


How to Submit a Modification on Cayuse

This guide provides a step-by-step process for submitting a study modification in Cayuse, ensuring that researchers can efficiently navigate the system. By following these clear instructions, users can avoid common pitfalls and streamline their submission, ultimately saving time and reducing frustration.

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

Locate the protocol you'd like to submit a modification for under "**Approved Studies**".

IRB-26-65 Example IRB Submission in Cayuse	IRB-26-64 Complete Submission	Modific
IRB-26-64 Example IRB Submission in Cayuse	IRB-26-63 Complete Submission	Incident
IRB-26-60 Overview Sample 1	IRB-26-62 View Submission	Withdra
		Closure
		Legacy
View All	View All	

Approved Studies	Studies Expiring in 30 days ▼	Expir
IRB-26-66 Example IRB Submission in Cayuse		
IRB-26-65 Overview Sample 1		
IRB-25-35 Training Video		
IRB-25-15 Workflow Example 3		
IRB-FY2026-9 Workflow Example 1		
View All	 No Expiring Studies	

2 Click "New Submission"

The screenshot shows the Cayuse Ethics interface. At the top, there's a header with the 'Ethics' logo, a notification bell with '71', and a dropdown menu for 'Products'. On the right, there's a user profile for 'Irene Investigator'. Below the header, there are tabs for 'Studies', 'Submissions', and 'Tasks'. The 'Submissions' tab is active. In the top right corner of the main content area, a blue button labeled '+ New Submission' is circled in orange. Below this, there's a section titled 'Study Details' with a 'Submissions' sub-tab. The main content area displays 'Example IRB Submission in Cayuse' with a 'Delete' button. Below this, there's a table with submission details:

Expiration Date:	01-12-2027	Organization:	School of Professional Nursing	Active Submissions:	N/A
ate:	Closed Date:	N/A	Current Policy	Sponsors:	N/A
			Post-2018 Rule		

Below the table, there's an 'Attachments' section with a table listing roles and emails:

	Role	Number	Email
or	Principal Investigator		morgan.chapman+investigator@cayuse.com
or	Primary Contact		morgan.chapman+investigator@cayuse.com

3 Click "Modification"

The screenshot shows the Cayuse Ethics interface with the 'Submissions' tab active. A dropdown menu is open from the '+ New Submission' button, showing options: 'Renewal', 'Modification', 'Incident', and 'Closure'. The 'Modification' option is highlighted with an orange circle.

4 Click "Edit"

The screenshot shows the 'Submission Details' page for a study. At the top, there's a navigation bar with 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. Below this, a progress bar shows 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 'In-Draft' stage is currently active. Below the progress bar, there's a section titled 'Modification' for 'IRB 20-64 - Example IRB Submission in Cayuse'. This section includes an 'Unsubmitted' status badge, an 'Edit' button (circled in orange), a 'PDF' dropdown, and a 'Delete' button. Below these are fields for 'PI: Irene Investigator', 'Current Analyst: N/A', 'Decision: N/A', 'Policy: Post-2018 Rule', and 'Review Type: N/A'. There are also links for 'Required Tasks: Assign PI, Assign PC, Complete Submission'. At the bottom, there's a 'Research Team' table with columns for Name, Role, Result, and Date, which currently shows 'No entries'.

5 This is the first page you will land on. At the top of the page, you'll notice some important reminders.

Read the reminders carefully.

Click the **"Yes"** field if you would like to make changes to your pre-existing project.

The screenshot shows the 'Modification Information' page. On the left is a sidebar with a 'Sections' menu containing: 'Modification Information' (selected), 'Getting Started', 'Project Personnel', 'Basic Information', 'Participant Selection', 'Study Design and P...', 'Participant Protect...', and 'Attachments'. The main content area is titled 'Modification Information' and features an 'IMPORTANT REMINDER' section. It states: 'The only way to make changes to the study protocol is to make them in a modification submission.' followed by three bullet points: 'If you are looking to renew study approval, a Renewal submission is needed.', 'If you are looking to report an event or incident with the study, an Incident submission may be needed.', and 'If the study is complete, a Closure submission may be needed.' Below this, there's a question: '* Are you making changes to the project?'. Underneath the question are two radio buttons: 'Yes' (circled in orange) and 'No'.

