CayuseIRB –*Quick Start Guide* for Researchers

THE UNIVERSITY OF MEMPHIS®

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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.

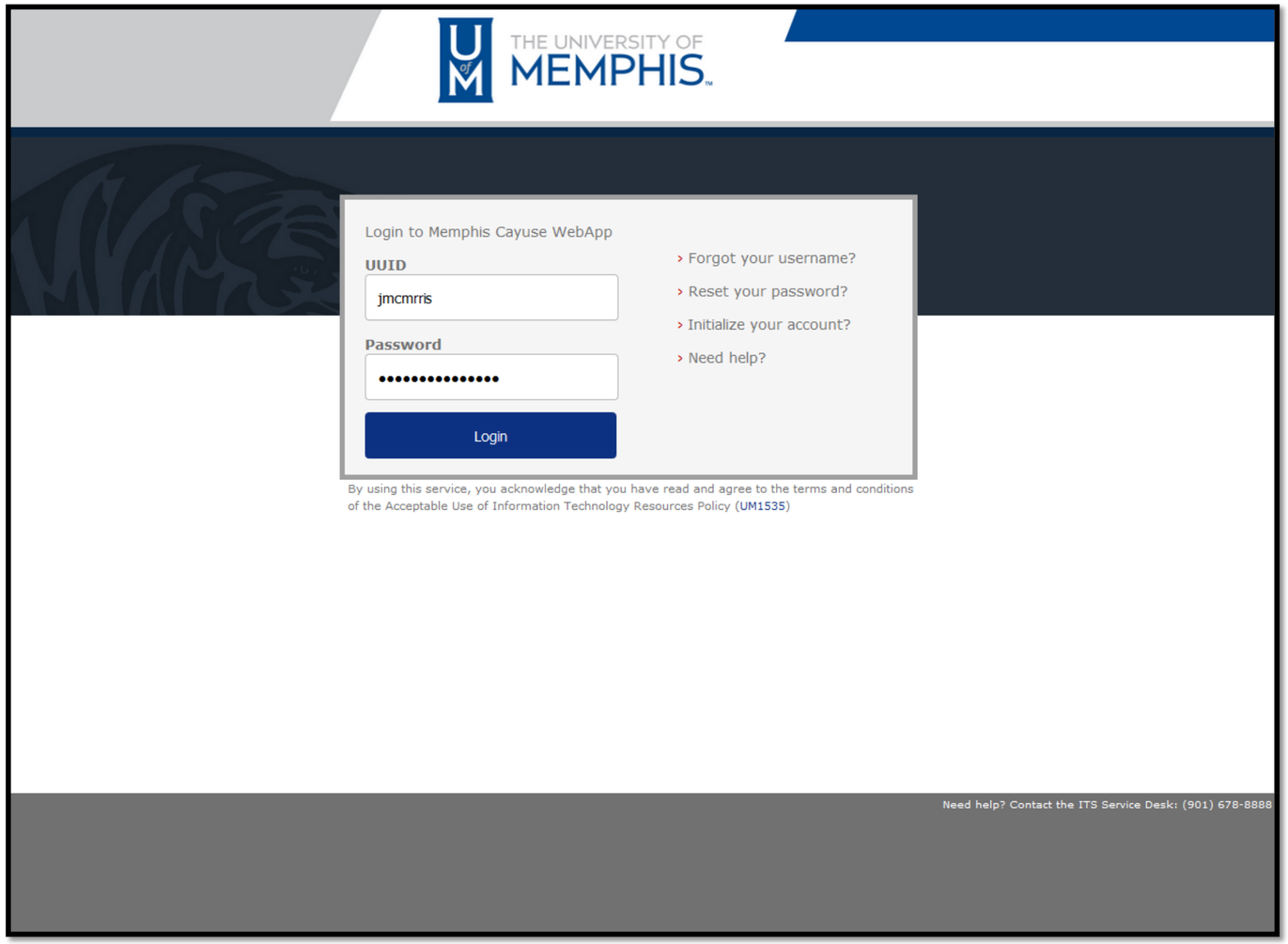
On September 1, 2016, it will be mandatory for all UofM researchers to use Cayuse IRB for all protocol submissions.

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

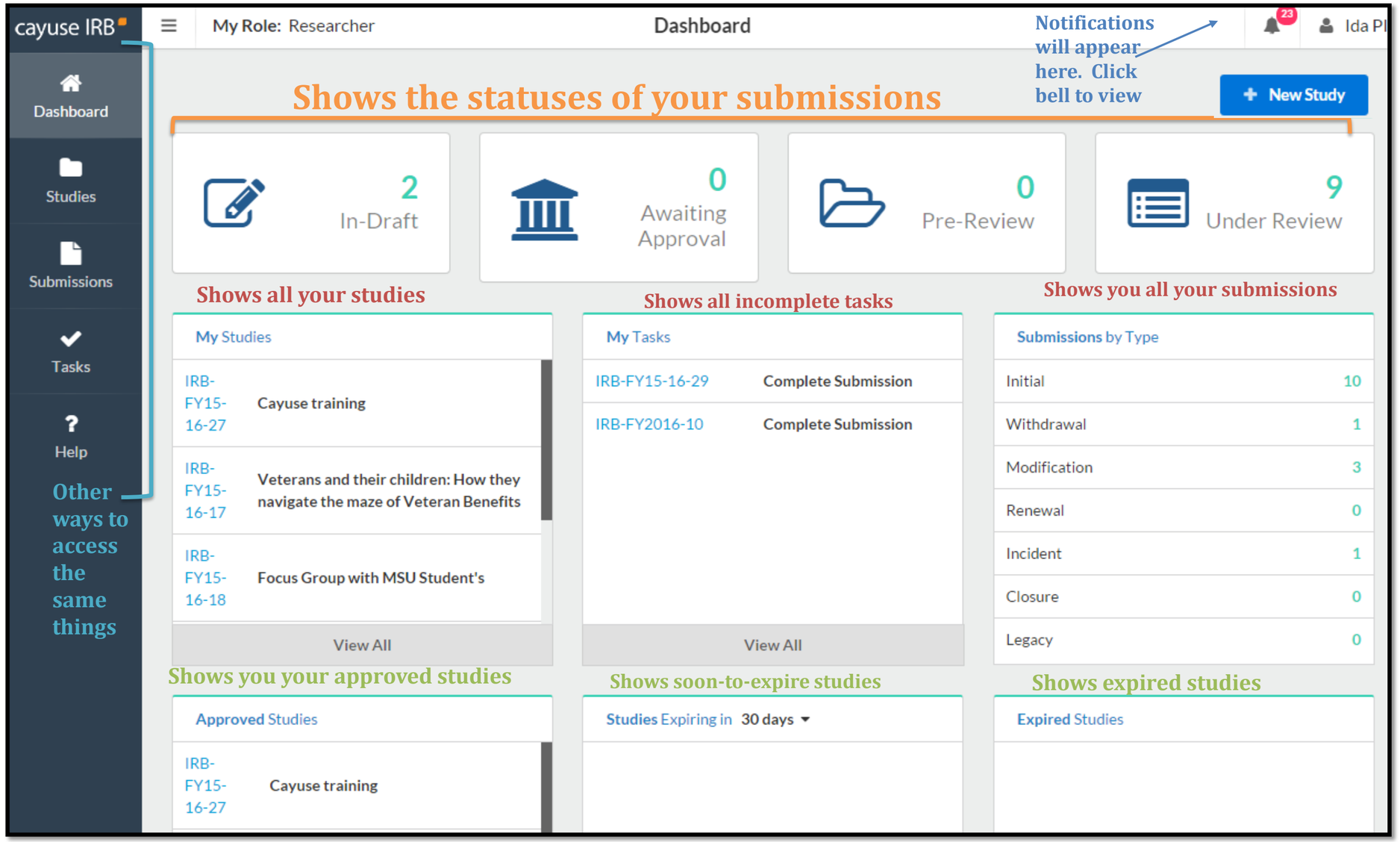
Go to memphis.cayuse424.com and log to *MyMemphis* by using your UM Credentials.

