comment"**




## 9 Note: The default option for your comment is reserved as **"Visibility: Restricted.**

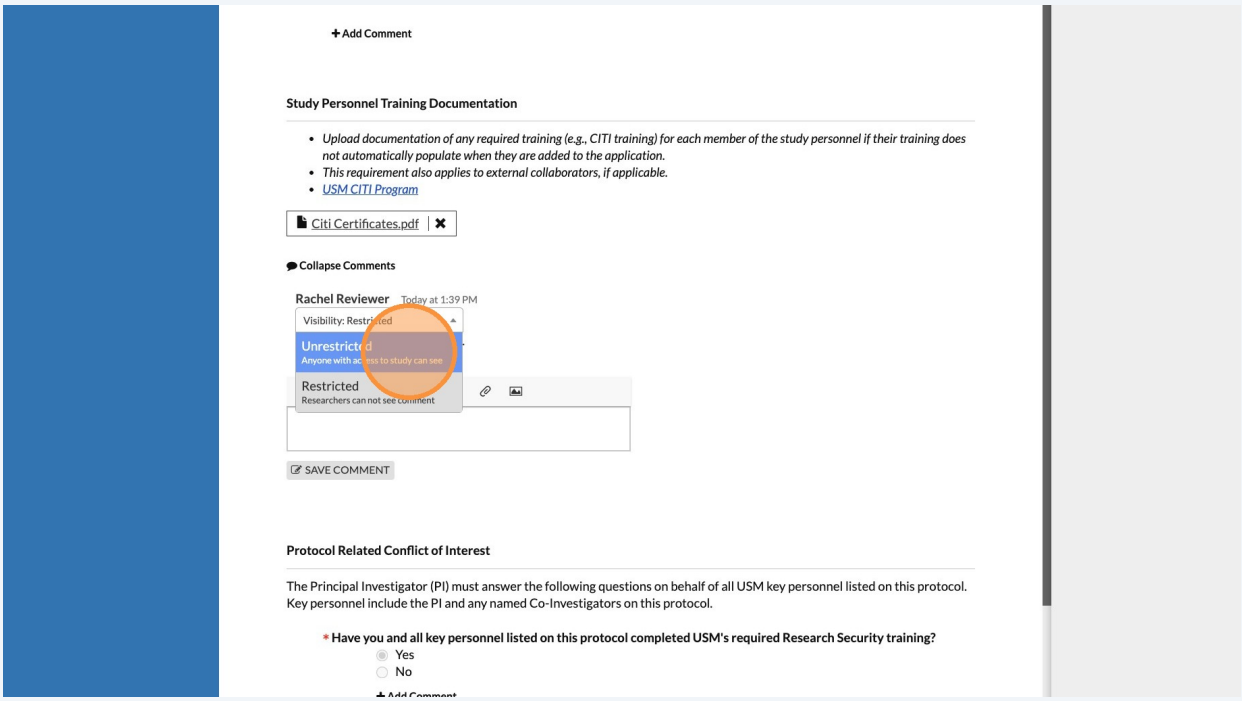
**This means that only reviewers and analysts can access these comments.**



10

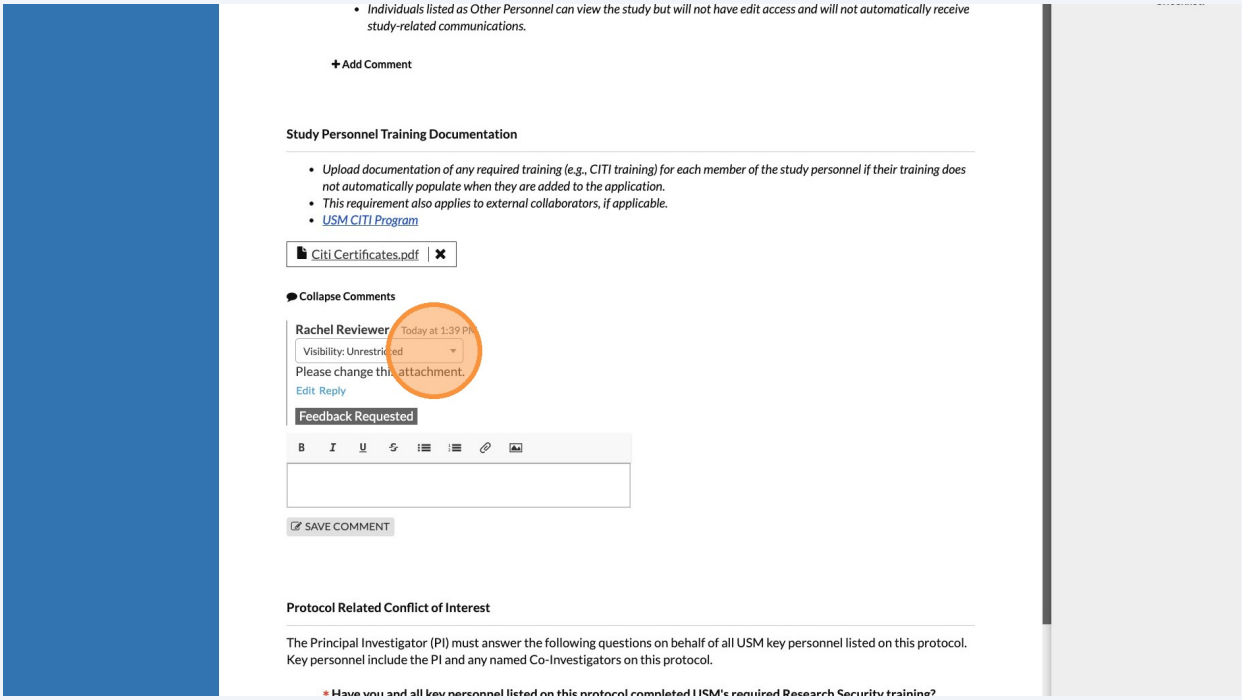
**Since comments are automatically restricted, you will need to manually unrestrict your comment to make them visible to investigators.**

To do this, you **MUST** click **"Unrestricted: Anyone with access to study can see"** to allow all investigators to view your comments.