6

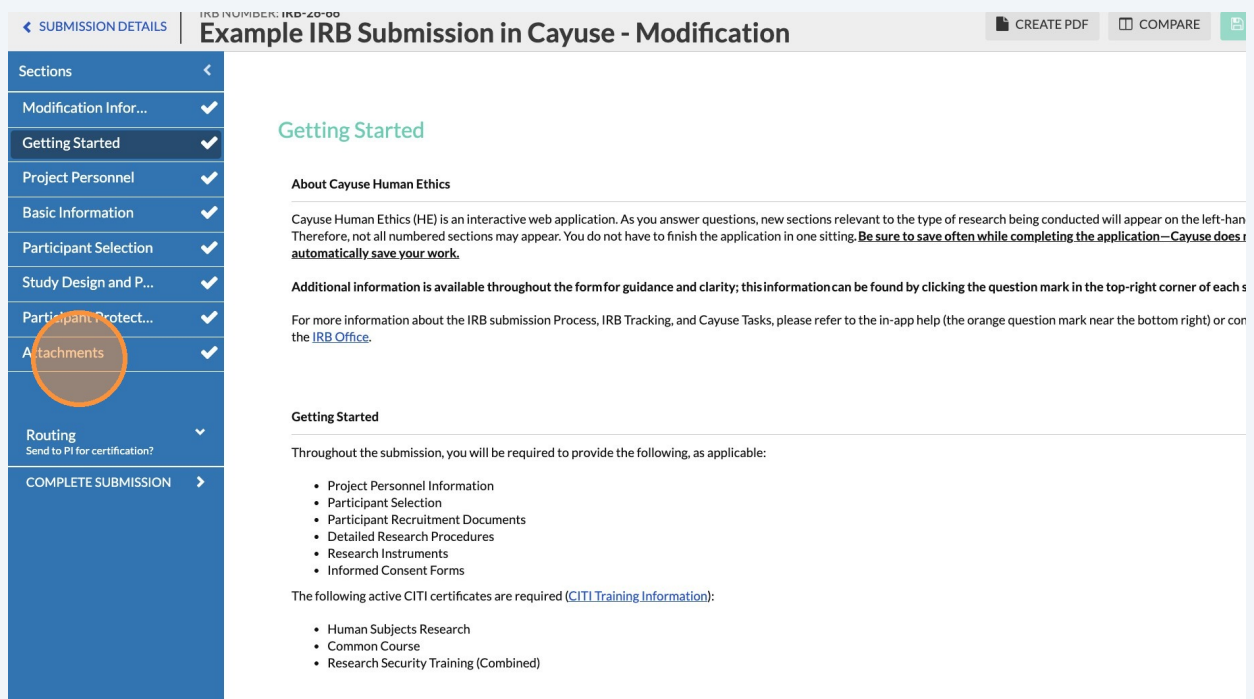
When you click "yes", a section labeled "**List and Provide Justification**" will appear.

Please list all changes to your current project and the reasons for the modifications in the text box provided.

The screenshot shows a web interface with a blue sidebar on the left containing a dropdown menu with 'Study Design and P...' and two items with checkmarks: 'Participant Protect...' and 'Attachments'. The main content area has a question: '* Are you making changes to the project?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section titled 'List and Provide Justification' with the instruction 'Please list all modifications and provide the reasons for these modifications.' and a large text input box. An orange circle highlights the top-left corner of the text box. A rich text editor toolbar is visible above the text box, containing icons for bold, italic, underline, link, unlink, list, and image.

7 Next, select the **"Attachments"** tab.

You will need to attach any **NEW** materials here.



IRB NUMBER: IRB-20-00

Example IRB Submission in Cayuse - Modification

CREATE PDF COMPARE

Sections <

Modification Information ✓

Getting Started ✓

Project Personnel ✓

Basic Information ✓

Participant Selection ✓

Study Design and Procedures ✓

Participant Protection ✓

Attachments ✓

Routing Send to PI for certification? ✓

COMPLETE SUBMISSION >

Getting Started

About Cayuse Human Ethics

Cayuse Human Ethics (HE) is an interactive web application. As you answer questions, new sections relevant to the type of research being conducted will appear on the left-hand side. Therefore, not all numbered sections may appear. You do not have to finish the application in one sitting. **Be sure to save often while completing the application—Cayuse does not automatically save your work.**

Additional information is available throughout the form for guidance and clarity; this information can be found by clicking the question mark in the top-right corner of each section.

