# 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/

| | |
|---|---|
| -66 | Example IRB Submission in Cayuse |
| -38 | LW Test 12.12.2025 |
| 2026-10 | Workflow Example 2 |

**View All**

| | |
|---|---|
| IRB-26-66 | Complete Expedited Review |

**View All**

| |
|---|
| Renewal |
| Initial |
| Modification |
| Incident |
| Withdrawal |
| Closure |
| Legacy |

**...oved Studies**

| | |
|---|---|
| -60 | Overview Sample 1 |
| -35 | Training Video |
| -15 | Workflow Example 3 |
| 2026-9 | Workflow Example 1 |

**View All**

**My Meetings**

‹ **January** 2026 ›

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| 28 | 29 | 30 | 31 | 01 | 02 | 03 |
| 04 | 05 | 06 | 07 | 08 | 09 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 01 | 02 | 03 | 04 | 05 | 06 | 07 |

**Upcoming Meetings**

No Upcoming Meetings

**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.

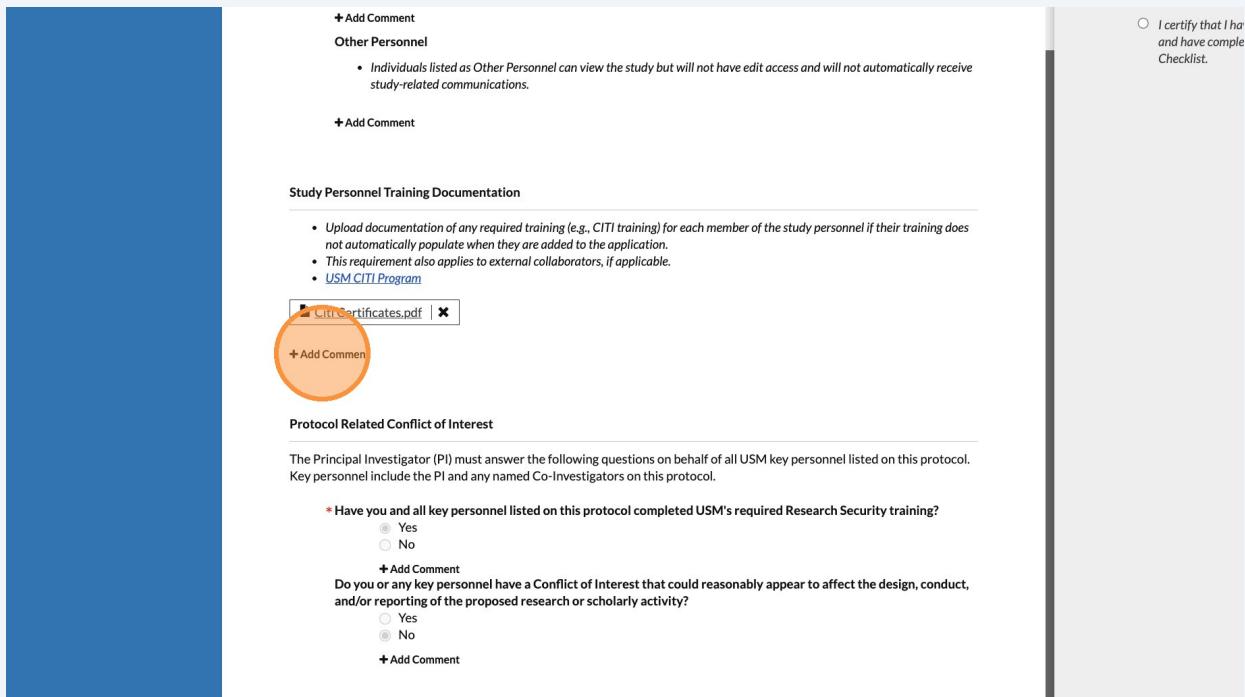**6** During your review, you may want to comment on the protocol.