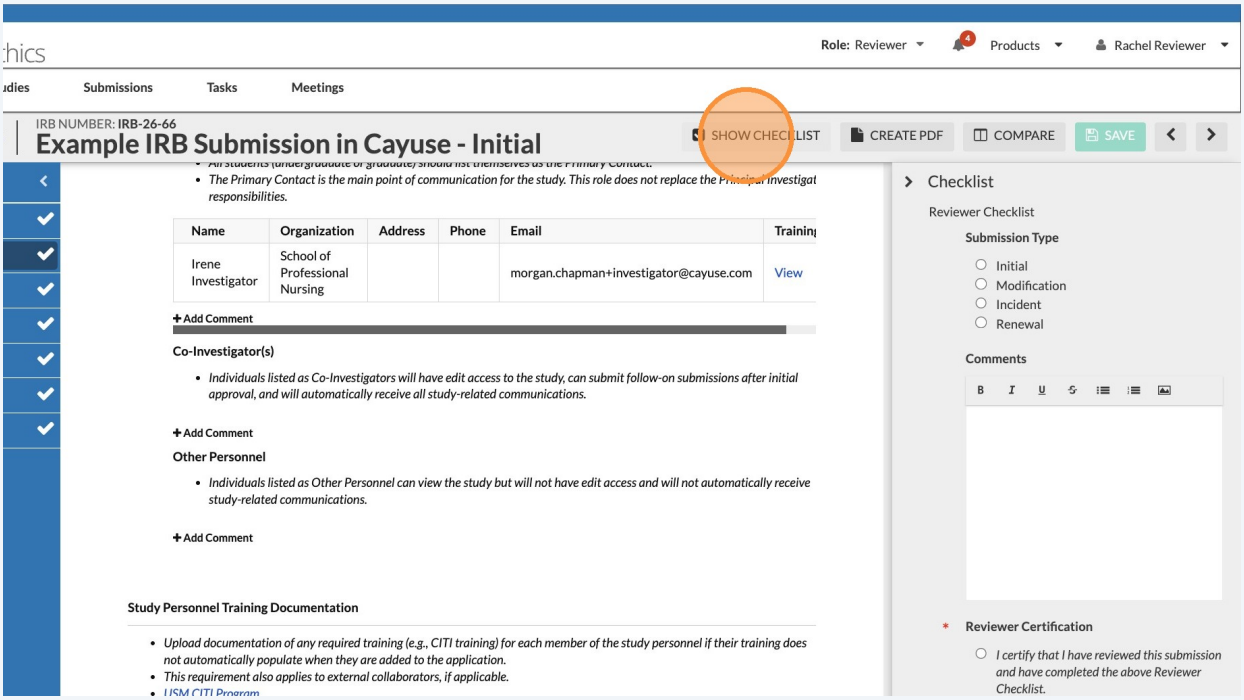
**11** After selecting **“Unrestricted: Anyone with access to study can see,”** the comment label will update to **“Visibility Unrestricted.”**

Please ensure that this setting is applied to **every comment** you submit during your review.

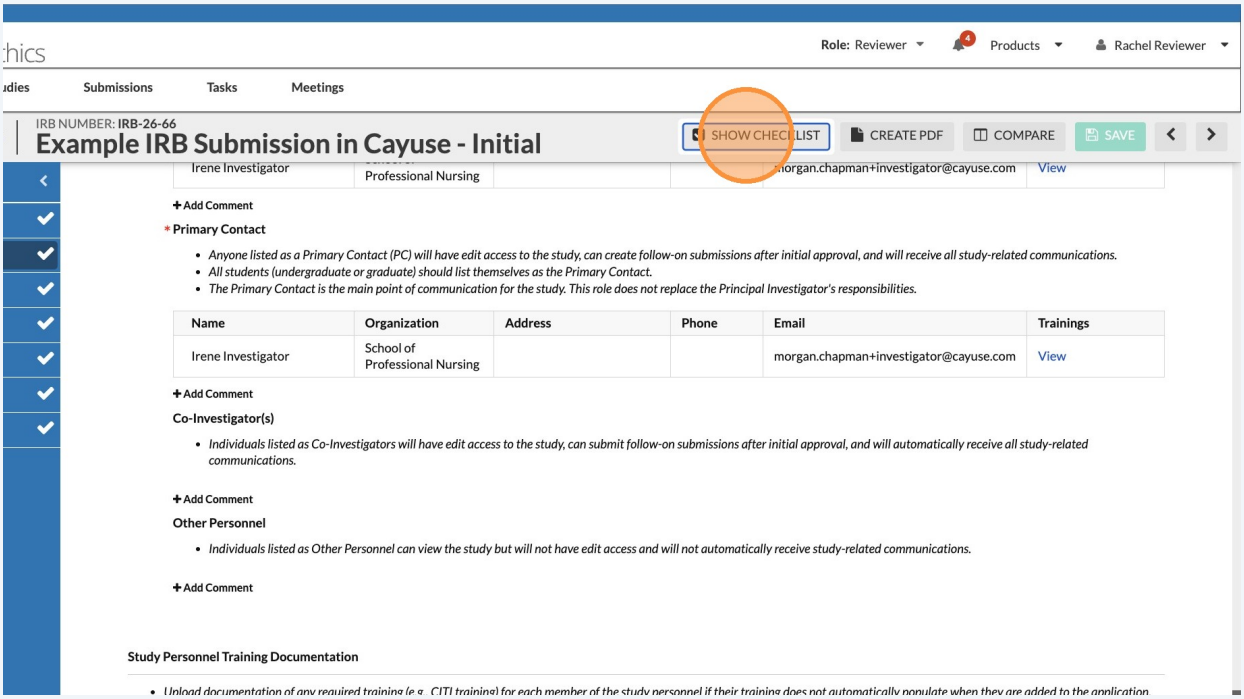


## 12 While completing your review, you can also access several key features:

- **Show Checklist** – Displays your reviewer checklist.
- **Create PDF** – Generates a PDF copy of the submission.
- **Compare** – Allows you to view and cross-reference previous submissions side by side.

