



Cayuse Human Ethics:
Certifying a Submission



My Tasks

+ New Task

Assigned to Me

Created by Me

Open

All

Task ▾	Task Type	From	Assigned To	Created ▾	Last Activity	Due ▾	Status
Complete Annual SFI	Ad Hoc Task	Me	Me	07/06/2022	07/06/2022	07/07/2022	Open

10 per page ▴

Showing 1 of 1 items

Cayuse Home

- Assign tasks to yourself and research team
- Does not connect with individual products but will show up on this home task page and individuals assigned will receive e-mail notification to complete task.

Select Human Ethics from the drop-down menu!!

Dashboard Orientation

All Awaiting Certifications will appear in this section. Click to open the list. You will also have a task assigned.

List of All Studies in Progress

The screenshot shows the cayuse Human Ethics dashboard. At the top, the header includes the logo, navigation tabs (Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, More), and a user profile section with a role dropdown set to 'Researcher', a notification bell with 3 alerts, and a user icon. A blue arrow points from the '3' in the notifications bell to a list of items: Role Switcher, Notifications, Product Switcher, and My Profile. Below the header, the dashboard is divided into several sections. A top row of four cards shows 'In-Draft' (8), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (0). A blue arrow points from the 'Awaiting Authorization' card to a text box explaining that all awaiting certifications appear here and that a task is assigned. Below these cards are three main sections: 'My Studies' (a table of studies with links like IRB-FY2020- and IRB-FY2019-), 'My Tasks' (a table of tasks with links like IRB-FY2020- and IRB-FY2019-), and 'Submissions by Type' (a table with categories like Renewal, Initial, Modification, Incident, Withdrawal, Closure, and Legacy). A blue arrow points from the 'My Tasks' section to a text box labeled 'Assigned Tasks'. At the bottom, there are sections for 'Approved Studies', 'Studies Expiring in 30 days', and 'Expired Studies'. A blue arrow points from the 'Studies Expiring in 30 days' section to a text box labeled 'Interactive Help'. In the bottom right corner, there is a 'Help Center' modal window with a search bar and suggested articles. A blue arrow points from the 'Interactive Help' text box to the 'Help Center' modal. A red circle with a white question mark and the number '6' is located near the bottom right of the dashboard, with a blue arrow pointing from the 'Interactive Help' text box to it.

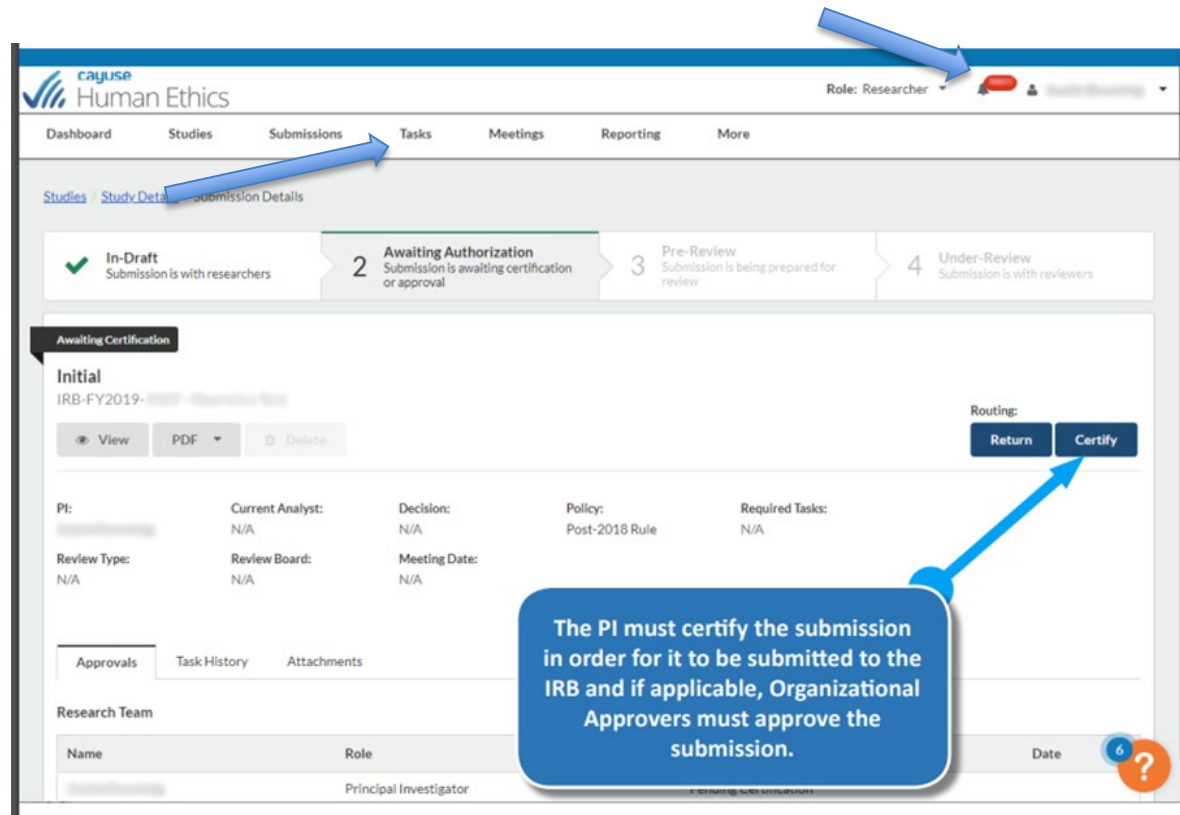
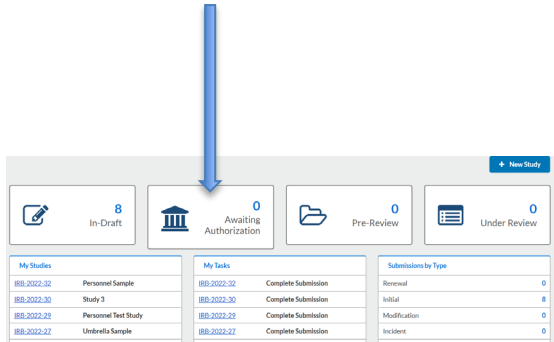
Annotations:

- Role Switcher
- Notifications
- Product Switcher
- My Profile
- All Awaiting Certifications will appear in this section. Click to open the list. You will also have a task assigned.
- List of All Studies in Progress
- Assigned Tasks
- Interactive Help

Certification

The PI/Co-PI will receive:

- E-mail Message with Link
- Notification Bubble
- Task
- Added to Awaiting Authorization Display Button



Note: No signature delegation ability in Cayuse.
Against IT policy to share passwords. Everyone must sign for themselves.

Review

- Click on View Button to view the protocol.
- After Review Click on Return to send the submission back to the study team or on Certify to approve the study and send to the IRB.
- If you RETURN the submission, you will need to contact the study team and communicate the revisions required.

Navigation Menu

The screenshot displays the Cayuse Human Ethics web application. At the top, the navigation menu includes links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The user's role is set to 'Researcher'. The main content area shows 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). The 'Awaiting Certification' stage is currently active. Below this, a submission titled 'Initial' (IRB-FY2019-...) is shown with buttons for View, PDF, and Delete. To the right of the submission details are 'Return' and 'Certify' buttons. The submission details include fields for PI, Current Analyst, Decision, Policy, Required Tasks, Review Type, Review Board, and Meeting Date. At the bottom, there are tabs for Approvals, Task History, and Attachments, and a section for the Research Team. A blue callout box points to the 'Certify' button, stating: 'The PI must certify the submission in order for it to be submitted to the IRB and if applicable, Organizational Approvers must approve the submission.' Another blue callout box points to the 'View' button, stating: 'IRB recommends using the Task feature on the Cayuse Home screen for this purpose.'

Attestations

- After clicking certify, you will need to confirm the Attestations



I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities for the role in which I have been designated 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.

Principal Investigator Responsibilities:

- Responsible for ensuring that all study investigators have completed the required human research education requirements via CITI (www.citiprogram.org).
- Responsible for ensuring that any study activity is not initiated prior to receiving review and final approval from the WSU IRB.
- Responsible for disclosing any and all significant financial interests (SFI) to the WSU IRB that appear to be related to the study sponsor or test articles (e.g., drugs/devices/software) being evaluated prior to the initiation of the study and within 30 days of acquiring any new SFI during the conduct of the study.
- Responsible for the conduct and oversight of this research study, including ensuring that all other investigators have received the study-specific education and training required to conduct the study in accordance with the WSU IRB-approved application prior to initiation of the study.
- Responsible for understanding and complying with any and all Wright State University policies and procedures, federal/state regulations and site-specific requirements (e.g., Premier Health/VA policies) applicable to this study.
- Responsible for ensuring that progress reports for this study are submitted to the WSU IRB in a timely manner (i.e., within 6 weeks of approval expiration date) in order to obtain continuing review and maintain continuous approval throughout the conduct of the research study.
- Responsible for ensuring that all changes/modifications to an approved study are reviewed and approved by the WSU IRB prior to implementing those changes.
- Responsible for reviewing any problems/events associated with the conduct of the study and promptly reporting any problems/events in accordance with WSU IRB policy and procedures, including, but not limited to, any unanticipated problems and serious/continuing noncompliance.

All Other Key Personnel Responsibilities:

- I have completed the required human research education requirements via CITI (www.citiprogram.org).
- Responsible for disclosing any and all significant financial interests (SFI) to the WSU IRB that appear to be related to the study sponsor or test articles (e.g., drugs/devices/software) being evaluated prior to the initiation of the study and within 30 days of acquiring any new SFI during the conduct of the study.
- Responsible for understanding and complying with any and all Wright State University policies and procedures, federal/state regulations and site-specific requirements (e.g., Premier Health/VA policies) applicable to this study.

Faculty Mentor/Adviser Responsibilities:

- In addition to the principal investigator responsibilities previously listed, I also agree to appropriately mentor and supervise the resident/student/trainee PI. Furthermore, I believe the student investigator(s) have the necessary training, experience, and knowledge to conduct the research in a manner consistent with the regulations governing human subjects research and sound research principles.
- In addition, should the resident/student/trainee leave WSU without properly closing this study before it expires, I will be responsible for collecting and submitting the information to properly do so.

Get Help – IRB Staff Consultations

- Virtual Office Hours
 - Wednesdays at 11am – 12:00pm
 - By appointment
- IRB Chat via Teams
- IRB Help Line:
 - 937-775-4462
- Email: irb-rsp@wright.edu