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



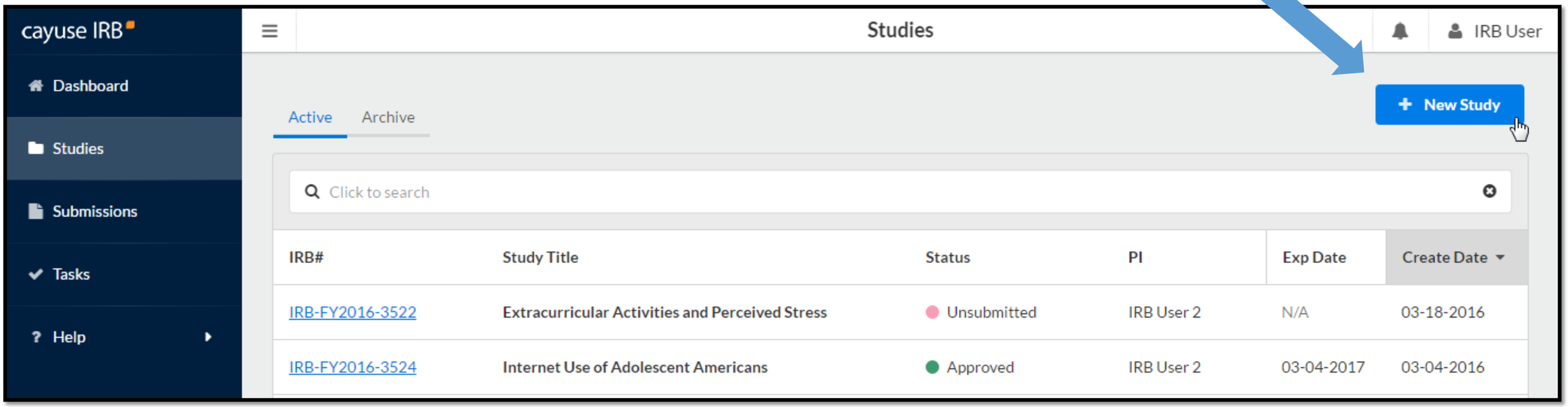
Select Cayuse IRB (Human Studies Compliance)