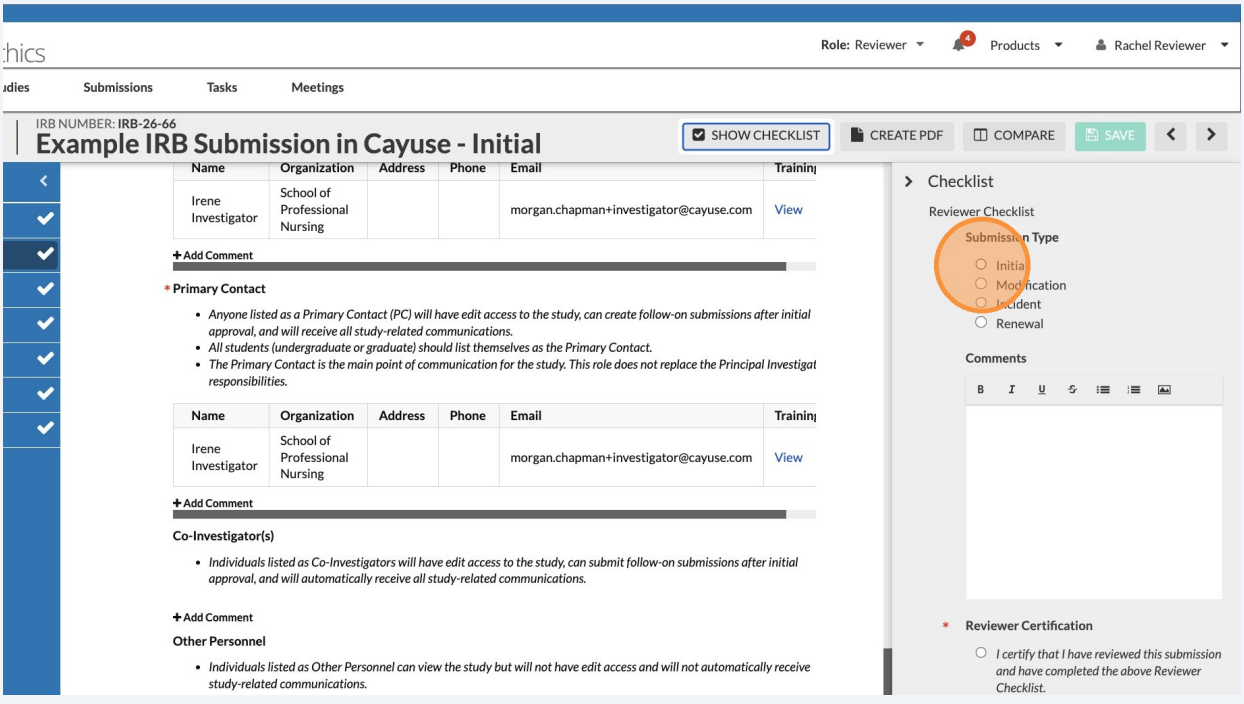


## 13 Click **"SHOW CHECKLIST"** to view your reviewer checklist.

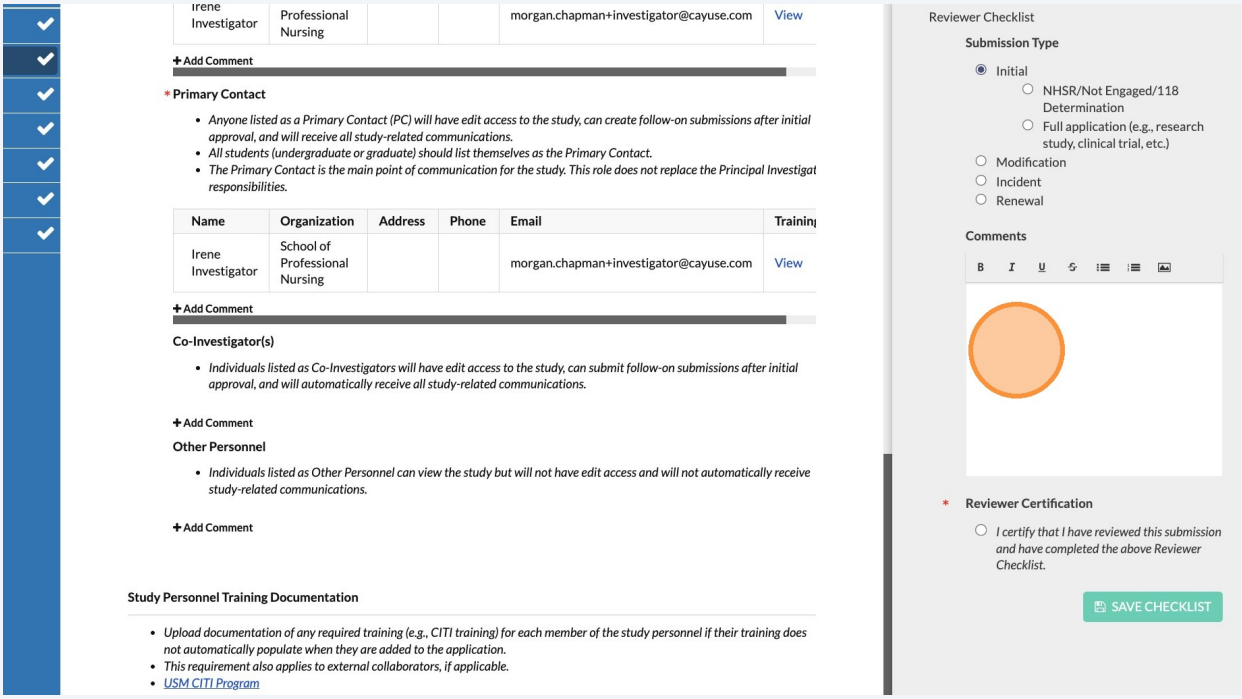



## 14 Complete the checklist by answering the required questions.

First, **select** a submission type.

