



Cayuse Human Ethics: Legacy Conversion Guide

Access to Cayuse Human Ethics

The screenshot shows the Wright State University Central Authentication Service (CAS) login page. The header includes the university name and navigation links for 'University' and 'Computing & Telecommunications (C&TS)'. The main content area prompts the user to log in to a secure system. 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 advises logging out and exiting the browser. The footer contains contact information for Wright State University and a copyright notice for the CAS software.

[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

New Task

Assign To *

Q [Add member]

Due Date *

MM/DD/YYYY

Task *

URL

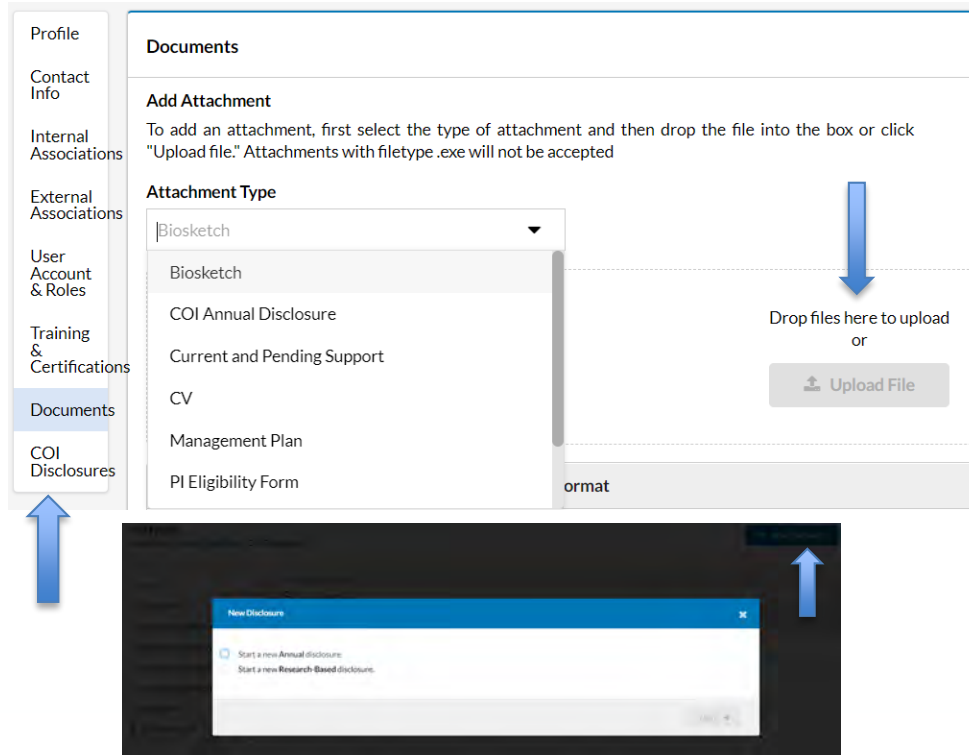
Cancel

Save

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: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Review Status

+ New Study

In-Draft 8

Awaiting Authorization 0

Pre-Review 0

Under Review 0

My Studies

Study ID	Study Name
IRB-FY2020-	New Study
IRB-FY2019-	New IRB Study
IRB-FY2019-	Other IRB Study
IRB-FY2019-	IRB
IRB-FY2019-	IRB to complete IRB

View All

My Tasks

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

View All

Submissions by Type

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

Approved Studies

Study ID	Study Name
IRB-FY2010-	New Study

Studies Expiring in 30 days

Expired Studies

Study ID	Study Name
IRB-FY2019-	New Study (2019-06-17)

Help Center

Search for articles

SUGGESTED ARTICLES

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

- 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.

Role: Researcher

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

+ New Study

8 In-Draft | 0 Awaiting Authorization | 0 Pre-Review | 2 Under Review

My Studies

Study ID	Status	Count
IRB-FY2019	In-Draft	8
IRB-FY2021	Awaiting Authorization	0
IRB-FY2020	Pre-Review	0
IRB-FY2019	Under Review	2

My Tasks

Task	Status	Count
IRB-FY2021	Complete	0
IRB-FY2020	Complete	11
IRB-FY2019	Complete	0
IRB-FY2019	Complete	0
IRB-FY2019	Complete	0
IRB-FY2019	Complete Submission	1
IRB-FY2019	Withdrawal	0
IRB-FY2019	Closure	0
IRB-FY2019	Legacy	0

Submissions by Type

View All

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

Role: Researcher

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

+ New Study

Approved Studies

IRB-FY2018

Test Study

Active | Archive

Click to search

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				12-11-2018
IRB-FY2019		Requires Changes				12-11-2018
IRB-FY2018		Unsubmitted				08-22-2018

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

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.