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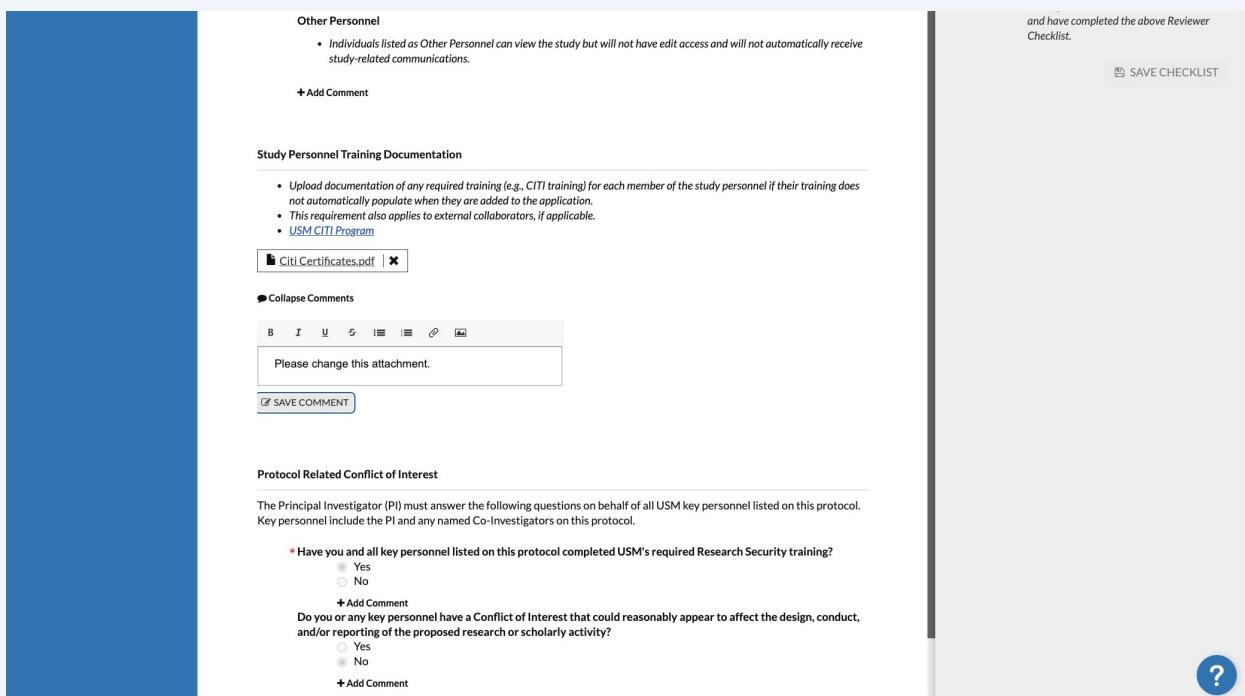
**8** Enter your comment. Next, click **"Save Comment"**



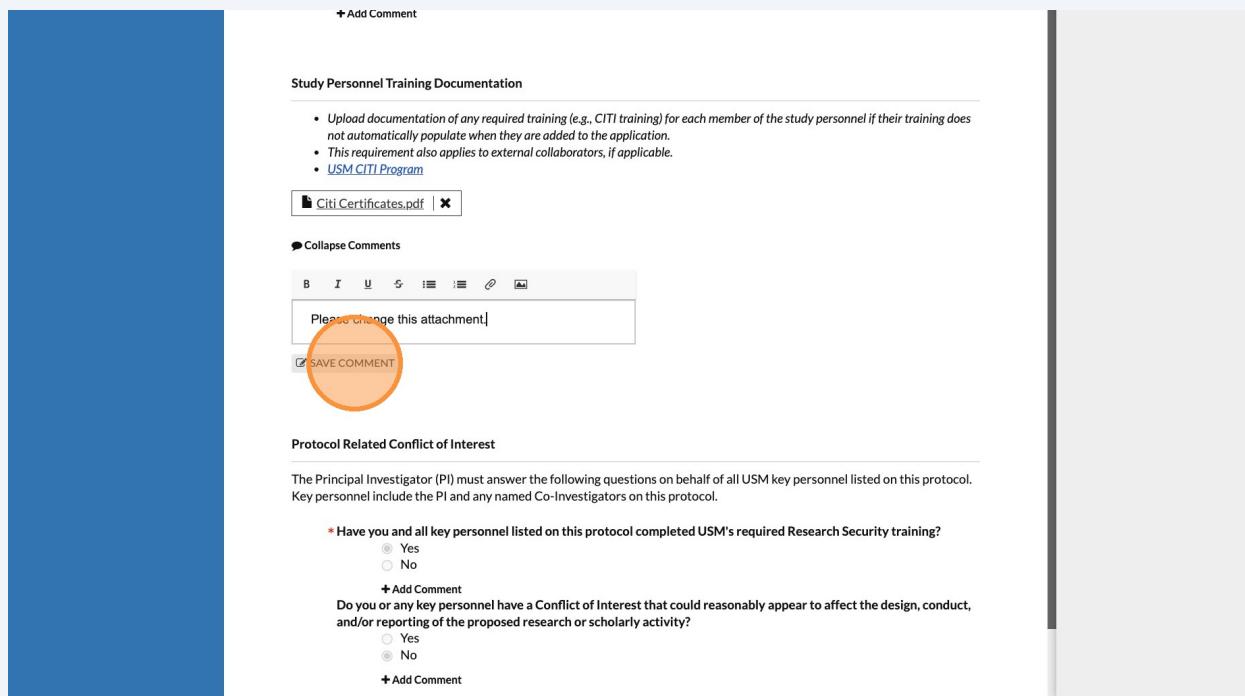**9** Note: The default option for your comment is reserved as **"Visibility: Restricted.**

