Access to Cayuse Human Ethics

- 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](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](https://www.wright.edu/research/research-and-sponsored-programs/cayuse-access-for-wsu-students-staff-and-faculty-form)
  - Normally granted within two days

VPN Not Required!
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
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.

Click View All under "My Studies" for a list of all your protocols.

Click the IRB number of the protocol you are interested in.

Click + New Submission Select Legacy
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.
Once all required questions in a section are complete, a check will appear next to the section.

Starred attachments must have something uploaded. If n/a, upload a Word doc stating such.

Questions marked with a red star are required.
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 process research paperwork such as IRB correspondence and has no patient contact.

- Research Pharmacists:
  - 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

On the Dashboard, click here to view your studies

Click on the Study you wish to submit a Renewal for
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