



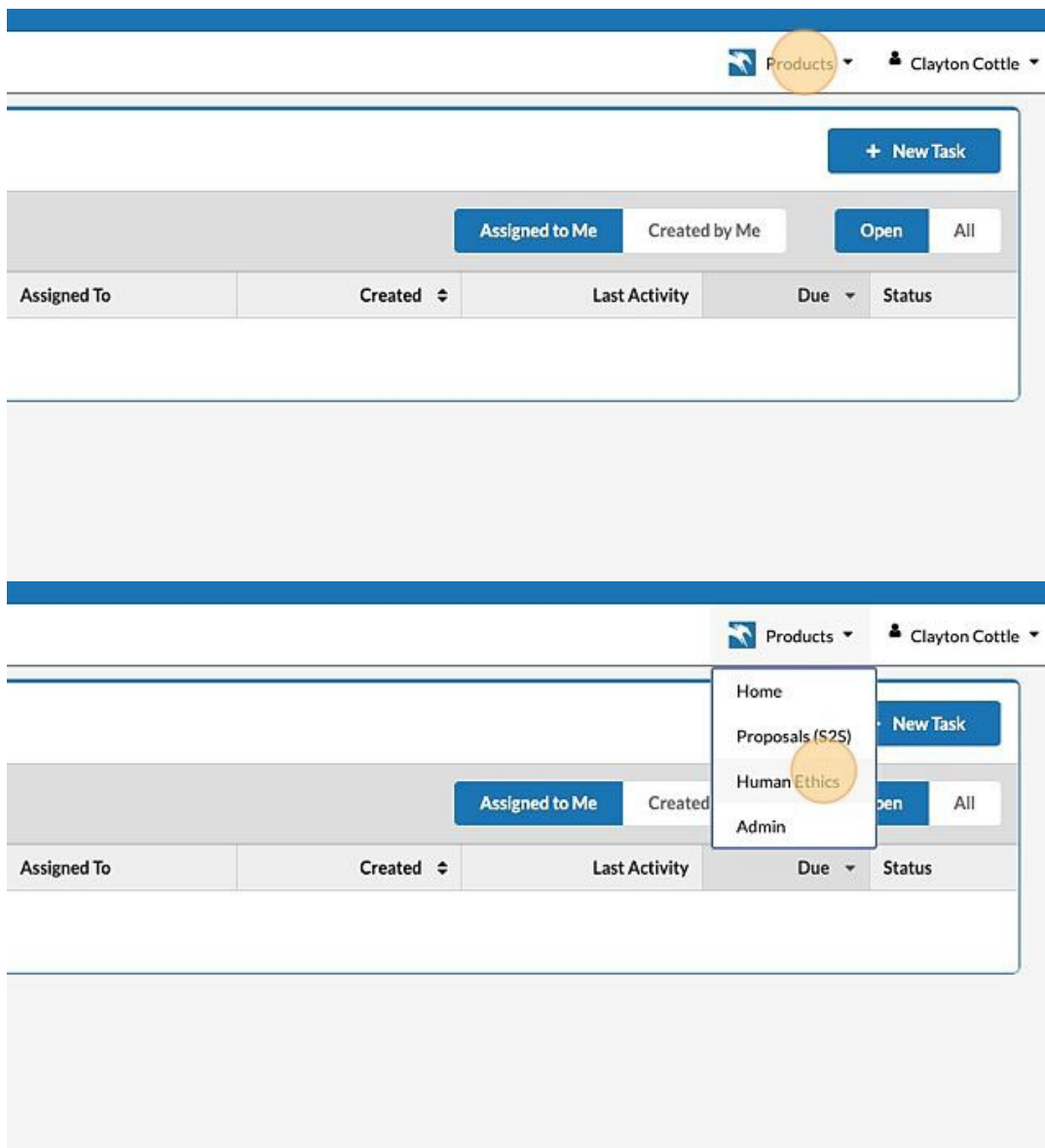
## Institutional Review Board

### Cayuse IRB Quick Start Guide

#### Navigating SHSU's Human Ethics Submission System

##### 1. Logging in to Cayuse IRB (See screen captures below)

1. Go to <https://shsu.app.cayuse.com/>.
2. Click "Log in with SHSU credentials."
3. Enter your **SHSU username and password** and authenticate via Duo if required.
4. Click the Products selector drop down arrow and select Human Ethics





## Institutional Review Board

Welcome to your Research Dashboard!