**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.

**+ Add Comment**

**Study Personnel Training Documentation**

- *Upload documentation of any required training (e.g., CITI training) for each member of the study personnel if their training does not automatically populate when they are added to the application.*
- *This requirement also applies to external collaborators, if applicable.*
- *USM CITI Program*

📄 Citi Certificates.pdf | ✖

💬 Collapse Comments

Rachel Reviewer    Today at 1:39 PM

Visibility: Restricted    ▲

Unrestricted
Anyone with access to study can see

Restricted
Researchers can not see comment

🖉 SAVE COMMENT

**Protocol Related Conflict of Interest**

The Principal Investigator (PI) must answer the following questions on behalf of all USM key personnel listed on this protocol. Key personnel include the PI and any named Co-Investigators on this protocol.

\* **Have you and all key personnel listed on this protocol completed USM's required Research Security training?**
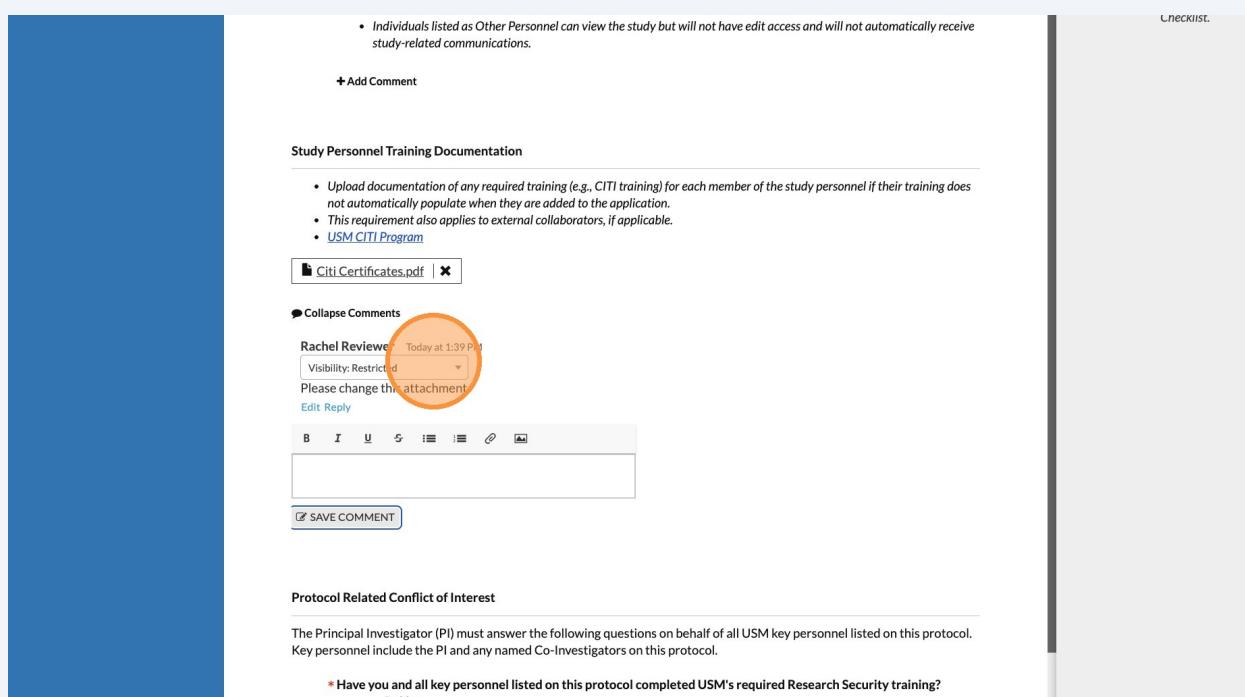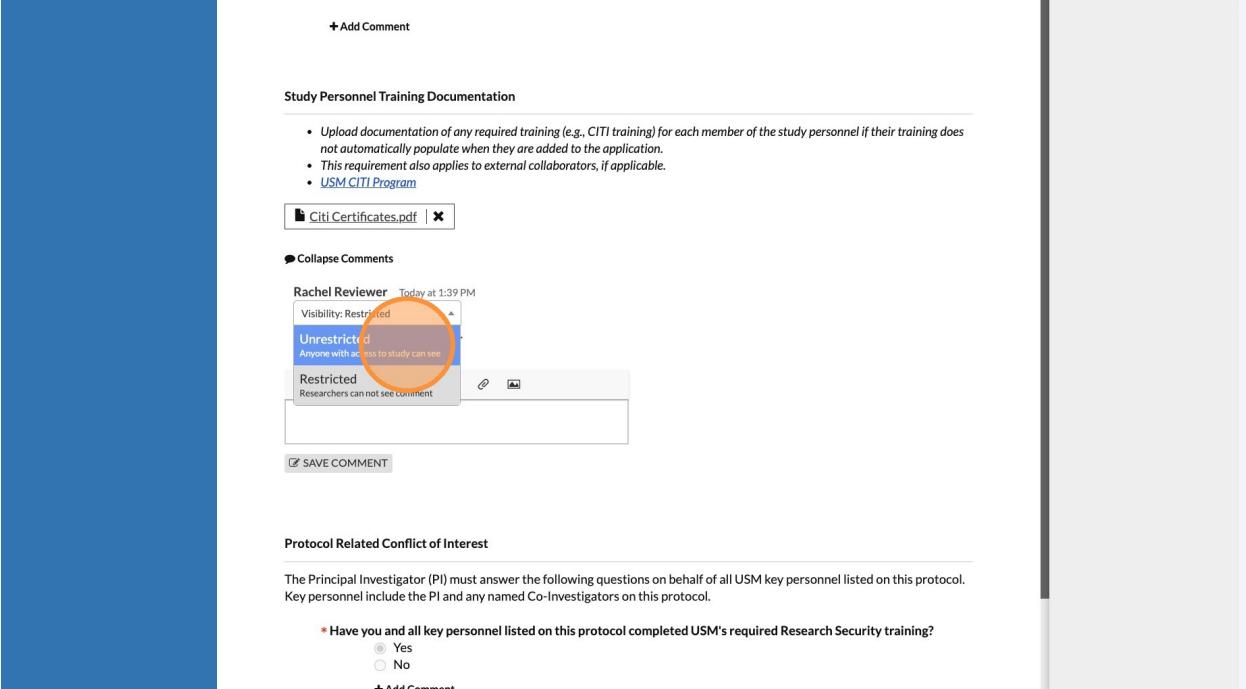   ○ Yes
   ○ No

+ Add Comment

**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.



Individuals listed as Other Personnel can view the study but will not have edit access and will not automatically receive study-related communications.

**+ Add Comment**

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Citi Certificates.pdf ✖

💬 Collapse Comments

Rachel Reviewer  Today at 1:39 PM

Visibility: Unrestricted ▾

Please change this attachment.