CayuseIRB Dashboard Summary



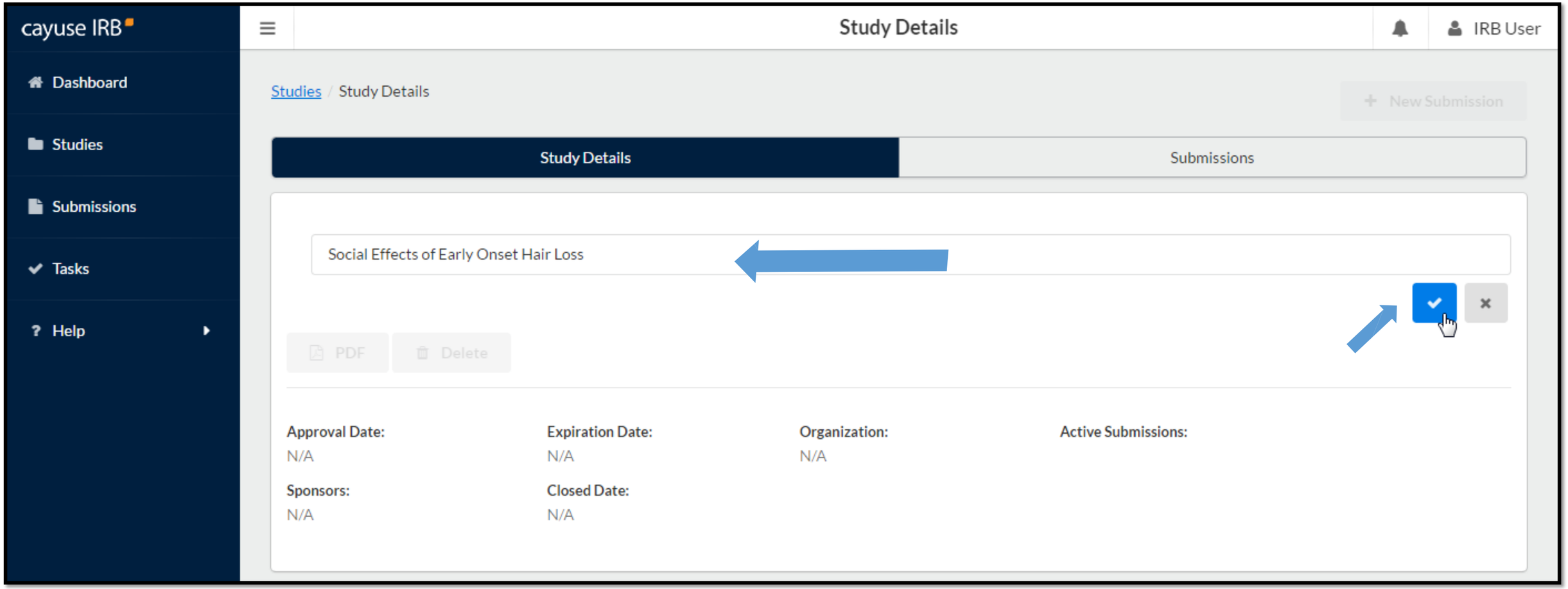
Create a New Study

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



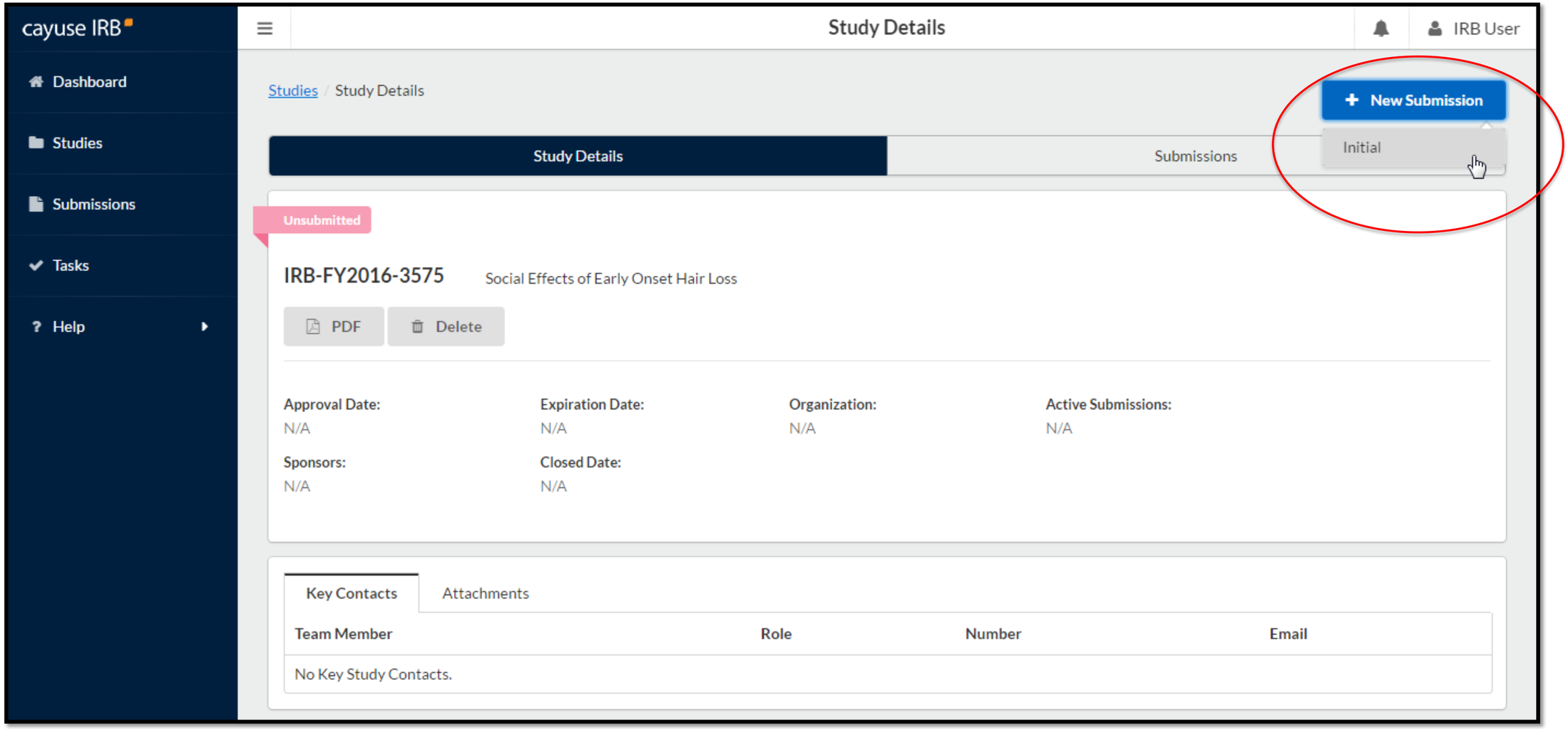
Study Title

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



Begin Submitting Information & Documents

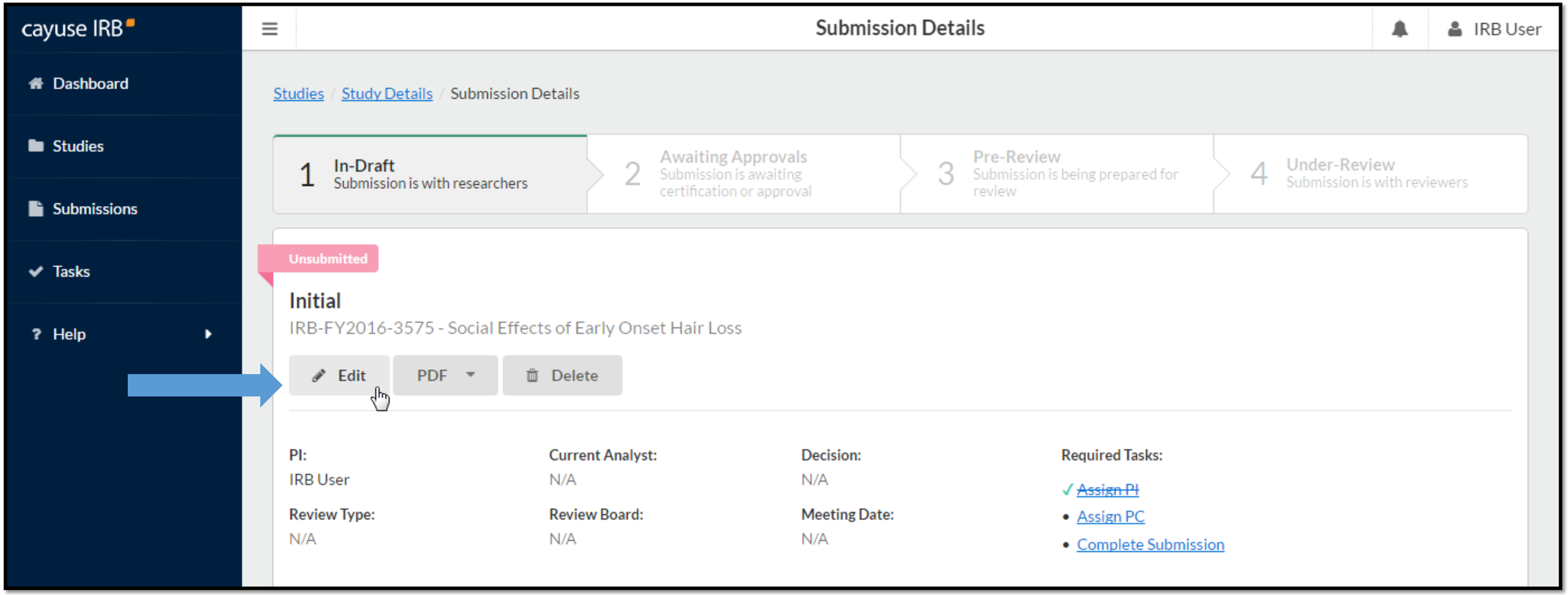
To begin working on your study, click **New Submission** to add the **Initial** submission for your study.