For more information about the IRB submission Process, IRB Tracking, and Cayuse Tasks, please refer to the in-app help (the orange question mark near the bottom right) or contact the [IRB Office](#).

Getting Started

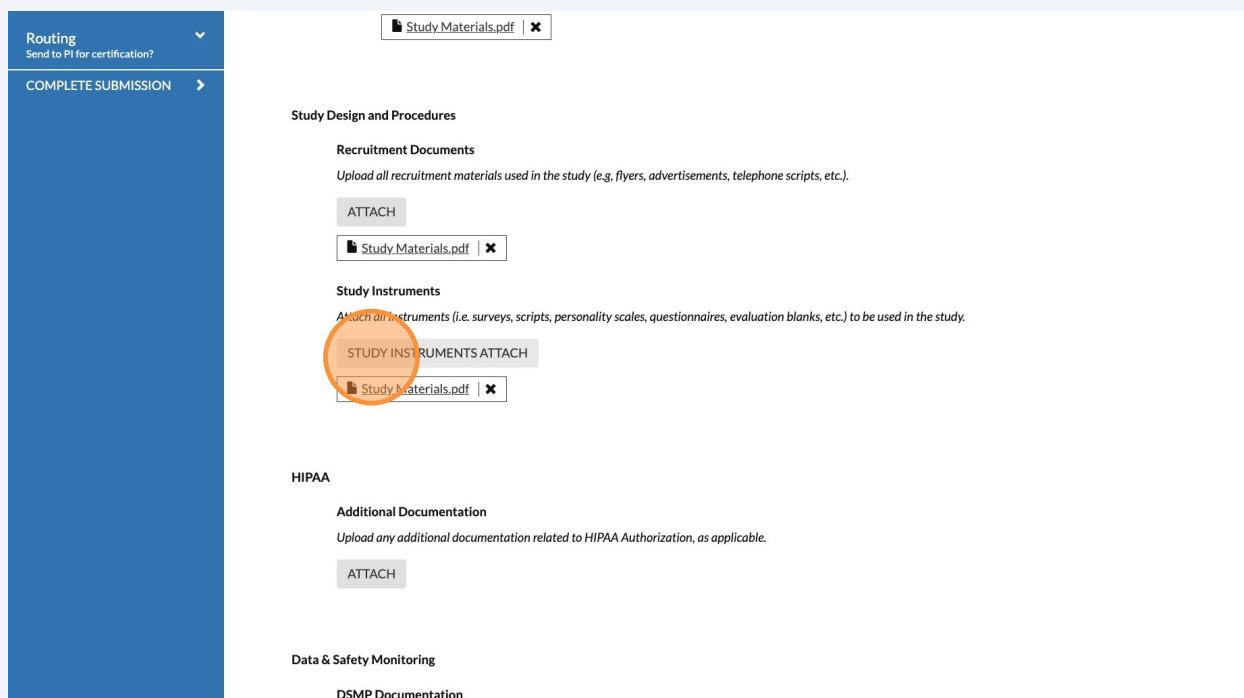
Throughout the submission, you will be required to provide the following, as applicable:

- Project Personnel Information
- Participant Selection
- Participant Recruitment Documents
- Detailed Research Procedures
- Research Instruments
- Informed Consent Forms

The following active CITI certificates are required ([CITI Training Information](#)):

- Human Subjects Research
- Common Course
- Research Security Training (Combined)

8 To attach new materials, click **"Study Instruments Attach"**.



Routing Send to PI for certification? ✓

COMPLETE SUBMISSION >

Study Materials.pdf x

Study Design and Procedures

Recruitment Documents

Upload all recruitment materials used in the study (e.g., flyers, advertisements, telephone scripts, etc.).

ATTACH

Study Materials.pdf x

Study Instruments

Attach all instruments (i.e. surveys, scripts, personality scales, questionnaires, evaluation blanks, etc.) to be used in the study.

