

1. You must have an account in Cayuse IRB. If you do not have one or are unsure, please contact Lisa Williams (lwilliam@highpoint.edu, 336-841-9240).
2. Log into Cayuse to create a submission. Go to highpoint.cayuse424.com (this site cannot be bookmarked or selected from a link), enter your Cayuse username and password. Select Cayuse IRB.



Cayuse Research Suite

3.9.1

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

System Administration Applications

- Backbone
- Research Contacts
- Events

Application Help

- Research Suite Support Center



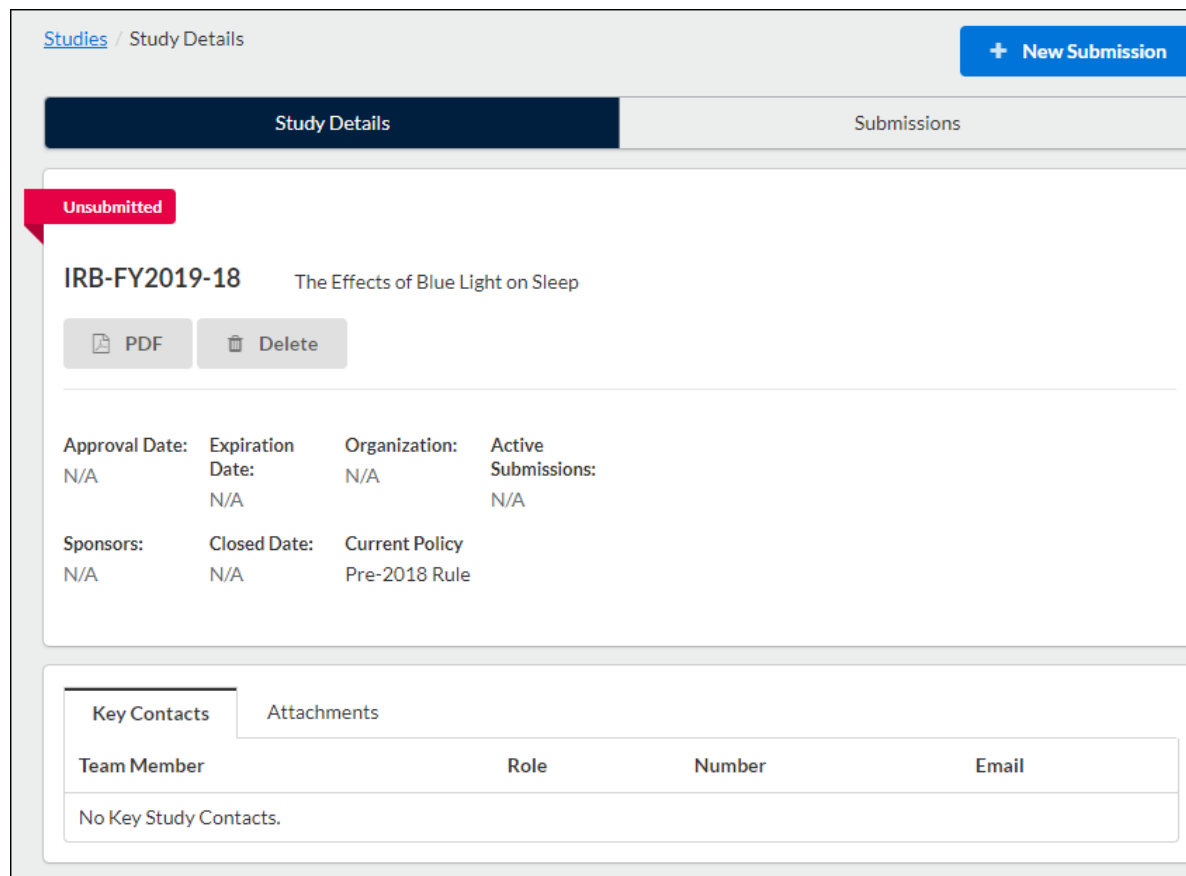
a. Create a study

- i. Click  in the upper right-hand corner of your Dashboard or the Studies page.
- ii. Enter the title of your study. The title can be up to 600 characters long.



iii. Click  to save your study.

After creating your study, you will be taken to the Study Details page. Here, you will see where important study information will populate once you begin your submission.



Approval Date:	Expiration Date:	Organization:	Active Submissions:
N/A	N/A	N/A	N/A

Sponsors:	Closed Date:	Current Policy
N/A	N/A	Pre-2018 Rule

Team Member	Role	Number	Email
No Key Study Contacts.			

