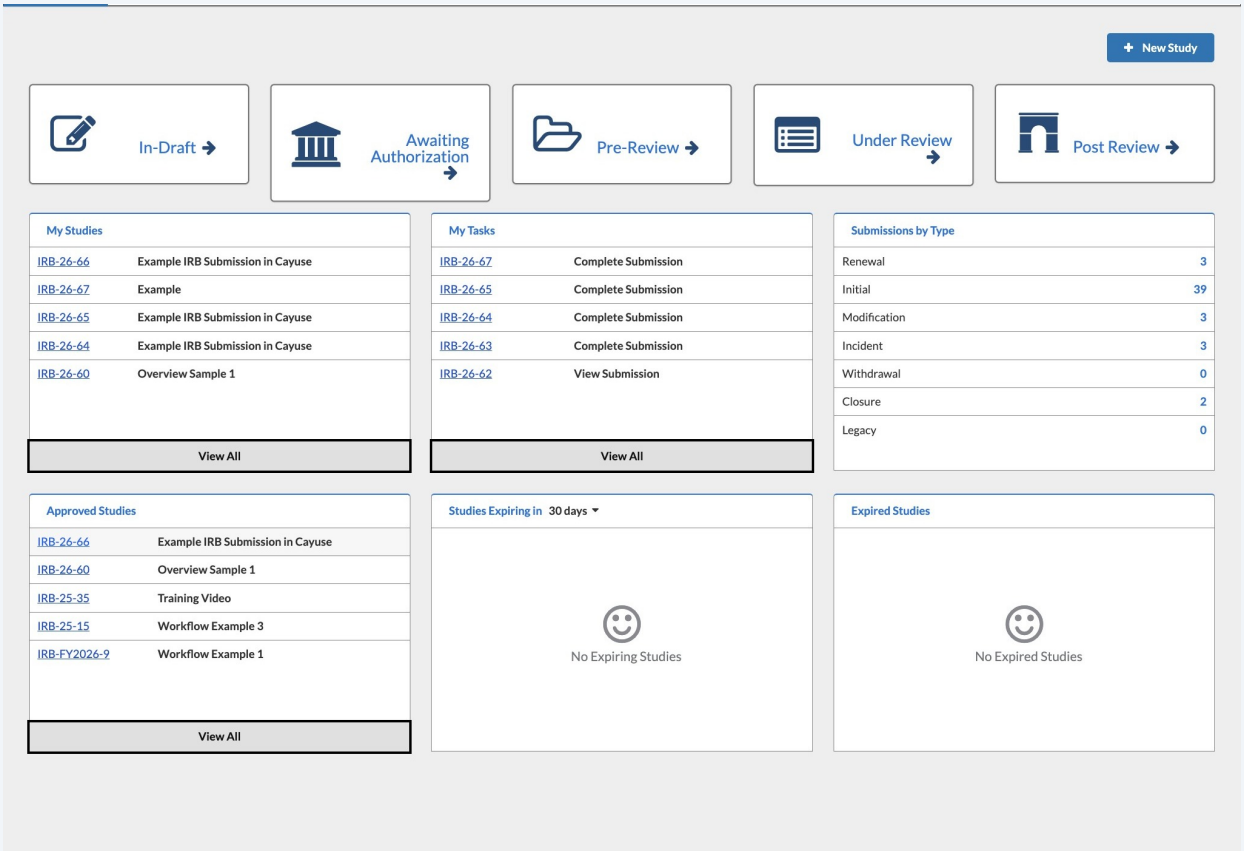
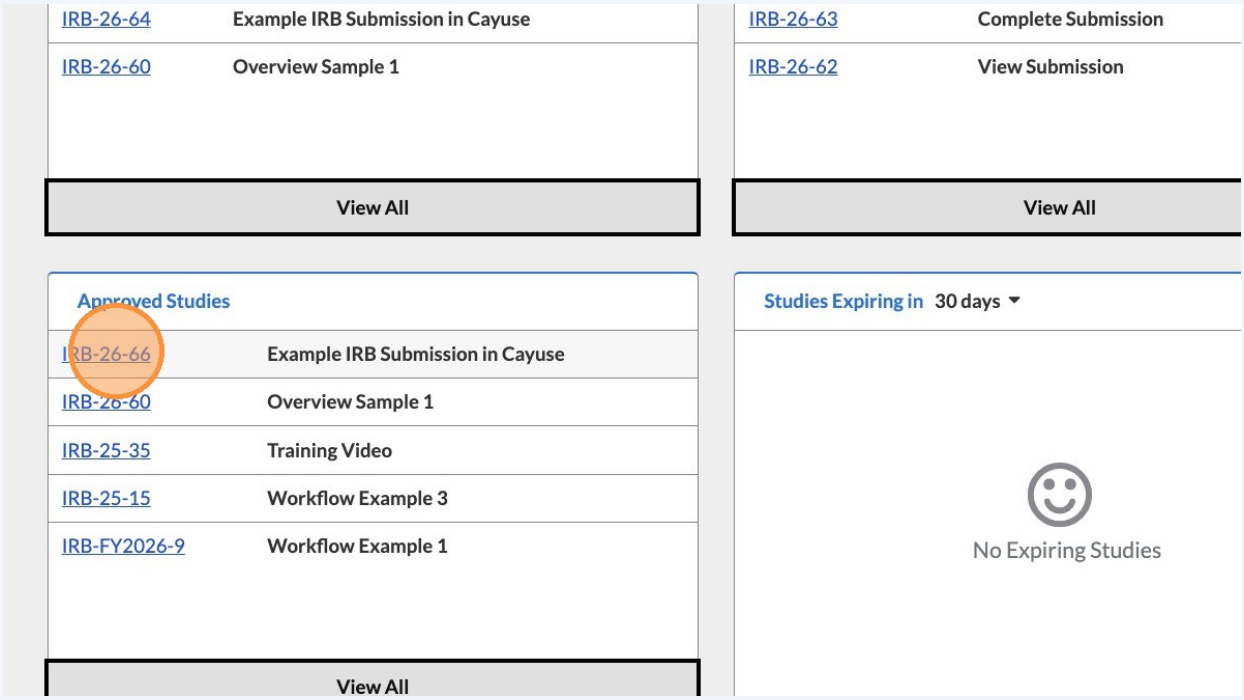
How to Submit an Incident Report on Cayuse

This guide provides a step-by-step process for submitting an incident report in Cayuse, specifically for unplanned events related to human subject research. It ensures that researchers understand the necessary procedures and documentation required for compliance and safety.

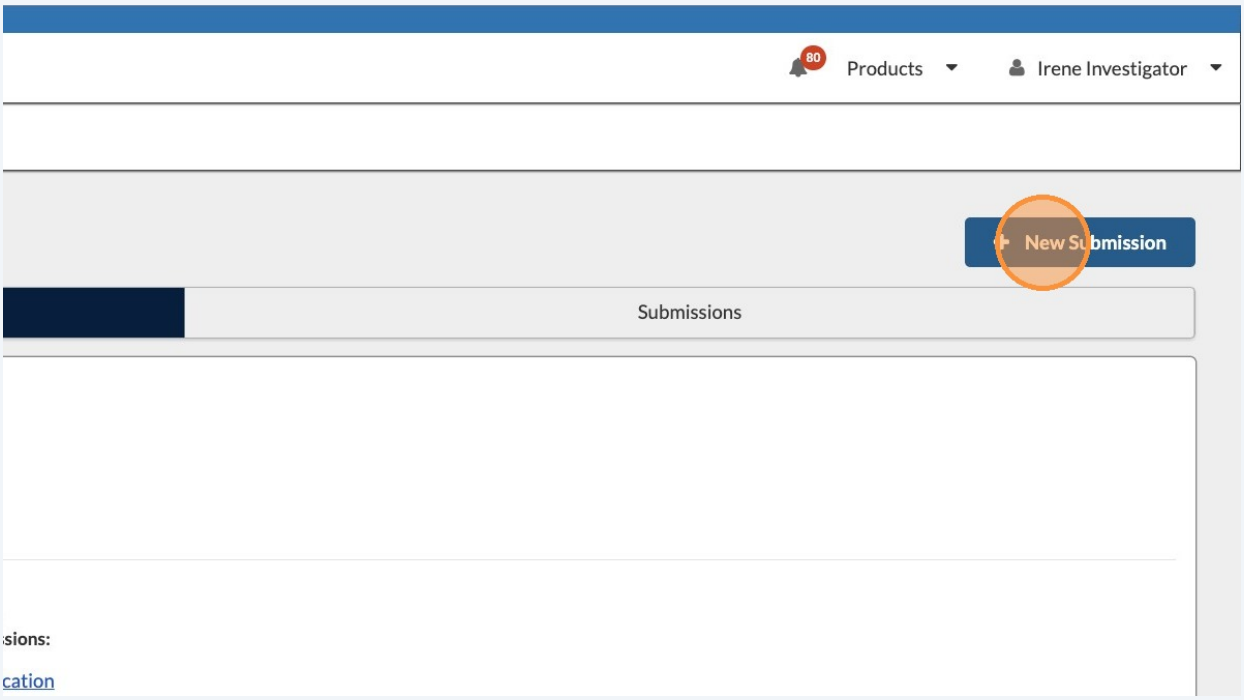
1 Navigate to your **Cayuse Dashboard!** https://usm.app.cayuse.com/