STUDY INSTRUMENTS ATTACH

Study Materials.pdf x

HIPAA

Additional Documentation

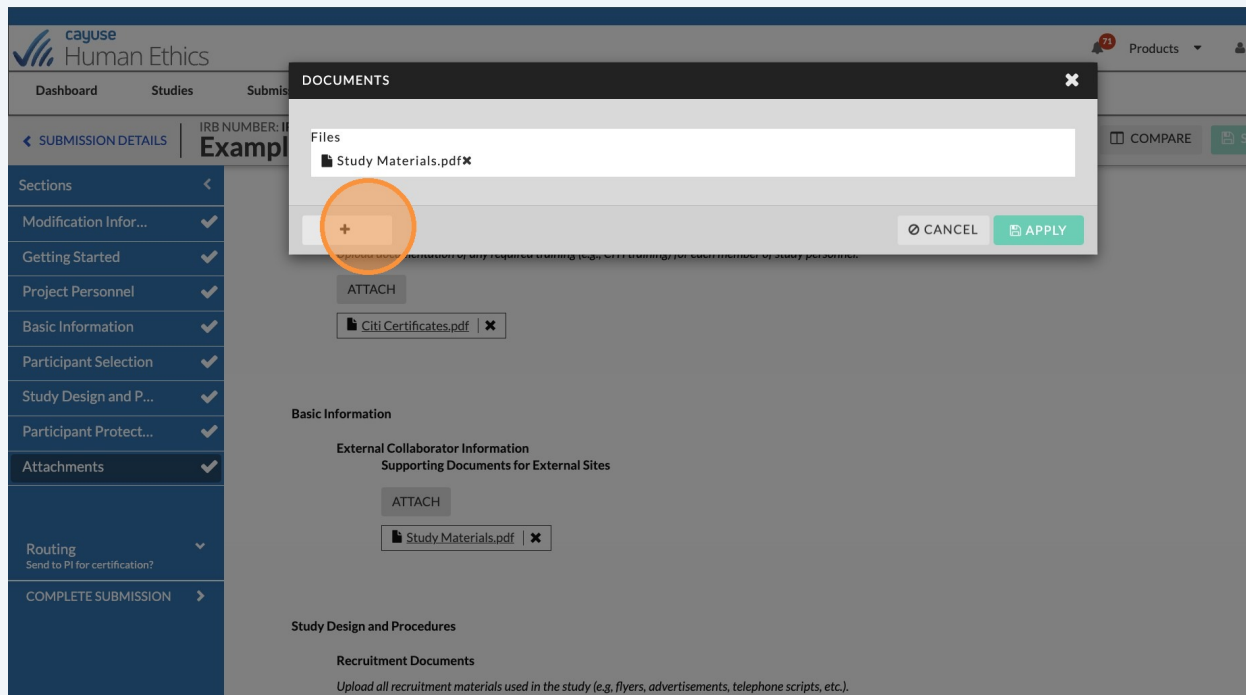
Upload any additional documentation related to HIPAA Authorization, as applicable.

