



REGENT
UNIVERSITY

Office of Research and
Sponsored Programs

Cayuse User Guide

Institutional Review Board

irb@regent.edu

<https://regent.edu/irb>

<https://regent.app.cayuse.com>

Cayuse

All Regent research investigators MUST have a Cayuse account. Email Regent IRB at irb@regent.edu if you don't have access as a faculty. Be sure to include:

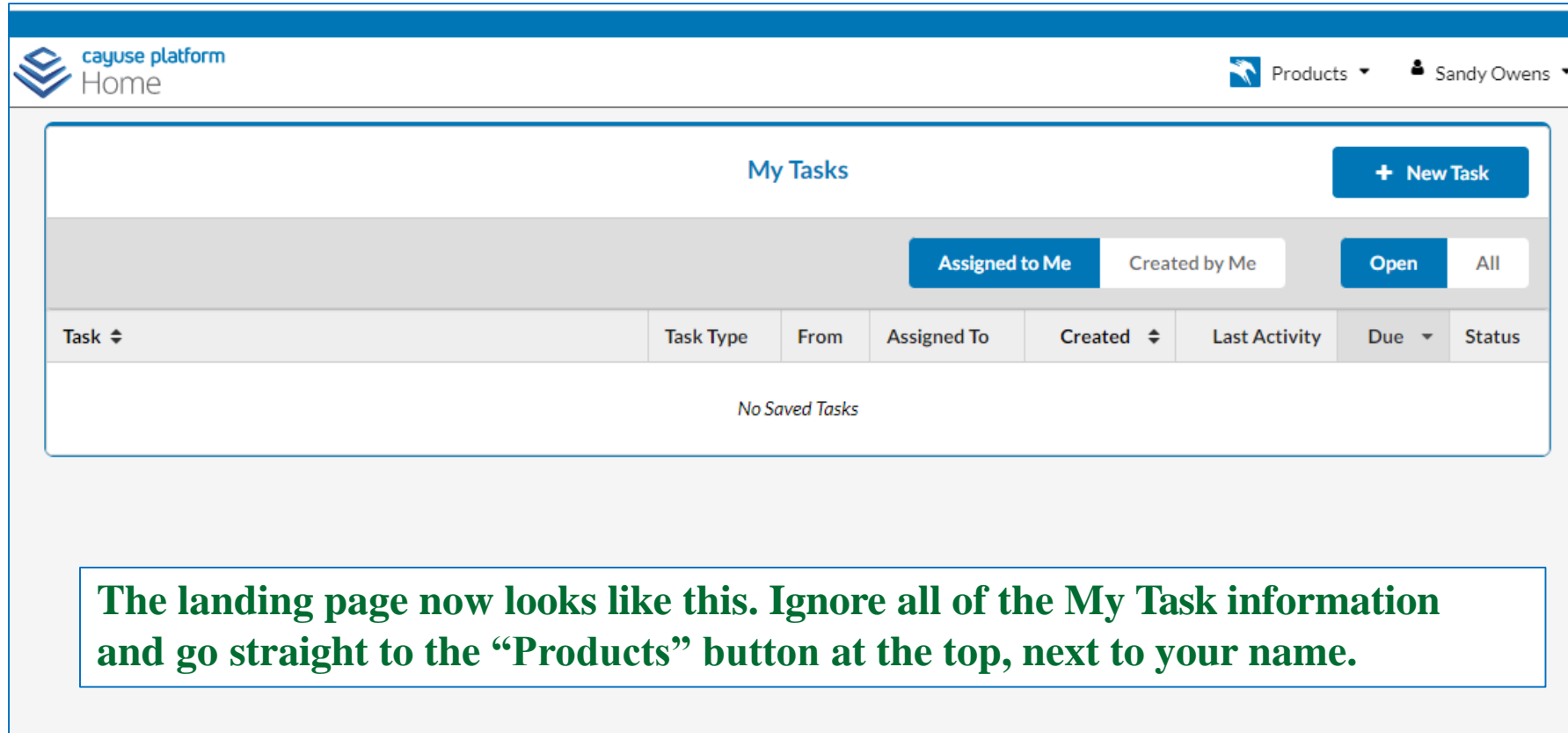
FOR FACULTY ONLY (Students read below)

