



Cayuse IRB

Quick Start Guide for Researchers



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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.



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Logging Into Cayuse

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

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User ID

Password

Don't Remember Login

Login

[Forgot your password?](#)

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>



Cayuse IRB Dashboard Summary

The screenshot shows the Cayuse IRB Dashboard interface. At the top, there is a navigation bar with 'Menu', 'Dashboard', and 'Notifications' (with a bell icon and a red '20' badge). A 'Name' field is also visible. Below the navigation bar, a large orange-bordered box contains a summary of submission statuses: 'In-Draft' (4), 'Awaiting Authorization' (5), 'Pre-Review' (0), and 'Under Review' (2). Below this summary are three main sections: 'My Studies' (listing 5 studies), 'My Tasks' (listing 5 tasks), and 'Submissions by Type' (listing 9 types). At the bottom, there are three more sections: 'Approved Studies' (No Approved Studies), 'Studies Expiring in 30 days' (No Expiring Studies), and 'Expired Studies' (No Expired Studies). A left sidebar contains navigation links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, Settings, and Help. A blue callout box on the left side of the dashboard states: 'Other ways to access the same things'. A blue callout box at the top right of the dashboard states: 'Notifications will appear here. Click bell to view'. A blue button labeled '+ New Study' is located in the top right corner of the dashboard content area.

Shows the statuses of your submissions

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

My Studies

IRB ID	Study Name
IRB-18-53	Beta Testing #2
IRB-18-51	My Dissertation
IRB-18-52	Beta Testing #1
IRB-18-44	How to Win Your Heart's Desire
IRB-18-38	How to Wiggle Like Elvis

My Tasks

IRB ID	Task Name
IRB-18-18	Complete Submission
IRB-18-53	Certify Submission
IRB-18-17	Complete Submission
IRB-18-16	Complete Submission
IRB-18-15	Complete Submission

Submissions by Type

Type	Count
Initial	9
Withdrawal	1
Modification	0
Renewal	0
Incident	0
Closure	0
Legacy	0

Approved Studies

Shows your approved and active studies

No Approved Studies

Studies Expiring in 30 days

Shows your soon-to-expire studies

No Expiring Studies

Expired Studies

Shows your expired studies

No Expired Studies

Other ways to access the same things

Notifications will appear here. Click bell to view

+ New Study



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.

The screenshot shows the 'cayuse IRB' interface. The top navigation bar includes a hamburger menu, the title 'Studies', a notification bell, and the user 'IRB User'. Below the navigation bar, there are tabs for 'Active' and 'Archive'. A search bar is present with the placeholder text 'Click to search'. A blue button labeled '+ New Study' is highlighted with a blue arrow. Below the search bar is a table with the following data:

IRB#	Study Title	Status	PI	Exp Date	Create Date
IRB-FY2016-3522	Extracurricular Activities and Perceived Stress	Unsubmitted	IRB User 2	N/A	03-18-2016
IRB-FY2016-3524	Internet Use of Adolescent Americans	Approved	IRB User 2	03-04-2017	03-04-2016

Study Title

Enter a title for your study (up to 600 characters). Then SAVE ✓. This needs to be the formal title of your project as to being what appears on your IRB letter of approval. Creating a study is like making a folder for all submissions related to this project (eg. initial submission, modifications, renewals, etc.).

cayuse IRB

Dashboard

Studies

Submissions

Tasks

Help

Study Details

IRB User

Studies / Study Details

+ New Submission

Study Details

Submissions

Social Effects of Early Onset Hair Loss

PDF Delete

Approval Date: N/A

Expiration Date: N/A

Organization: N/A

Active Submissions:

Sponsors: N/A

Closed Date: N/A



Begin Submitting Information & Uploading Documents

To begin working on your study, **SELECT New Submission, Initial.**

The screenshot shows the 'cayuse IRB' web application interface. On the left is a dark blue sidebar with navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled 'Study Details' and shows a study entry for 'IRB-FY2016-3575' with the title 'Social Effects of Early Onset Hair Loss'. The study is marked as 'Unsubmitted'. Below the study title are buttons for 'PDF' and 'Delete'. A metadata section lists fields like Approval Date, Expiration Date, Organization, Active Submissions, Sponsors, and Closed Date, all with 'N/A' values. At the bottom, there are tabs for 'Key Contacts' and 'Attachments'. The 'Key Contacts' tab shows a table with columns for Team Member, Role, Number, and Email, with the message 'No Key Study Contacts.' below it. In the top right corner of the main content area, there is a blue '+ New Submission' button and a dropdown menu with 'Initial' selected. A red circle highlights these two elements.



