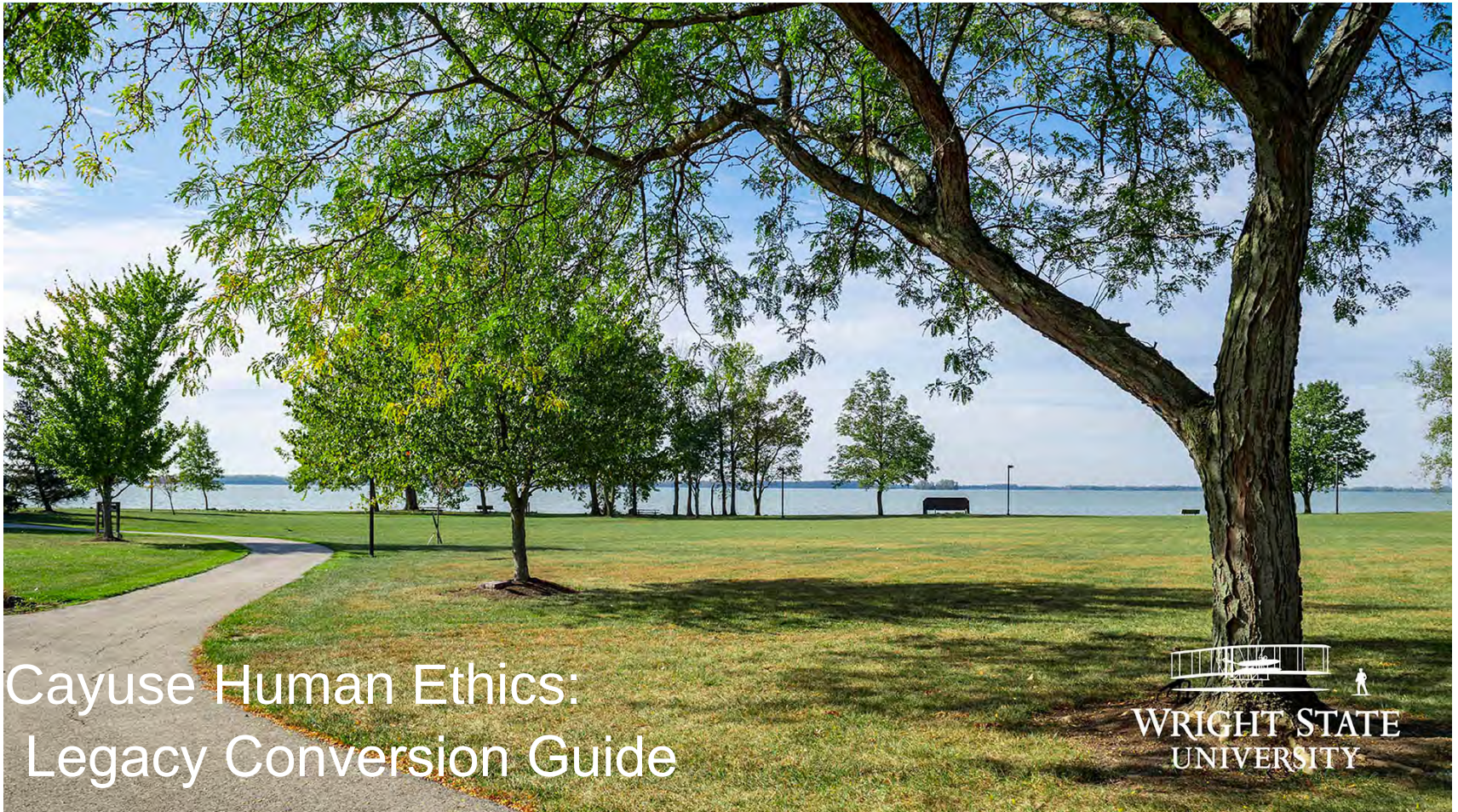
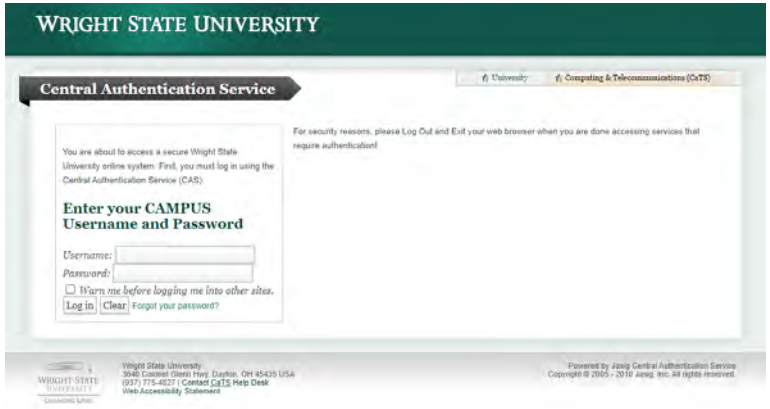


