



CayuseIRB – *Quick Start Guide* for Researchers



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What is CayuseIRB?



Cayuse IRB provides visibility into the entire Institutional Review Board review and submission process, including protocol creation. This single sign-on application includes IRB submissions with 24/7 access to IRB studies, paperless electronic approvals – no waiting to receive approval docs - and management of IRB studies from initial submission to close.

Cayuse IRB will be ready for use on August 1, 2016. Researchers, please create **new/initial** protocols using Cayuse IRB starting August 1st.

On September 1, 2016, it will be mandatory for all UofM researchers to use Cayuse IRB for all protocol submissions.

If have tried opening Cayuse IRB and are unable to access it or have any questions, please contact irb@memphis.edu or call (901) 678-2705

Logging Into Cayuse

Go to memphis.cayuse424.com and log to *MyMemphis* by using your UM Credentials.

Faculty & Staff, you can also access Cayuse via *MyMemphis*, under the Research Support section.



U THE UNIVERSITY OF
of MEMPHIS™

Login to Memphis Cayuse WebApp

UUID
jmcrris

Password
●●●●●●●●

> Forgot your username?
> Reset your password?
> Initialize your account?
> Need help?

Login

By using this service, you acknowledge that you have read and agree to the terms and conditions of the Acceptable Use of Information Technology Resources Policy (UM1535)

Need help? Contact the ITS Service Desk: (901) 678-8888

Select Cayuse IRB (Human Studies Compliance)

Evisions Research Suite
3.5.1

Research Administration Modules

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

System Administration Applications

- Backbone
- Research Contacts
- Workflow

Application Help ?

- Research Suite Support Center
- Browser Support & Configuration



CayuseIRB Dashboard Summary

Shows the statuses of your submissions

2 In-Draft	0 Awaiting Approval	0 Pre-Review	9 Under Review
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Shows all your studies

My Studies	
IRB-FY15-16-27	Cayuse training
IRB-FY15-16-17	Veterans and their children: How they navigate the maze of Veteran Benefits
IRB-FY15-16-18	Focus Group with MSU Student's
View All	

Shows all incomplete tasks

My Tasks	
IRB-FY15-16-29	Complete Submission
IRB-FY2016-10	Complete Submission
View All	

Shows you all your submissions

Submissions by Type	
Initial	10
Withdrawal	1
Modification	3
Renewal	0
Incident	1
Closure	0
Legacy	0

Shows you your approved studies

Approved Studies	
IRB-FY15-16-27	Cayuse training

Shows soon-to-expire studies

Studies Expiring in 30 days	

Shows expired studies

Expired Studies	

Other ways to access the same things

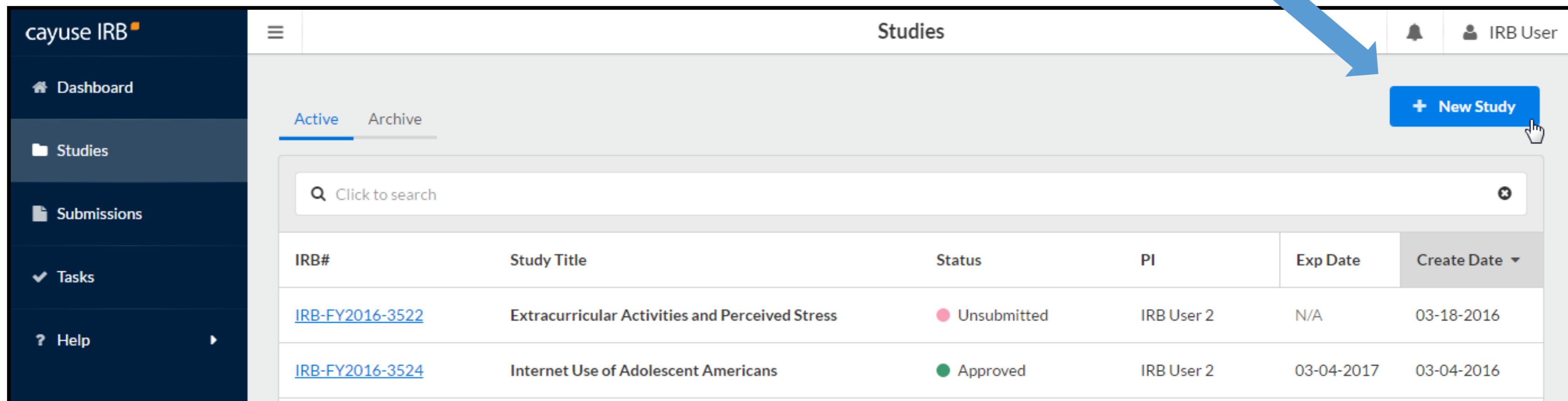
- Dashboard
- Studies
- Submissions
- Tasks
- Help

Notifications will appear here. Click bell to view

[+ New Study](#)

Create a New Study

To create a new study, click the **New Study** button in the upper right of either the [Studies](#) page or your [Dashboard](#).