- Your name
- Employee ID
- Regent email address
- College/School
- Department

Once you have an account set up, go to or click <https://regent.app.cayuse.com/> and login using your Regent IRB Cayuse username and password (*note: the single sign on feature will automatically take you to Cayuse*)

If you are a **REGENT STUDENT**, your Dissertation Chair or Department Head will need to send an email to irb@regent.edu (and copy the Office of Research and Sponsored Programs orsp@regent.edu and the respective College or School Dean) requesting for a new Cayuse account for you. The email should include evidence that you have completed your doctoral proposal defense.

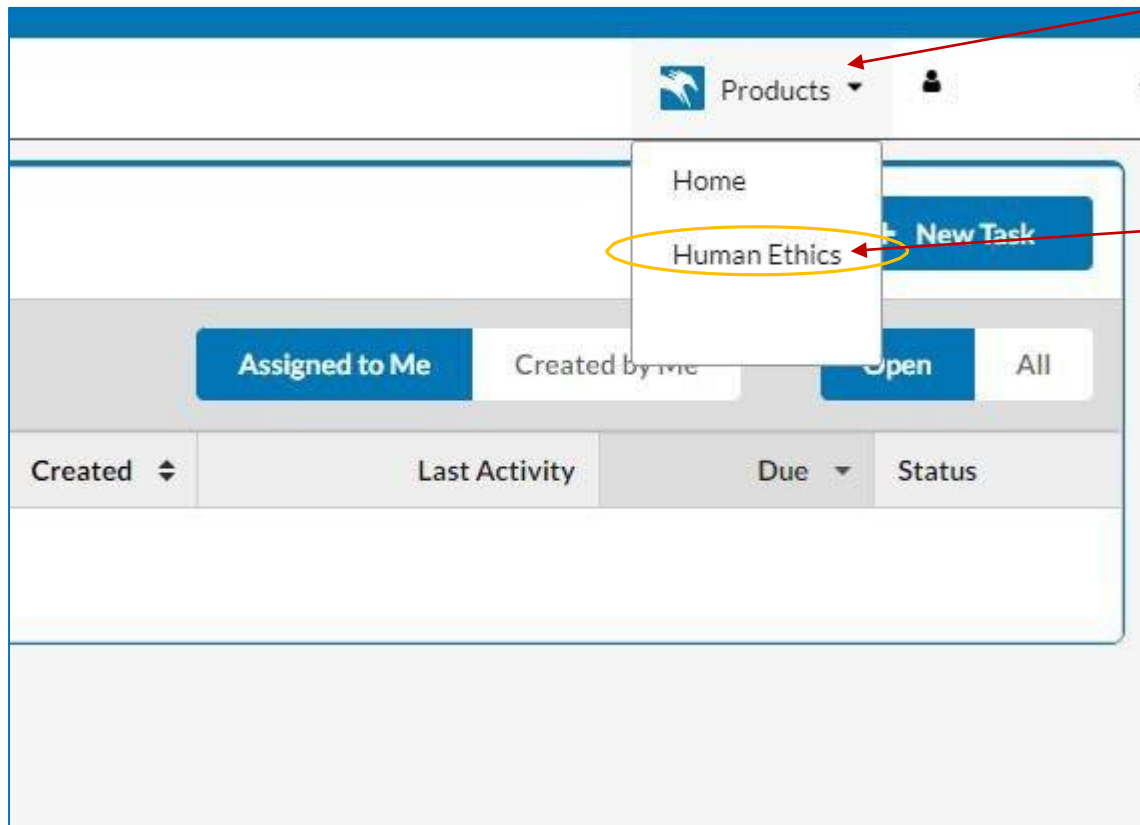
Logging into Cayuse



The screenshot shows the Cayuse platform Home page. The top navigation bar includes the Cayuse logo and 'Home' on the left, and 'Products' and 'Sandy Owens' on the right. The main content area is titled 'My Tasks' and features a '+ New Task' button. Below this are filter buttons for 'Assigned to Me' (selected), 'Created by Me', 'Open', and 'All'. A table header is visible with columns: Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status. The table body is empty, displaying 'No Saved Tasks'.