Cayuse Human Ethics: Legacy Conversion Guide

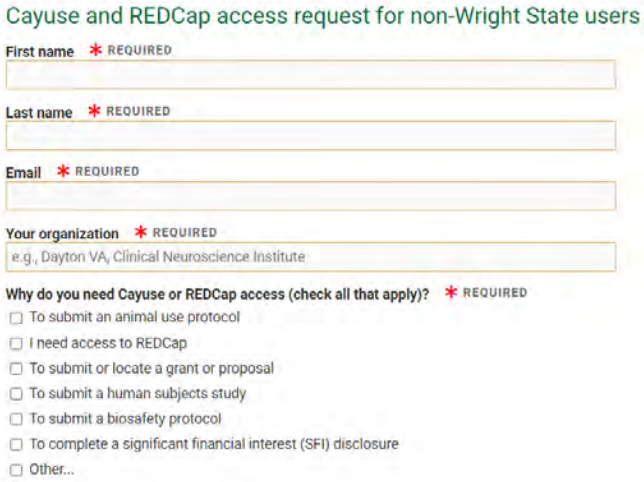
Access to Cayuse Human Ethics

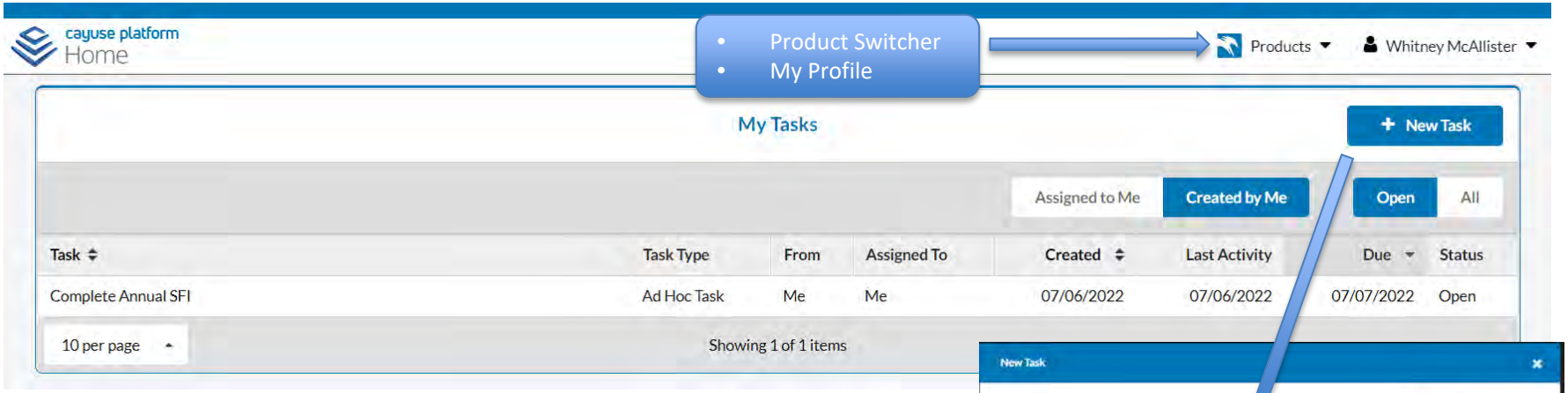


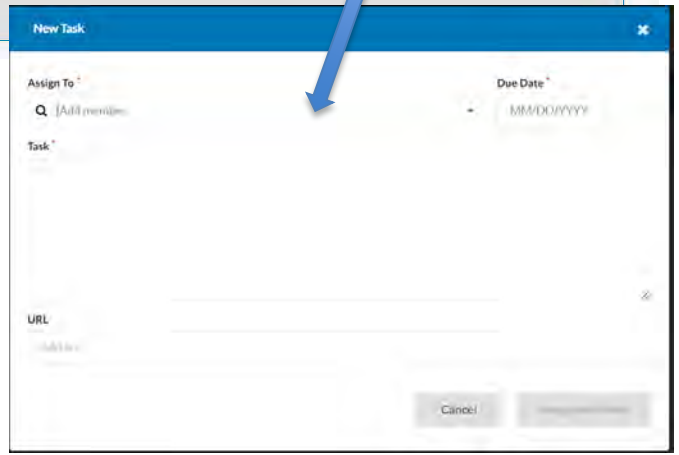
[Cayuse Human Ethics Link]