Study's Submission

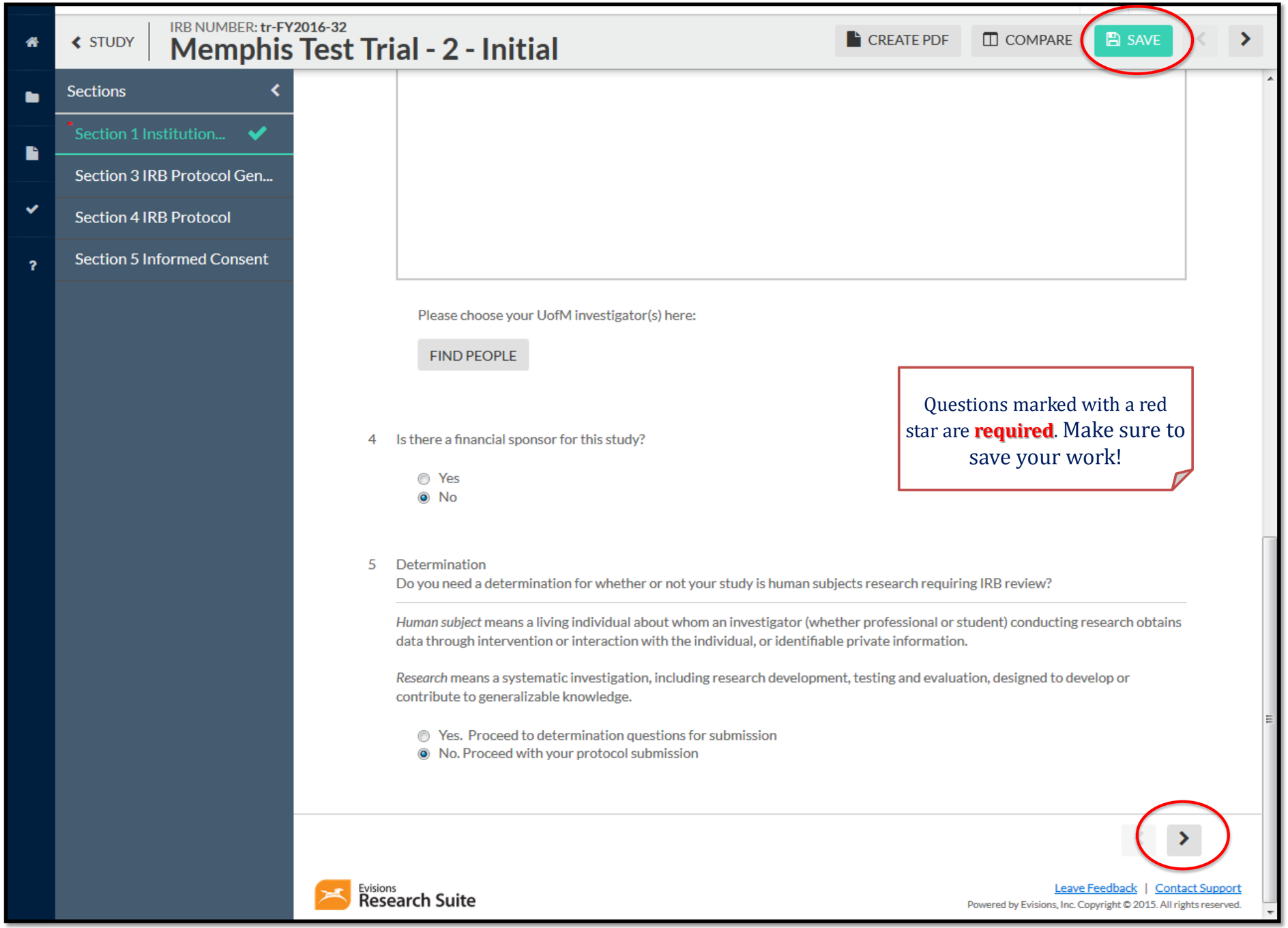
The initial submission appears below the study details. The person who creates the study is added as the PI by default. You can change this when editing the submission, if needed.

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



Completing Your Protocol

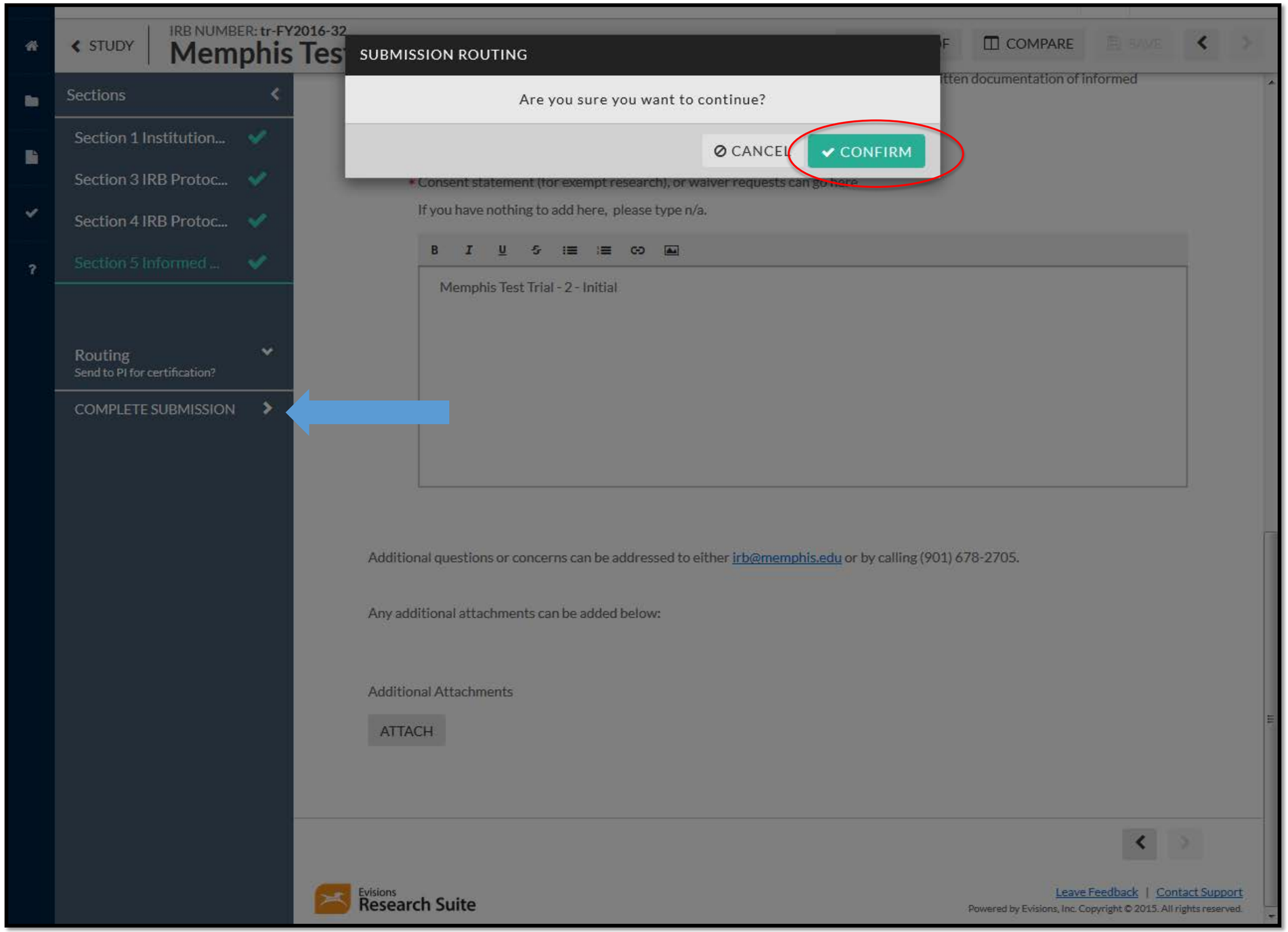
Complete the questions. Use the left and right arrow button to move to the previous and next page. Attach relevant documents when prompted. Save and proceed to next section until your protocol is completed.



