## Cayuse IRB System – Quick Start Instructions

#### Getting to the Cayuse webpage

1. Type the direct web address: https://isu-idp.cayuse424.com

You can also get to Cayuse through the Office of Research webpage. (Go to ISU.edu. Go to Quick Links and select Office of Research. From the Research Outreach and Compliance menu select "Using Human Subjects". In the Using Human Subjects section select Protocol Information. In the middle of the page, in the Cayuse IRB section is the link to Cayuse IRB system.)

Logging on

2. Sign in with your Bengal username and password.



3. Select Cayuse IRB (Human Studies Compliance)



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# **Creating a New IRB Application**

4. Click the "New Study" button

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6. Click the "New Submission" button and choose "Initial" from the drop down menu.

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## **Cayuse IRB System – Quick Start Instructions**

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8. Complete the questions. Use the left and right arrow button to move to the previous and next page. Attach relevant documents when prompted. <u>Save often!!</u>

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### Cayuse IRB System - Quick Start Instructions

#### To Return to an IRB in Progress

- 1. Go to the Cayuse webpage (https://isu-idp.cayuse424.com)
- 2. Log in with your Bengal ID and password.
- 3. Select Cayuse IRB (Human Studies Compliance)
- 4. Under "My Tasks" click on the study you wish to work on.

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5. In the Submission Details section, click Edit.

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6. Continue editing. (Reminder: you can use the navigation links on the left side of the screen to jump to any section. See red circle below)

7. The submission is ready to submit once all sections are check-marked in green. Then click "Routing" and "Complete Submission".

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#### Tips for Advisors

- Your student will complete the IRB as the principle investigator and list you as advisor. Advisors do not have editing privileges in the IRB. If you want to be able to edit the IRB, have the student add you as a co-investigator.
- If you are interested in receiving the emails that go to the student/PI, have the student add you as an additional administrative contact.
- Since there is no approval workflow in Cayuse, consider having the student save a PDF and send it to you for review before submission.