

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)

Evisions Research Suite

3.5.1

Research Administration Modules

[Cayuse SP \(Sponsored Projects\)](#)

[Cayuse 424](#)

[Cayuse IRB \(Human Studies Compliance\)](#)

System Administration Applications

[Backbone](#)

[Research Contacts](#)

[Workflow](#)

Application Help

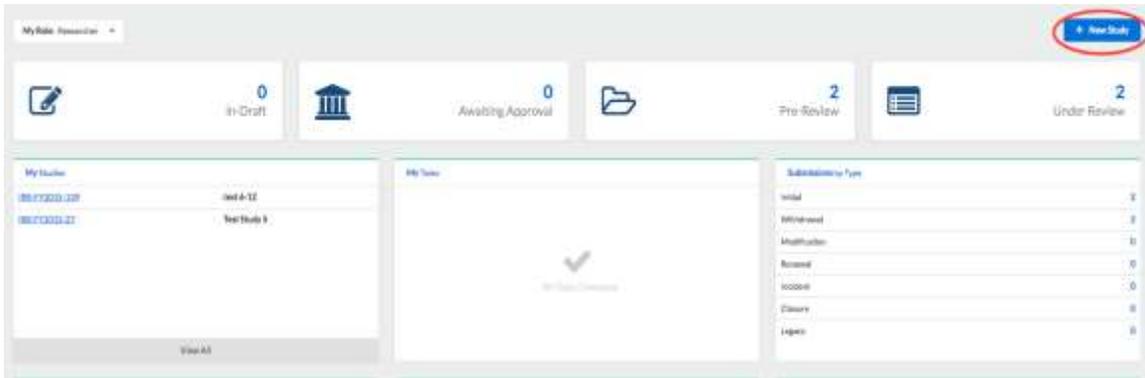
[Research Suite Support Center](#)

[Browser Support & Configuration](#)

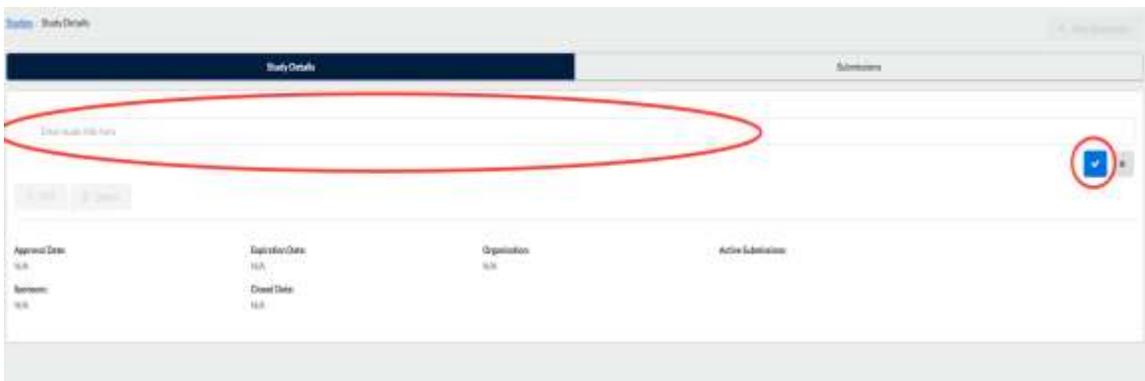
Cayuse IRB System – Quick Start Instructions