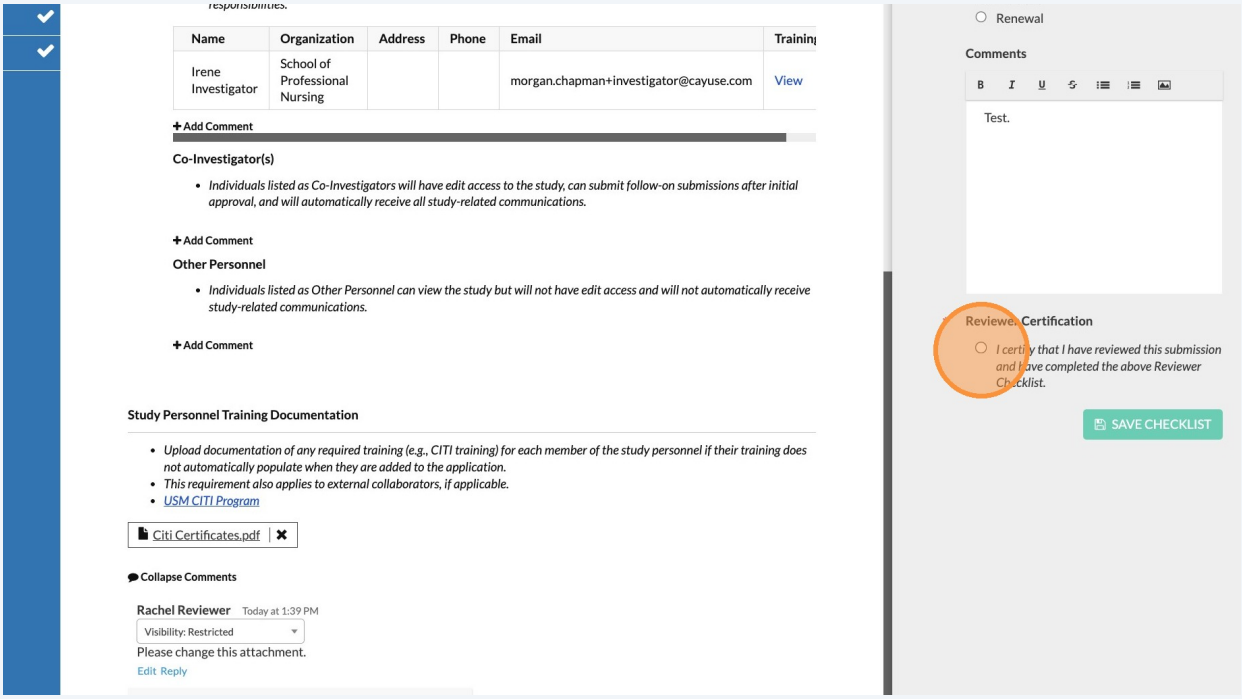


## 15 Next, enter comments, if necessary.

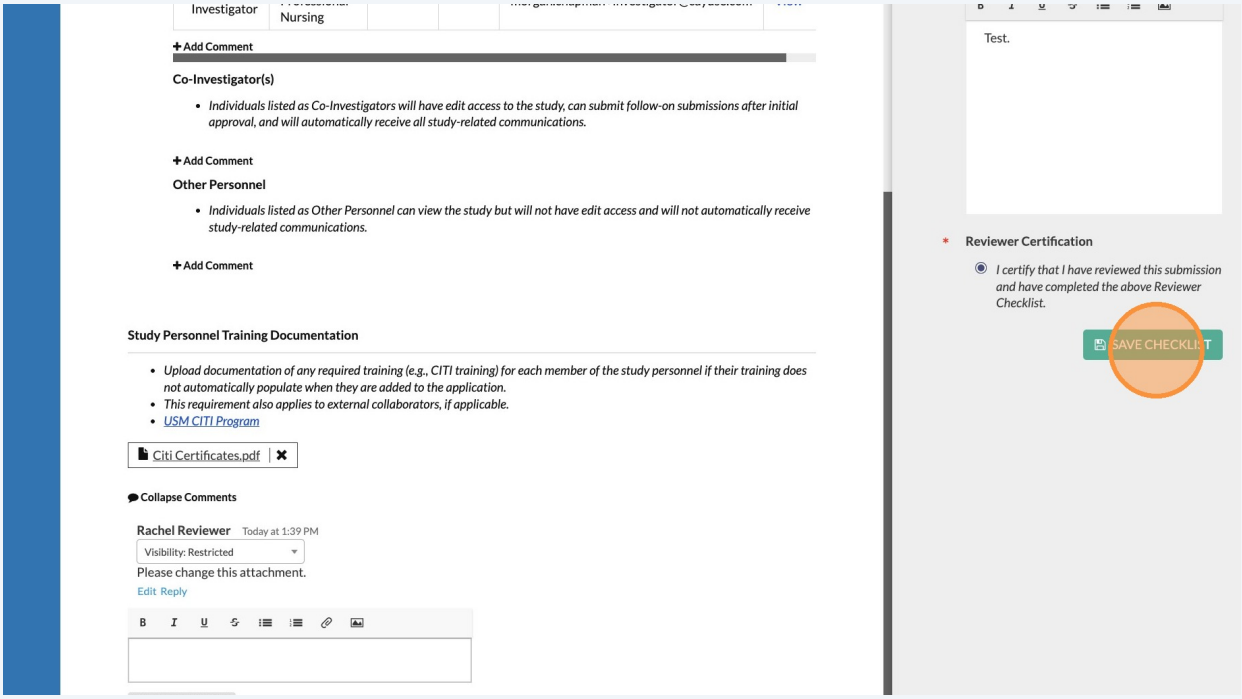



## 16 Finally, complete the certification.

Select **"I certify that I have reviewed this submission and have completed the above Reviewer Checklist."**