Study's Submission

SELECT Edit

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Submission Details

IRB User

Studies / Study Details / Submission Details

- 1 In-Draft**
Submission is with researchers
- 2 Awaiting Approvals**
Submission is awaiting certification or approval
- 3 Pre-Review**
Submission is being prepared for review
- 4 Under-Review**
Submission is with reviewers

Unsubmitted

Initial
IRB-FY2016-3575 - Social Effects of Early Onset Hair Loss

Edit PDF Delete

PI:
IRB User

Current Analyst:
N/A

Decision:
N/A

Required Tasks:
✓ [Assign PI](#)
• [Assign PC](#)
• [Complete Submission](#)

Review Type:
N/A

Review Board:
N/A

Meeting Date:
N/A

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.

STUDY | IRB NUMBER: IRB-18-17 | **What is in a name? - Initial** | CREATE PDF | COMPARE | **SAVE** | < | >

Sections <

- HUMAN SUBJECTS... ✓
- INVESTIGATOR INFORM...**
- RESEARCH PROCEDURES
- RISKS AND BENEFITS

Is the PI. the primary contact?

No

Yes

* Research purpose?

- Undergraduate Project
- Honor's Thesis Project
- Graduate Project
- Master's Thesis
- Doctoral Dissertation
- Faculty or Staff Project

* Is this project funded?

No

Yes

* Are there other USM affiliated investigators?

No

Yes

* How many other USM affiliated investigators are there?

- 1
- 2
- 3
- 4
- 5 or more

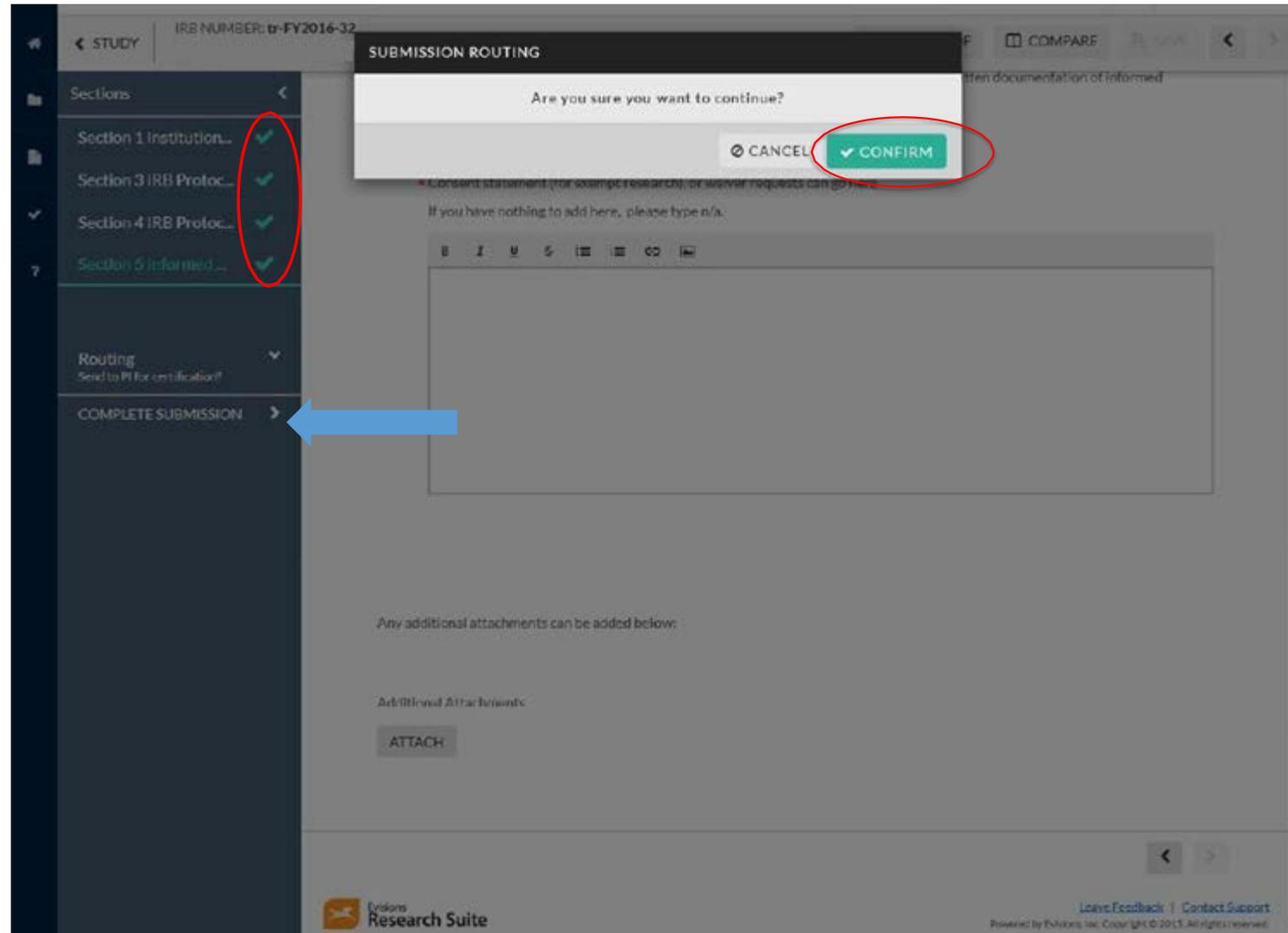
* Are there any Non-USM affiliated investigators?