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



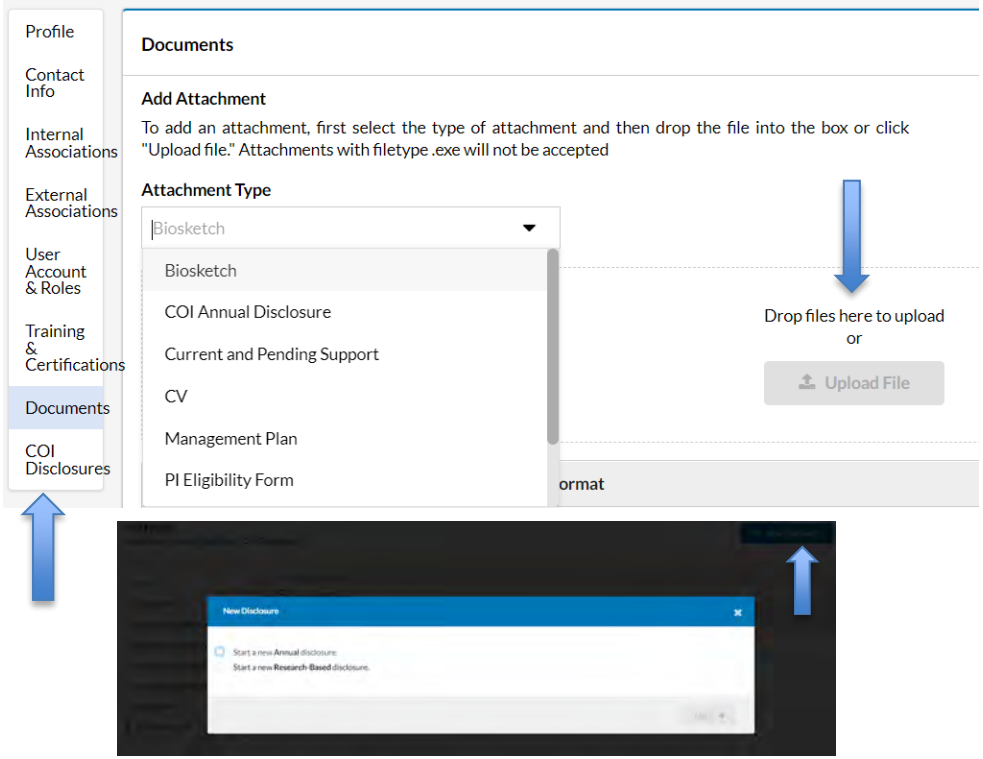




Cayuse Home

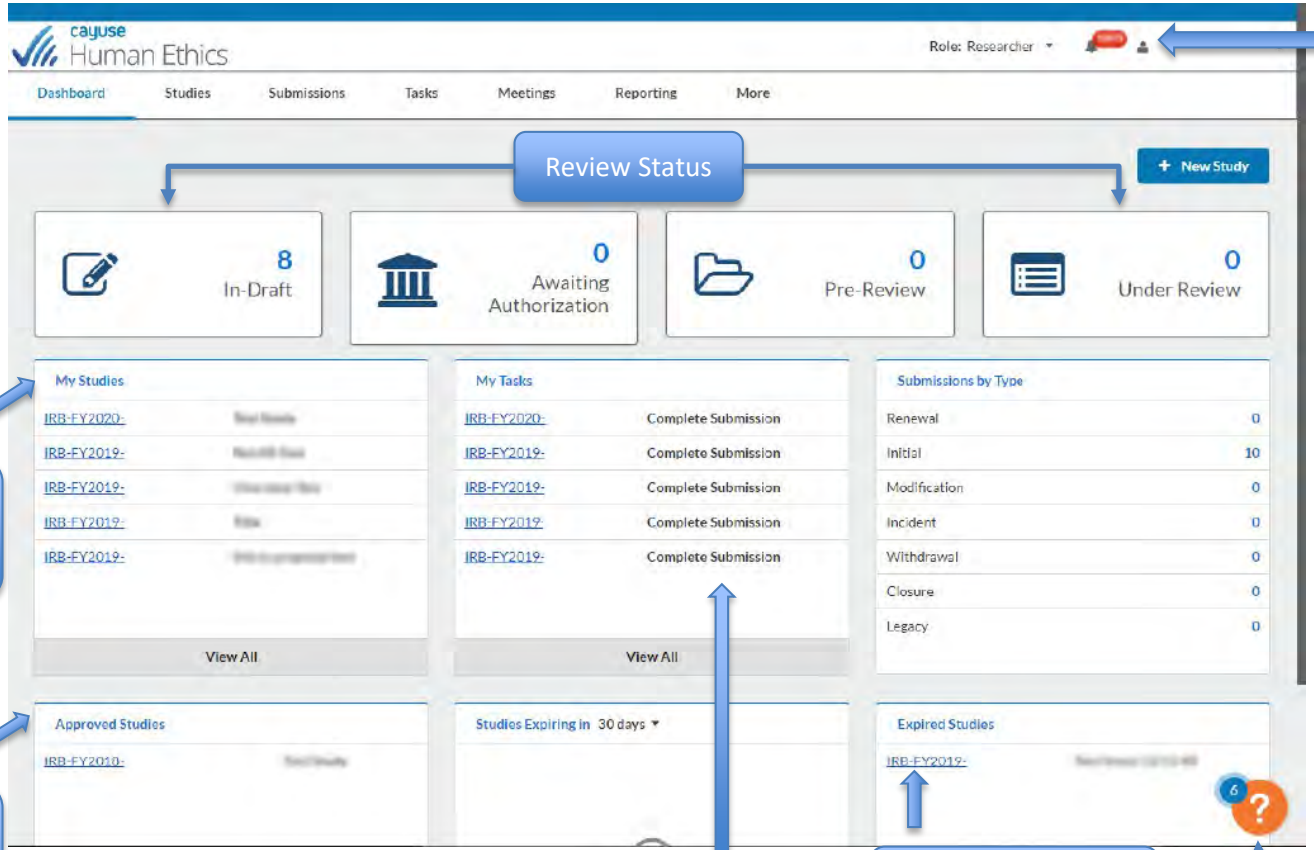
- Select Human Ethics under Product Menu.
- Assign tasks to yourself and research team
- Does not connect with individual products but will show up on this home task page and individuals assigned will receive e-mail notification to complete task.

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



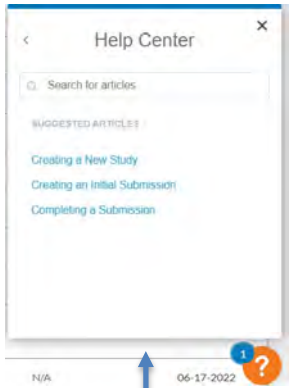
- Role Switcher
- Notifications
- Product Switcher
- My Profile