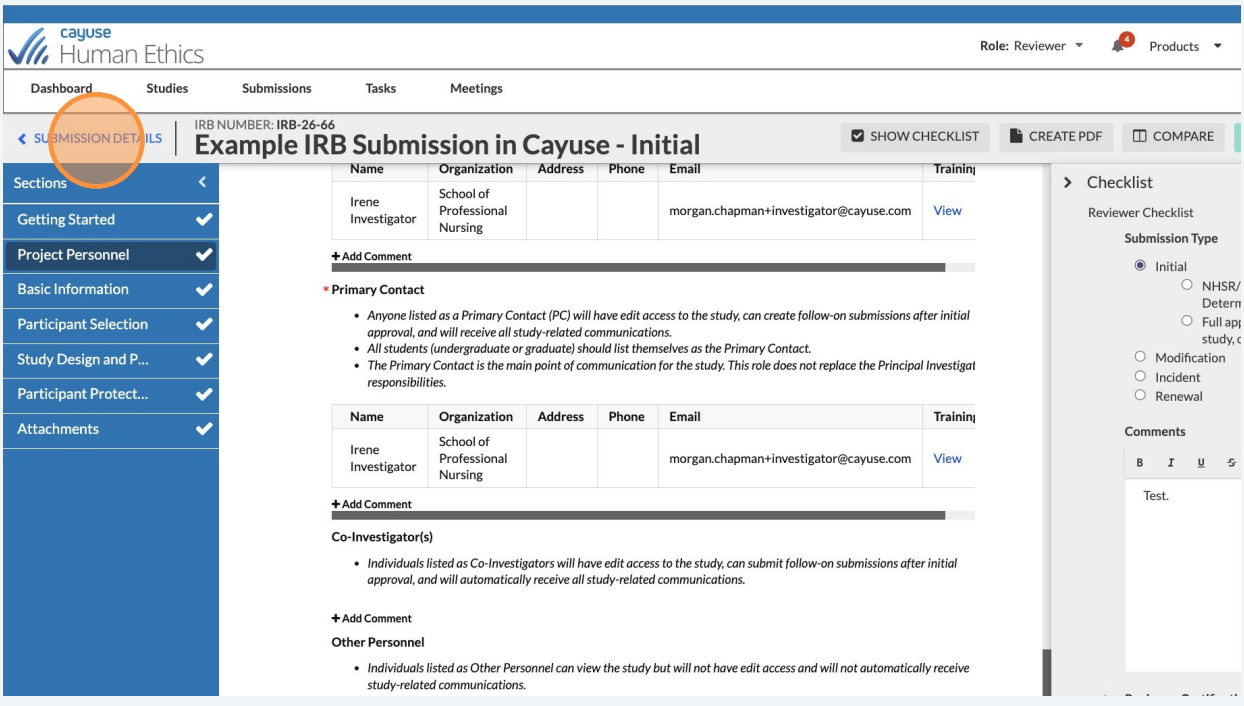


## 17 Click **"Save Checklist"**



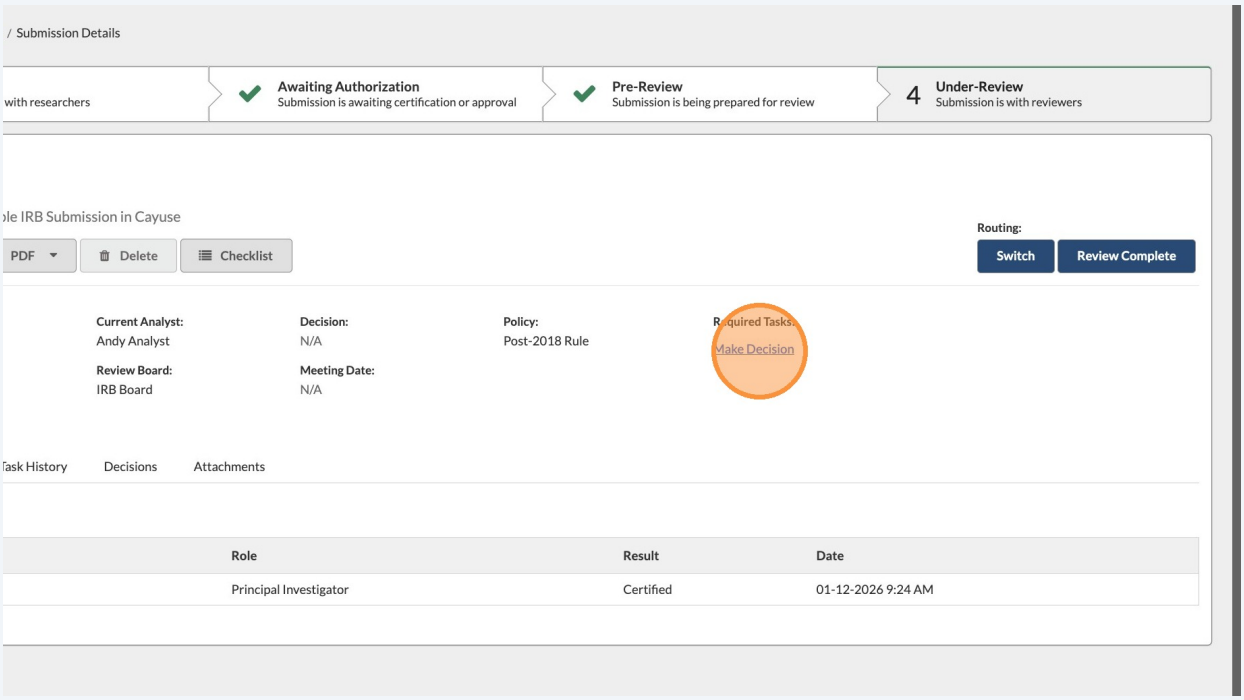

## 18 After completing your review/checklist, you will need to record a decision on the proposal (e.g., approve, require revisions, etc.).

