



Cayuse Human Ethics: Orientation & Navigation

Cayuse Orientation

Access

Home Screen

My Profile

Dashboard

Access to Cayuse Human Ethics

The screenshot shows the Wright State University Central Authentication Service (CAS) login page. The page has a dark green header with 'WRIGHT STATE UNIVERSITY' in white. Below the header, there's a navigation bar with 'University' and 'Computing & Telecommunications (CaTS)' tabs. The main content area is titled 'Central Authentication Service' and contains a login form. The form asks the user to enter their CAMPUS Username and Password. It includes fields for 'Username:' and 'Password:', a checkbox for 'Warn me before logging me into other sites.', and links for 'Log in', 'Clear', and 'Forgot your password?'. A security notice at the top right of the form area states: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!'. At the bottom of the page, there is contact information for Wright State University and a footer with 'Powered by Jasig Central Authentication Service'.

[Cayuse Human Ethics Link](#)

VPN Not Required!

- Request a Cayuse Access for Non-Wright State Users
 - <https://www.wright.edu/research/research-and-sponsored-programs/cayuse-and-redcap-access-request-for-non-wright-state-users>
 - Normally granted in one week
- Request Cayuse Access (have existing w-number)
 - <https://www.wright.edu/research/research-and-sponsored-programs/cayuse-access-for-wsu-students-staff-and-faculty-form>
 - Normally granted within two days

Cayuse and REDCap access request for non-Wright State users

First name * REQUIRED

Last name * REQUIRED

Email * REQUIRED

Your organization * REQUIRED

e.g., Dayton VA, Clinical Neuroscience Institute

Why do you need Cayuse or REDCap access (check all that apply)? * REQUIRED

- ☐ To submit an animal use protocol
- ☐ I need access to REDCap
- ☐ To submit or locate a grant or proposal
- ☐ To submit a human subjects study
- ☐ To submit a biosafety protocol
- ☐ To complete a significant financial interest (SFI) disclosure
- ☐ Other...



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.

New Task

Assign To *

Q |Add member

Due Date *

MM/DD/YYYY

Task *

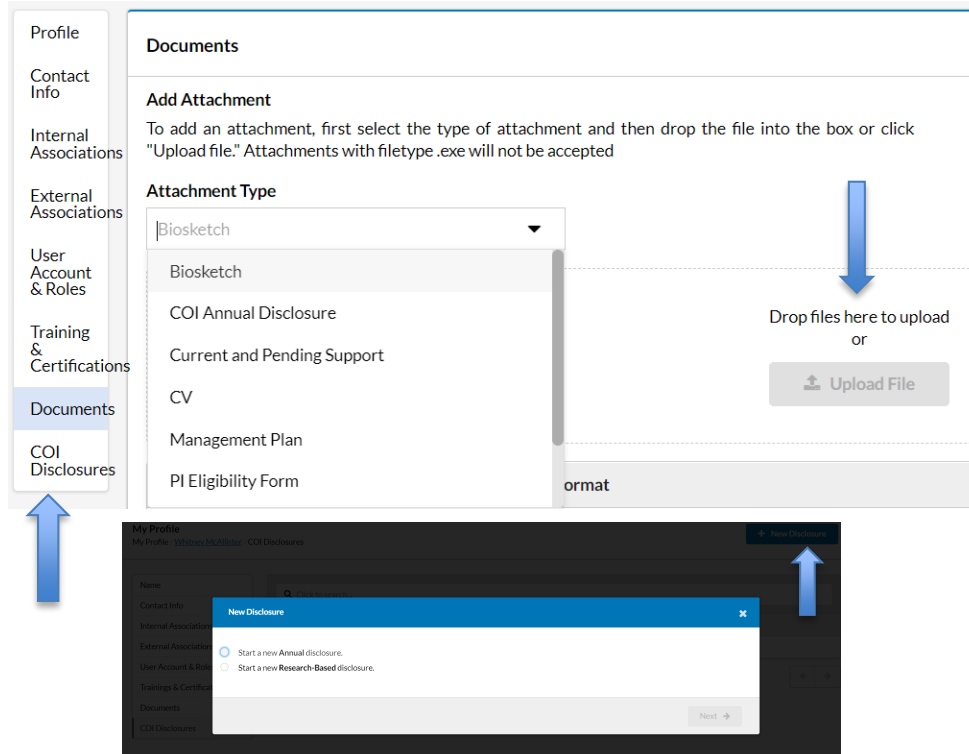
URL

Add url...