The screenshot displays the 'cayuse IRB' web application interface. The left sidebar contains navigation links: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled 'Studies' and features a search bar and a table of active studies. A blue button labeled '+ New Study' is located in the top right corner of the main content area, with a blue arrow pointing to it from the text above.

IRB#	Study Title	Status	PI	Exp Date	Create Date
IRB-FY2016-3522	Extracurricular Activities and Perceived Stress	Unsubmitted	IRB User 2	N/A	03-18-2016
IRB-FY2016-3524	Internet Use of Adolescent Americans	Approved	IRB User 2	03-04-2017	03-04-2016

Study Title

Enter a title for your study (up to 600 characters). Then, click the Save button.

The screenshot displays the Cayuse IRB interface for editing a study. The left sidebar contains navigation links: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled "Study Details" and features a breadcrumb "Studies / Study Details" and a "New Submission" button. A tabbed interface shows "Study Details" as the active tab. A text input field contains the title "Social Effects of Early Onset Hair Loss", with a blue arrow pointing to it. Below the input field are "PDF" and "Delete" buttons. To the right of the input field is a blue "Save" button with a checkmark and a grey "Cancel" button with an 'x'. A blue arrow points to the Save button. Below the input field, a table displays study metadata:

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

Begin Submitting Information & Documents

To begin working on your study, click **New Submission** to add the **Initial** submission for your study.

The screenshot displays the 'Study Details' page in the cayuse IRB system. The left sidebar contains navigation options: Dashboard, Studies, Submissions, Tasks, and Help. The main content area shows the study ID 'IRB-FY2016-3575' and title 'Social Effects of Early Onset Hair Loss'. A red 'Unsubmitted' badge is present. A red circle highlights the '+ New Submission' button and the 'Initial' submission type dropdown menu. Below the study details, there are tabs for 'Key Contacts' and 'Attachments'. The 'Key Contacts' tab shows a table with columns for Team Member, Role, Number, and Email, and a message 'No Key Study Contacts.'.

Study Details

[Studies](#) / Study Details

+ New Submission

Initial

Unsubmitted

IRB-FY2016-3575 Social Effects of Early Onset Hair Loss

PDF Delete

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

Sponsors: N/A Closed Date: N/A

Key Contacts Attachments

Team Member	Role	Number	Email
No Key Study Contacts.			

Study's Submission

The initial submission appears below the study details. The person who creates the study is added as the PI by default. You can change this when editing the submission, if needed.

Click the **Edit** button to begin working on the initial submission.

cayuse IRB Submission Details IRB User

[Studies](#) / [Study Details](#) / Submission Details

- 1 In-Draft**
Submission is with researchers
- 2 Awaiting Approvals**
Submission is awaiting certification or approval
- 3 Pre-Review**
Submission is being prepared for review
- 4 Under-Review**
Submission is with reviewers

Unsubmitted

Initial
IRB-FY2016-3575 - Social Effects of Early Onset Hair Loss

Edit PDF **Delete**

PI: IRB User	Current Analyst: N/A	Decision: N/A	Required Tasks: ✓ Assign PI • Assign PC • Complete Submission
Review Type: N/A	Review Board: N/A	Meeting Date: N/A	

Completing Your Protocol

Complete the questions. Use the left and right arrow button to move to the previous and next page. Attach relevant documents when prompted. Save and proceed to next section until your protocol is completed.

STUDY | IRB NUMBER: tr-FY2016-32 | **Memphis Test Trial - 2 - Initial** | CREATE PDF | COMPARE | **SAVE**

Sections <

- Section 1 Institution... ✓
- Section 3 IRB Protocol Gen...
- Section 4 IRB Protocol
- Section 5 Informed Consent

Please choose your UofM investigator(s) here:

FIND PEOPLE

4 Is there a financial sponsor for this study?

Yes

No

5 Determination

Do you need a determination for whether or not your study is human subjects research requiring IRB review?

Human subject means a living individual about whom an investigator (whether professional or student) conducting research obtains data through intervention or interaction with the individual, or identifiable private information.

Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.

Yes. Proceed to determination questions for submission

No. Proceed with your protocol submission

Questions marked with a red star are **required**. Make sure to save your work!

