Cayuse Human Ethics: Organizational Approvers Guide
Cayuse Orientation

Access
Home Screen
My Profile
Dashboard
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

Cayuse Human Ethics Link

VPN Not Required!
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.
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
Study Details

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.

Approved & Stamped Documents

Study Information

Status Flag

WRIGHT STATE UNIVERSITY
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.

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

- Click on Study Number

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
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.

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.

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