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.

You cannot log into Cayuse IRB unless you are first registered in USM’s Cayuse system. Most faculty members and graduate students were 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
SELECT Cayuse IRB (Human Studies Compliance)
Cayuse IRB Dashboard Summary

Shows the statuses of your submissions

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

Shows you all your submissions

- Shows your approved and active studies
- Shows your soon-to-expire studies
- Shows your expired studies

Other ways to access the same things

- Shows all your not-yet-approved studies (in draft, awaiting certification, or under review)
- Shows all tasks needing your attention
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, e.g. “My Dissertation”). Then SAVE ✓. This need not be the formal title of your project. Creating a study is like making a folder for all submissions related to this project (eg. initial submission, modifications, renewals, etc.).
Begin Submitting Information & Uploading Documents

To begin working on your study, SELECT New Submission, Initial.
Study’s Submission

SELECT Edit
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!
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 Investigators, Advisors and Organizational Approvers must certify each submission, even ones they’ve submitted). Collaborators will receive an email instructing them to CERTIFY as well.
FAQs

Do I still need to complete CITI Training?
Yes, all investigators, including students’ faculty advisors or committee chairs, must provide (non-expired) CITI Common Course and Human Subjects completion reports.

Do I still need to email study related documents to IRB@usm.edu?
No. All information must be entered in Cayuse IRB, including research instruments, consent forms, CITI completion reports, prospectus approval forms, and external institution permissions.

Do I still use templates for consent forms?
Yes, these templates will continue to be available and will be linked in Cayuse IRB form(s). Completed templates must be uploaded to Cayuse IRB.

Do I still need to apply for renewal?
Yes, renewals are required for studies lasting more than twelve months.

How will I know the status of my submission?
You will be notified via Cayuse IRB and email as your submission proceeds through the review process. If approved, the study will appear on your dashboard under Approved Studies. You will receive an approval letter by email. You cannot collect data before the approval letter is received.

As an advisor, how would I review my students’ submission(s)?
Every student must list a Faculty Advisor. Advisors will be notified by email when their students submit. Faculty Advisors must review and certify student submissions for them to route to Organizational Approvers (School Directors) for certification.
Need Additional Help?

For additional assistance SELECT Help to expand its drop-down menu.
Questions?
www.usm.edu/research/office-research-integrity

Contact:
irb@usm.edu