



Cayuse Human Ethics: Organizational Approvers Guide

Cayuse Orientation

Access

Home Screen

My Profile

Dashboard

Access to Cayuse Human Ethics

WRIGHT STATE UNIVERSITY

Central Authentication Service

You are about to access a secure Wright State University online system. First, you must log in using the Central Authentication Service (CAS).

Enter your CAMPUS Username and Password

Username:

Password:

☐ Warn me before logging me into other sites.

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

Wright State University
3640 Colwell Glenn Hwy, Dayton, OH 45435 USA
(937) 775-4827 | Contact Us | Help Desk
Web Accessibility Statement

Powered by Jasig Central Authentication Service
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[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

The screenshot shows the 'My Profile' web application. On the left is a sidebar with navigation links: Profile, Contact Info, Internal Associations, External Associations, User Account & Roles, Training & Certifications, Documents (highlighted with a blue arrow), and COI Disclosures. The main content area is titled 'Documents' and contains an 'Add Attachment' section. It instructs users to select an attachment type and drop files into a box or click 'Upload file.' (noting that .exe files are not accepted). A dropdown menu for 'Attachment Type' is open, showing options: Biosketch, COI Annual Disclosure, Current and Pending Support, CV, Management Plan, and PI Eligibility Form. A large blue arrow points down to a dashed box labeled 'Drop files here to upload or' with an 'Upload File' button. Below this, a smaller screenshot shows a 'New Disclosure' modal with options to 'Start a new Annual disclosure.' (selected) or 'Start a new Research-Based disclosure.', and a 'Next' button. A blue arrow points up to the '+ New Disclosure' button in the top right of the modal.

- 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 is only completed in January

Dashboard

The dashboard is titled "cayuse Human Ethics" and shows a user role of "Researcher". It features a navigation bar with links to Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. A "Review Status" section at the top displays four categories: In-Draft (8), Awaiting Authorization (0), Pre-Review (0), and Under Review (0). Below this are three main sections: "My Studies", "My Tasks", and "Submissions by Type".

My Studies

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

[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

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

Approved Studies

Study ID	Study Name
IRB-FY2010-	Test Study

Studies Expiring in 30 days

Expired Studies

Study ID	Study Name
IRB-FY2012-	Test Study 12/12/12

Annotations on the dashboard include:

- Role Switcher**: Located in the top right corner, showing the current role as "Researcher".
- Notifications**: A red bell icon in the top right corner.
- Product Switcher**: A dropdown menu in the top right corner.
- My Profile**: A user icon in the top right corner.
- List of All Studies in Progress**: Points to the "My Studies" section.
- List of All Approved Studies**: Points to the "Approved Studies" section.
- Assigned Tasks**: Points to the "My Tasks" section.
- List of Expired Studies: Submit Renewal or Closure**: Points to the "Expired Studies" section.
- Interactive Help**: Points to the "Help Center" sidebar.

- Role Switcher
- Notifications
- Product Switcher
- My Profile

The Help Center sidebar contains a search bar and a list of suggested articles:

- Creating a New Study
- Creating an Initial Submission
- Completing a Submission

At the bottom of the sidebar, there is a "N/A" status and a date "06-17-2022".

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

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 1

Attachments Flags

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

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.

Certifying a New Protocol

Organizational Approver

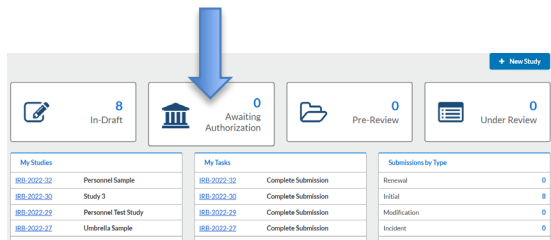
Certification

The Organizational Approver/
Department Chair will receive:

- E-mail Message with Link
- Notification Bubble
- Task
- Added to Awaiting Authorization Display Button

There should be two designated
approvers for each department:

- Both will receive notifications
- Two approvers in case there is a COI and one cannot review the study.
- Required for Initial Review Only.