>

Evisions Research Suite

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COMPLETE SUBMISSION

Once you have completed your submission and your sections are marked with the checks, **SAVE** your study and select **COMPLETE SUBMISSION**.

To route your submission to its next step, select **CONFIRM** under **SUBMISSION ROUTING**, after you have clicked **COMPLETE SUBMISSION**.

The screenshot displays the Evisions Research Suite interface for a study titled "Memphis Test" (IRB NUMBER: tr-FY2016-32). The left sidebar shows a list of sections, all of which are marked with green checkmarks, indicating they are complete. The "COMPLETE SUBMISSION" option is highlighted with a blue arrow. The main content area shows the "SUBMISSION ROUTING" dialog box, which asks "Are you sure you want to continue?". The "CONFIRM" button is circled in red, and the "CANCEL" button is also visible. Below the dialog box, there is a text area for additional questions or concerns, with the text "Memphis Test Trial - 2 - Initial" entered. The bottom of the screen features the Evisions Research Suite logo and footer information, including "Leave Feedback" and "Contact Support" links.

Certifying Your Submission

You will be routed to back to your submission details page and the status will be Awaiting Certification. If you are NOT a student, select Certify to proceed. Your Co-PIs will be instructed to also certify the submission

If you are a student you will certify your submission as well as your Faculty Advisor/Co-PIs.

Studies / Study Details / Submission Details

✓ In-Draft
Submission is with researchers
2 Awaiting Approvals
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
tr-FY2016-32 - Memphis Test Trial - 2

View PDF Delete

Routing: Return Certify

PI: Peter Bridson
 Current Analyst: N/A
 Decision: N/A
 Required Tasks: N/A
 Review Type: N/A
 Review Board: N/A
 Meeting Date: N/A

Approvals Task History

Research Team

Name	Role	Result	Date
Peter Bridson	Principal Investigator	Pending Certification	



Legacy Studies

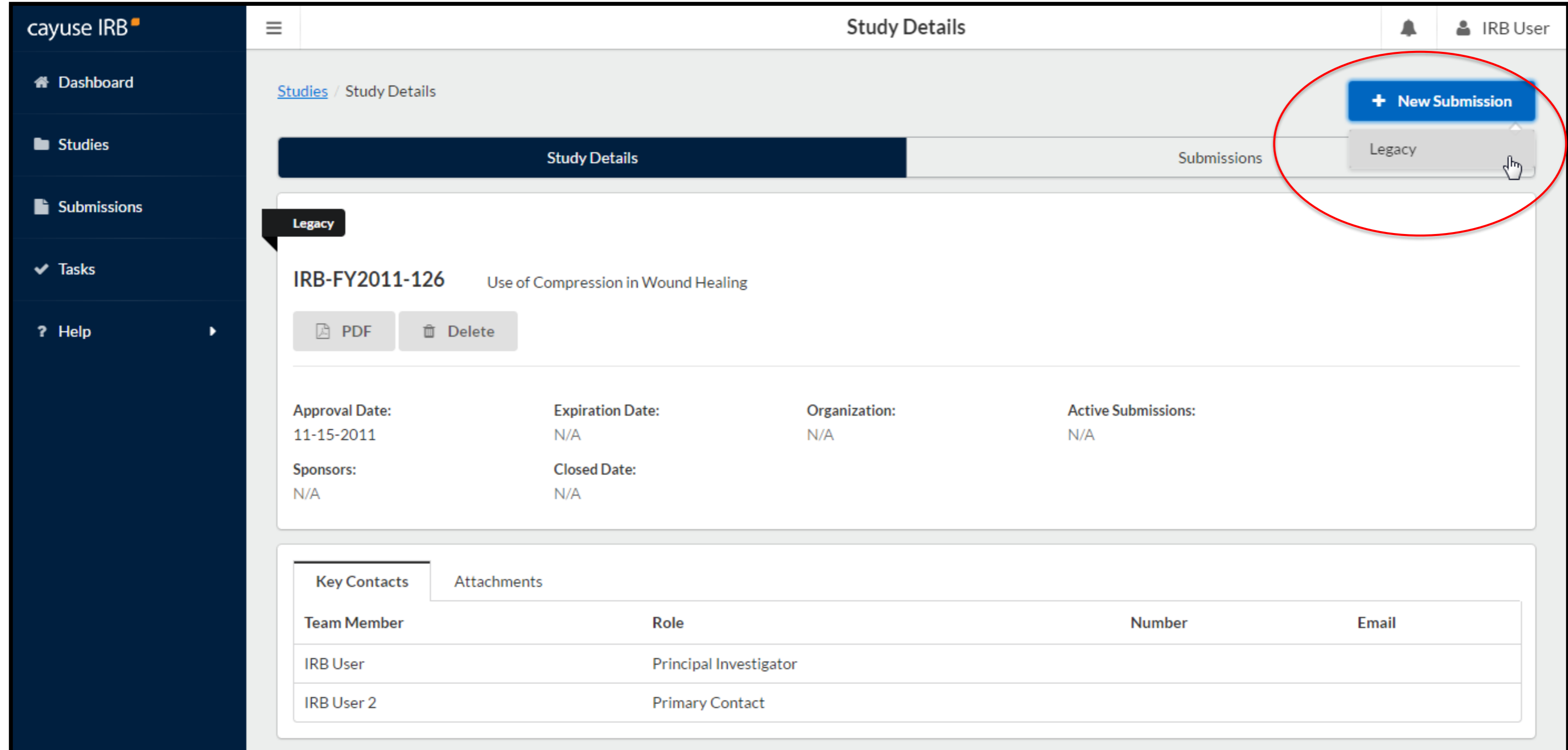
What is a Legacy Study?