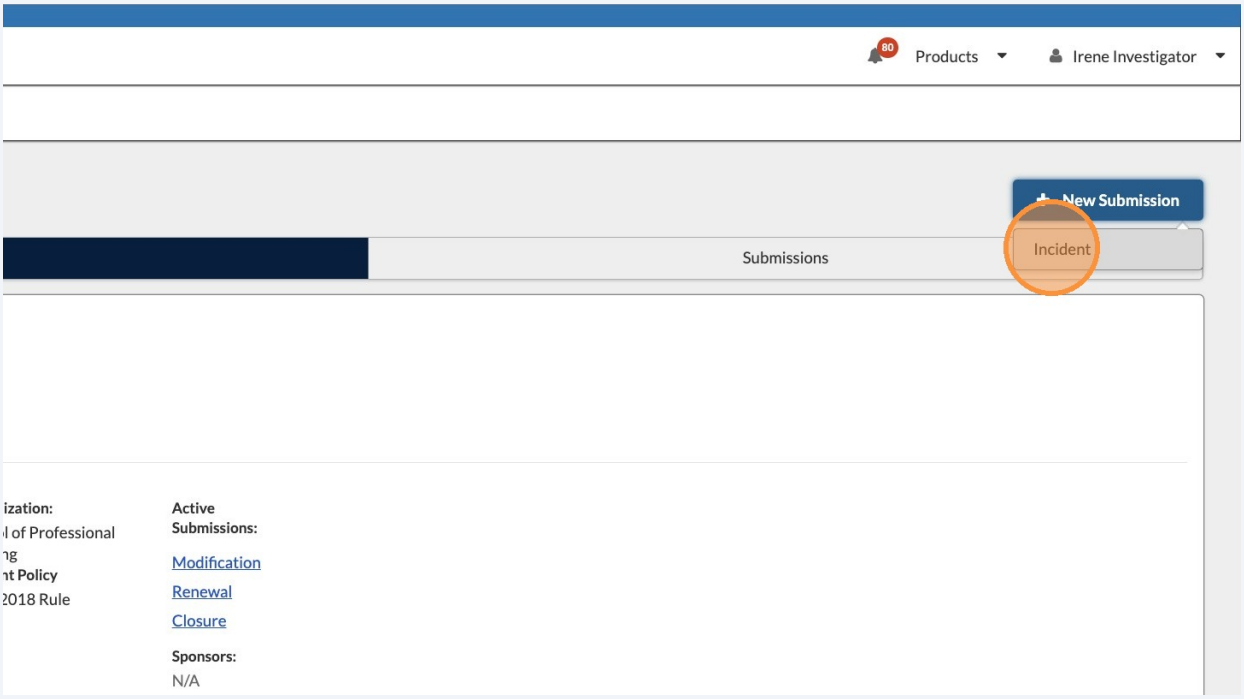
2 Locate the protocol that you'd like to submit an Incident Report for under **"Approved Studies"**