ATTACH

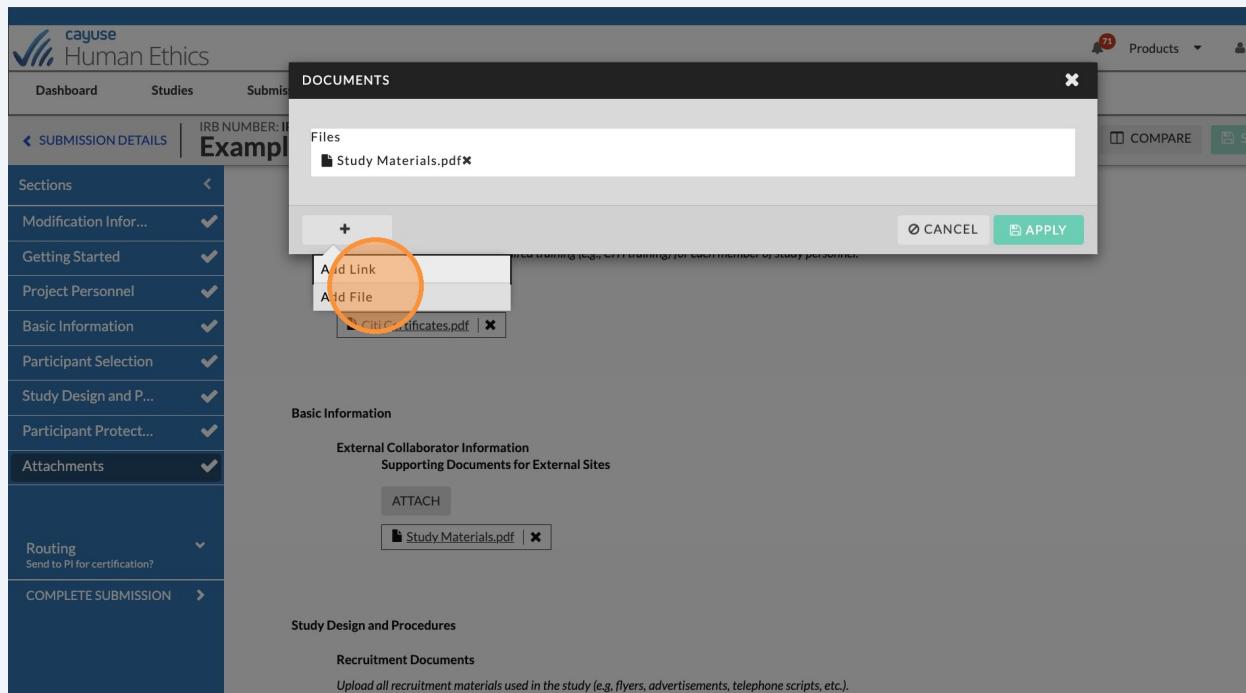
Data & Safety Monitoring

DSMP Documentation

9 Click "+"

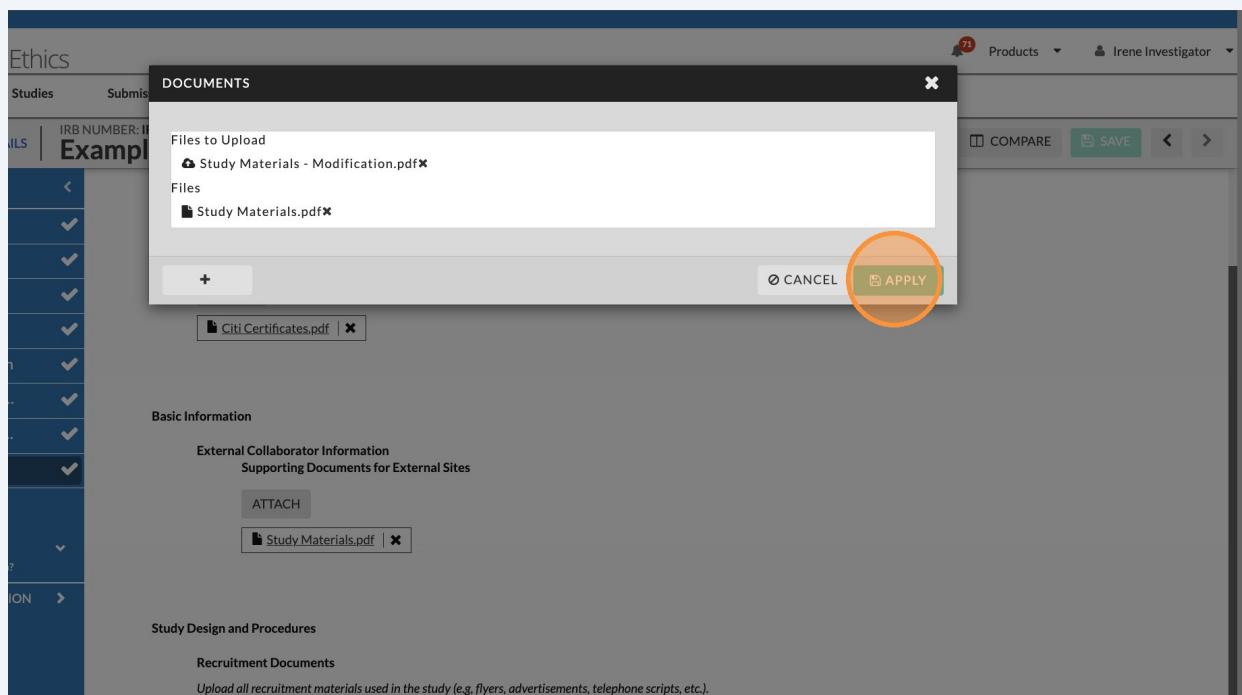


10 Click "Add File"