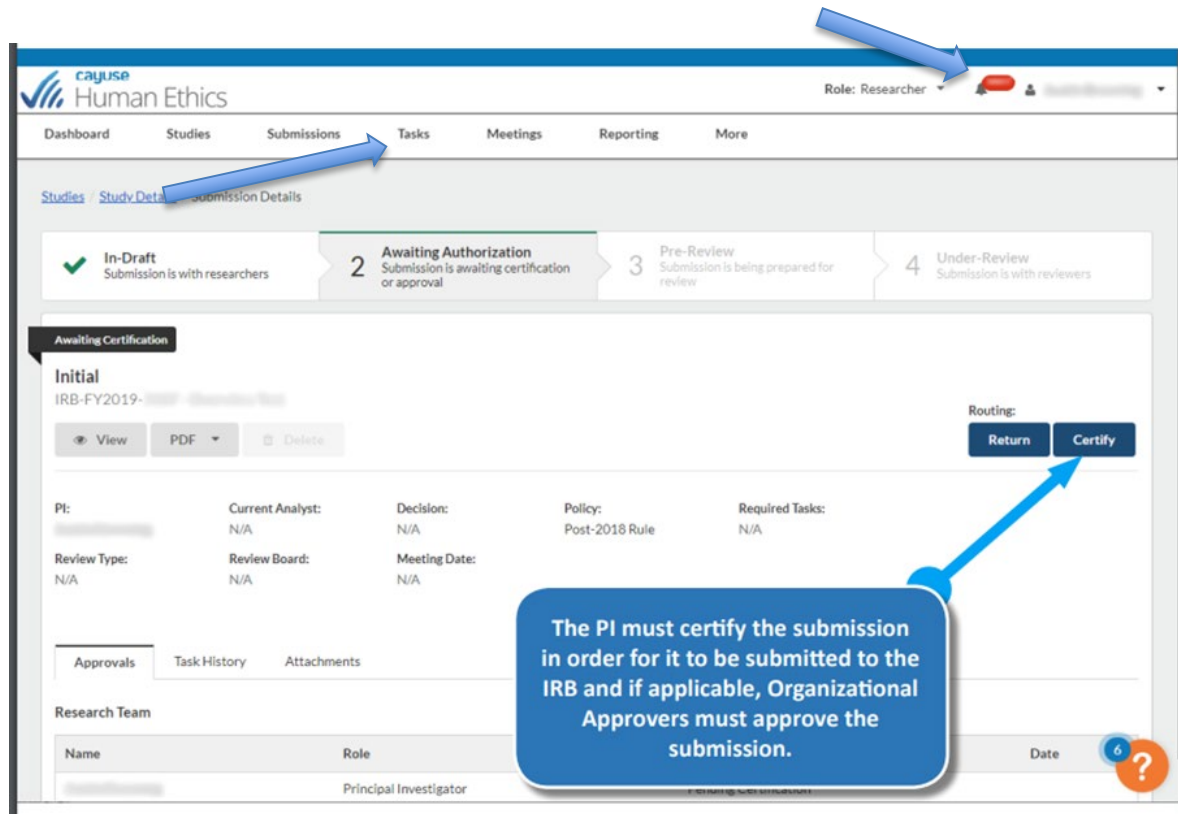


The screenshot shows the Cayuse dashboard with a blue arrow pointing to the 'Awaiting Authorization' button. Below the dashboard, there are three tables: 'My Studies', 'My Tasks', and 'Submissions by Type'.

My Studies	
IRB-2022-32	Personnel Sample
IRB-2022-30	Study 3
IRB-2022-24	Personnel Test Study
IRB-2022-27	Umbrella Sample

My Tasks	
IRB-2022-32	Complete Submission
IRB-2022-30	Complete Submission
IRB-2022-29	Complete Submission
IRB-2022-27	Complete Submission

Submissions by Type	
Renewal	0
Initial	8
Modification	0
Incident	0



The screenshot shows the Cayuse Human Ethics submission details page. The status is 'Awaiting Certification'. The 'Certify' button is highlighted with a blue arrow. A blue callout box contains the text: 'The PI must certify the submission in order for it to be submitted to the IRB and if applicable, Organizational Approvers must approve the submission.'

Awaiting Certification

Initial
IRB-FY2019- [redacted]

View PDF Delete

Routing: Return Certify

PI: [redacted] Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks: N/A

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

Approvals Task History Attachments

Research Team

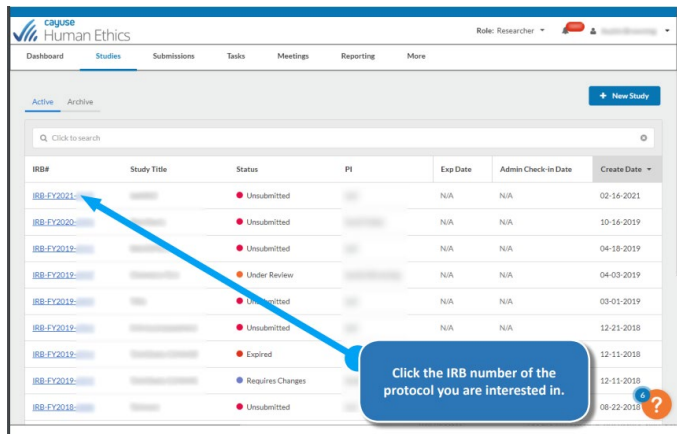
Name	Role
[redacted]	Principal Investigator

Date 6 ?

Note: No signature delegation ability in Cayuse.
Against IT policy to share passwords. Everyone must sign for themselves.