List of All Studies in Progress

List of All Approved Studies

Assigned Tasks

List of Expired Studies: Submit Renewal or Closure

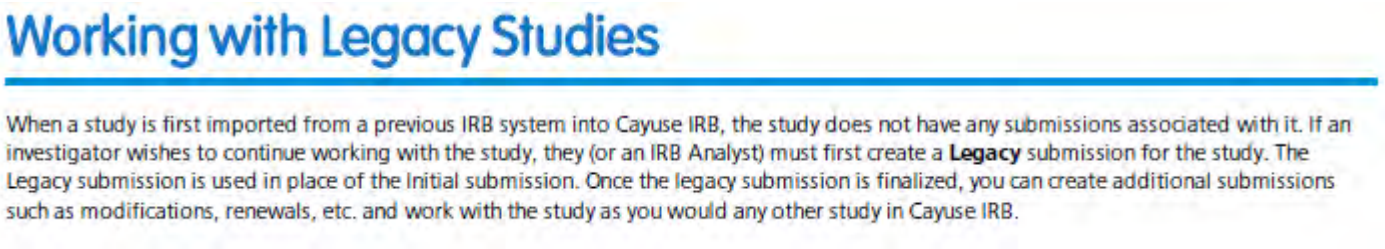


Interactive Help

Legacy Studies

Study Shell

Initial Submission

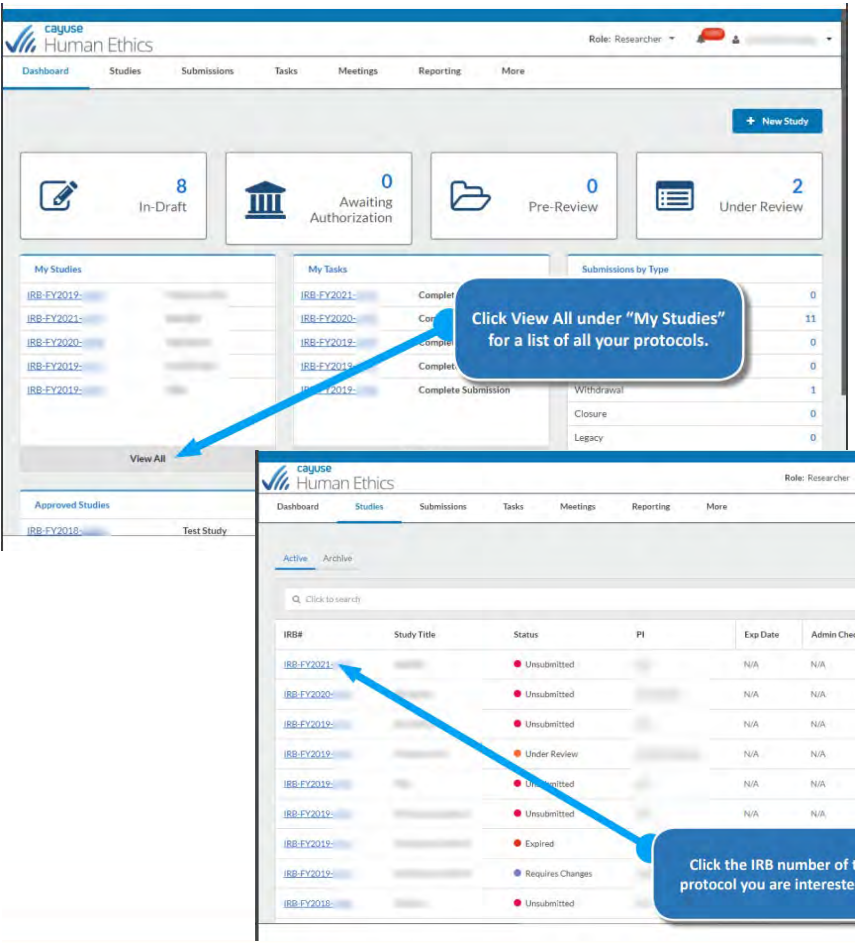


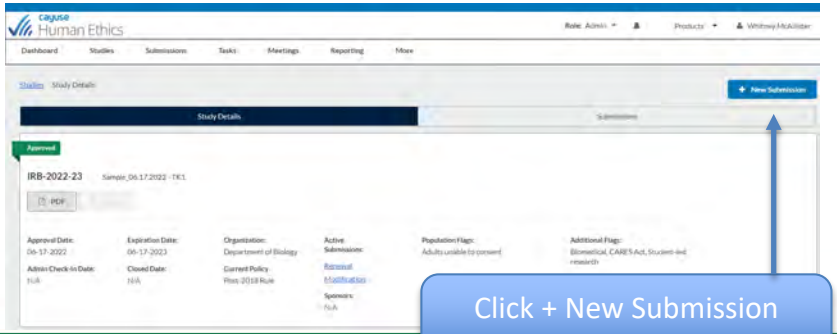
Working with Legacy Studies

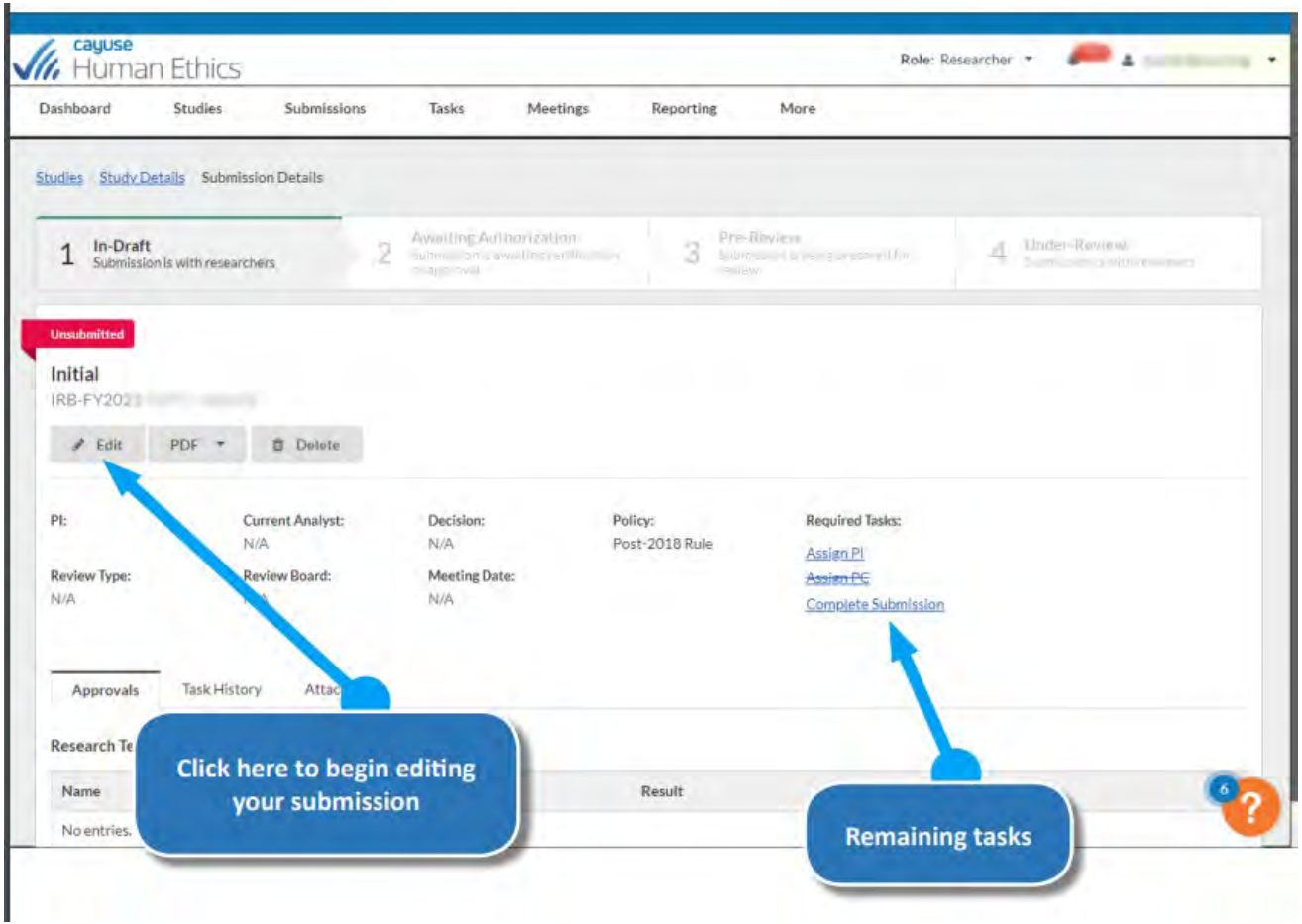
When a study is first imported from a previous IRB system into Cayuse IRB, the study does not have any submissions associated with it. If an investigator wishes to continue working with the study, they (or an IRB Analyst) must first create a **Legacy** submission for the study. The Legacy submission is used in place of the Initial submission. Once the legacy submission is finalized, you can create additional submissions such as modifications, renewals, etc. and work with the study as you would any other study in Cayuse IRB.

Legacy Study Shell

- Basic Study Details will be imported into Cayuse for **Approved** Studies Only
  - Cannot import application details or documents, just basic study information.
  - Will be listed under RSP Gateway study number.