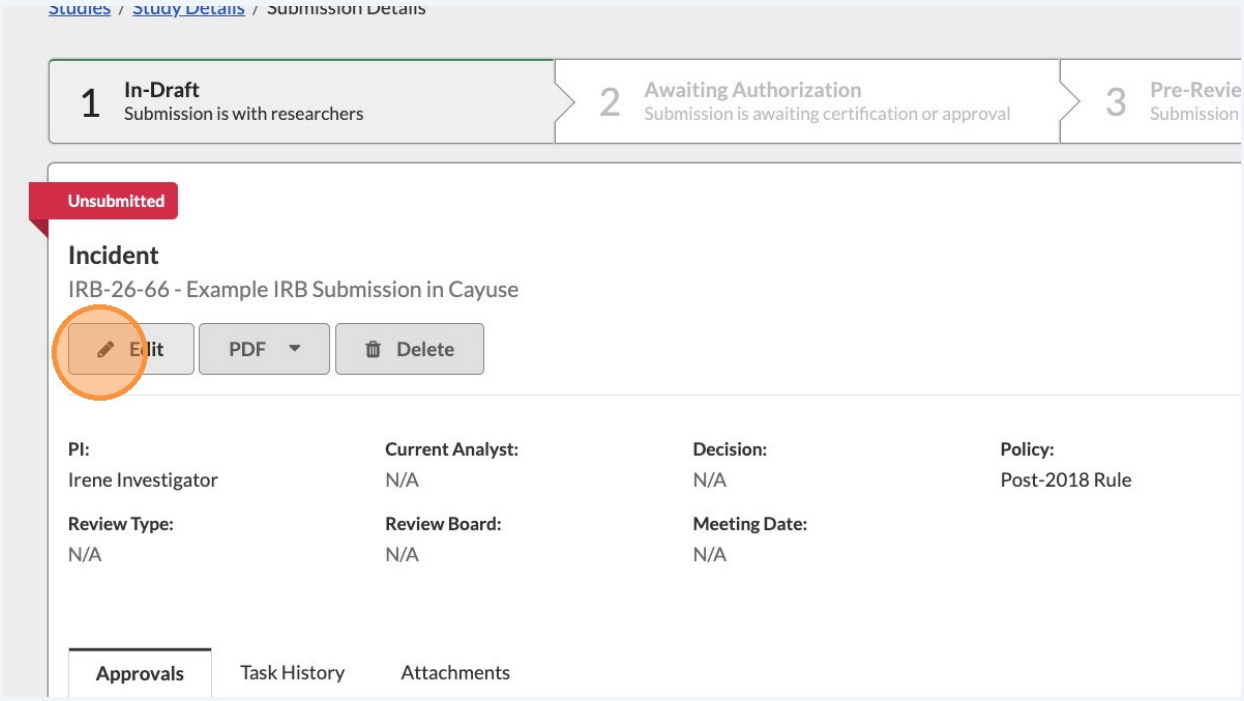
3 Click **"New Submission"**



4 Click **"Incident"**

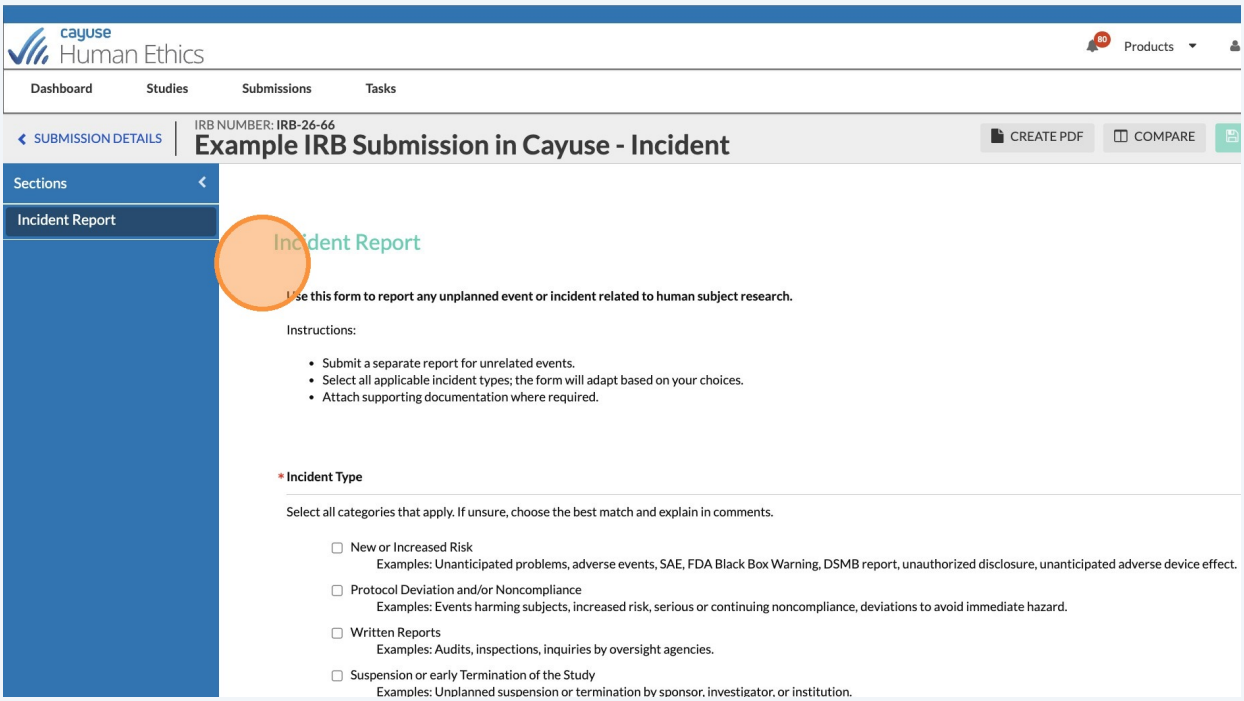


5 Click **"Edit"**

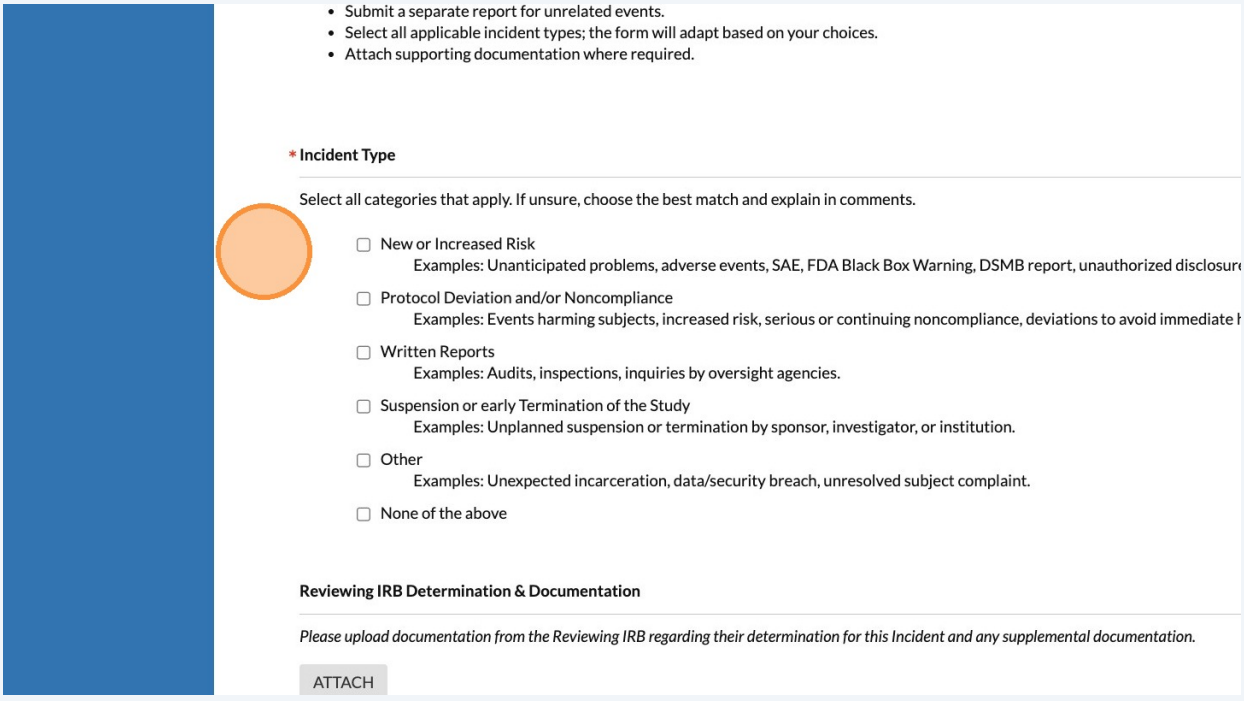


6 Here is the initial page of the Incident Report Form.

Read the following instructions.