Edit Reply

Feedback Requested

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**✎ SAVE COMMENT**

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* Have you and all key personnel listed on this protocol completed USM's required Research Security training?

**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.

| | Professional Nursing | | | morgan.chapman+investigator@cayuse.com | View |

**+ Add Comment**

**\* Primary Contact**
- *Anyone listed as a Primary Contact (PC) will have edit access to the study, can create follow-on submissions after initial approval, and will receive all study-related communications.*
- *All students (undergraduate or graduate) should list themselves as the Primary Contact.*
- *The Primary Contact is the main point of communication for the study. This role does not replace the Principal Investigat responsibilities.*

| Name | Organization | Address | Phone | Email | Trainin |
|------|-------------|---------|-------|-------|---------|
| Irene Investigator | School of Professional Nursing | | | morgan.chapman+investigator@cayuse.com | View |

**+ Add Comment**

**Co-Investigator(s)**
- *Individuals listed as Co-Investigators will have edit access to the study, can submit follow-on submissions after initial approval, and will automatically receive all study-related communications.*

**+ Add Comment**

**Other Personnel**
- *Individuals listed as Other Personnel can view the study but will not have edit access and will not automatically receive study-related communications.*

**+ Add Comment**

**Study Personnel Training Documentation**
- *Upload documentation of any required training (e.g., CITI training) for each member of the study personnel if their training does not automatically populate when they are added to the application.*
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**Reviewer Checklist**

**Submission Type**
- ● Initial
  - ○ NHSR/Not Engaged/118 Determination
  - ○ Full application (e.g., research study, clinical trial, etc.)
- ○ Modification
- ○ Incident
- ○ Renewal
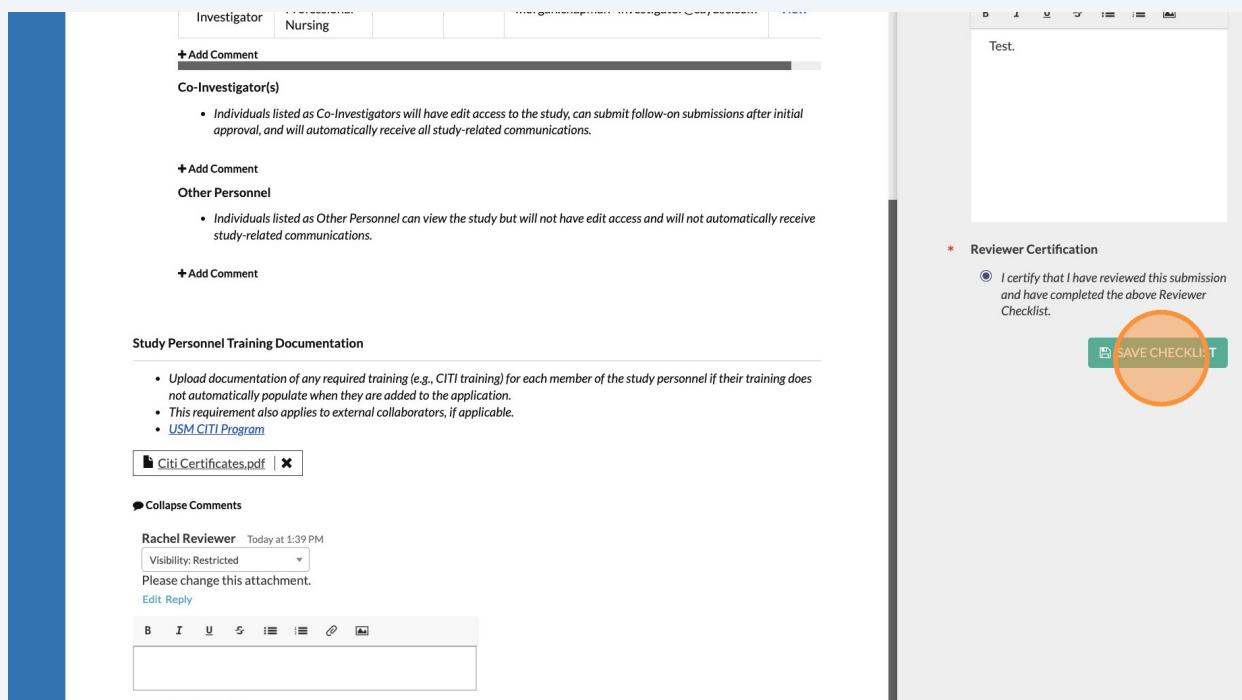
**Comments**