COMPLETE SUBMISSION

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

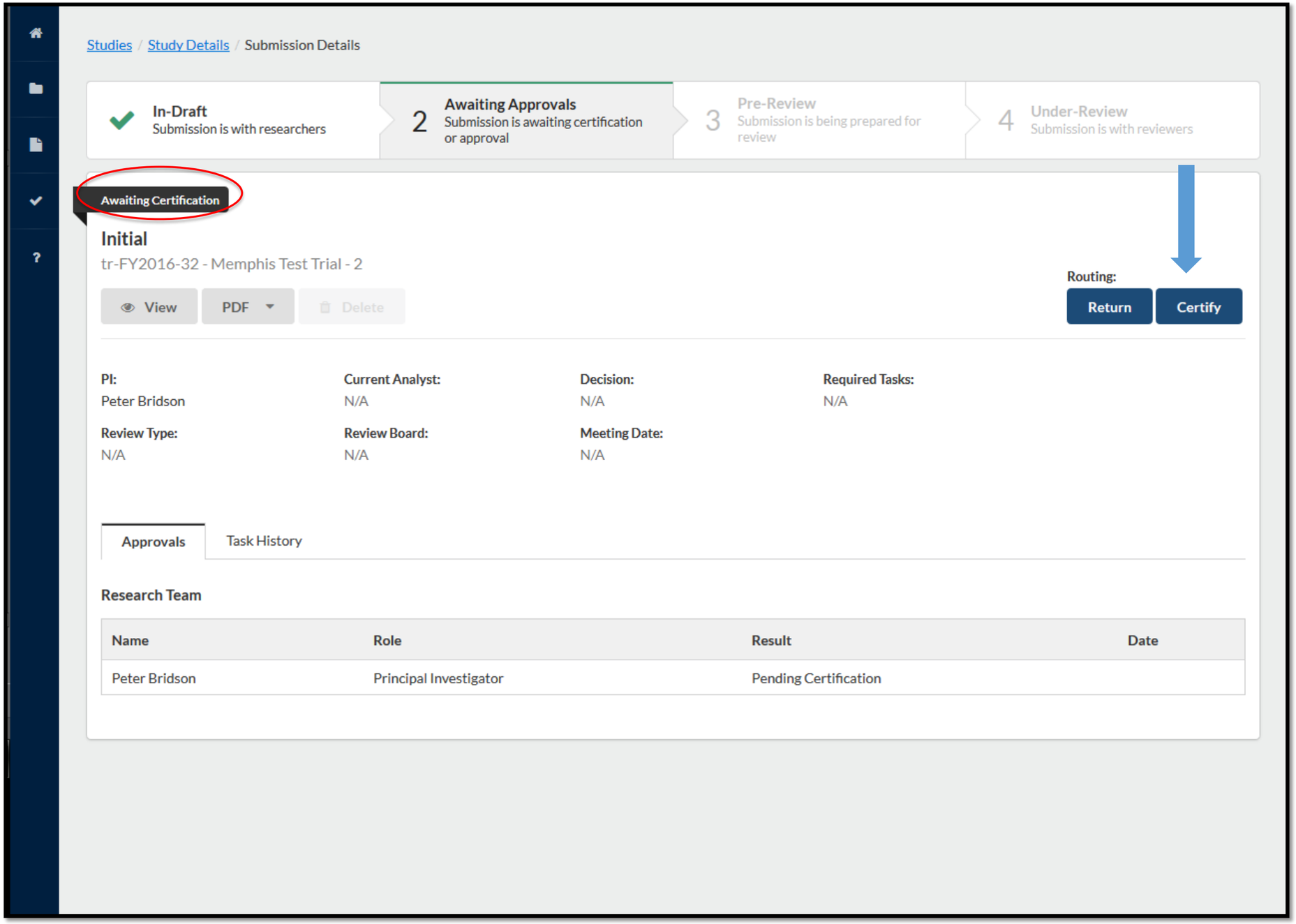
To route your submission to its next step, select CONFIRM under SUBMISSION ROUTING, after you have clicked COMOPLETE SUBMISSION.



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.