The landing page now looks like this. Ignore all of the My Task information and go straight to the “Products” button at the top, next to your name.

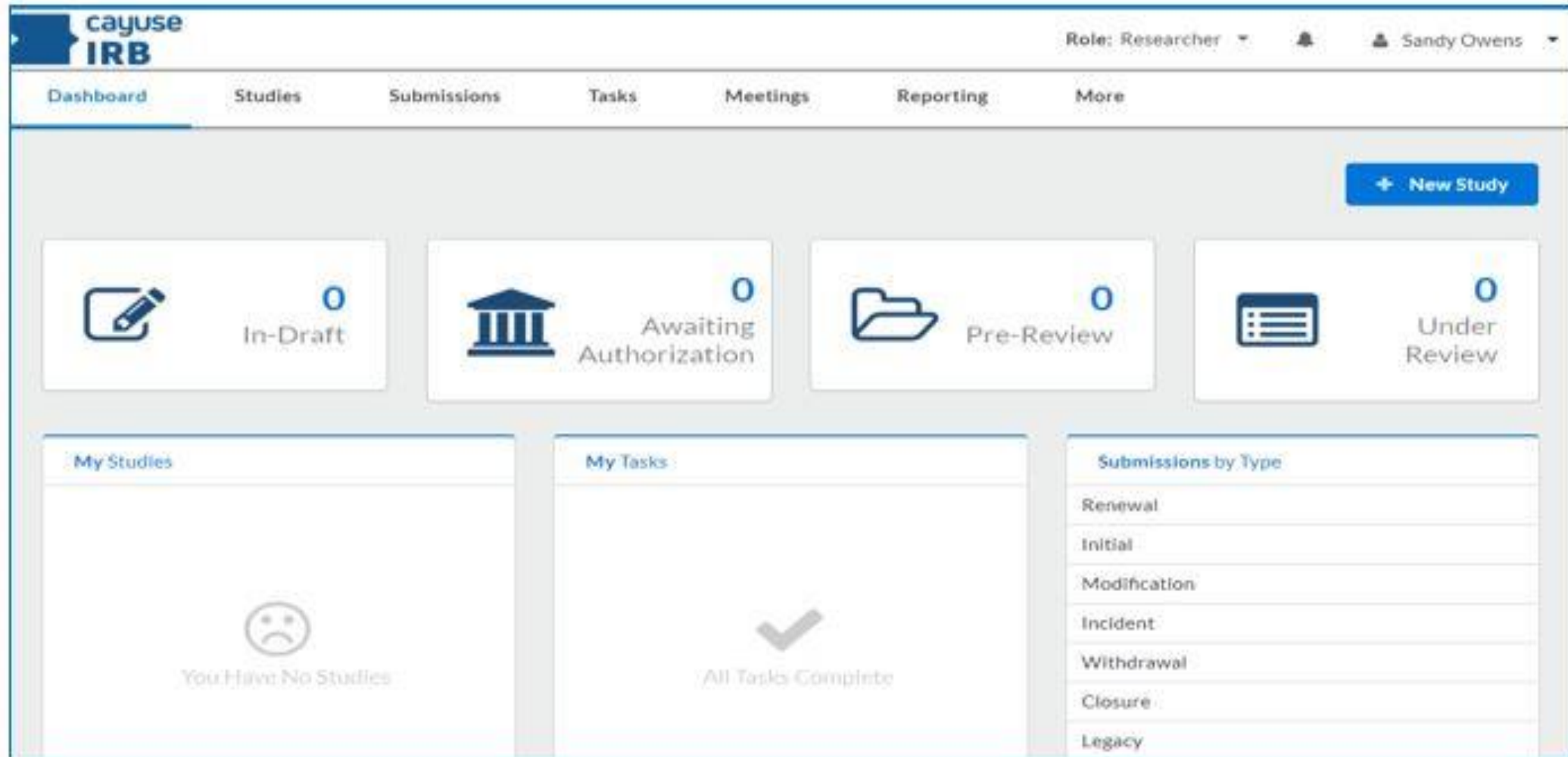
Cayuse Human Ethics



Click Here.

Select "Human Ethics"
from the drop-down
menu.

Cayuse Dashboard



The screenshot displays the Cayuse IRB Dashboard interface. At the top left is the logo for Cayuse IRB. On the top right, the user's role is identified as 'Researcher' and the name as 'Sandy Owens'. A navigation bar contains tabs for 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. A blue button labeled '+ New Study' is positioned in the upper right area of the dashboard.

The main content area features four status cards, each with an icon and a count of 0:

- In-Draft**: Represented by a pencil icon.
- Awaiting Authorization**: Represented by a classical building icon.
- Pre-Review**: Represented by a folder icon.
- Under Review**: Represented by a document with lines icon.

Below these cards are three sections:

- My Studies**: Shows a sad face icon and the text 'You Have No Studies'.
- My Tasks**: Shows a checkmark icon and the text 'All Tasks Complete'.
- Submissions by Type**: A list of submission categories: Renewal, Initial, Modification, Incident, Withdrawal, Closure, and Legacy.

Creating a New Study

The screenshot displays the cayuse IRB dashboard for a user named Sandy Owens, whose role is Researcher. The dashboard features a navigation menu with options: Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The main content area includes a '+ New Study' button, which is highlighted with a yellow circle and a red arrow pointing to it from a box labeled 'Click Here.'. Below this are four status cards: 'In-Draft' (0), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (0). The bottom section contains three panels: 'My Studies' (empty, with a sad face icon and text 'You Have No Studies'), 'My Tasks' (empty, with a checkmark icon and text 'All Tasks Complete'), and 'Submissions by Type' (a list including Renewal, Initial, Modification, Incident, Withdrawal, Closure, and Legacy). A help icon (question mark) is located in the bottom right corner.