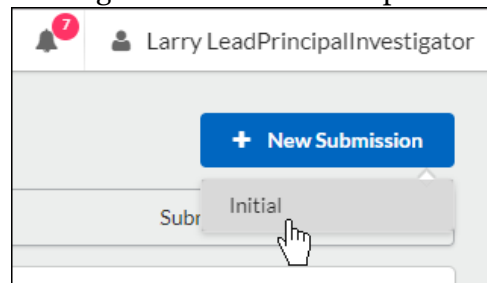
The person who creates the study is added as the primary contact by default. You can change this when editing the submission.

You can rename your study up until the completion of a withdrawal or admin closure submission. From the Study Details screen, hover over the study title and click within the field to edit.

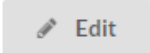


b. Create a submission (this is the protocol).

- i. After you create a new study, you can begin completing forms for your initial submission by clicking on **New Submission**, and then clicking **Initial** from the drop-down menu.



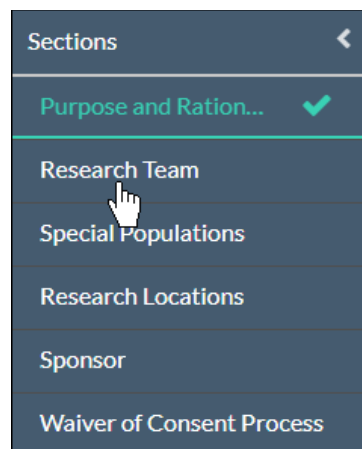
Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission. **Make sure to not remove yourself from all roles and Save, or you will not be able to access your submission once you leave.**

- ii. Click on  to begin your submission forms. You will always be able to return to your incomplete submission by clicking this button.

Once on your institution's initial submission form, you can return to the Submission Details page by clicking on **Study** in the upper left-hand corner of the screen.

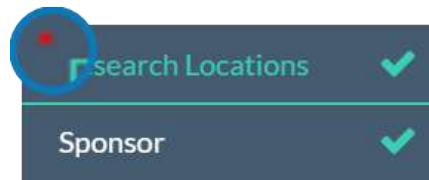


Use the   buttons to toggle between sections. You can also click on a section name in the menu at left to jump to that section.



Please note: Some questions have * next to the question number. This indicates a required question.

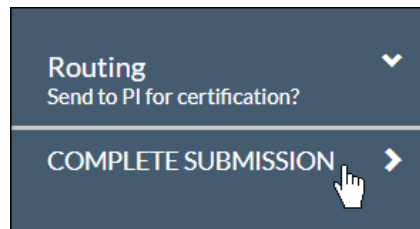
Sections with unsaved changes have an asterisk next to the section name.



To save your changes, click  in the upper right-hand corner.

Please note: If one of your sections doesn't have a check mark and you aren't sure why, search the section for any required questions you may have missed.

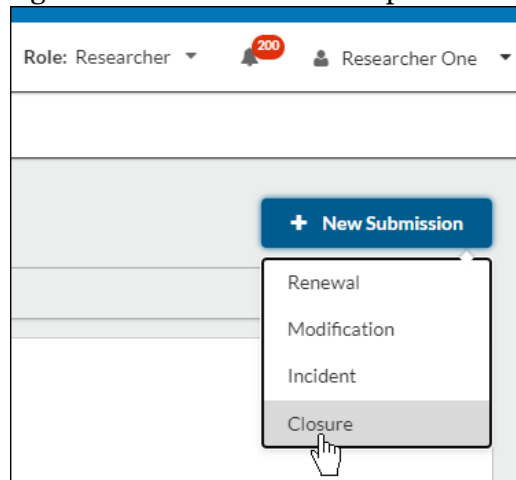
With every section completed, you can complete your submission and send it to the PI for certification. **Submissions must be certified in order to be processed by the IRB. Student submissions must be certified by the Faculty Supervisor as well.**



3. The IRB will review your submission. All communication will be via email through the Cayuse system (@cayuse.com). Once you receive an approval letter, please note the expiration date of your submission. You will need to file a **closure submission** by that date in the Cayuse system.

4. Closure Submission

- a. On the Study Details page of your study, click on **New Submission** in the top right-hand corner. In the drop-down menu, click **Closure**.



- b. On the new Submission Details page, click **Edit**.

The screenshot displays a web interface for managing submissions. At the top, a grey header bar contains a large number '1' followed by the text 'In-Draft' and 'Submission is with researchers'. Below this, a red banner with the word 'Unsubmitted' is visible. The main content area shows a submission titled 'Closure' with the subtitle 'IRB-FY21-150 - General Anxiety in Grad Students'. At the bottom of this section, there are three buttons: 'Edit' (with a pencil icon), 'PDF' (with a dropdown arrow), and 'Delete' (with a trash can icon). A mouse cursor is pointing at the 'Edit' button.

- c. Fill out the submission form, including all required fields, and click **Complete Submission**.