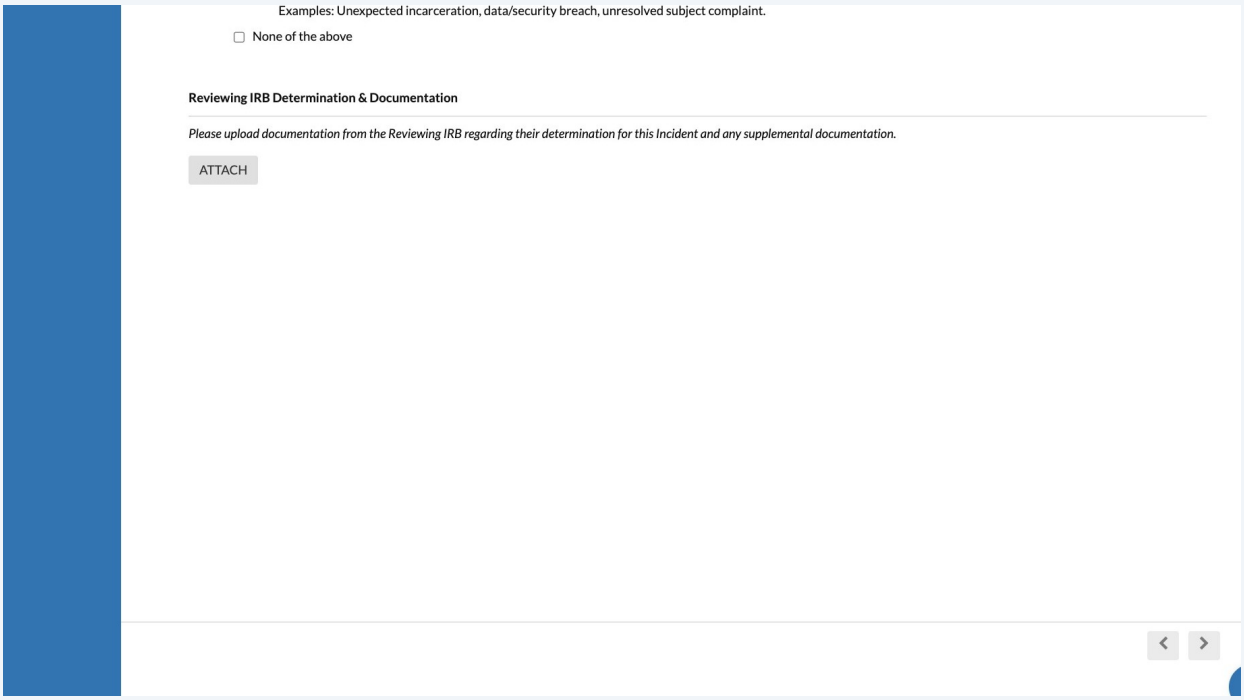


7 Next, review each incident type and **select the option** that best reflects your situation.



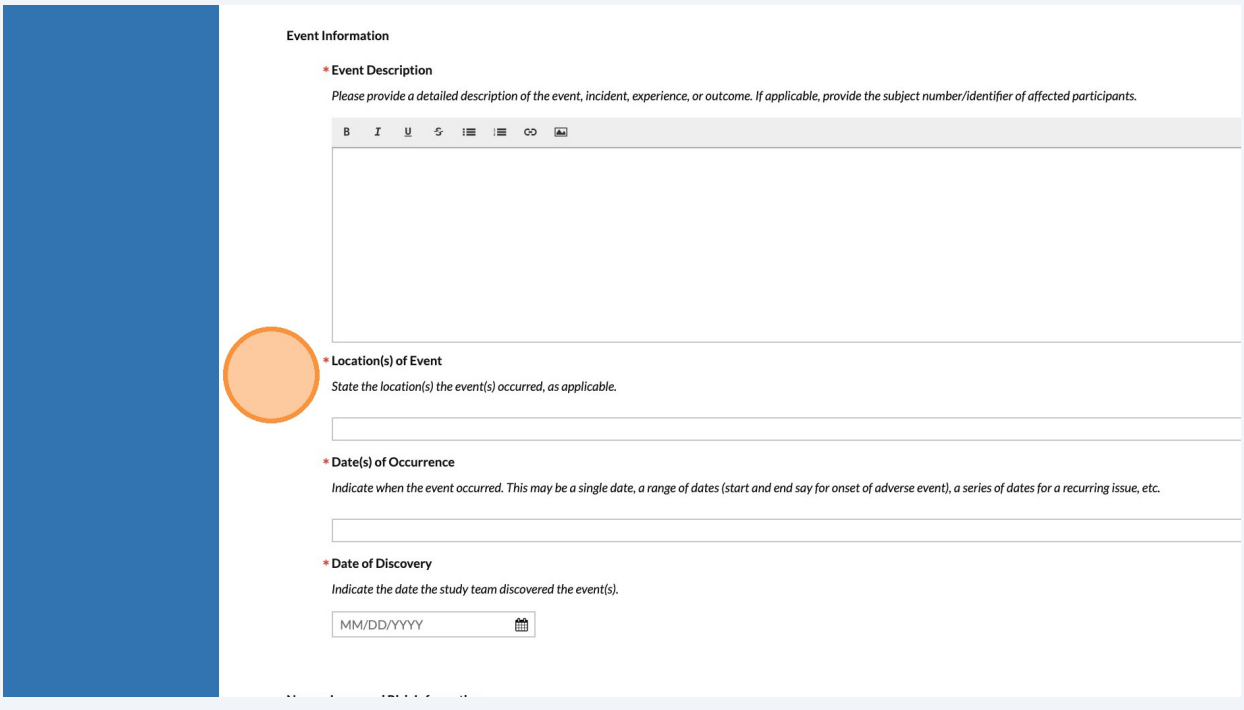
8 Next, you'll be asked to upload documents.

Select "**attach**" to append documents to this form.



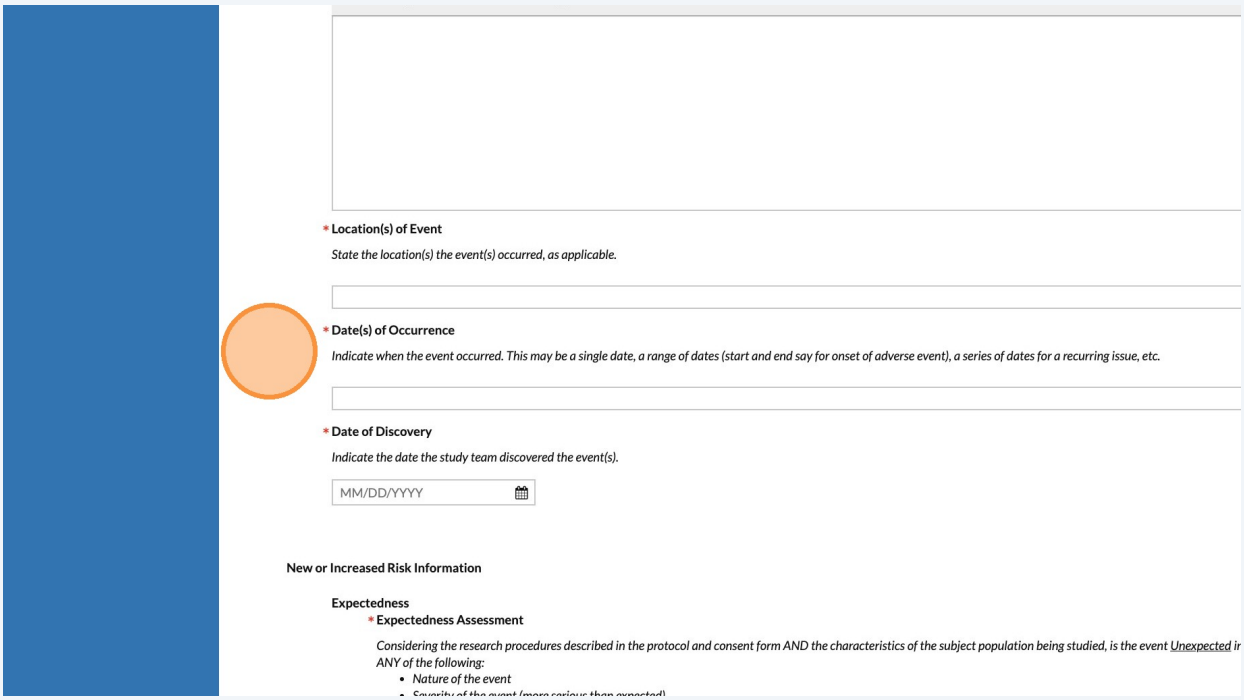
9 Next, navigate to the **"Event Information"** section.

Scroll down to the **"Event Description"** section to provide a detailed description of the event, experience, etc.



10 Next, please indicate the following:

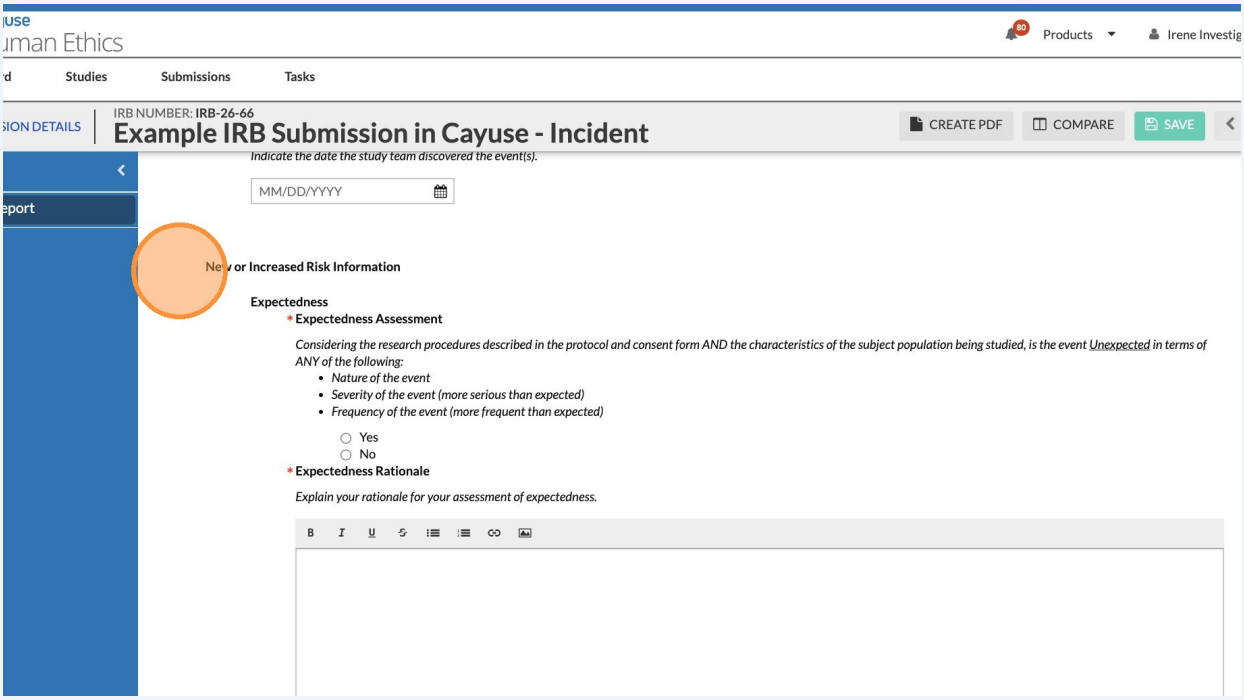
- **Location of Event(s)**
- **Date(s) of Occurrence**
- **Date of Discovery**