Role: Researcher | **User:** Sandy Owens

Navigation: Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

Key Action: [Click Here.](#) → [+ New Study](#)

Status	Count
In-Draft	0
Awaiting Authorization	0
Pre-Review	0
Under Review	0

My Studies: You Have No Studies

My Tasks: All Tasks Complete

Submissions by Type: Renewal, Initial, Modification, Incident, Withdrawal, Closure, Legacy

Adding a Title

cayuse Human Ethics Role: Researcher ▾ 🔔 👤 Sandy Owens ▾

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details + New Submission

Study Details Submissions

Sample IRB Study ✕

PDF Delete

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	Active Submissions:	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy	Sponsors: N/A		

Enter your title here.

Click on the check mark to save.

Creating a New Submission

The screenshot displays the Cayuse Human Ethics interface. At the top, the logo and 'Human Ethics' text are on the left, and 'Role: Researcher' and 'Sandy Owens' are on the right. A navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area shows 'Studies / Study Details' with a 'Study Details' header. A red 'Unsubmitted' tag is present. Below this, the study ID 'IRB-FY2023-36' and title 'Sample IRB Study' are shown, along with 'PDF' and 'Delete' buttons. A modal window titled 'Begin Initial Submission' is open, containing the text: 'You've created a study! Click here to begin your initial submission to the IRB.' A blue '+ New Submission' button is circled in yellow, and a red arrow points from a text box to it. The text box contains the instruction: 'Click here, then click on "Initial."'

Begin Initial Submission

You've created a study! Click here to begin your initial submission to the IRB.