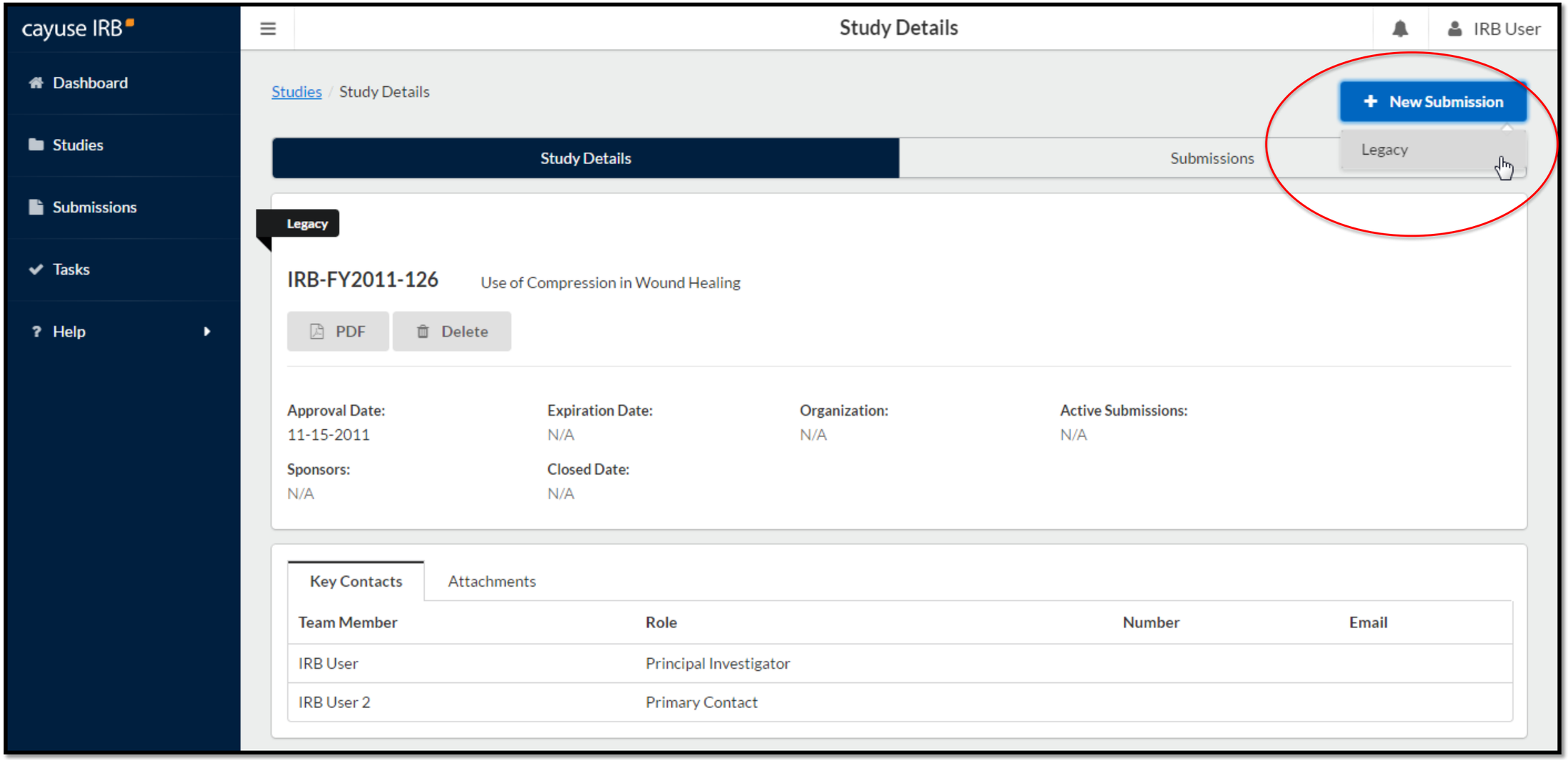
Legacy Studies

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.

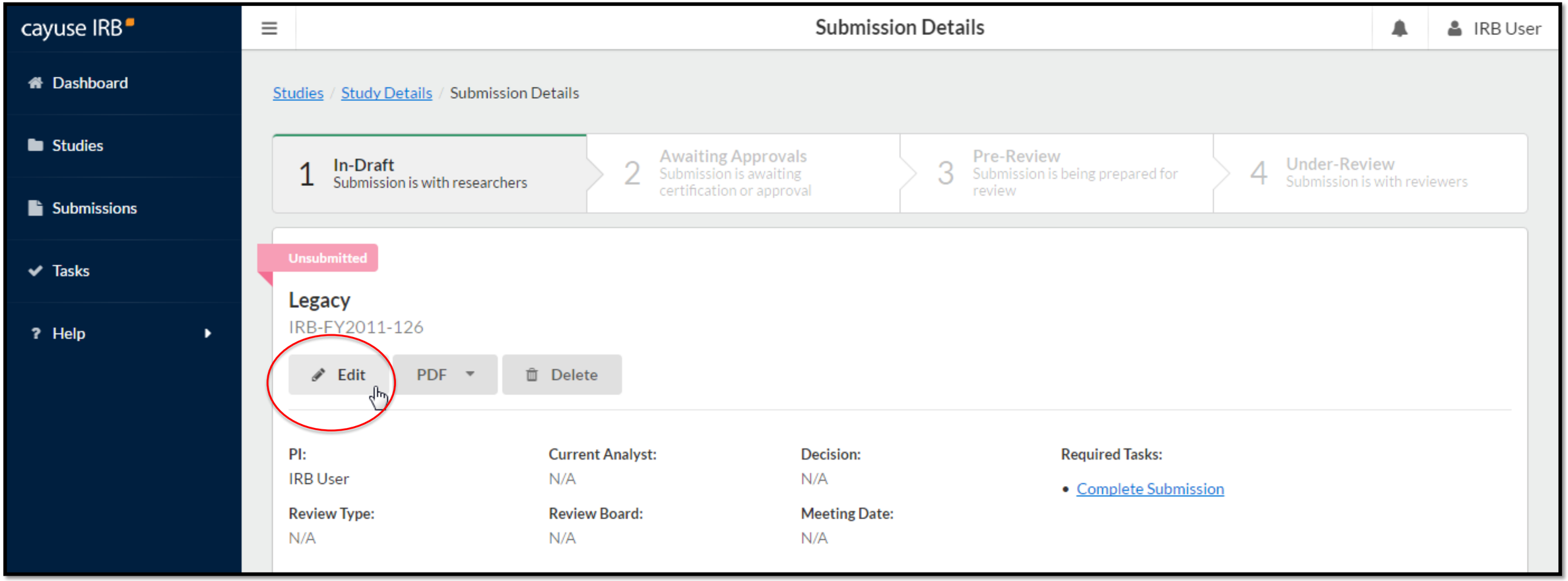


Legacy Study (continued)

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.



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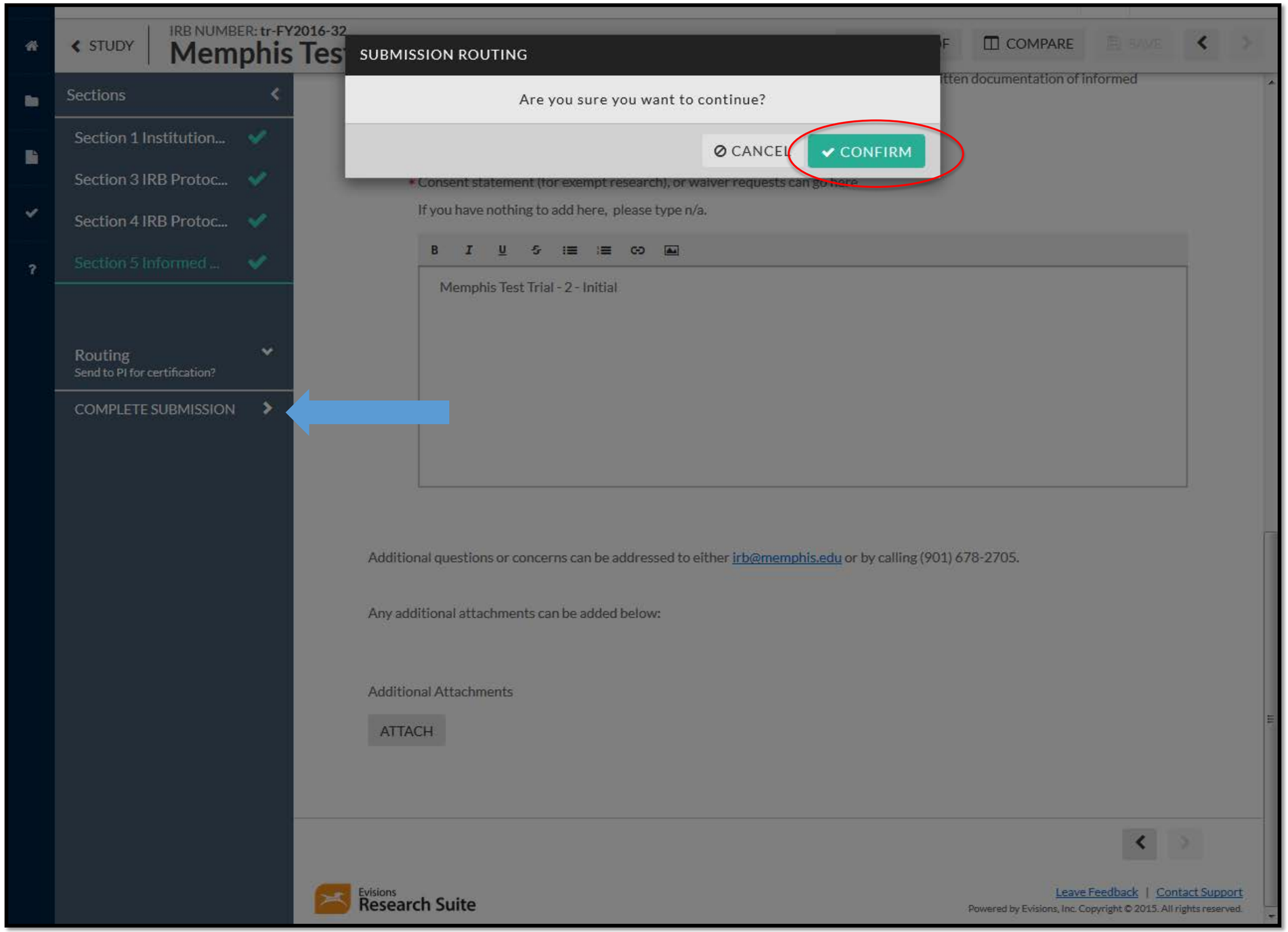