11 Following this, please navigate to the **"New or Increased Risk Information"** section.

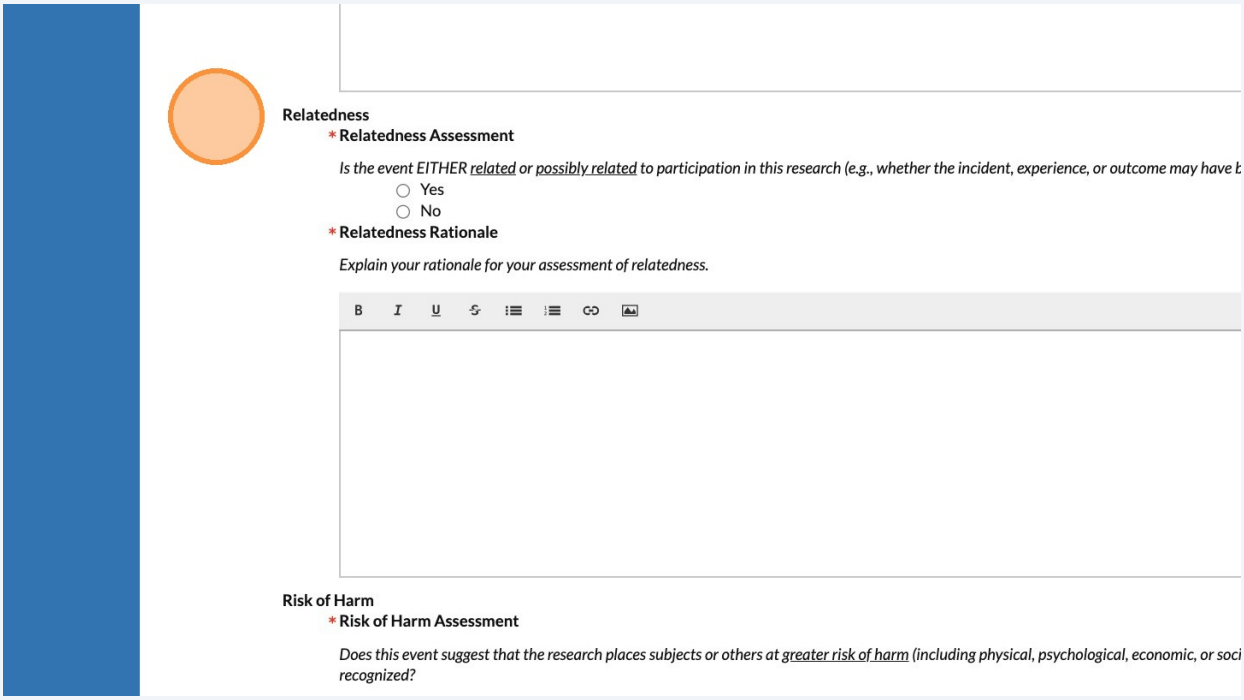
Complete the Expectedness Assessment by:

1. **indicating whether the event was unexpected based on the reasons provided**
2. **elaborating on the selection in the text box provided.**



12 Next, navigate to the **"Relatedness"** section to complete the **Relatedness Assessment** by:

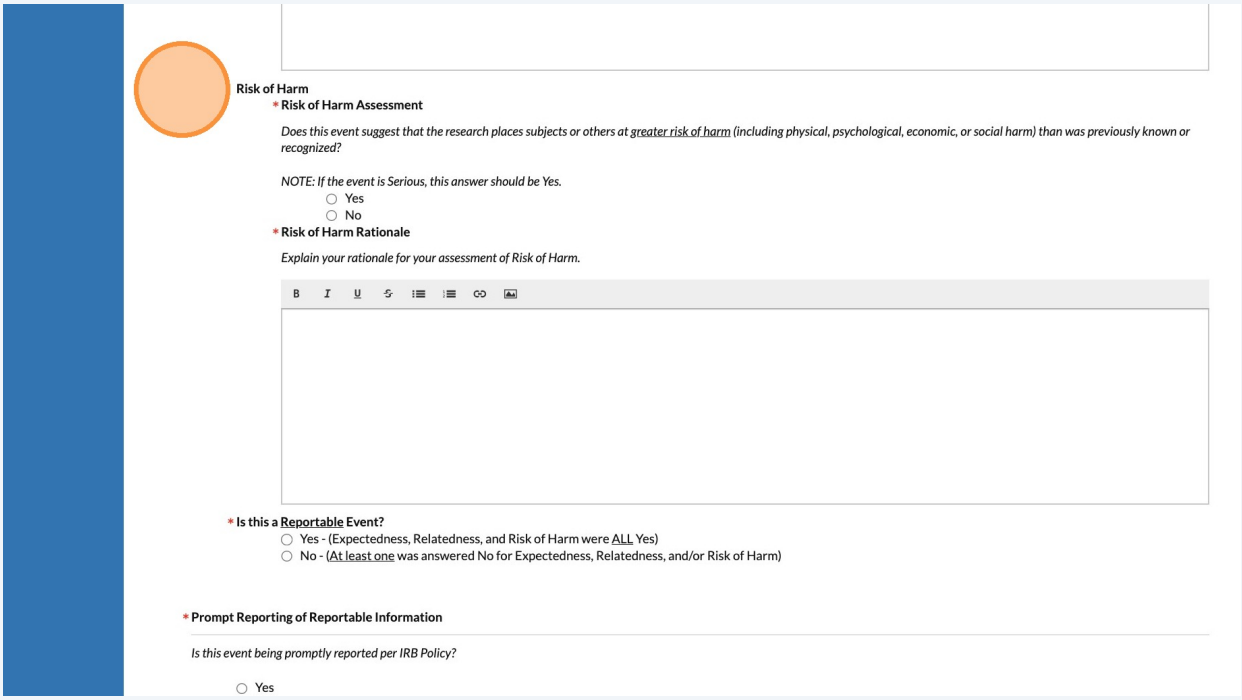
1. **Indicating if the incident is related to the research at hand.**
2. **Explaining the rationale for your selection in the text box provided.**



13 Following this, you will reach the **"Risk of Harm**" section where you will be prompted to complete the **Risk of Harm Assessment** by:

1. **Indicating if the incident suggests that the research places subjects or others at heightened risks of harm**

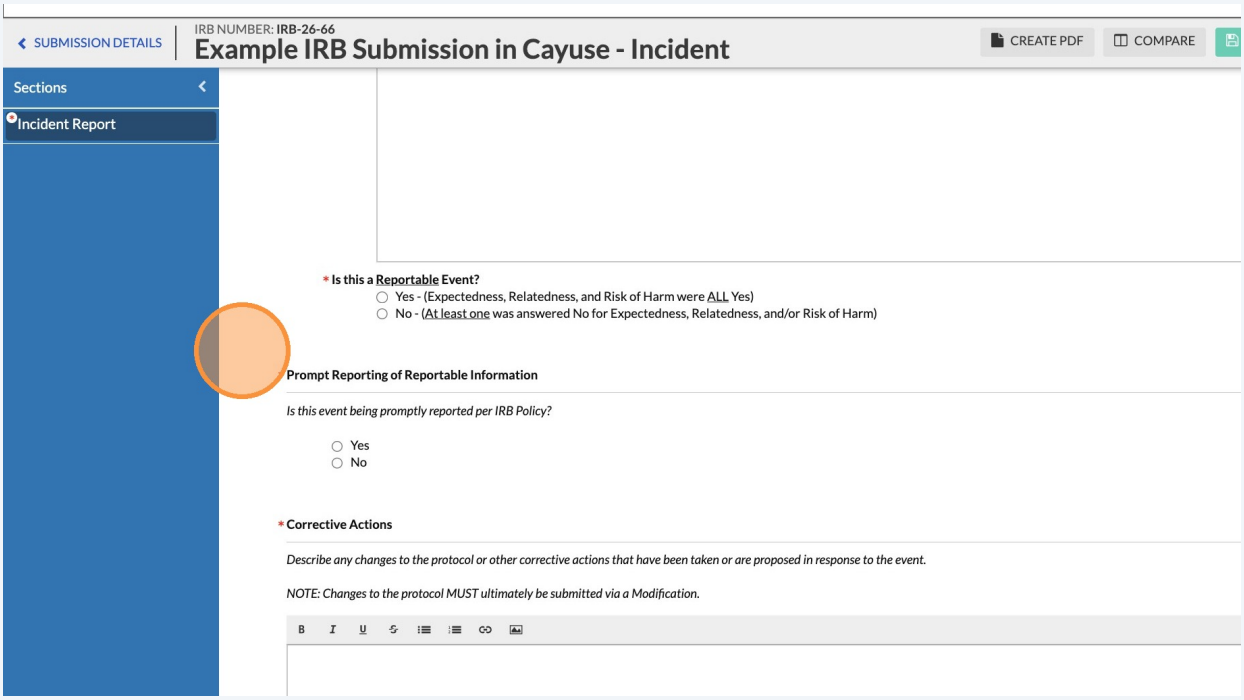
2. **Explaining the rationale for your selection in the text box provided.**