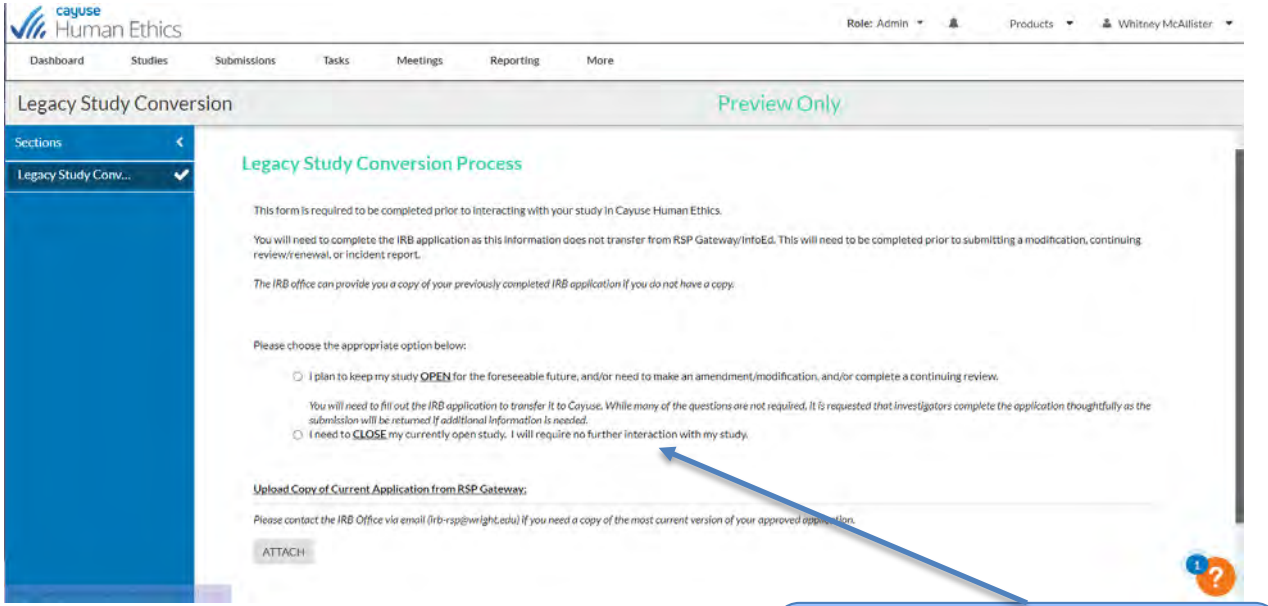




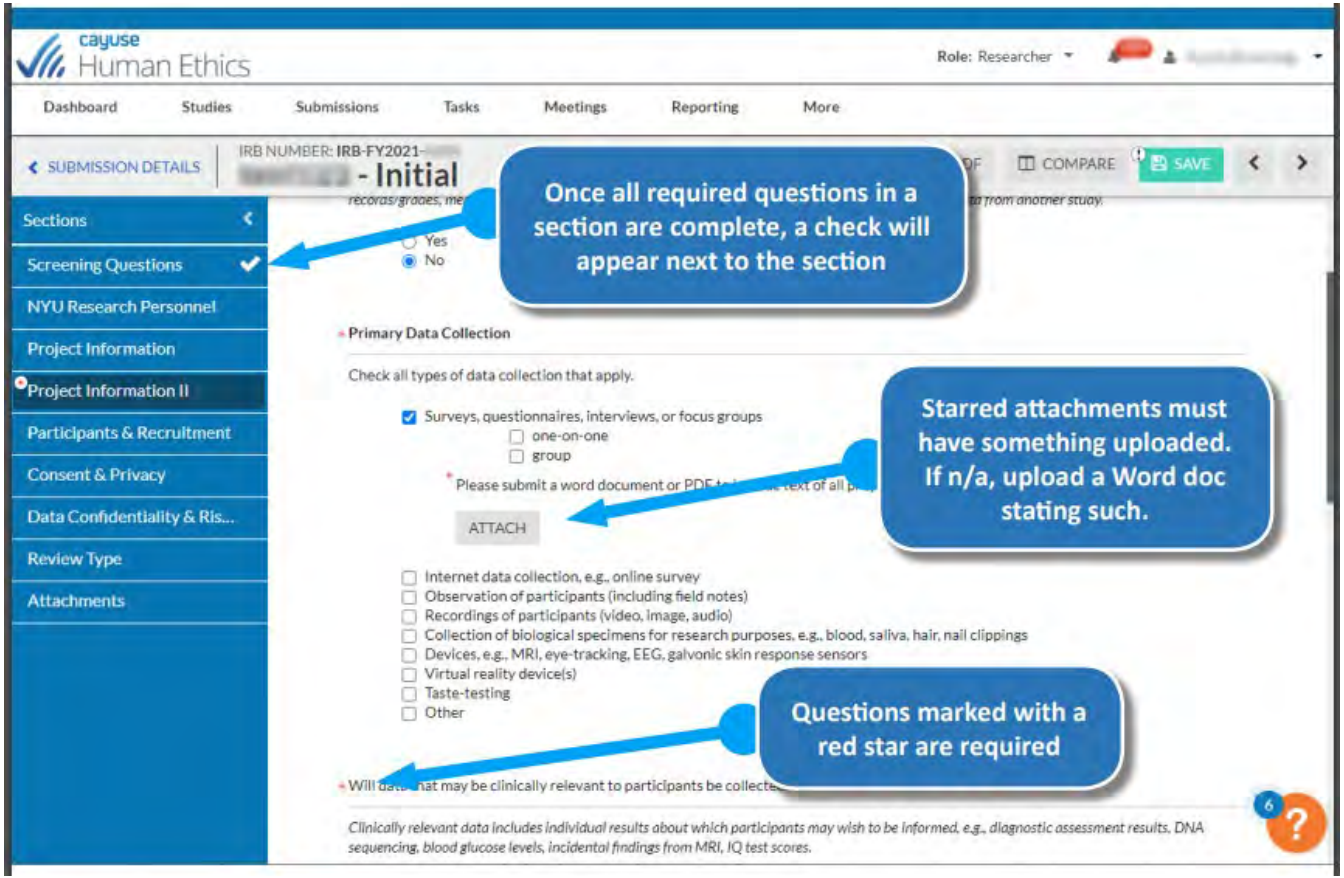

cayuse
Human Ethics
Role: Researcher
Dashboard
Studies
Submissions
Tasks
Meetings
Reporting
More
Studies
Study Details
Submission Details
1
In-Draft
Submission is with researchers
2
Awaiting Authorization
3
Pre-Review
4
Under Review
Unsubmitted
Initial
IRB-FY2021
Edit
PDF
Delete
PI:
Current Analyst:
N/A
Decision:
N/A
Policy:
Post-2018 Rule
Required Tasks:
Assign PI
Assign PC
Complete Submission
Review Type:
N/A
Review Board:
Meeting Date:
N/A
Approvals
Task History
Research Te
Name
Result
No entries.
Click here to begin editing your submission
Remaining tasks

Legacy Study Conversion

- Must complete the legacy initial application and submit.
  - Needs to be completed before you can complete a modification or renewal (CR).
  - If you do not need to submit a Mod or CR, then no action is required.
- The Legacy Initial Application is identical to the initial application BUT no required fields.
  - Please complete thoroughly even though fields not required.