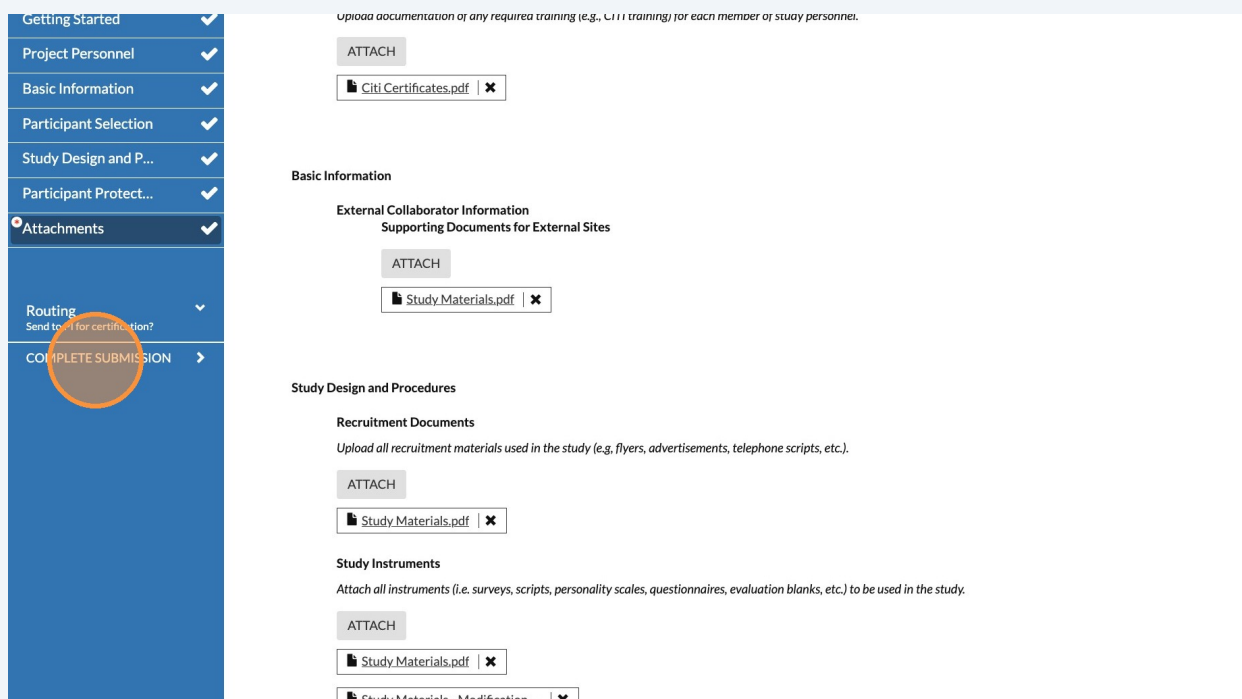
- 11 Select your desired file and then click **"Apply"**.

You should see your new file appear on the attachments page.