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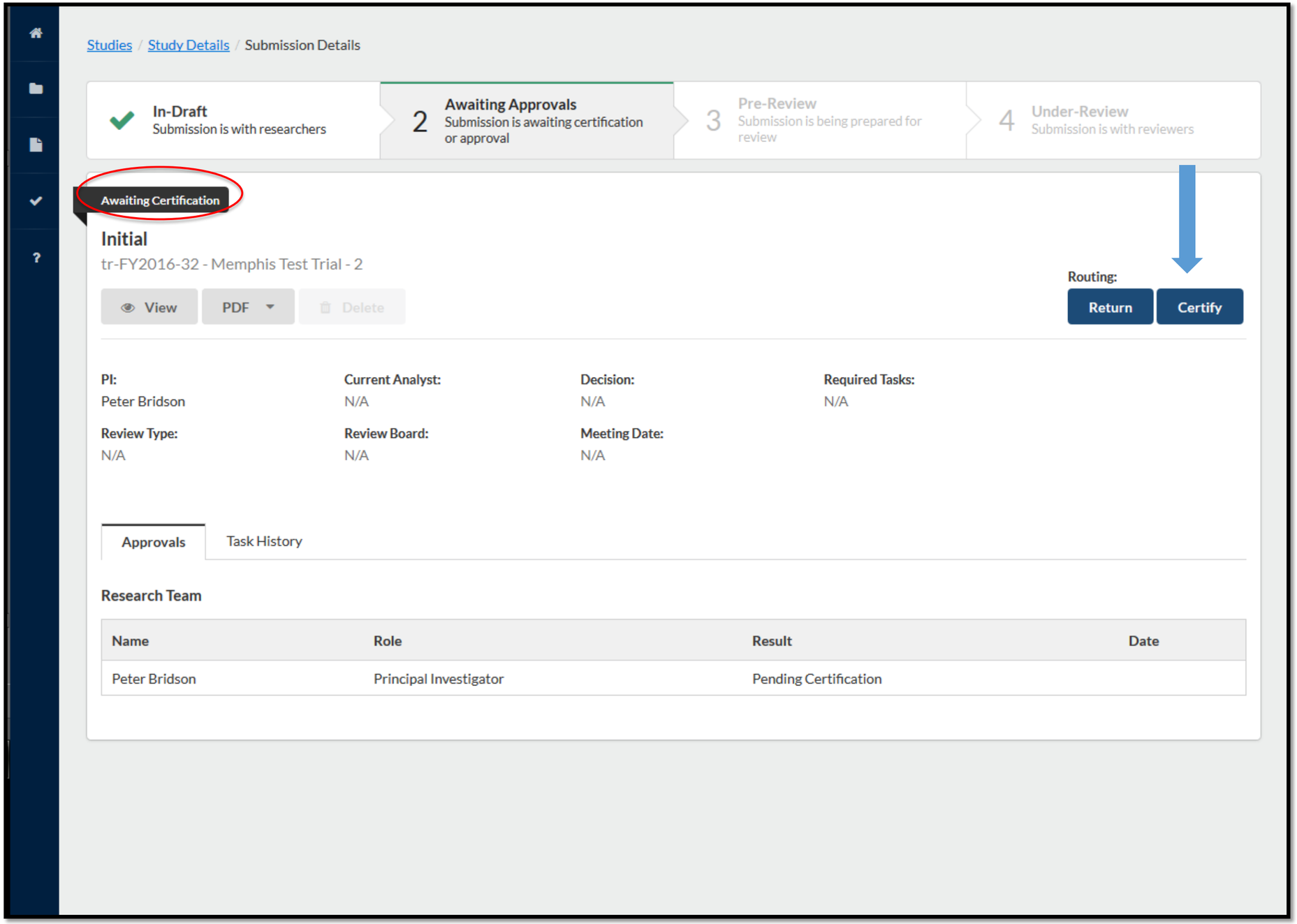
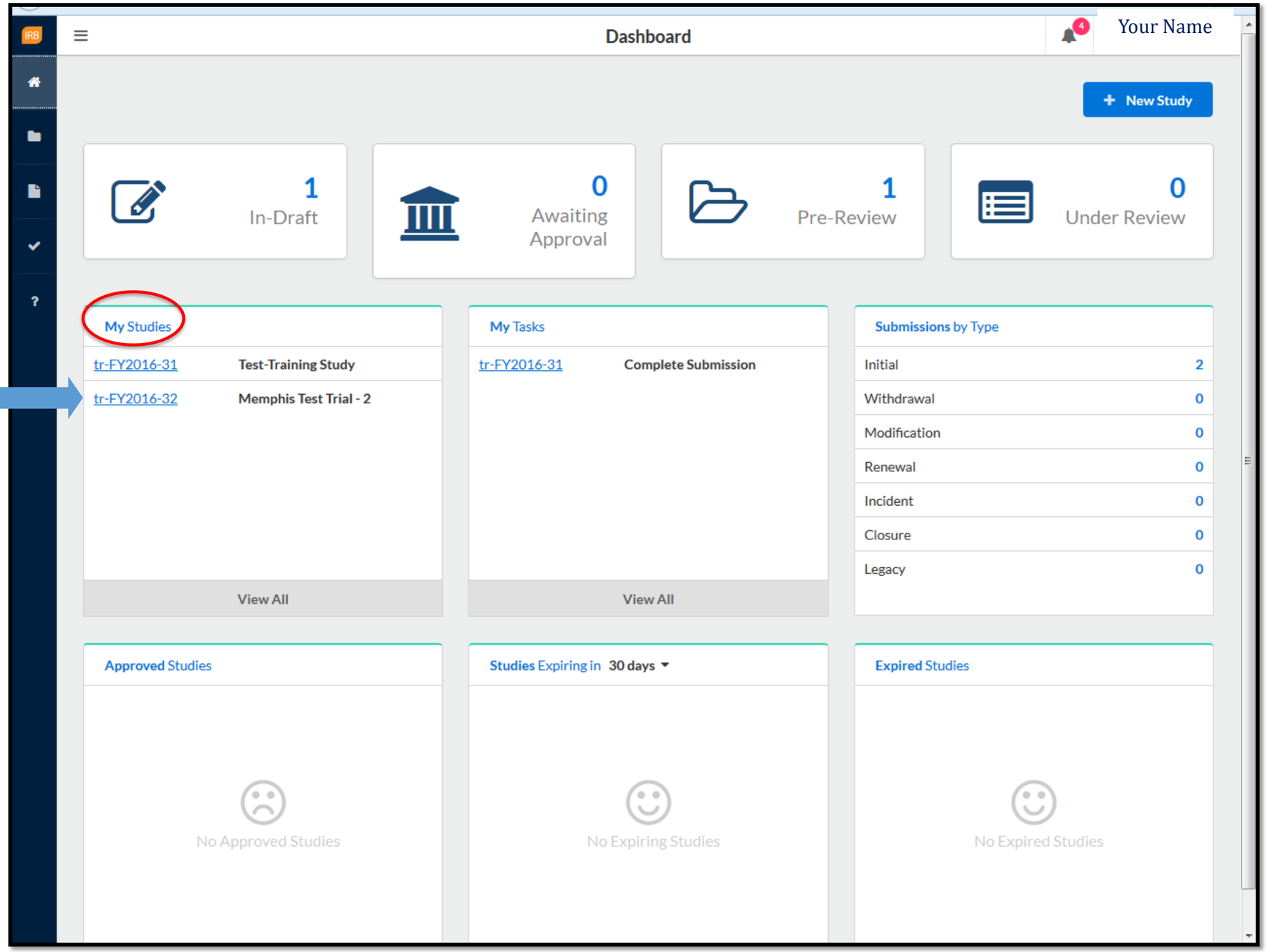