To navigate to the decision page, select **"Submission Details."**



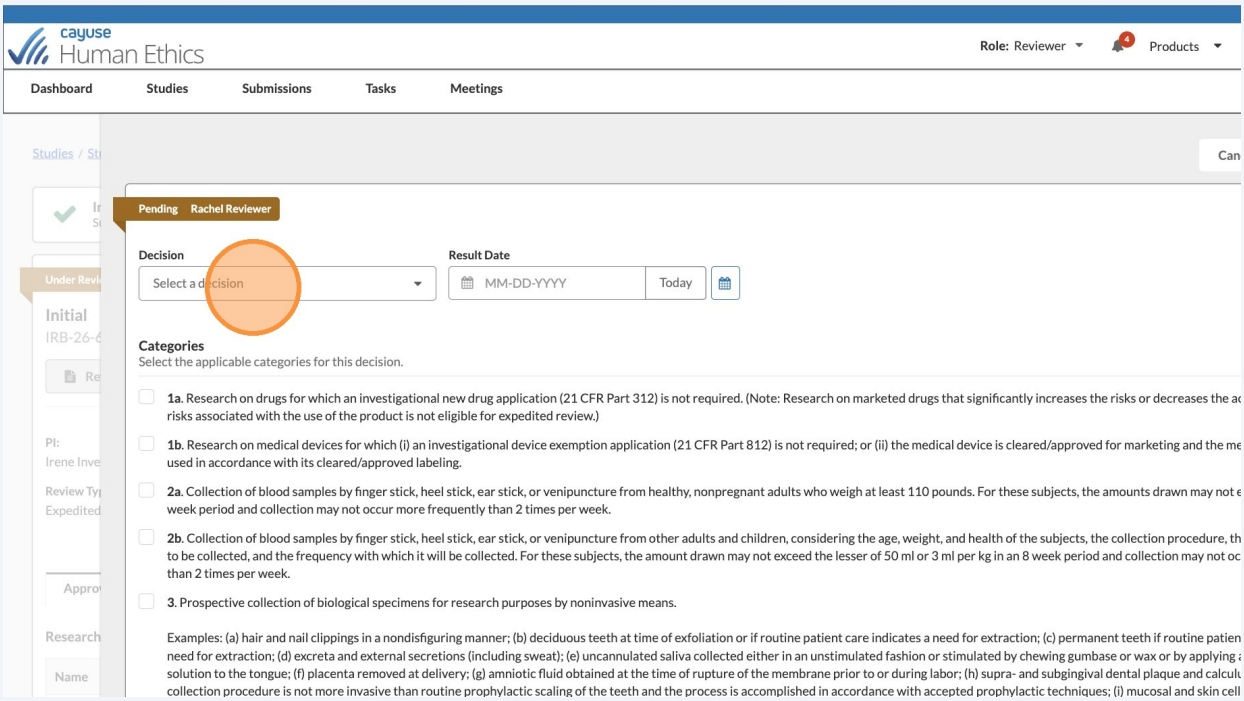
**19** You should land on this page.