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 (continued)

When you first open the imported study, the only available submission type is the legacy submission. Click New Submission -> Legacy to proceed.



The screenshot shows the 'Study Details' page for study IRB-FY2011-126, 'Use of Compression in Wound Healing'. The 'New Submission' button is circled in red, and the 'Legacy' option is selected in the dropdown menu. The page includes a sidebar with navigation options (Dashboard, Studies, Submissions, Tasks, Help) and a table of key contacts.

Study Details

IRB-FY2011-126 Use of Compression in Wound Healing

PDF Delete

Approval Date: 11-15-2011 Expiration Date: N/A Organization: N/A Active Submissions: N/A

Sponsors: N/A Closed Date: N/A

Team Member	Role	Number	Email
IRB User	Principal Investigator		
IRB User 2	Primary Contact		

Legacy Study (continued)

The legacy submission is added in a similar manner to the first initial submission, but using the Legacy template instead of the Initial template. Click Edit to see the data on the legacy submission form.

When you are finished editing the form, click Complete to finalize the legacy submission. You then have the option to create additional submissions for this study, such as renewal, modification, incident, or closure submissions.

Note: Some of the data, such as the Principal Investigator, may be prepopulated into the submission form. You must save the form in order for these changes to be remembered.

The screenshot displays the 'Submission Details' page for a 'Legacy' submission (IRB-FY2011-126) in the 'Unsubmitted' state. The page features a navigation sidebar on the left with options for Dashboard, Studies, Submissions, Tasks, and Help. The main content area shows a progress bar with four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Approvals (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). Below the progress bar, the submission is identified as 'Legacy' with ID 'IRB-FY2011-126'. A red circle highlights the 'Edit' button, which is accompanied by 'PDF' and 'Delete' buttons. The submission details are organized into a grid:

PI: IRB User	Current Analyst: N/A	Decision: N/A	Required Tasks: • Complete Submission
Review Type: N/A	Review Board: N/A	Meeting Date: N/A	

COMPLETE SUBMISSION

Once you have completed your submission and your sections are marked with the checks, **SAVE** your study and select **COMPLETE SUBMISSION**.

To route your submission to its next step, select **CONFIRM** under **SUBMISSION ROUTING**, after you have clicked **COMPLETE SUBMISSION**.

The screenshot displays the Evisions Research Suite interface for a study titled "Memphis Test" with IRB number "tr-FY2016-32". The left sidebar shows a list of sections: "Section 1 Institution...", "Section 3 IRB Protoc...", "Section 4 IRB Protoc...", and "Section 5 Informed ...", all marked with green checkmarks. Below these is a "Routing" section with a dropdown menu and a "COMPLETE SUBMISSION" button, which is highlighted by a blue arrow. The main content area shows a "SUBMISSION ROUTING" dialog box with the question "Are you sure you want to continue?". The "CONFIRM" button is circled in red, and the "CANCEL" button is also visible. Below the dialog box, there is a text area with the text "Memphis Test Trial - 2 - Initial" and a rich text editor toolbar. At the bottom of the page, there is a footer with the Evisions Research Suite logo and contact information.

Certifying Your Submission

You will be routed to back to your submission details page and the status will be Awaiting Certification. If you are NOT a student, select Certify to proceed. Your Co-PIs will be instructed to also certify the submission

If you are a student you will certify your submission as well as your Faculty Advisor/Co-PIs.

The screenshot displays a submission details page with a breadcrumb trail: [Studies](#) / [Study Details](#) / Submission Details. The workflow consists of four steps:

- In-Draft**: Submission is with researchers (indicated by a green checkmark).
- Awaiting Approvals**: Submission is awaiting certification or approval (highlighted with a red circle).
- Pre-Review**: Submission is being prepared for review.
- Under-Review**: Submission is with reviewers.