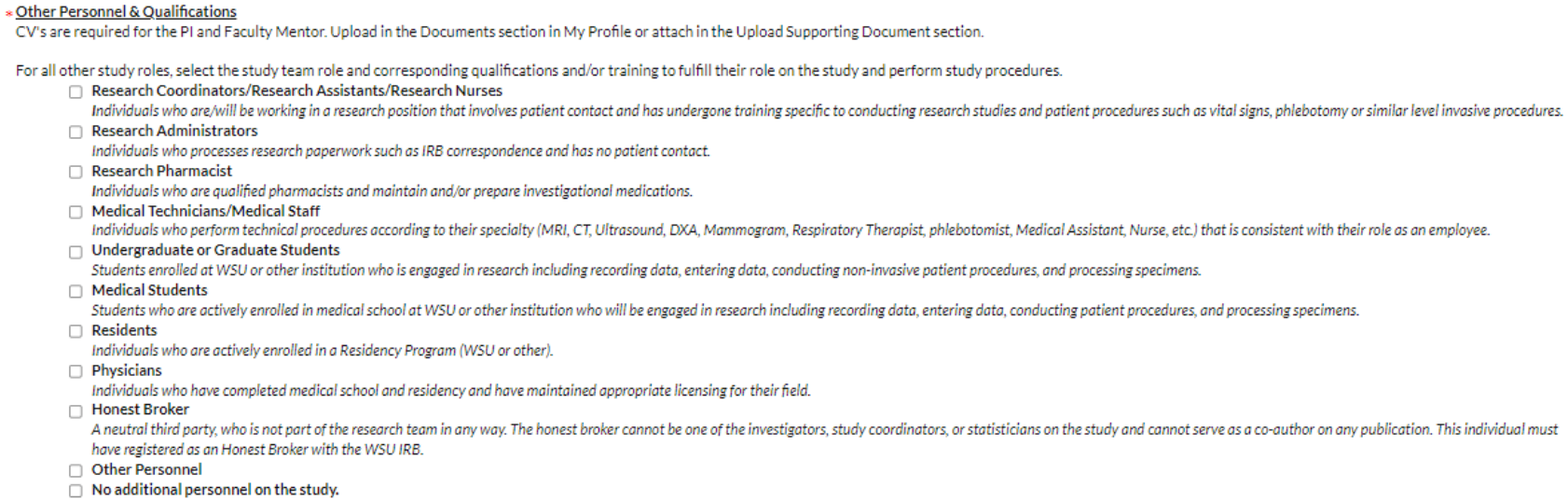


If you only need to close the study, this option will bypass the legacy initial application.


cayuse
Human Ethics
Role: Researcher
Dashboard
Studies
Submissions
Tasks
Meetings
Reporting
More
SUBMISSION DETAILS
IRB NUMBER: IRB-FY2021-
- Initial
COMPARE
SAVE
Sections
Screening Questions
NYU Research Personnel
Project Information
Project Information II
Participants & Recruitment
Consent & Privacy
Data Confidentiality & Ris...
Review Type
Attachments
Yes
No
Once all required questions in a section are complete, a check will appear next to the section
Primary Data Collection
Check all types of data collection that apply.
Surveys, questionnaires, interviews, or focus groups
one-on-one
group
Please submit a word document or PDF
ATTACH
Starred attachments must have something uploaded. If n/a, upload a Word doc stating such.
Internet data collection, e.g., online survey
Observation of participants (including field notes)
Recordings of participants (video, image, audio)
Collection of biological specimens for research purposes, e.g., blood, saliva, hair, nail clippings
Devices, e.g., MRI, eye-tracking, EEG, galvonic skin response sensors
Virtual reality device(s)
Taste-testing
Other
Questions marked with a red star are required
Clinically relevant data includes individual results about which participants may wish to be informed, e.g., diagnostic assessment results, DNA sequencing, blood glucose levels, incidental findings from MRI, IQ test scores.
6

Legacy Submission - Personnel

- **Verify Personnel:**
  - You must verify and correct all personnel in the legacy application in the Other Personnel Section. The conversion process duplicates personnel in this section. Check and open all option and adjust the personnel as needed.