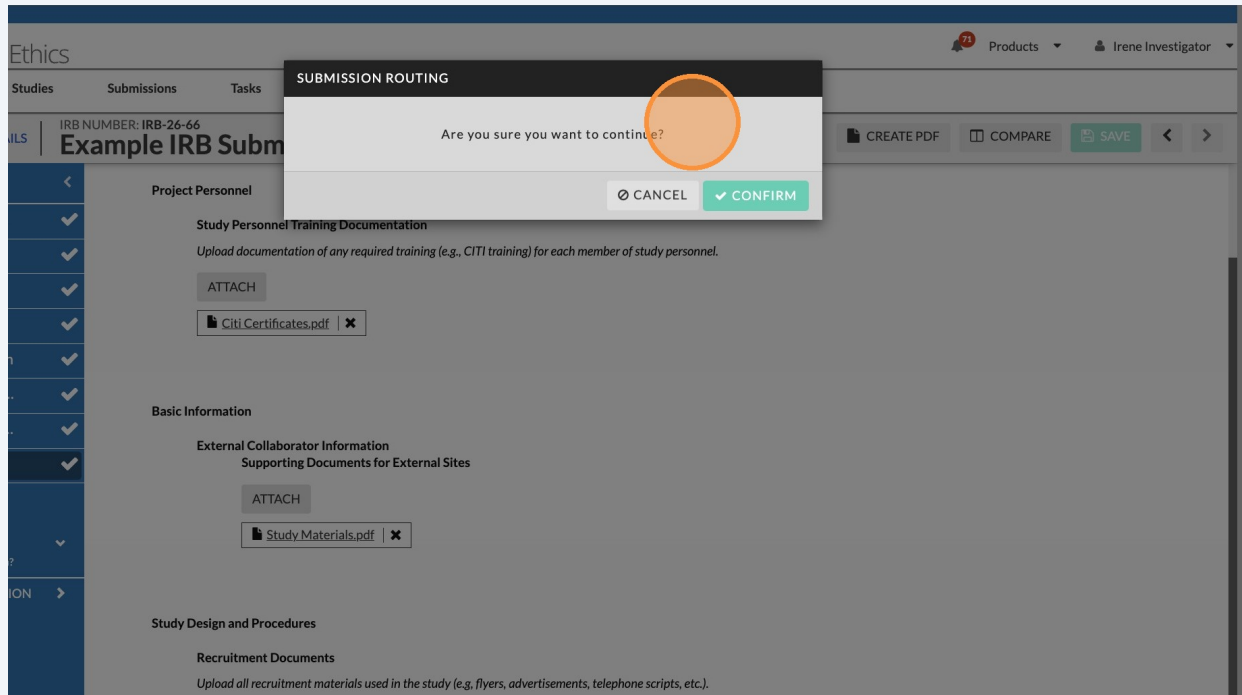
- 12 When all necessary information is complete and you are ready to submit your proposal, toggle to the bottom left of your screen to find the **"Complete Submission"** tab.

Click **"Complete Submission"**



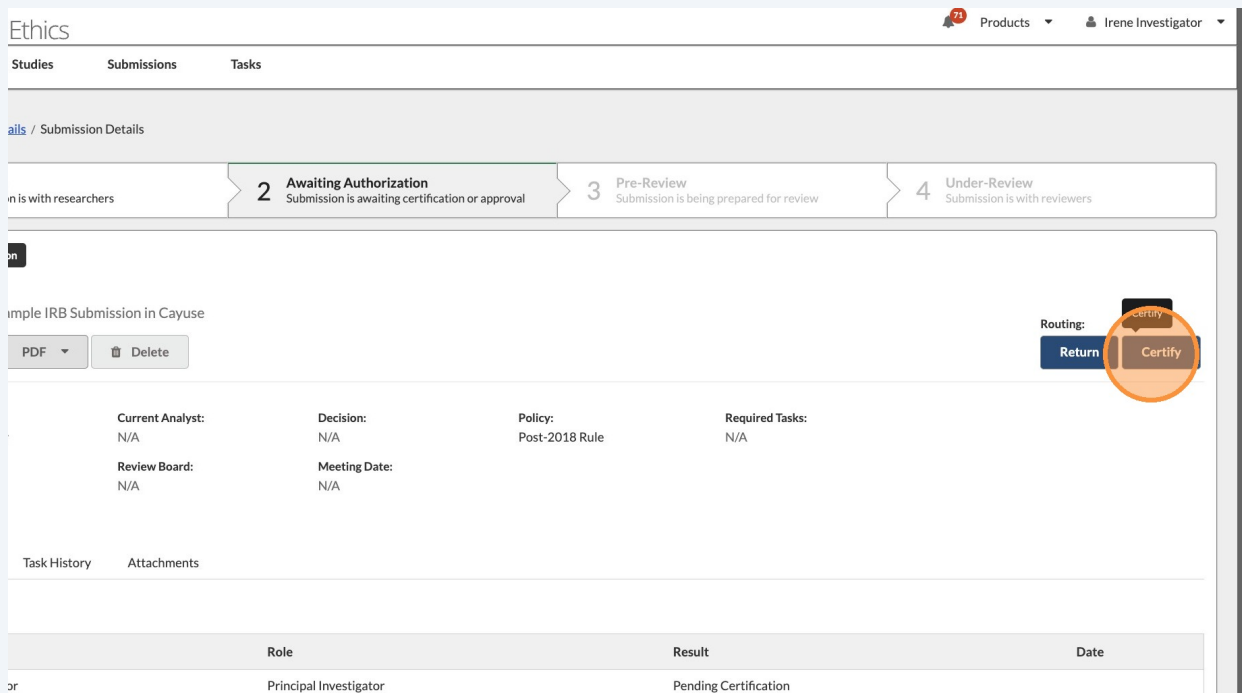
13 You will be prompted with this message.