Cancel

Assign and Send

My Profile



- To Add a CV
 - Click My Profile
 - Click Documents
 - Select CV
 - Click the Upload button
- To add Annual COI:
 - Click My Profile
 - Click COI Disclosures
 - Click +New Disclosure
 - Select Research Based
 - Note: Annual only completed in January

Dashboard

The dashboard is titled "cayuse Human Ethics" and shows a navigation bar with "Dashboard", "Studies", "Submissions", "Tasks", "Meetings", "Reporting", and "More". The user's role is "Researcher".

Review Status (Top Center)

- In-Draft**: 8
- Awaiting Authorization**: 0
- Pre-Review**: 0
- Under Review**: 0

My Studies (Left Column)

Study ID	Study Name
IRB-FY2020-	Test Study
IRB-FY2019-	Next IRB Test
IRB-FY2019-	Overdue Test
IRB-FY2019-	Title
IRB-FY2019-	Link to proposal text

My Tasks (Middle Column)

Task ID	Task Name
IRB-FY2020-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission
IRB-FY2019-	Complete Submission

Submissions by Type (Right Column)

Submission Type	Count
Renewal	0
Initial	10
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	0

Approved Studies (Bottom Left)

Study ID	Study Name
IRB-FY2010-	Test Study

Studies Expiring in 30 days (Bottom Middle)

Expired Studies (Bottom Right)

Study ID	Study Name
IRB-FY2019-	Test Study (06-17-2022)

Annotations:

- Role Switcher**: Arrow pointing to the "Role: Researcher" dropdown.
- Notifications**: Arrow pointing to the notification bell icon.
- Product Switcher**: Arrow pointing to the user profile icon.
- My Profile**: Arrow pointing to the user profile icon.
- List of All Studies in Progress**: Arrow pointing to the "My Studies" table.
- List of All Approved Studies**: Arrow pointing to the "Approved Studies" table.
- Assigned Tasks**: Arrow pointing to the "My Tasks" table.
- List of Expired Studies: Submit Renewal or Closure**: Arrow pointing to the "Expired Studies" table.
- Interactive Help**: Arrow pointing to the "Help Center" modal.

