



Cayuse Human Ethics:
Renewal/Continuing Review

Continuing Review/Administrative Check-In

Starting a submission

Submission requirements

Procedure Change



Creating & Submitting a Renewal

The screenshot shows the Cayuse Human Ethics dashboard for a user with the role of 'Researcher'. The top navigation bar includes links for Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The main dashboard area features several tiles: 'In-Draft' (8), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (2). Below these tiles are sections for 'My Studies', 'My Tasks', and 'Submissions by Type'. A blue callout box with the text 'On the Dashboard, click here to view your studies' points to the 'View All' link at the bottom of the 'My Studies' section.

On the Dashboard, click here to view your studies

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY2019-		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2021-		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2020-		Unsubmitted		N/A	N/A	04-18-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	04-03-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	03-01-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	12-21-2018
IRB-FY2019-		Expired		12-11-2019	N/A	12-11-2018
IRB-FY2019-		Requires Changes		N/A	N/A	12-11-2018
IRB-FY2018-		Unsubmitted		N/A	N/A	08-22-2018

The screenshot shows the 'Studies' page in the Cayuse Human Ethics system. The top navigation bar is the same as the dashboard. The main content area has tabs for 'Active' and 'Archive'. A search bar is present. Below the search bar is a table of studies. A blue callout box with the text 'Click on the Study you wish to submit a Renewal for' points to the 'IRB-FY2021-' study entry in the table.

Click on the Study you wish to submit a Renewal for

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
IRB-FY2021-		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2020-		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	04-18-2019
IRB-FY2019-		Under Review		N/A	N/A	04-03-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	03-01-2019
IRB-FY2019-		Unsubmitted		N/A	N/A	12-21-2018
IRB-FY2019-		Expired		12-11-2019	N/A	12-11-2018
IRB-FY2019-		Requires Changes		N/A	N/A	12-11-2018
IRB-FY2018-		Unsubmitted		N/A	N/A	08-22-2018

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Human Ethics

Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies / Study Details

Study Details Submissions

+ New Submission

- Renewal
- Modification
- Incident
- Closure

Under Review

IRB-FY2019- [redacted]

PDF Delete

Approval Date: N/A Expiration Date: N/A Organization: PROVOST Provost for (VPR) Current Position: Post-2018 N/A Additional Flags:

Admin Check-In Date: N/A Closed Date: N/A

Key Contacts Attachments Flags

Team Member	Role	Number	Email
[redacted]	Principal Investigator		[redacted]
[redacted]	Primary Contact		[redacted]

Click "New Submission" then select "Renewal"

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IRBResearcher

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

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-Review** Submission is with reviewers

Unsubmitted

Renewal
IRB-FY17-9 - The Sample Study Test Test

Edit PDF Delete

PE: N/A Current Analysis: N/A Decision: N/A Policy: Pre-2018 Rule Required Tasks: [Complete Submission](#)

Review Type: N/A Review Board: N/A Meeting Date: N/A

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			

Click "Edit" to begin working on your Renewal

Sections

Continuing Review

Study Summary

Study Monitoring

Continuing Review

This form is to be submitted for studies with an expiration date. If your study has a check-in date, it is not required to submit this form.

Note: Modification to study procedures cannot be made via this form. If you need to change study procedures, please complete an modification request form.

* Protocol Lapse

* Is the study past its expiration date?

- ☐ Yes
☒ No

* Local Subject Enrollment

Please select the appropriate designation:

- ☒ Research Study
☐ Humanitarian Use Device Treatment Protocol

Please answer
all questions in
each section.



☐ Yes
☒ No

Submitted Renewals are scheduled to be approved as close to the expiration date as possible

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