Click **"Make Decision".**



**20** This window will now appear.

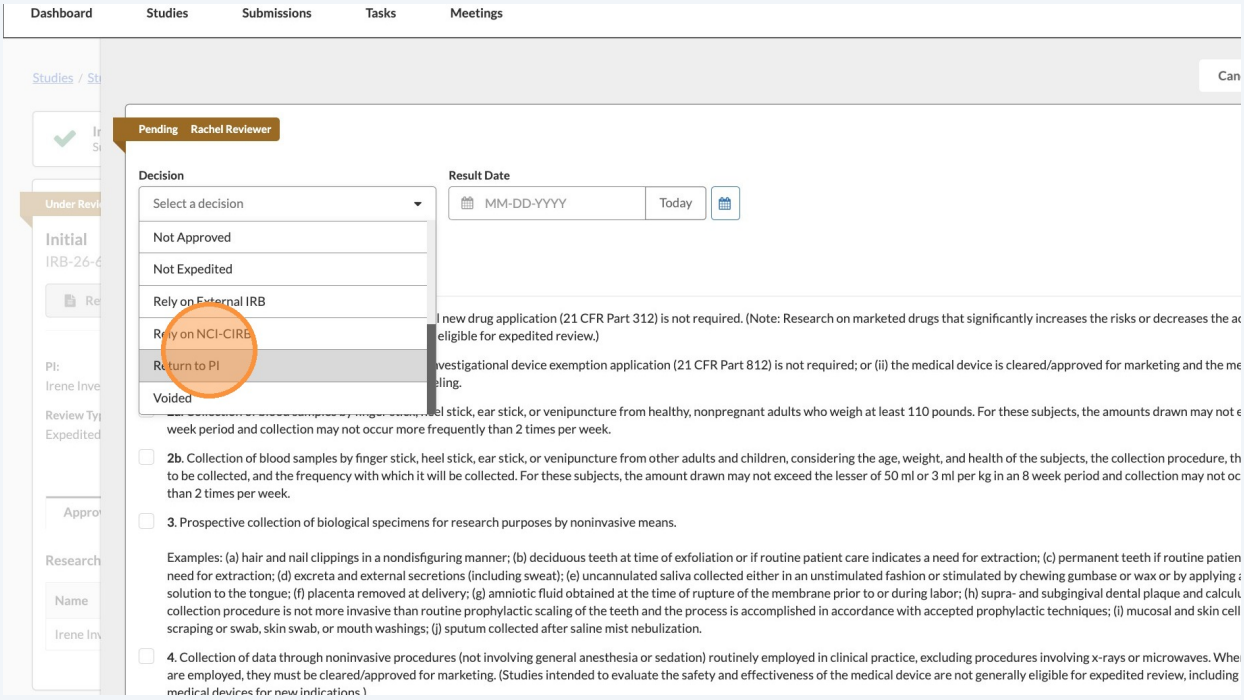
Click **"Select a decision"**



## 21 A dropdown menu will appear.

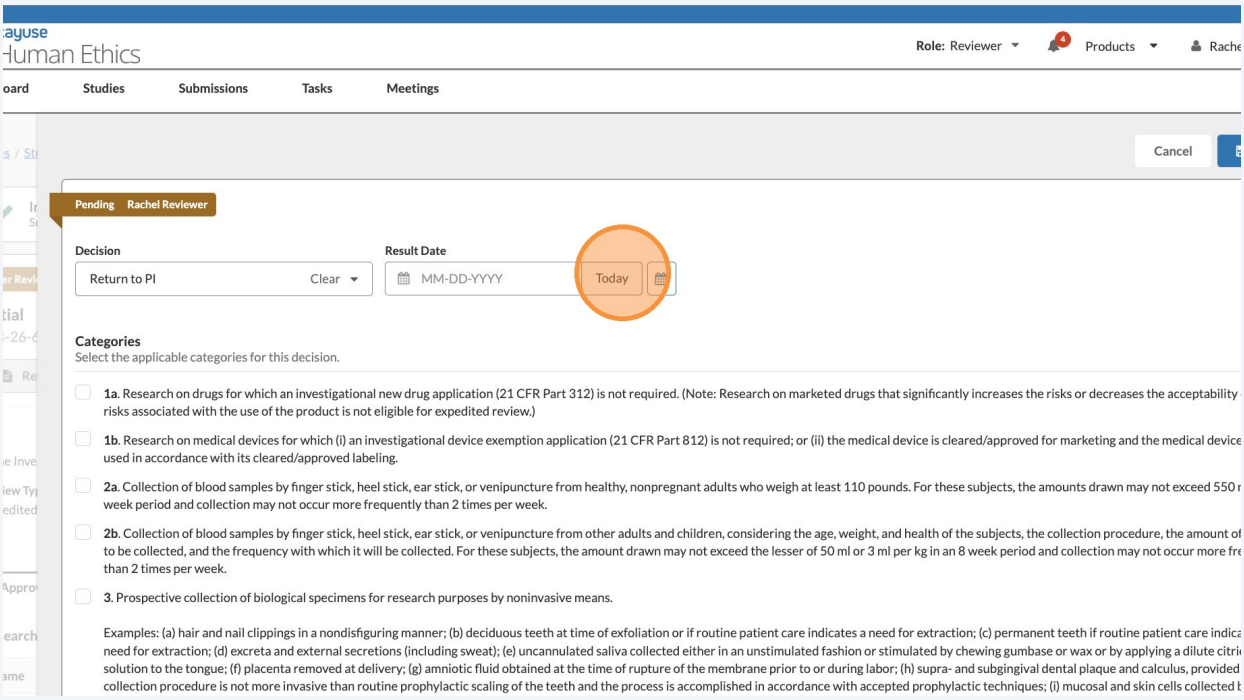
### The dropdown menu provides several decision options that you can utilize to make your decision.

- If revisions are required for the protocol, select **“Return to PI"** here.
- If the protocol is acceptable as submitted, you can select **“APPROVED"** here.



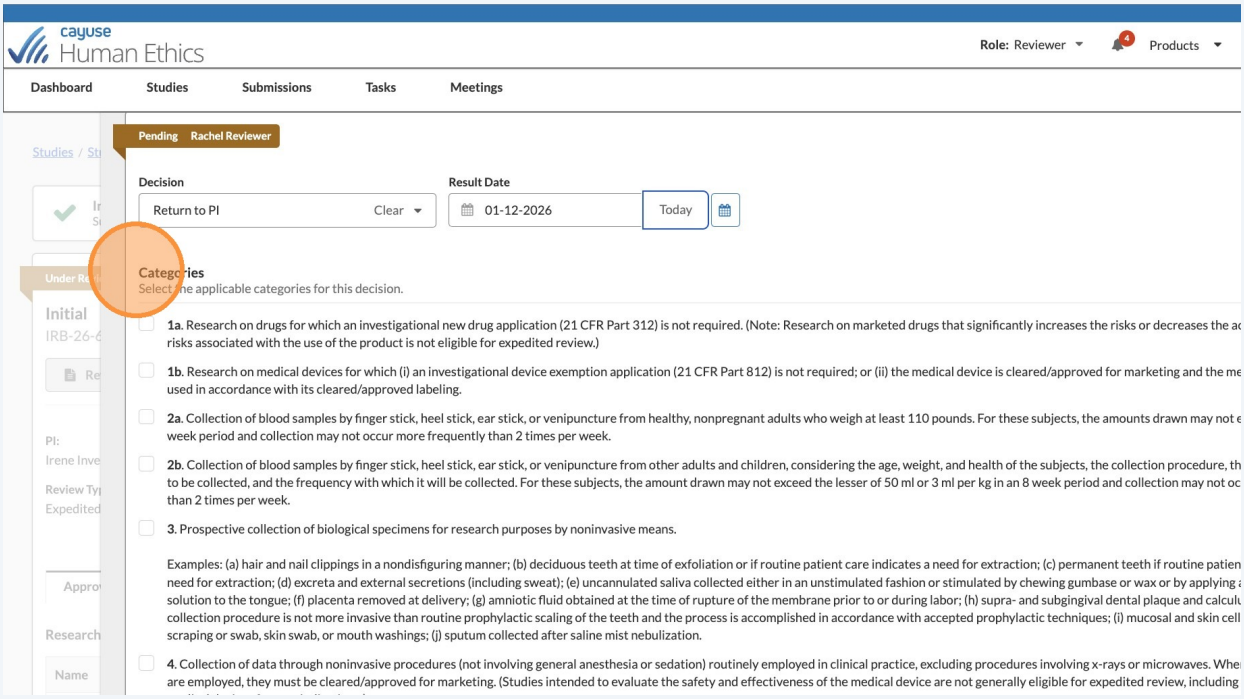
**22** If you select "Return to PI", "APPROVED" or any other decision, the next step will be adding a date to your decision.