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 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.

Studies / Study Details / Submission Details

1 **In-Draft**
Submission is with researchers

2 **Awaiting Approvals**
Submission is awaiting certification or approval

3 **Pre-Review**
Submission is being prepared for review

4 **Under-Review**
Submission is with reviewers

Awaiting Certification

Initial
tr-FY2016-32 - What is in a name?

View PDF Delete

Routing: Return Certify

PI: Name Current Analyst: N/A Decision: N/A Required Tasks: N/A
Review Type: N/A Review Board: N/A Meeting Date: N/A

Approvals Task History

Research Team

Name	Role	Result	Date
Name	Principal Investigator	Pending Certification	

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 .

Submission Details

Studies / Study Details / Submission Details

In-Draft
Submission is with researchers

Awaiting Approvals
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under Review
Submission is with reviewers

Under Pre-Review

Initial
tr-FY2016-32 - Test Trial - 2

View PDF Cancel

PI: Seymour
Review Type: N/A

Current Analyst: N/A
Review Board: N/A

Decision: N/A
Meeting Date: N/A

Required Tasks: N/A

Approvals Task History

Research Team

Name	Role	Result	Date
Seymour	Principal Investigator	Certified	06-22-2016 1:58 PM

After Pre-Review the study is sent a a Reviewer. The status of the study will change to indicate this change.