* Other Personnel & Qualifications

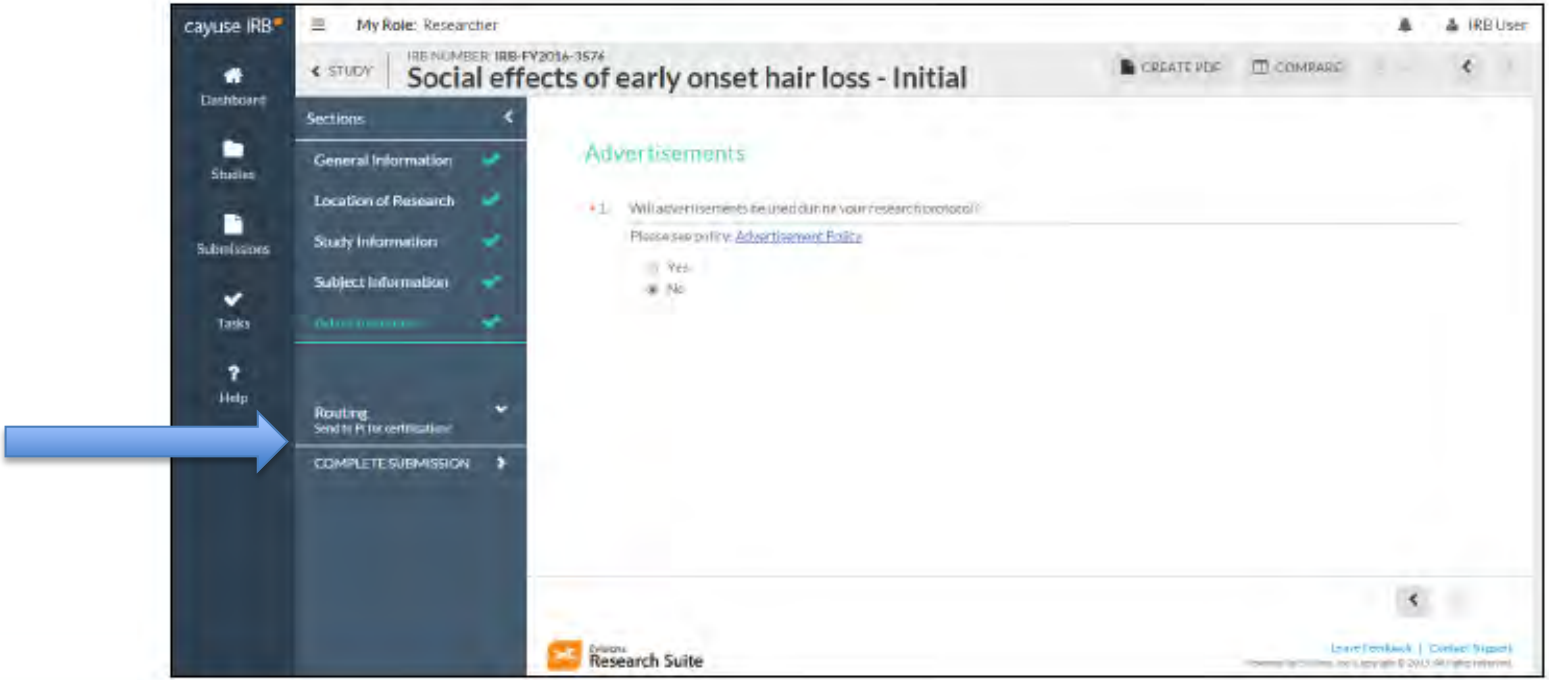
CV's are required for the PI and Faculty Mentor. Upload in the Documents section in My Profile or attach in the Upload Supporting Document section.

For all other study roles, select the study team role and corresponding qualifications and/or training to fulfill their role on the study and perform study procedures.

- ☐ **Research Coordinators/Research Assistants/Research Nurses**
  Individuals who are/will be working in a research position that involves patient contact and has undergone training specific to conducting research studies and patient procedures such as vital signs, phlebotomy or similar level invasive procedures.
- ☐ **Research Administrators**
  Individuals who processes research paperwork such as IRB correspondence and has no patient contact.
- ☐ **Research Pharmacist**
  Individuals who are qualified pharmacists and maintain and/or prepare investigational medications.
- ☐ **Medical Technicians/Medical Staff**
  Individuals who perform technical procedures according to their specialty (MRI, CT, Ultrasound, DXA, Mammogram, Respiratory Therapist, phlebotomist, Medical Assistant, Nurse, etc.) that is consistent with their role as an employee.
- ☐ **Undergraduate or Graduate Students**
  Students enrolled at WSU or other institution who is engaged in research including recording data, entering data, conducting non-invasive patient procedures, and processing specimens.
- ☐ **Medical Students**
  Students who are actively enrolled in medical school at WSU or other institution who will be engaged in research including recording data, entering data, conducting patient procedures, and processing specimens.
- ☐ **Residents**
  Individuals who are actively enrolled in a Residency Program (WSU or other).
- ☐ **Physicians**
  Individuals who have completed medical school and residency and have maintained appropriate licensing for their field.
- ☐ **Honest Broker**
  A neutral third party, who is not part of the research team in any way. The honest broker cannot be one of the investigators, study coordinators, or statisticians on the study and cannot serve as a co-author on any publication. This individual must have registered as an Honest Broker with the WSU IRB.
- ☐ **Other Personnel**
- ☐ **No additional personnel on the study.**

Routing

If there are available actions that you can perform, the **Routing** menu appears prompting you to perform the action. For example, when you finish filling out all parts of the submission, a "Complete Submission" link appears in the Routing menu. Completing the submission will send it to the PI for certification, which is the next step in the submission workflow.