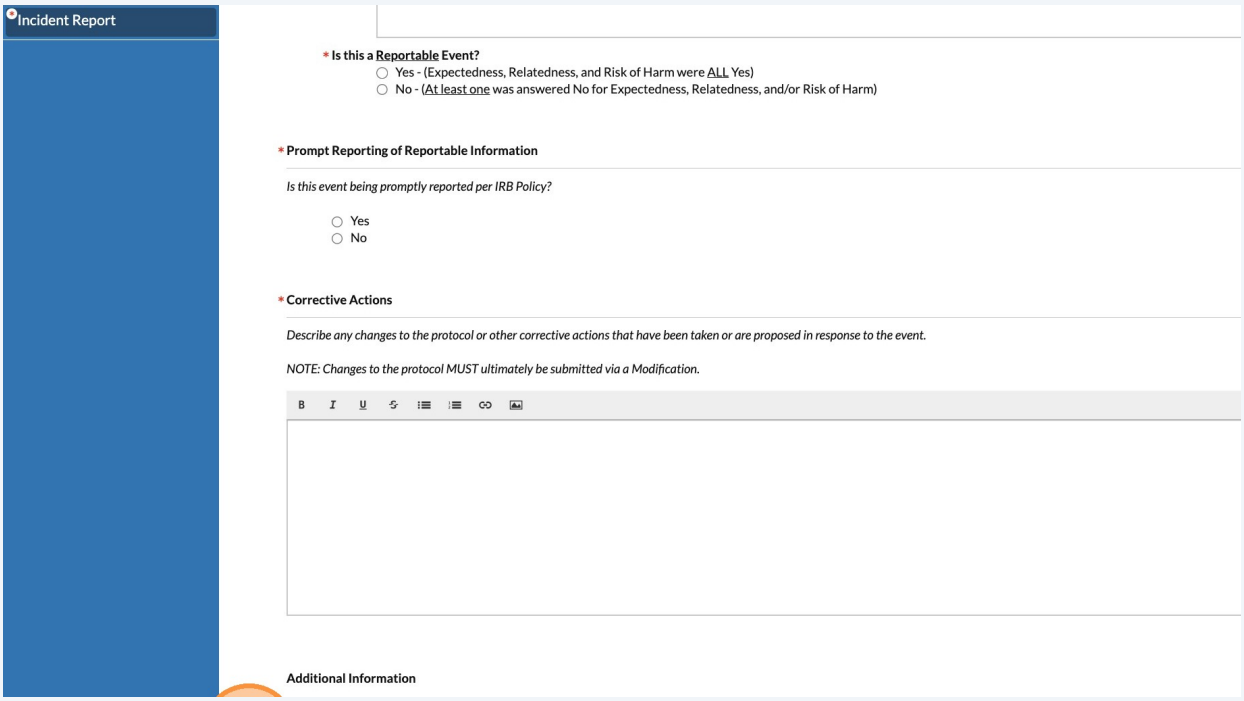
14 Scroll down to the next question.

"Is this a Reportable Event?"

Answer the question based on your previous responses.