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**\* Reviewer Certification**
- ○ *I certify that I have reviewed this submission and have completed the above Reviewer Checklist.*
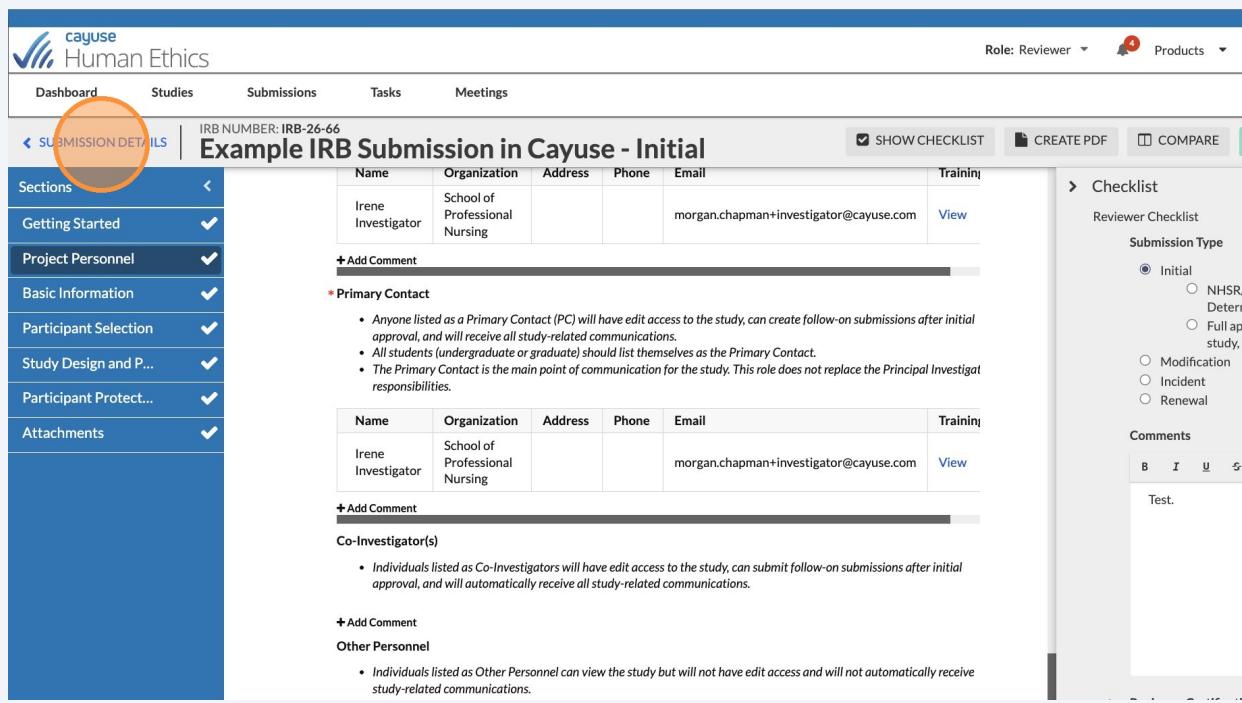
**▣ SAVE CHECKLIST**

## 16 Finally, complete the certification.

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

*responsibilities.*

| Name | Organization | Address | Phone | Email | Trainin |
|------|-------------|---------|-------|-------|---------|
| Irene Investigator | School of Professional Nursing | | | morgan.chapman+investigator@cayuse.com | View |

**+ Add Comment**

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▣ Citi Certificates.pdf  ✖

💬 Collapse Comments

**Rachel Reviewer**  Today at 1:39 PM

| Visibility: Restricted ▼ |

Please change this attachment.
Edit Reply

○ Renewal

**Comments**

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Test.