A blue arrow points from the 'Under-Review' step to the 'Certify' button in the routing section. The submission title is 'Initial' with ID 'tr-FY2016-32 - Memphis Test Trial - 2'. Action buttons include 'View', 'PDF', and 'Delete'. The routing section contains 'Return' and 'Certify' buttons.

Key information fields:

- PI: Peter Bridson
- Current Analyst: N/A
- Decision: N/A
- Required Tasks: N/A
- Review Type: N/A
- Review Board: N/A
- Meeting Date: N/A

Navigation tabs: Approvals (selected), Task History.

Research Team Table:

Name	Role	Result	Date
Peter Bridson	Principal Investigator	Pending Certification	

To return to an IRB in progress

Go to CayuseIRB.

Select the study in which you are checking the status of and/or plan to make changes.

Remember to save any changes and logout when finished.

The screenshot shows the CayuseIRB dashboard with the following components:

- Header:** "Dashboard" title, "Your Name" with a notification bell (4), and a "+ New Study" button.
- Summary Cards:** Four cards showing study counts: "In-Draft" (1), "Awaiting Approval" (0), "Pre-Review" (1), and "Under Review" (0).
- My Studies:** A table with two entries: "tr-FY2016-31 Test-Training Study" and "tr-FY2016-32 Memphis Test Trial - 2". The "My Studies" header is circled in red, and a blue arrow points to the second study.
- My Tasks:** A table with one entry: "tr-FY2016-31 Complete Submission".
- Submissions by Type:** A table with categories and counts: Initial (2), Withdrawal (0), Modification (0), Renewal (0), Incident (0), Closure (0), Legacy (0).
- Approved Studies:** A section with a sad face icon and the text "No Approved Studies".
- Studies Expiring in 30 days:** A section with a happy face icon and the text "No Expiring Studies".
- Expired Studies:** A section with a happy face icon and the text "No Expired Studies".



Do I still need to complete CITI Training?

✓ Yes, all research team members, including students' faculty advisor, will still have to complete CITI training every 365 days.

Do I still need to complete email irb@memphis.edu any protocol & study-related documents?

✓ No, you will also not be sent any protocol forms. All protocol information must be entered in CayuseIRB. And all study-related documents must be attached to protocol information within CayuseIRB.

Do I still need to complete use the templates for consent forms?

✓ Yes, these templates will continue to be available and will be linked in CayuseIRB form(s).

Do I still need to complete apply for continuing review?

✓ Yes, you will eventually have to fill out a renewal submission if your study is not exempt.

How will I know my the status of my study and its submission(s)?

✓ You will be notified via CayuseIRB notifications and email of all correspondences and any updates. If approved, the study will appear on your dashboard under Approved Studies.

As an advisor, how would I review my students' submission(s)?

✓ Every STUDENT must list their Faculty Advisor. You will receive a notification that your student has submitted their protocol and you, their Faculty Advisor, must review and certify their submission before it can proceed to the IRB Analyst.

Need Additional Help?

For additional help with CayuseIRB, in the left column, select **Help** to expand its drop-down menu. **Open Help** will take you to the main CayuseIRB Tutorial Page.

The screenshot displays the CayuseIRB Dashboard interface. The top navigation bar includes the logo 'cayuse IRB', the title 'Dashboard', a notification bell with '11' alerts, and the user name 'Your Name'. A '+ New Study' button is located in the top right corner.

The main dashboard area features four summary cards: 'In-Draft' (4), 'Awaiting Approval' (0), 'Pre-Review' (0), and 'Under Review' (0). Below these are three data tables:

- Test-Training Study:** A table with one entry: 'Test-Training Study' and a 'View All' link at the bottom.
- My Tasks:** A table with four entries, each showing a task ID 'tr-FY2016-31' and the task name 'Complete Submission'. A 'View All' link is at the bottom.
- Submissions by Type:** A table with the following data:

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

At the bottom of the dashboard, there are two more sections:

- Test-Training Study:** A section with one entry: 'Test-Training Study'.
- Studies Expiring in 30 days:** A section showing 'No Expiring Studies' with a smiley face icon.
- Expired Studies:** A section showing 'No Expired Studies' with a smiley face icon.

The left sidebar contains a navigation menu with the following items: Dashboard, Studies, Submissions, Tasks, and Help. The 'Help' item is expanded, showing a dropdown menu with the following options: Open Help, Release Notes, View Dashboard Tutorial, and View Visual Search Tutorial.



Questions? Contact:

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