+ New Submission

Click here, then click on "Initial."

Unsubmitted

IRB-FY2023-36 Sample IRB Study

PDF Delete

Approval Date: N/A	Expiration Date: N/A	Organization: Current Policy Post-2018 Rule	Active Submissions: N/A Sponsors: N/A	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A				

Starting your Application

The screenshot displays the Cayuse Human Ethics application interface. At the top, the logo and name 'cayuse Human Ethics' are visible, along with the user's role 'Role: Researcher'. A navigation menu includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The current page is 'Submission Details' for a study titled 'Initial' (IRB-FY2023-36 - Sample IRB Study).

The submission process is shown in four steps:

- 1 In-Draft**: Submission is with researchers
- 2 Awaiting Authorization**: Submission is awaiting certification or approval
- 3 Pre-Review**: Submission is being prepared for review
- 4 Under Submis**: (partially visible)

Below the steps, a red 'Unsubmitted' badge is present. The submission title 'Initial' and ID 'IRB-FY2023-36 - Sample IRB Study' are shown. Action buttons include 'Edit' (circled in yellow), 'PDF', and 'Delete'. A blue box with the text 'Click on any of these to start your application.' has a red arrow pointing to the 'Edit' button.

Metadata fields are displayed in a grid:

PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
	N/A	N/A	Post-2018 Rule	Assign PI
Review Type:	Review Board:	Meeting Date:		Assign PC
N/A	N/A	N/A		Complete Submission

The 'Required Tasks' section contains three links: 'Assign PI', 'Assign PC', and 'Complete Submission', all of which are circled in yellow. Red arrows point from the 'Assign PI' and 'Complete Submission' links back to the 'Click on any of these to start your application.' text box.

Application Form

The screenshot displays the 'cayuse Human Ethics' application interface. At the top, the user's role is identified as 'Researcher'. The navigation menu includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The current view is 'SUBMISSION DETAILS' for 'IRB NUMBER: IRB-FY2023-36' and 'Sample IRB Study - Initial'. A sidebar on the left lists ten sections, with '1- Basic Information' and '2- Research & Revi...' marked with checkmarks. The main content area shows the 'Study Dates' section, which includes fields for 'Start Date' (12-01-2022) and 'End Date' (12-31-2023), and a question 'Does this study require IRB?' with radio buttons for 'Yes' and 'No'. Annotations include a yellow oval around the sidebar sections, red circles around the asterisks in the form fields, and red arrows pointing from a text box to these elements.

Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY2023-36

← SUBMISSION DETAILS **Sample IRB Study - Initial** CREATE PDF COMPARE SAVE

*** Study Dates**

Provide an estimated start and end date for this study.

*** Start Date**

This is an estimated start date. You may NOT start your study until you receive IRB approval.

12-01-2022

*** End Date**

We will use the estimated end date you provide here as a basis for your expiration date.

12-31-2023

*** Does this study require IRB?**

Yes
 No

The red * means you must answer the question. You cannot submit until it is answered.

Each section will be marked with a check mark once it is complete. You cannot submit until each section has a check mark beside it.

Assigning the PI

Remember to assign a Principal Investigator (PI) for the study. This question seems to be overlooked. Click on "Find People" then go on to the next slide.

Cayuse assumes the person completing the application is the Primary Contact, but will not assume they are the PI. The Primary Contact will auto-populate, but you must assign a PI.

Study Personnel

Note: If you cannot find a person in the people finder, please contact the IRB Office.

* **Principal Investigator**
Provide the name of the Principal Investigator of this study.

FIND PEOPLE

* **Primary Contact**
Provide the name of the Primary Contact of this study.