**Reviewer Certification**
- ○ *I certify that I have reviewed this submission and have completed the above Reviewer Checklist.*

**▣ SAVE 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".**

/ Submission Details

| ✔ Awaiting Authorization | ✔ Pre-Review | 4 Under-Review |
|---|---|---|
| with researchers | Submission is awaiting certification or approval | Submission is being prepared for review | Submission is with reviewers |

le IRB Submission in Cayuse

Routing:

PDF ▾   🗑 Delete   ☰ Checklist                                            Switch   Review Complete

**Current Analyst:**          **Decision:**          **Policy:**          Required Tasks:
Andy Analyst                  N/A                    Post-2018 Rule       Make Decision

**Review Board:**             **Meeting Date:**
IRB Board                     N/A

Task History        Decisions        Attachments

| Role | Result | Date |
|---|---|---|
| Principal Investigator | Certified | 01-12-2026 9:24 AM |

**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.


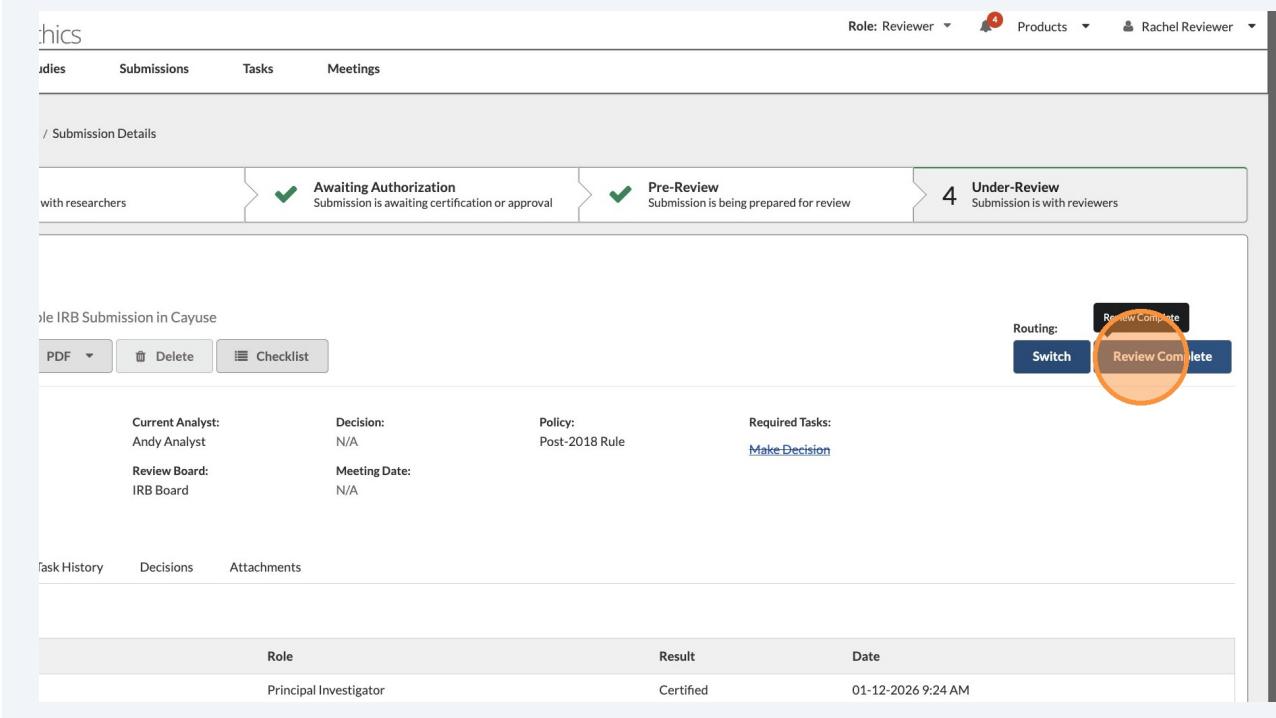
**24** Next, click **"Save"** to save your decision.

**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"**

**Review Board:**
IRB Board

**Meeting Date:**
N/A

ask History      Decisions      Attachments

**Review Complete**

Are you sure you want to continue?

Cancel     Confirm