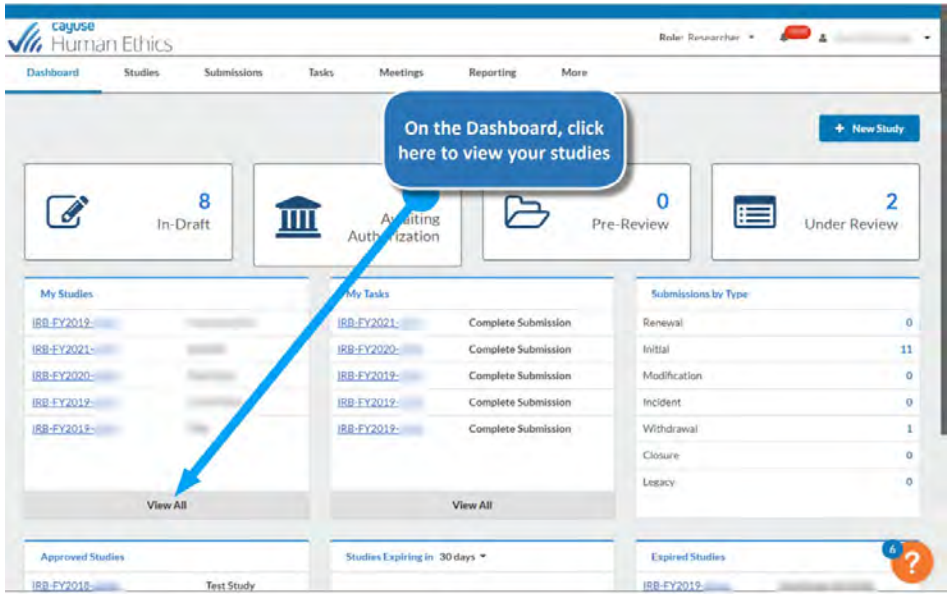
Exempt & Expedited Conversion

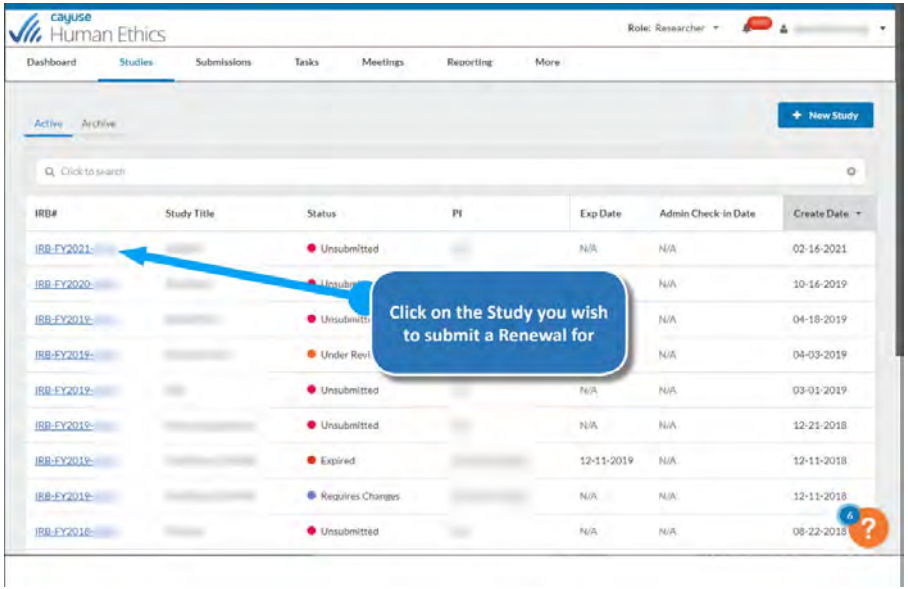
- All exempt and *qualifying* Expedited studies may be converted to an Administrative Check-In process.
  - Removes renewal (CR) requirement.
  - Add annual e-mail reminders.
  - This will occur on your first modification or renewal submission.

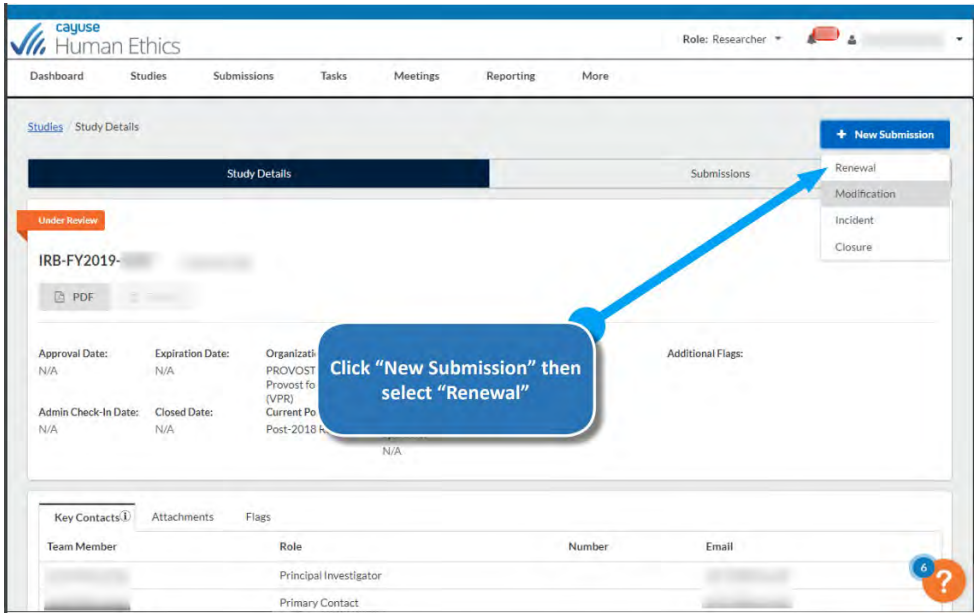
Note: Exempt with limited review and Expedited studies are subject to post-approval monitoring.

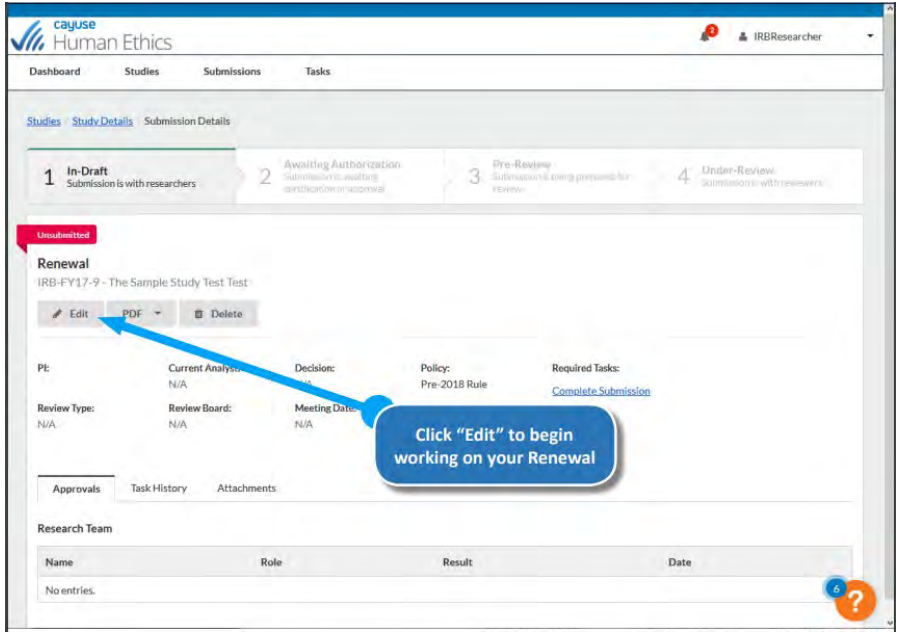
- Contact IRB Office to:
  - Set up individual appointments to assist with legacy transfer
  - Attend Open Office Hours
  - Obtain copies of previously approved applications to assist with data transfer

Creating a Renewal or Modification









Please view the Investigators Guide for detailed information about completing the forms.

Get Help – IRB Staff Consultations

- Virtual Office Hours
  - Wednesdays at 11am – 12:30pm
  - By appointment
- IRB Chat via Teams
- IRB Help Line:
  - 937-775-4462
- Email: irb-rsp@wright.edu