To return to an IRB in progress

Go to CayuseIRB.

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

Remembers to save any changes and logout when finished.



FAQs

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.

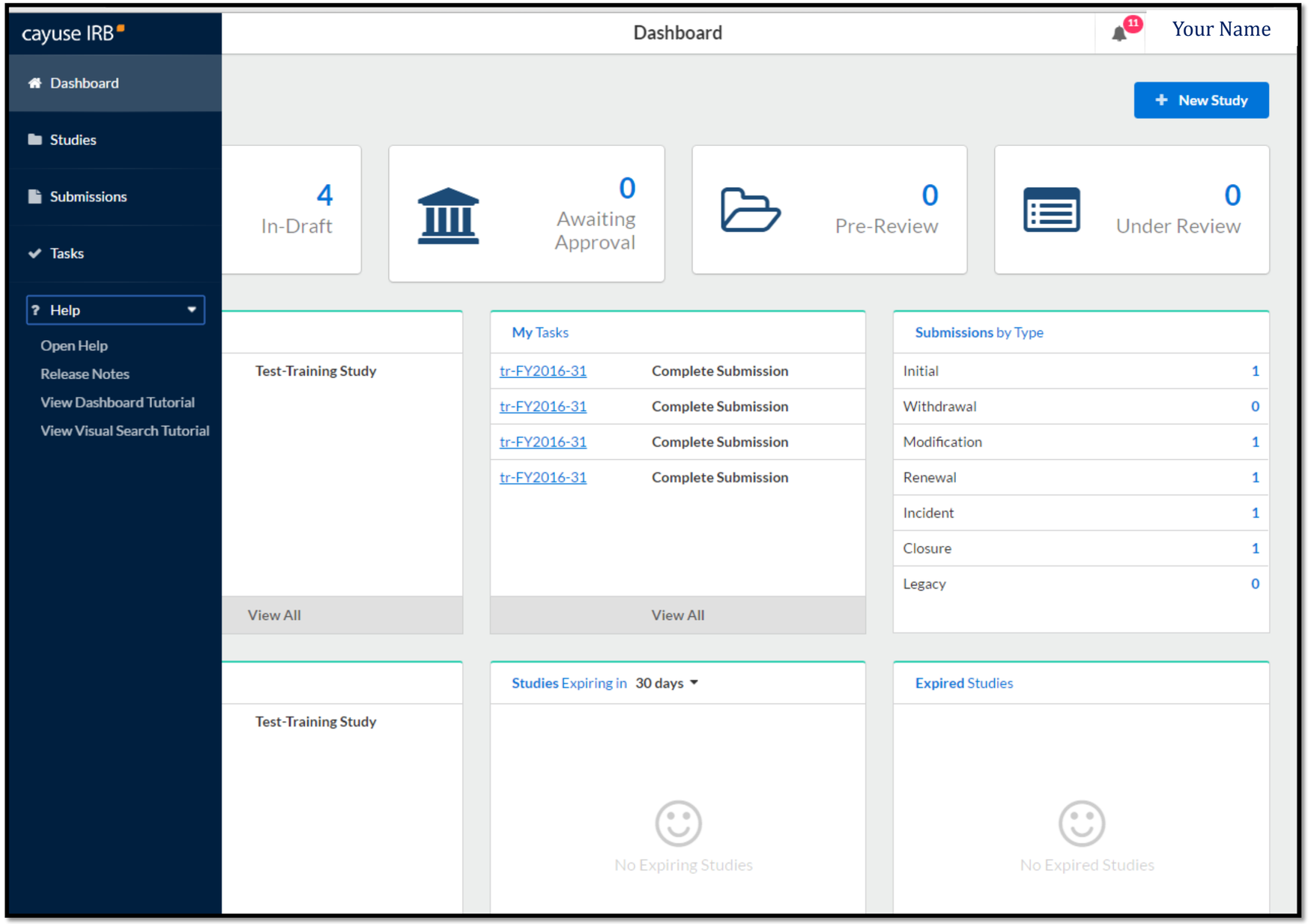
As an advisor, how would I review my students' submission(s)?

- ✓ 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.

For more Cayuse IRB FAQs, go to http://www.memphis.edu/rsp/compliance/irb_forms.php.

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.



Questions? Contact:

irb@memphis.edu

Research Compliance Coordinator
Division of Research & Sponsored Programs

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http://www.memphis.edu/rsp/compliance