Cayuse IRB
Quick Start Guide for Researchers
What is Cayuse IRB?

Cayuse IRB streamlines the entire Institutional Review Board review and submission process. This single sign-on application gives researchers the ability to create, submit and manage IRB applications.

All initial applications, modifications, and renewals must now be completed in the Cayuse system.
Logging Into Cayuse

LOG IN at usm.cayuse424.com using your USM (SOAR) Credentials. (wXXXXX + SOAR password)

You cannot log into Cayuse IRB unless you are first registered in USM's Cayuse system. Most faculty members and graduate students are pre-loaded, but if you are having trouble logging in, most likely you need to be added to the system. To be added, fill out the form at https://forms.usm.edu/integrity-assurance-program/view.php?id=33471

Updated 09/10/19
Cayuse IRB Dashboard Summary

Shows the statuses of your submissions

- **In-Draft**: 4
- **Awaiting Authorization**: 5
- **Pre-Review**: 0
- **Under Review**: 2

**My Studies**
- IRB-18-51: My Dissertation
- IRB-18-52: Beta Testing #1
- IRB-18-44: How to Win Your Heart's Desire
- IRB-18-12: How to Wiggle Like Elvis

**My Tasks**
- IRB-18-10: Complete Submission
- IRB-18-13: Complete Submission
- IRB-18-17: Complete Submission
- IRB-18-16: Complete Submission
- IRB-18-15: Complete Submission

**Notifications** will appear here. Click bell to view

**Other ways to access the same things**

- **Approved Studies**: Shows your approved and active studies
- **Expired Studies**: Shows your expired studies
- **Soon-to-Expire Studies**: Shows your soon-to-expire studies

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Create a New Study

To create a new study, SELECT the New Study button in the upper right of either the Studies page or your Dashboard.
Study Title

Enter a title for your study (up to 600 characters). The SAVE ✓. This needs to be the formal title of your project which will appear on your IRB letter of approval. Creating a study is like making a folder for all submissions related to this project (initial submission, modifications, renewals, and adverse event reports).
Begin Submitting Information & Uploading Documents

To begin working on your study, SELECT New Submission, Initial.
Navigate using the left and right arrow buttons at the top and bottom of the page. Attach relevant documents as prompted. Save and proceed until your submission is completed.

Questions marked with a red star are required. Make sure to save your work!
Your required CITI training certificates (common course and human subjects research course) will be automatically linked to your application, but only provided you registered for CITI using your USM email account. If you did not, and instead used a gmail, yahoo, hotmail etc. address, you must change your email address in CITI.

*Your IRB application cannot be processed otherwise.*

If you need help changing your email address in CITI, see our quick start guide titled "Changing your email address in CITI,"
https://www.usm.edu/research-integrity/cayuse-support-materials.php
COMPLETE SUBMISSION

Once all sections are ✔, SAVE and SELECT COMPLETE SUBMISSION.

CONFIRM, under SUBMISSION ROUTING. (Unless you confirm, the submission will not be routed onward.)
Certifying Your Submission

You will be routed back to your submission details page and the status will be *Awaiting Certification*. SELECT **Certify** to proceed (this step will seem unnecessary, but all named USM Investigators, and Organizational Approvers must certify each submission, even ones they’ve submitted). Collaborators will receive an email instructing them to CERTIFY as well.
Under Pre-Review

Once Certified by all USM Investigators, and Organizational Approvers the study will show as Under Pre-Review.

This means that the IRB analyst is reviewing your submission, ensuring all necessary steps were completed.
After Pre-Review the study is sent to a Reviewer. The status of the study will change to indicate this change.

Once your study has been approved, you will receive a letter, emailed to you, and the study's status will change to Approved. The approval letter will include any details needed for your to begin your research.
Need Additional Help?

For additional assistance SELECT Help to expand its drop-down menu.