Review

➤ Click on Study Number



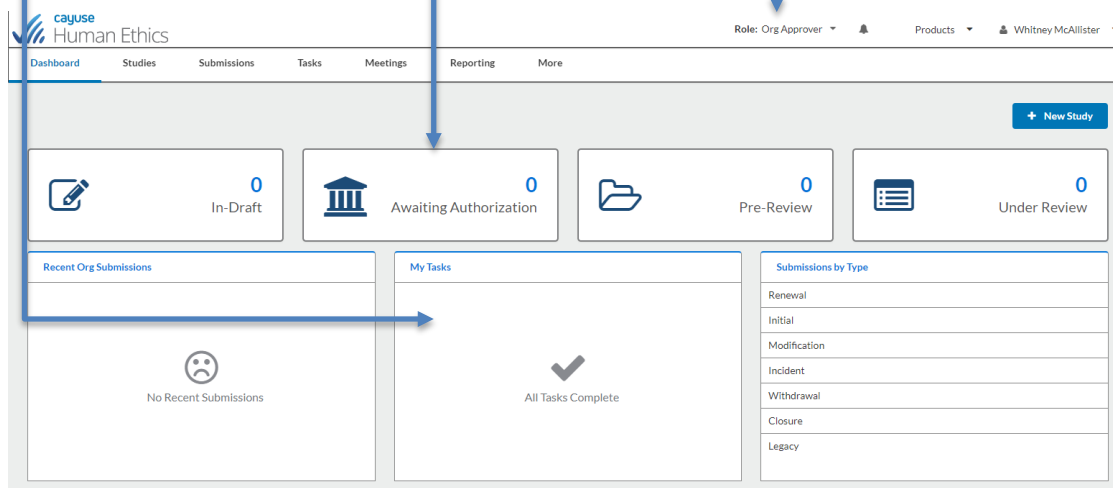
IRB# Study Title Status PI Exp Date Admin Check-in Date Create Date

IRB-FY2021-0001		Unsubmitted		N/A	N/A	02-16-2021
IRB-FY2020-0001		Unsubmitted		N/A	N/A	10-16-2019
IRB-FY2017-0001		Unsubmitted		N/A	N/A	04-18-2019
IRB-FY2012-0001		Under Review		N/A	N/A	04-03-2019
IRB-FY2014-0001		Unsubmitted		N/A	N/A	03-01-2019
IRB-FY2012-0002		Unsubmitted		N/A	N/A	12-21-2018
IRB-FY2012-0003		Expired				12-11-2018
IRB-FY2012-0004		Requires Changes				12-11-2018
IRB-FY2013-0001		Unsubmitted				08-22-2018

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

All Awaiting Certifications will appear in this section. Click to open the list. You will also have a task assigned.

Switch to Org Approver Role



Role: Org Approver

Products

Whitney McAllister

Dashboard Studies Submissions Tasks Meetings Reporting More

+ New Study

In-Draft 0

Awaiting Authorization 0

Pre-Review 0

Under Review 0

Recent Org Submissions

My Tasks

Submissions by Type

- Renewal
- Initial
- Modification
- Incident
- Withdrawal
- Closure
- Legacy

No Recent Submissions

All Tasks Complete

Review

- Click on View Button to view the protocol.
- After Review Click on Return to send the submission back to the study team or on Certify to approve the study and send to the IRB.
- If you RETURN the submission, you will need to contact the study team and communicate the revisions required to obtain organizational approval.

Human Ethics

Role: Admin | Products | Whitney McAllister

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 certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Awaiting Certification

Initial
IRB-2022-34 - Org Approver Example

[View](#) [PDF](#) [Delete](#)

Routing:
[Return](#) [Administratively Certify](#)

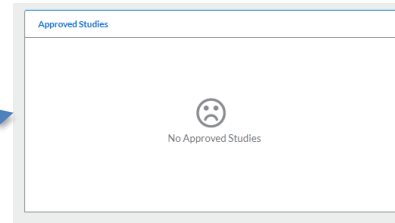
PI: Mandy Karper	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

IRB recommends using the Task feature on the Cayuse Home screen for this purpose.

Attestations

- After clicking certify, you will need to accept the Organizational Approval Attestations

Useful Tip: The Approved Studies section of the Org Approvers dashboard will record all studies you have certified in this role.



I certify, as the Department Chair or Department Designee, that this proposed study was reviewed for scientific merit and confirm that this proposed study meets the following requirements:

- The rationale for the study is clearly stated and scientifically sound;
- The specific aims and objectives of this study are clearly stated;
- The study design is scientifically sound;
- The research will utilize procedures that are scientifically sound, that are appropriate to the study, and that do not unnecessarily expose human subjects to risk;
- The statistical considerations, including sample size, and statistical analysis are clearly described and appropriate for the study objectives;
- The knowledge expected to be gained from this study has scientific importance to justify involvement of human subjects;
- The investigator has adequate resources to conduct the human research; and
- PI has proper training and expertise to conduct the study and understands his/her responsibilities to comply with all applicable institutional, local, state and federal regulations.

I understand that it is my responsibility to return a submission to the PI when a proposed study does not meet the above requirements, so that he/she can revise it appropriately and re-submit it for my review and approval before it is forwarded for WSU IRB review. I am available to provide the necessary oversight and guidance to the PI. I will report any known regulatory noncompliance as per institutional policies and regulatory requirements.

This study submission has scientific merit, adequate resources, and is approved to be reviewed by the Wright State IRB.

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