Select "**Confirm**".



14 Next, this page will appear.

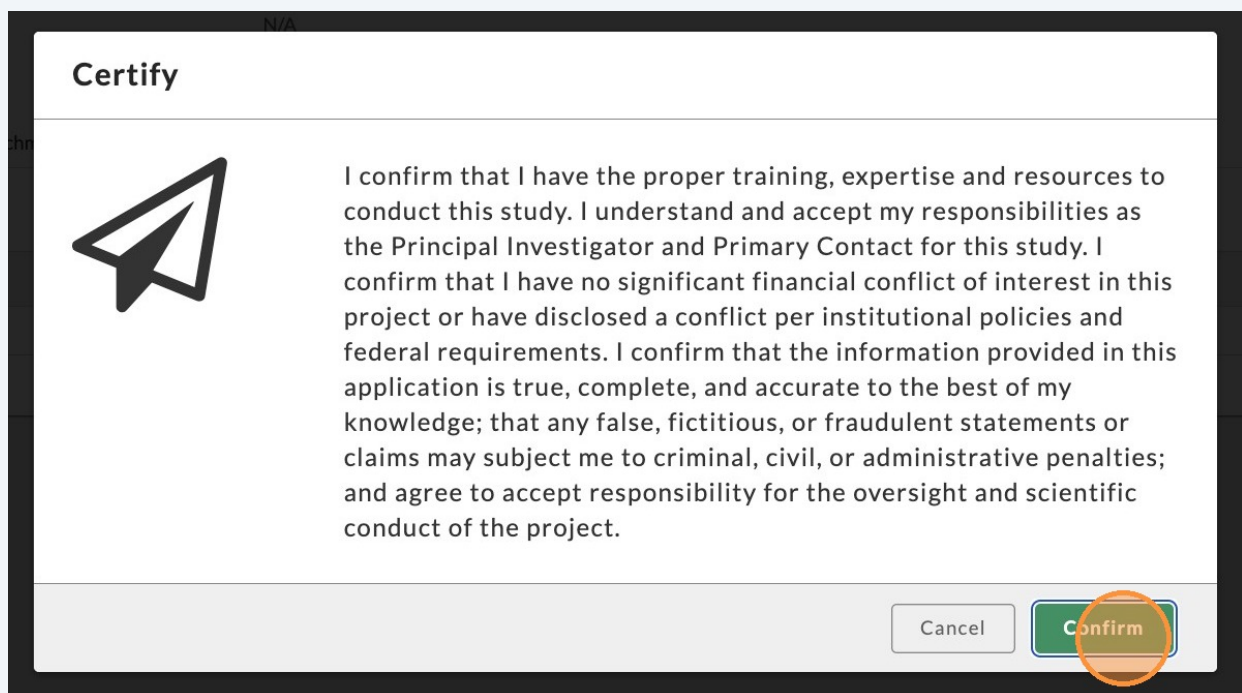
Click **"Certify"**



The screenshot shows the 'Ethics' application interface. The top navigation bar includes 'Studies', 'Submissions', and 'Tasks'. The main content area displays the 'Submission Details' for a submission titled 'Simple IRB Submission in Cayuse'. The submission is currently in the 'Awaiting Authorization' stage (Step 2). A 'Certify' button is highlighted with an orange circle in the top right corner, next to a 'Return' button. Below the submission details, there is a table with columns for 'Role', 'Result', and 'Date'. The table contains one row for the 'Principal Investigator' with the result 'Pending Certification'.

Role	Result	Date
Principal Investigator	Pending Certification	

15 If this message is accurate, click **"Confirm"**



The screenshot shows a 'Certify' modal dialog. The dialog has a title bar 'Certify' and a large arrow icon on the left. The main text of the dialog reads: 'I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.' At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is highlighted with an orange circle.