Add a date by Clicking **"Today".**

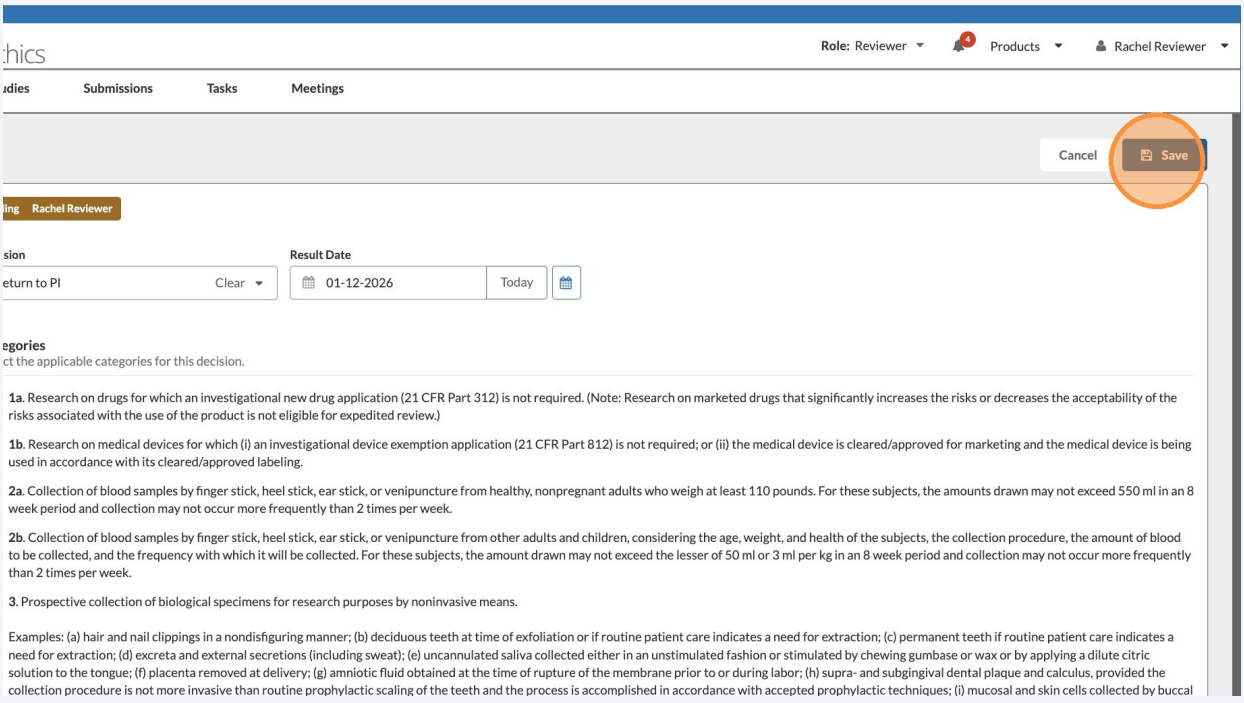


**23** Below the decision options, you will see categories that correspond to various decision types.

If applicable, you may select a category that aligns with the appropriate federal regulation. However, selecting a category is **optional**—you may submit your decision **without** choosing one.




**24** Next, click **"Save"** to save your decision.

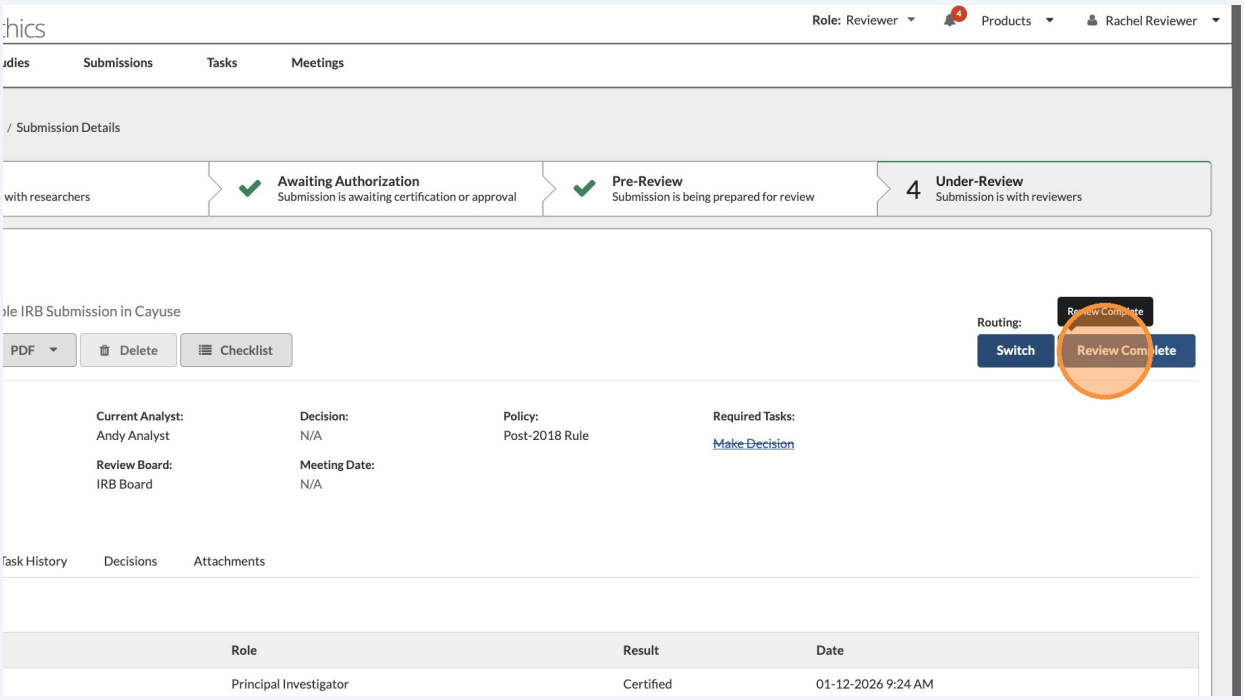


**25** Following your selection, this page will reappear.

Notice that under Required Tasks, **“Make Decision”** now has a line through it, indicating the task has been completed.

**Important: (If the "Make Decision" section does NOT have a line through it, this means that you must complete this step to submit your review. If you attempt to submit your review without this task being handled, an error message will populate on your screen).**

When all necessary information has been completed, select **"Review Complete"** to submit your review.



**26** A confirmation message will appear to ensure that you are ready to submit your review.

Click **"Confirm"**