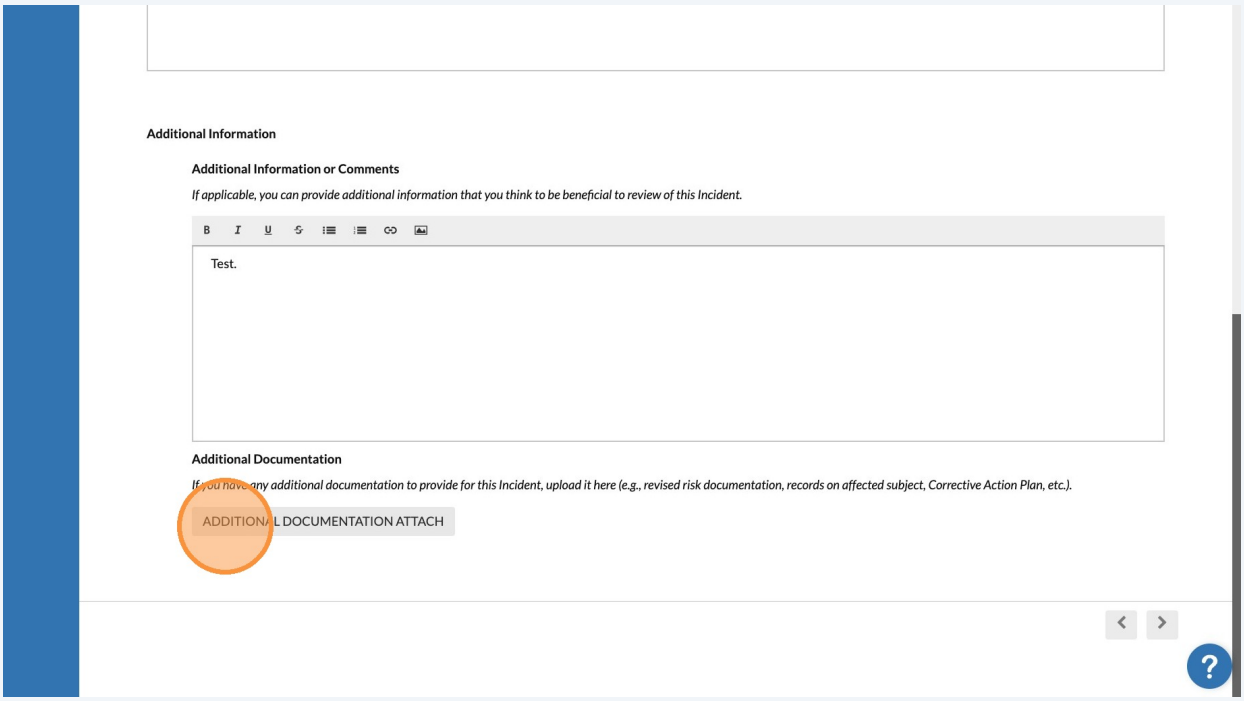


15 Next, indicate if the event was promptly reported and describe if any corrective actions that were taken.

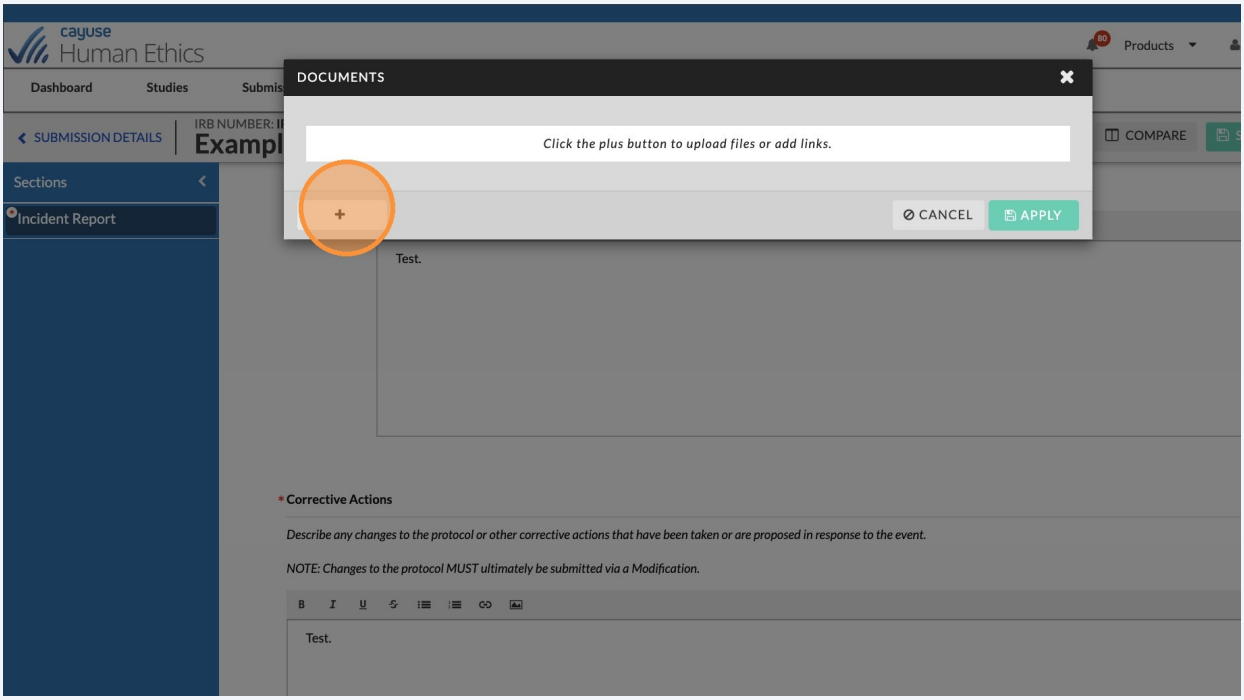


16 Finally, please use this section to identify any additional information that may be beneficial to this report.

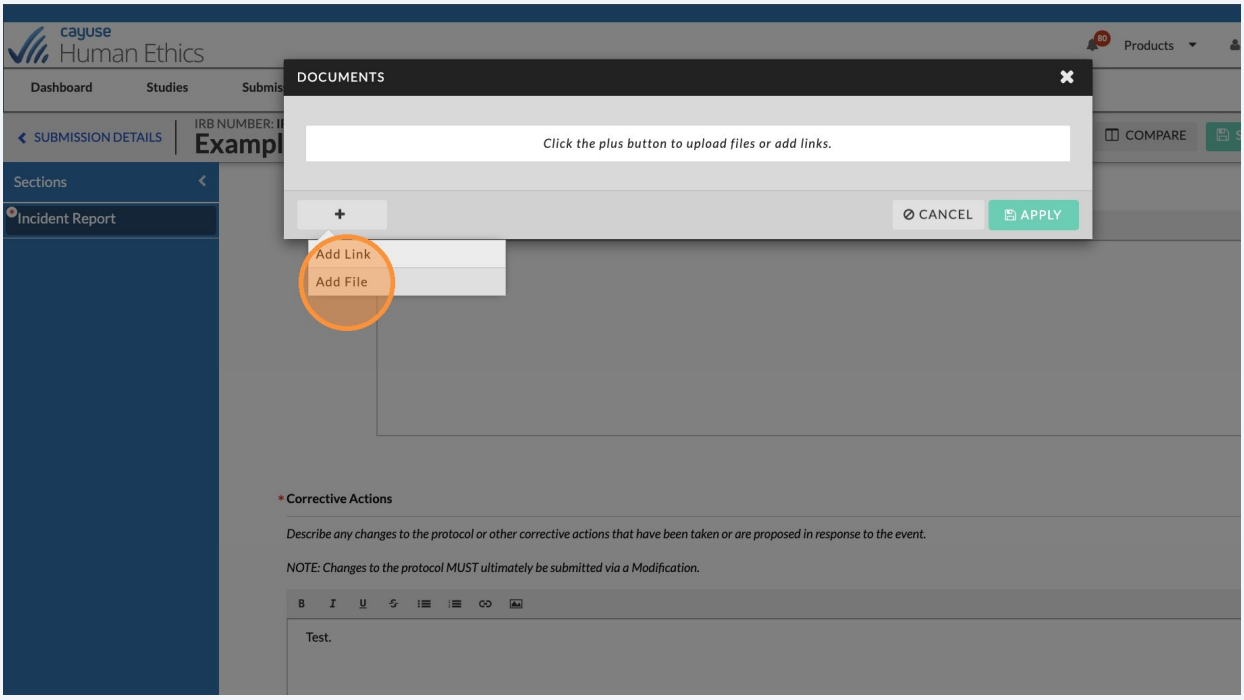
You can also attach any relevant documentation by clicking **"Additional Documentation Attach"**