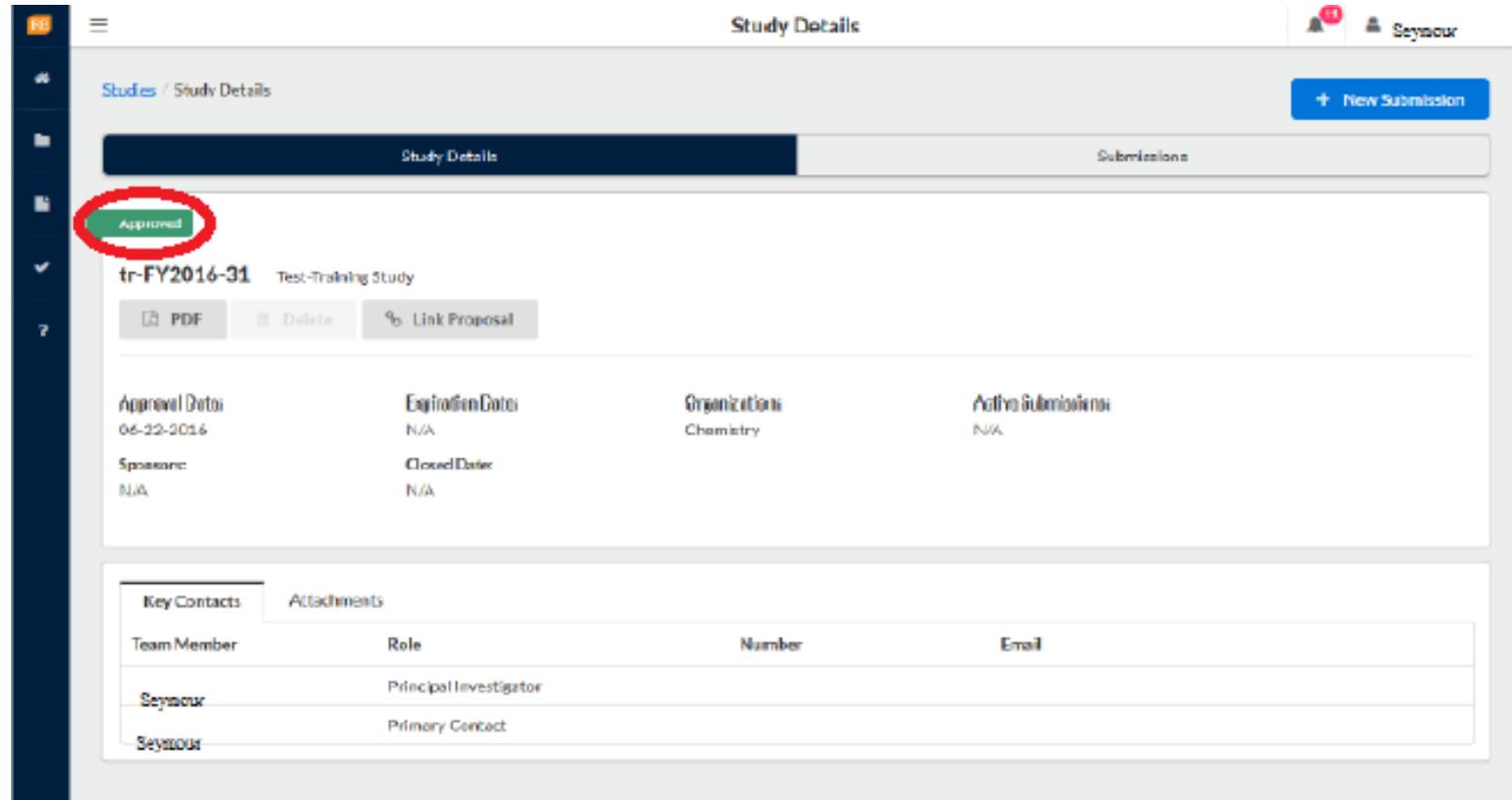
Once your study has been approved, you will receive a letter, emailed to you, and the study's status will change to Approved.

The approval letter will include any details needed for your to begin your research.

Approval Letter



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Study Details

Studies / Study Details [+ New Submission](#)

Study Details Submissions

Approved

tr-FY2016-31 Test-Training Study

PDF Delete Link Proposal

Approval Date 06-29-2016	Expiration Date N/A	Organization Chemistry	Active Submissions N/A
Sponsor N/A	Closed Date N/A		

Key Contacts Attachments

Team Member	Role	Number	Email
Seymour	Principal Investigator		
Seymour	Primary Contact		



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Need Additional Help?

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

The screenshot shows the 'cayuse IRB' Dashboard. The left sidebar contains a 'Help' dropdown menu with options: Open Help, Release Notes, View Dashboard Tutorial, and View Visual Search Tutorial. The main dashboard area displays several widgets: 'In-Draft' (4), 'Awaiting Approval' (0), 'Pre-Review' (0), and 'Under Review' (0). Below these are sections for 'Test-Training Study', 'My Tasks' (listing four 'Complete Submission' tasks for 'tr-FY2016-31'), 'Submissions by Type' (listing Initial, Withdrawal, Modification, Renewal, Incident, Closure, and Legacy), 'Studies Expiring in 30 days' (showing 'No Expiring Studies'), and 'Expired Studies' (showing 'No Expired Studies').

Questions?

www.usm.edu/research/office-research-integrity

Contact:

irb@usm.edu



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