Name	Organization	Address	Phone	Email		
Sandy Owens	Research & Sponsored Programs	Texas Woman's University 304 Administration Drive, Denton, TX 76204-5619		sowens6@twu.edu	View	✕

Find People

The screenshot shows a web application interface for finding principal investigators. At the top, the user's role is 'Researcher' and the name 'Sandy O' is visible. The main window is titled 'PRINCIPAL INVESTIGATOR' and contains a search input field with 'Sandy Owens' entered. Below the input is a table with columns for Name, Organization, and Email. A search result for 'Sandy Owens' is shown, with the organization 'Research & Sponsored Programs' and email 'sowens6@twu.edu'. A 'Selected Records' section at the bottom has a 'SAVE' button. Three callout boxes provide instructions: one points to the search input, another points to the search result, and a third points to the 'SAVE' button.

PRINCIPAL INVESTIGATOR

Sandy Owens

Name	Organization	Email
Sandy Owens	Research & Sponsored Programs	sowens6@twu.edu

Selected Records

CANCEL SAVE

* Select a single record.

Co-Principal Investigator(s)

Role: Researcher

Sandy O

Type your name (or the PI's name) here and hit "Enter."

Your name should appear here. If it is a common name, you might need to scroll down to find your name. Click on your name here, then click on the "Save" button.

Completing Your Submission

cayuse Human Ethics Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

IRB NUMBER: IRB-FY2023-36

Sample IRB Study - Initial CREATE PDF COMPARE SAVE

3- Study Personnel ... ✓

4- Study Purpose &... ✓

5- Subject Informat... ✓

6- Subject Recruit... ✓

7- Study Procedures ✓

8- Informed Conse... ✓

9- Study Instruments ✓

10- Risks & Benefits ✓

11- Protecting the ... ✓

Routing
Send to PI for certification?

COMPLETE SUBMISSION >

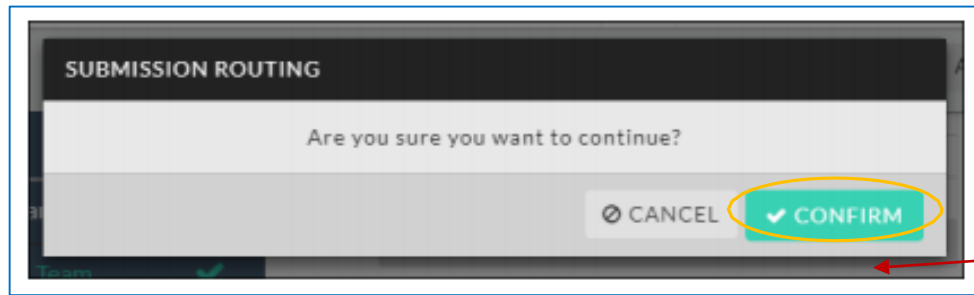
Identify specific ways that the documents containing identifiable private information will be destroyed end of this period of time.

No

Once you see check marks for each section, the “Complete Submission” button will appear at the bottom.

*Note that you should only click on this button only after all Co-PIs, and the faculty advisor has looked over the application. Once you click on this, your application be ‘locked’ and cannot be edited.

Confirm and Certify



Once you click on "Complete Submission," you will have to confirm the routing of your submission.

A screenshot of a submission workflow interface. At the top, there is a progress bar with four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). Below the progress bar, there is a section titled 'Awaiting Certification' with a sub-section 'Initial' for 'IRB-FY2021-3 - Sandy's Study'. This section contains 'View', 'PDF', and 'Delete' buttons. Below this, there is a 'Routing:' section with 'Return' and 'Certify' buttons. The 'Certify' button is highlighted with a yellow oval and has a red arrow pointing to it from the right. Below the 'Routing:' section, there is a table of submission details.


PI: Sandy Owens	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

If you need to make edits you can click on "Return" to reopen the submission.

If all looks good, click on "Certify."

Confirm Again

Certify



I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.

Confirm one last time. After all Co-Investigators/Faculty advisors certify, your submission will route to the Organizational Approver (e.g., dchair, dean, associate dean) to certify before it is received by the IRB.

Once the submission has been certified by the Organizational Approver, the IRB analyst will pre-review your application and process accordingly.