Role: Admin

Products | Withdrawal Module

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

+ New Submission

Study Details

IRB-2022-23

Approval Date: 06-17-2022

Expiration Date: 06-17-2023


Organization: Department of Biology

Active Submission: Research

Population: Adults

Additional: Biological, CARE Act, Student and research

Click + New Submission Select Legacy

 Role: Researcher

Dashboard Studies Submissions Tasks Meetings Reporting More

Studies Study Details Submission Details

1 In-Draft
Submission is with researchers


2 Awaiting Authorization
Submission is awaiting institutional approval

3 Pre-Review
Submission is pending pre-review

4 Under-Review
Submission is 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 EC](#)
[Complete Submission](#)

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

Approvals Task History Attachments

Research Team

Name	Result
No entries.	

Click here to begin editing your submission

Remaining tasks

6 ?

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.

The screenshot shows the 'Legacy Study Conversion Process' form in the Cayuse Human Ethics system. The interface includes a top navigation bar with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. A sidebar on the left lists 'Sections' with 'Legacy Study Conv...' selected. The main content area is titled 'Legacy Study Conversion Process' and includes a 'Preview Only' button. The form text states: 'This form is required to be completed prior to interacting with your study in Cayuse Human Ethics. You will need to complete the IRB application as this information does not transfer from RSP Gateway/InfoEd. This will need to be completed prior to submitting a modification, continuing review/renewal, or incident report. The IRB office can provide you a copy of your previously completed IRB application if you do not have a copy.' It then asks the user to choose an option: 'I plan to keep my study OPEN for the foreseeable future, and/or need to make an amendment/modification, and/or complete a continuing review.' or 'I need to CLOSE my currently open study. I will require no further interaction with my study.' Below this is a section for 'Upload Copy of Current Application from RSP Gateway' with an 'ATTACH' button. A blue arrow points from a text box to the 'CLOSE' option.

Role: Admin | Products | Whitney McAllister

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

Legacy Study Conversion Preview Only

Sections
Legacy Study Conv... ✓

Legacy Study Conversion Process

This form is required to be completed prior to interacting with your study in Cayuse Human Ethics.

You will need to complete the IRB application as this information does not transfer from RSP Gateway/InfoEd. This will need to be completed prior to submitting a modification, continuing review/renewal, or incident report.

The IRB office can provide you a copy of your previously completed IRB application if you do not have a copy.

Please choose the appropriate option below:

☐ I plan to keep my study **OPEN** for the foreseeable future, and/or need to make an amendment/modification, and/or complete a continuing review.

You will need to fill out the IRB application to transfer it to Cayuse. While many of the questions are not required, it is requested that investigators complete the application thoughtfully as the submission will be returned if additional information is needed.

☐ I need to **CLOSE** my currently open study. I will require no further interaction with my study.

Upload Copy of Current Application from RSP Gateway:

Please contact the IRB Office via email (irb-rsp@wright.edu) if you need a copy of the most current version of your approved application.

ATTACH

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

[records/grades, me](#)

Attachments

☒ No

☐ group

ATTACH

- ☐ 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, galvanic skin response sensors
- ☐ Virtual reality device(s)
- ☐ Taste-testing
- ☐ Other

- Will data that may be clinically relevant to participants be collected?

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.

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 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.

The screenshot displays the cayuse IRB web application interface. On the left is a dark sidebar with navigation icons for Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled "My Role: Researcher" and shows the study "Social effects of early onset hair loss - Initial" with IRB number IRB-FY2016-3574. A "Sections" list on the left includes General Information, Location of Research, Study Information, Subject Information, and Advertisements, all marked with green checkmarks. Below this, the "Routing" section is expanded, showing "Send to PI for certification" and a "COMPLETE SUBMISSION" button with a right-pointing arrow. A large blue arrow points from the left towards the "COMPLETE SUBMISSION" button. The bottom of the page features the "Dartmouth Research Suite" logo and footer text.

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.

- 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

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

Creating a Renewal or Modification

The dashboard shows the following study counts:

- In-Draft: 8
- Awaiting Authorization: 0
- Pre-Review: 0
- Under Review: 2

On the Dashboard, click here to view your studies

My Studies

IRB-FY2019	IRB-FY2020	IRB-FY2021
Complete Submission	Complete Submission	Complete Submission
Complete Submission	Complete Submission	Complete Submission
Complete Submission	Complete Submission	Complete Submission
Complete Submission	Complete Submission	Complete Submission
Complete Submission	Complete Submission	Complete Submission

My Tasks

IRB-FY2021	IRB-FY2020	IRB-FY2019	IRB-FY2018	IRB-FY2017
Complete Submission	Complete Submission	Complete Submission	Complete Submission	Complete Submission

Submissions by Type

Type	Count
Renewal	0
Initial	11
Modification	0
Incident	0
Withdrawal	1
Closure	0
Legacy	0

Approved Studies

IRB-FY2019	Test Study

Studies Expiring in 30 days

Expired Studies

IRB-FY2019

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 Rev		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

Click "New Submission" then select "Renewal"

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-

PDF

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

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

Additional Flags:

Key Contacts

Team Member	Role	Number	Email
	Principal Investigator		
	Primary Contact		

Click "Edit" to begin working on your Renewal

Role: IRBResearcher

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

1 In-Draft Submission is with researchers 2 Awaiting Authorization Submission is awaiting authorization 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

Edit PDF Delete

PI: 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.			

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