- Role Switcher
- Notifications
- Product Switcher
- My Profile

Help Center

Q. Search for articles...

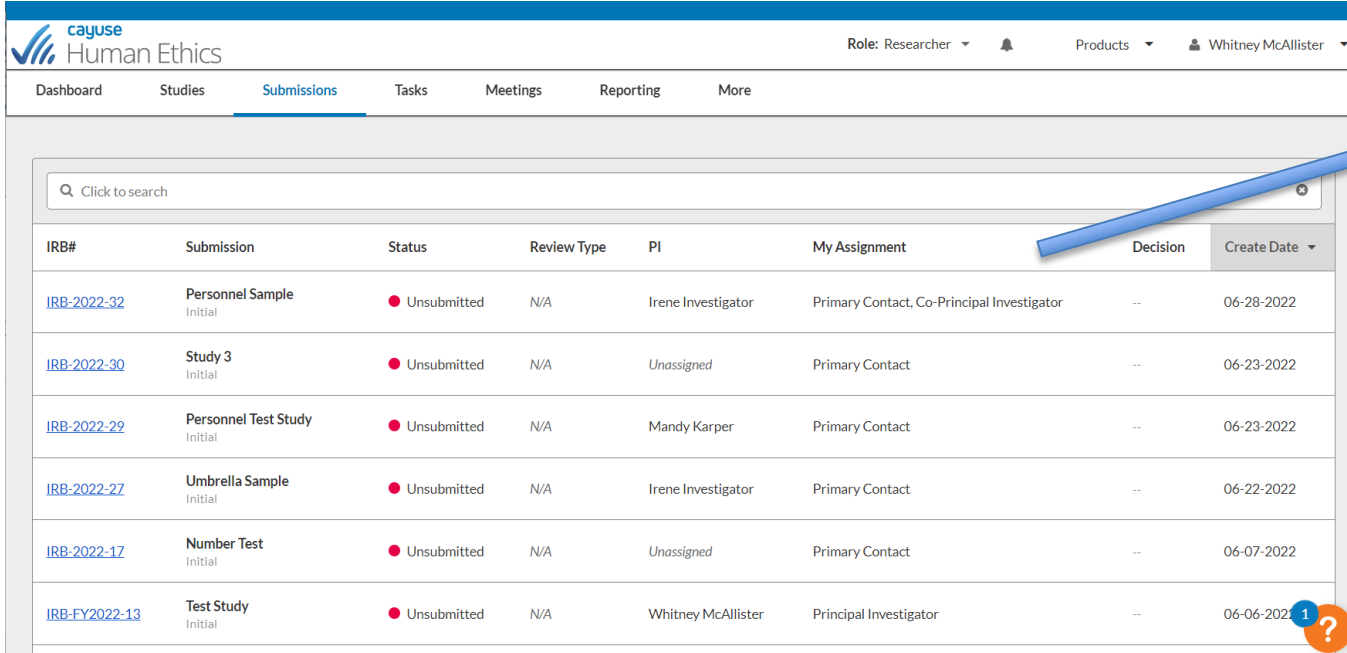
SUGGESTED ARTICLES

- [Creating a New Study](#)
- [Creating an Initial Submission](#)
- [Completing a Submission](#)

N/A 06-17-2022

Submissions Tab

➤ Can filter and sort




IRB#	Submission	Status	Review Type	PI	My Assignment	Decision	Create Date
IRB-2022-32	Personnel Sample <small>Initial</small>	● Unsubmitted	N/A	Irene Investigator	Primary Contact, Co-Principal Investigator	--	06-28-2022
IRB-2022-30	Study 3 <small>Initial</small>	● Unsubmitted	N/A	Unassigned	Primary Contact	--	06-23-2022
IRB-2022-29	Personnel Test Study <small>Initial</small>	● Unsubmitted	N/A	Mandy Karper	Primary Contact	--	06-23-2022
IRB-2022-27	Umbrella Sample <small>Initial</small>	● Unsubmitted	N/A	Irene Investigator	Primary Contact	--	06-22-2022
IRB-2022-17	Number Test <small>Initial</small>	● Unsubmitted	N/A	Unassigned	Primary Contact	--	06-07-2022
IRB-FY2022-13	Test Study <small>Initial</small>	● Unsubmitted	N/A	Whitney McAllister	Principal Investigator	--	06-06-2022



Note about Assignment:

- Four Roles:
 - Principal Investigator
 - Primary Contact
 - Co-Principal Investigator
 - Investigator
 - View Only Access

Each application will specify exact role in that study. It will not be reflected here.