Creating a New IRB Application

4. Click the “New Study” button



5. Enter a name for your study and save.

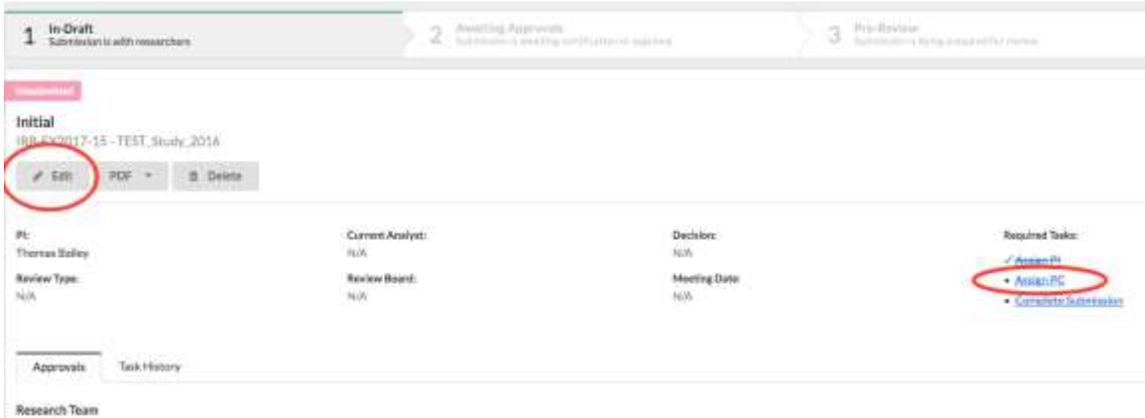


6. Click the “New Submission” button and choose “Initial” from the drop down menu.

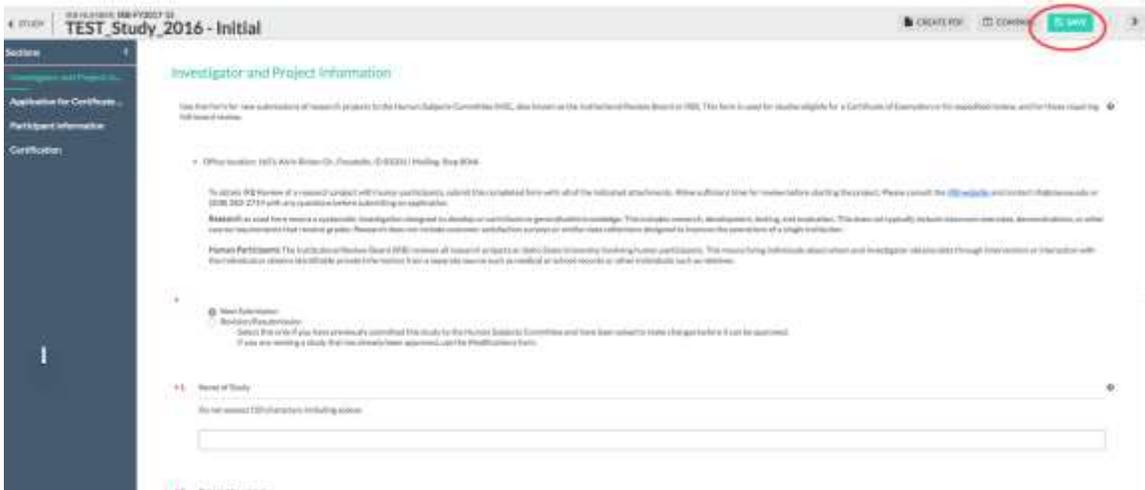


Cayuse IRB System – Quick Start Instructions

7. Either click the “Edit” button or under Required Tasks click “Assign PC”



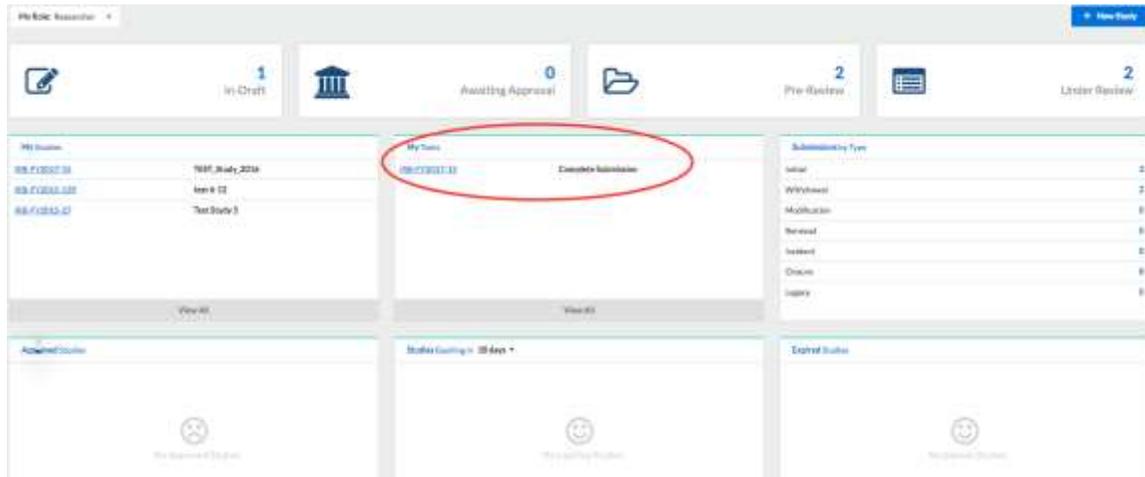
8. Complete the questions. Use the left and right arrow button to move to the previous and next page. Attach relevant documents when prompted. Save often!!