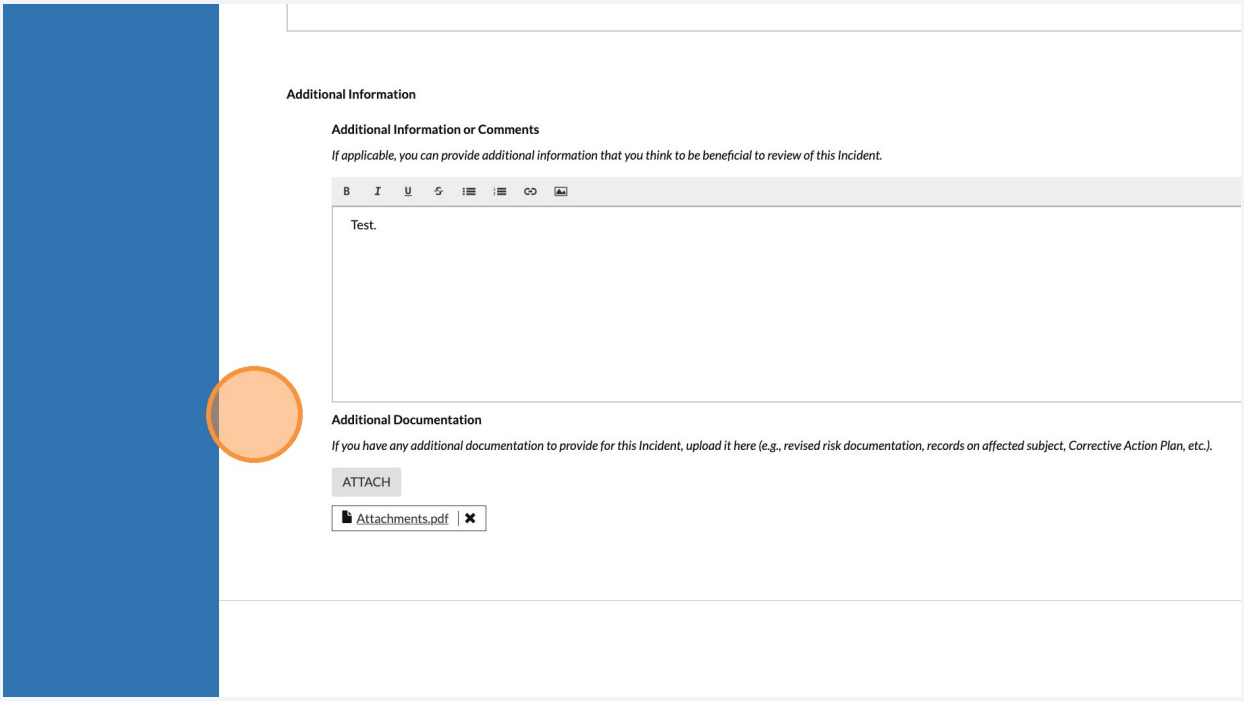
17 Click **"+"**



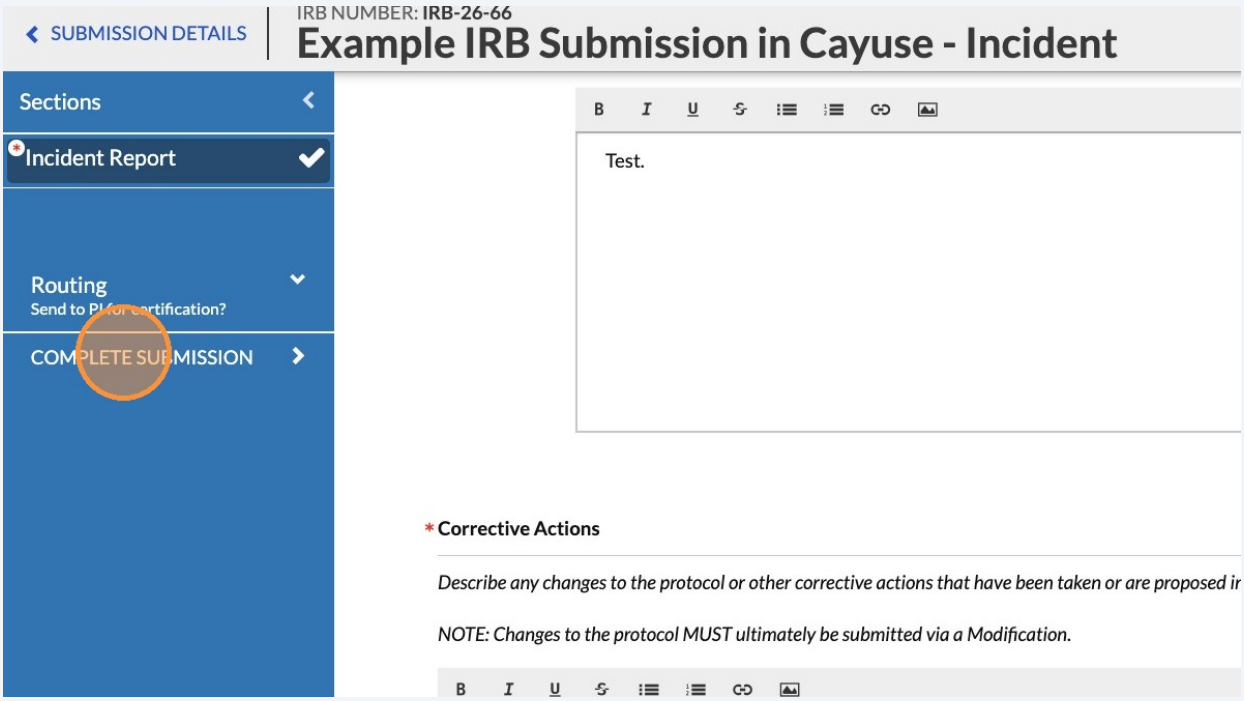
18 Click **"add file"**



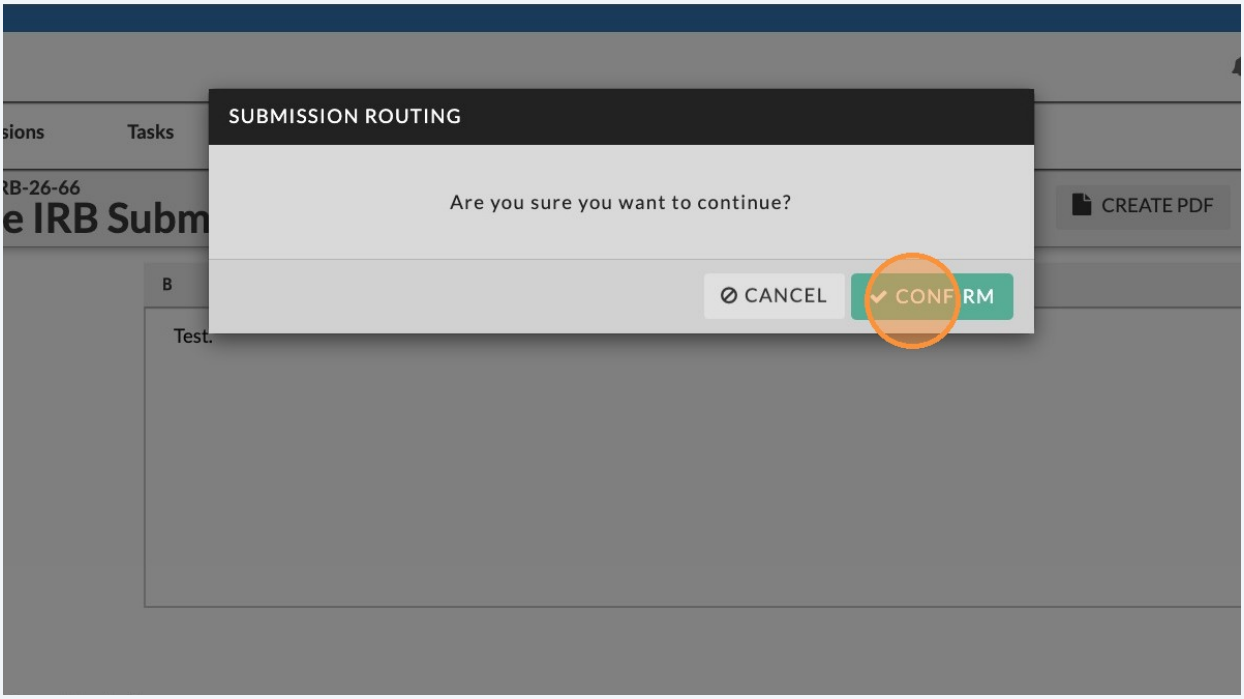
19 The attachment should populate onto the protocol.



20 To submit this form, click **"Complete Submission"**



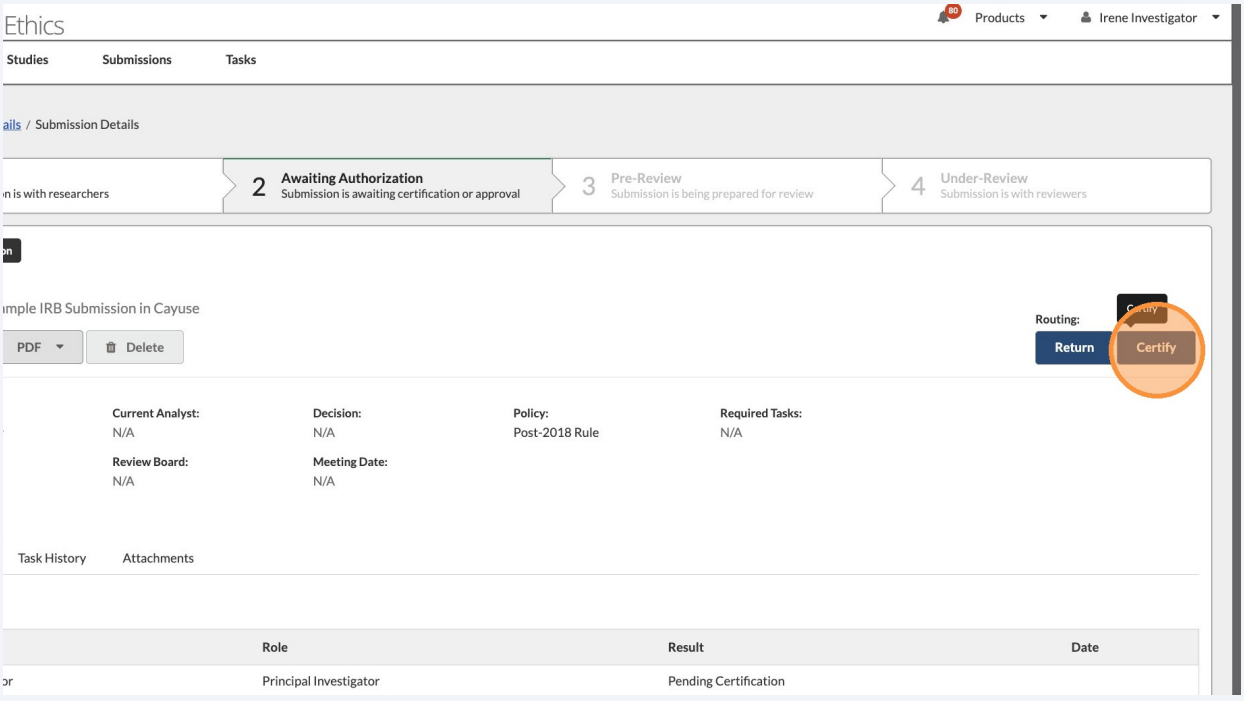
21 Click **"Confirm"**



22 You will be redirected to this page.

To submit, Click **"Certify"**

If you want to make changes to this protocol, **click "Return"**



23 After pressing **"Certify"**, this message will appear.

Click **"Confirm"** if you agree to the statements below.