Studies Tab


 **cayuse** Human Ethics

Role: Admin ▾  Products ▾  Whitney McAllister ▾

Dashboard **Studies** Submissions Tasks Meetings Reporting More

Active Archive + New Study

Q All: irene

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date ▾
IRB-2022-32	Personnel Sample	● Unsubmitted	Irene Investigator	N/A	N/A	06-28-2022
IRB-2022-27	Umbrella Sample	● Unsubmitted	Irene Investigator	N/A	N/A	06-22-2022
IRB-2022-26	Sample_06.22.2022_TK1	● Approved	Irene Investigator	06-21-2023	N/A	06-22-2022
IRB-2022-23	Sample_06.17.2022 - TK1	● Approved	Irene Investigator	06-17-2023	N/A	06-17-2022
IRB-2022-22	Sample_06.17.2022 - Full Board1	● Approved	Irene Investigator	06-21-2023	N/A	06-17-2022
IRB-2022-21	Sample_06.17.2022 - Expedited1	● Under Review	Irene Investigator	N/A	N/A	06-17-2022
IRB-2022-18	Sample_06.14.2022_TK1	● Approved	Irene Investigator	06-21-2024	N/A	06-14-2022
IRB-FY2023-6	Test 2	● Approved	Irene Investigator	N/A	06-15-2022	05-31-2022 

Toggle to
Archive to
view closed
studies

Study Details

Human Ethics

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details

+ New Submission

Submission Type	Review Type	Status	Decision
Initial	Expedited	Review Complete	Approved 06-22-2022
Incident	Unassigned	Unsubmitted	—

25 per page 1-2 of 2

Studies / Study Details

+ New Submission

Study Details Submissions

Approved

Status Flag

IRB-2022-26 Sample_06.22.2022_TK1

PDF Delete

Study Information

Approval Date: 06-22-2022	Expiration Date: 06-21-2023	Organization: Department of Biology	Active Submissions: Incident	Population Flags: Adults unable to consent, Indigenous Peoples	Additional Flags: CARES Act, COVID-19, Expanded Access
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy: Post-2018 Rule	Sponsors: N/A		

Key Contacts Attachments Flags

Team Member	Role	Number	Email
Irene Investigator	Principal Investigator	614-355-0000	morgan.chapman+investigator@ cayuse.com
Irene Investigator	Primary Contact	614-355-0000	morgan.chapman+investigator@ cayuse.com

Approved & Stamped Documents

PDF Button:

- Converts Application to PDF. Does not include attachments.

Letters Tab:

- If there are letters associated with the study, a letters tab will appear next to the attachment tab.

Submission Types

When you first create a study, you also create the initial submission outlining the purpose of that study. In addition to this initial submission, there are five other types of submissions that IRB Users may submit during the course of your research. The available submission types include:

- **Initial** - This is the first submission that you create when you enter a new study in the system. The initial submission describes the research you intend to do and the methodology you intend to use. The initial submission must be approved before any research can begin.
- **Modification** - If you wish to change any of the details of the study after it has been approved, you must submit a modification which must be approved before you can proceed with the changes.
- **Renewal** - When a study is nearing its expiration date, you must submit a renewal request in order to continue with the research. The renewal will need to be approved before you can continue with the study.
- **Incident** - You must submit an incident report to inform the Compliance Office of any adverse incidents, as required by your institution. Incident reports may be submitted at any time after a study has been approved, including after it has been closed. More than one incident report may be created for a given study, as needed.
- **Withdrawal** - A withdrawal submission notifies the Compliance Office that you no longer wish to submit your initial submission and want to withdraw the study. Withdrawn studies are marked as finalized and can no longer be modified. You may create a withdrawal submission at any point once an initial submission has been created, until it has been approved. If the initial submission has been approved, you must create a closure submission in order to close the study if you no longer wish to conduct the research.
- **Closure** - A closure submission indicates that the research is complete and will not be continuing. Closed studies are marked as finalized and can no longer be modified.
- **Legacy** - Used for studies imported from previous systems. The legacy submission replaces the initial submission for imported studies. Once the legacy submission is finalized, you can create additional submissions such as modifications, renewals, etc. An IRB Analyst must create and publish a legacy template before users can create legacy submissions or work with studies that have been imported from other systems.

There are two additional submission types that are only available to IRB Analysts and Admins:

- **Admin Closure** - Allows a study to be administratively closed when needed, for example when the PI leaves the institution or chooses to let a study expire.
- **Admin Withdrawal** - Allows a study to be administratively withdrawn when needed, for example when the PI leaves the institution.

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