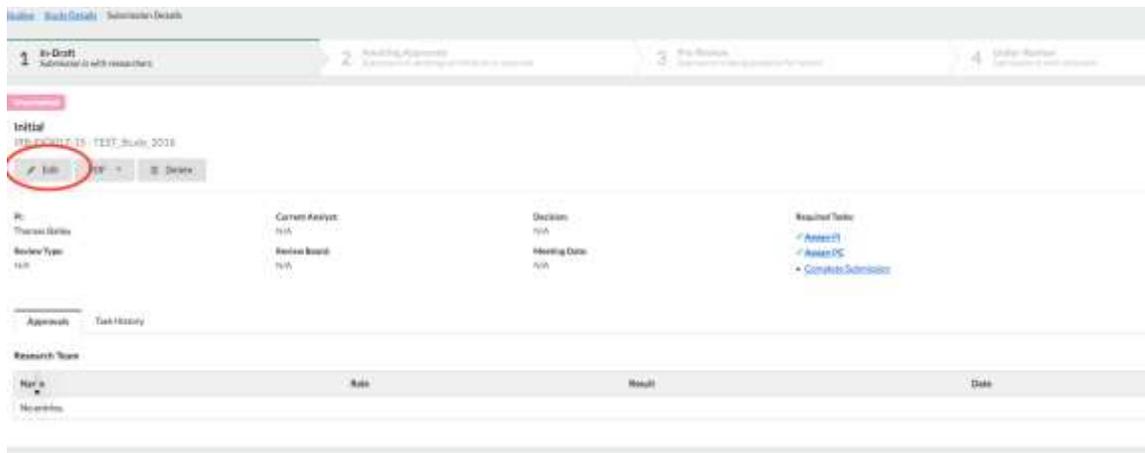
Cayuse IRB System – Quick Start Instructions

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.



5. In the Submission Details section, click Edit.



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)

Cayuse IRB System – Quick Start Instructions

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

TEST Study_2016 - Initial

Sections

- Investigator and Pro... ✓
- Application for Cert... ✓
- Participant Informat... ✓
- Study Information - ... ✓
- Certification ✓
- Routing
- COMPLETE SUBMISSION

Certification

By signing below, the Principal Investigator and co-Principal Investigators (if any) assure the IRB that all procedures performed during this project will be conducted from the submitted protocol (for example, a change in principal investigator, sponsorship, research purposes, participant recruitment procedures, research method implementation).

By signing below, the Principal Investigator and co-Principal Investigators (if any) certify the following:

1. The information in this application is accurate and complete.
2. I/we will comply with all federal, state, and institutional policies and procedures to protect human subjects in research.
3. I/we understand the ethical responsibilities of research investigators and have received the required training in human research participant protection as applicable.
4. I/we will assure that the consent process and research procedures as described herein are followed with every participant in the research.
5. I/we will promptly report any deviations or adverse events to the IRB.
6. If a faculty advisor is required (see below), then I/we agree to meet regularly with the faculty advisor listed below to discuss the progress of the study and to address research issues as they arise. I will ensure that the research is that all applicable laws and policies will be followed.

I, and all others identified herein as members of the research team, have read and understand the above statement.

Faculty Advisor

Applicable only when the Principal Investigator is not an assistant professor, associate professor, or professor (or their clinical counterparts) at Idaho State Univ.

As faculty advisor for this study, I certify that I have read this application and that the information contained in it is complete and accurate. I will ensure that the principal investigator(s) discuss the progress of the research and to address research issues as they arise. I will ensure that the research is that all applicable laws and policies will be followed.

I, as faculty advisor, have read and understand the above statement.

Steps: **Submission Details** | Submission Details

1 In Draft: Submission is with researchers

2 Review Approval: Submission is ready for institutional approval

3 Pre-Review: Submission is being prepared for review

4 Final Review: Submission is ready for final review

Initial

IRB-FV2017-15-TEST_Study_2018

Edit PDF Delete

PI:	Current Analyst:	Decision:	Required Tasks:
Thomas Bailey	N/A	N/A	Approve (0)
Review Type:	Review Board:	Meeting Date:	Approve (0)
N/A	N/A	N/A	Complete Submission

Approvals Task History

Research Team

Name	Role	Email	Date
------	------	-------	------

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.