The screenshot shows the Cayuse IRB Research Dashboard for a user named Sydney Hereford. The dashboard is divided into several sections:

- Submission Statuses:** A row of four cards showing counts for different stages: In-Draft (0), Awaiting Authorization (1), Pre-Review (0), and Under Review (0).
- My Studies:** A table listing studies with columns for ID and Name. It shows two entries: IRB 2020-3 (study 1) and IRB 2020-2 (test).
- My Tasks:** A section indicating "All Tasks Complete" with a checkmark icon.
- Submissions by Type:** A table showing counts for various submission types: Renewal (0), Initial (1), Modification (0), Incident (0), Withdrawal (0), Closure (0), and Legacy (0).
- Approved Studies:** A section for "Approved Studies".
- Studies Expiring in 30 days:** A section for "Studies Expiring in 30 days".
- Expired Studies:** A section for "Expired Studies".

### 2. Locating Active or Pending Studies

- After logging in, you will be on the **Cayuse Dashboard**.
- Click **"Human Ethics"** to access IRB submissions.
- Your studies will appear under **My Studies** (see screen capture below):
  - **Drafts:** Incomplete submissions (not yet sent to IRB).
  - **Under Review:** Submitted but not yet approved.
  - **Approved:** Studies that have received IRB approval.

This close-up screenshot shows the "My Studies" section of the dashboard. It features a table with the following data:

My Studies	
IRB 2020-3	study 1
IRB 2020-2	test

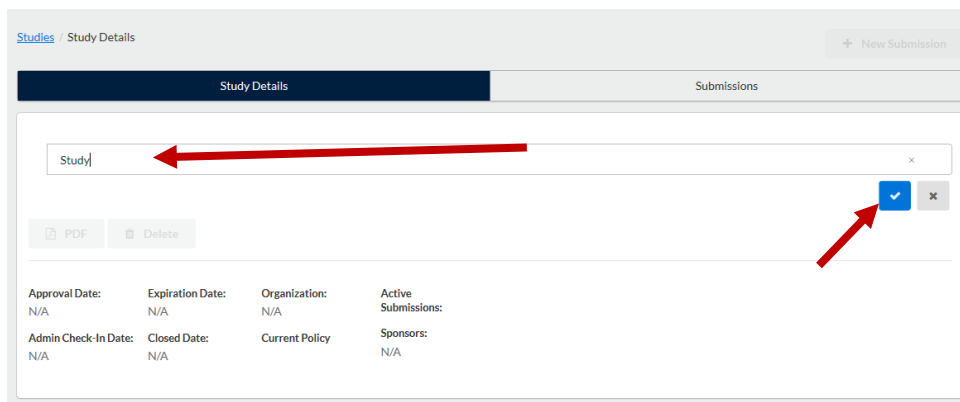
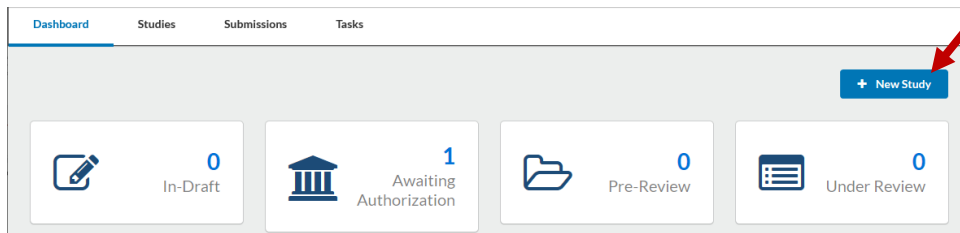
Below the table is a "View All" button.



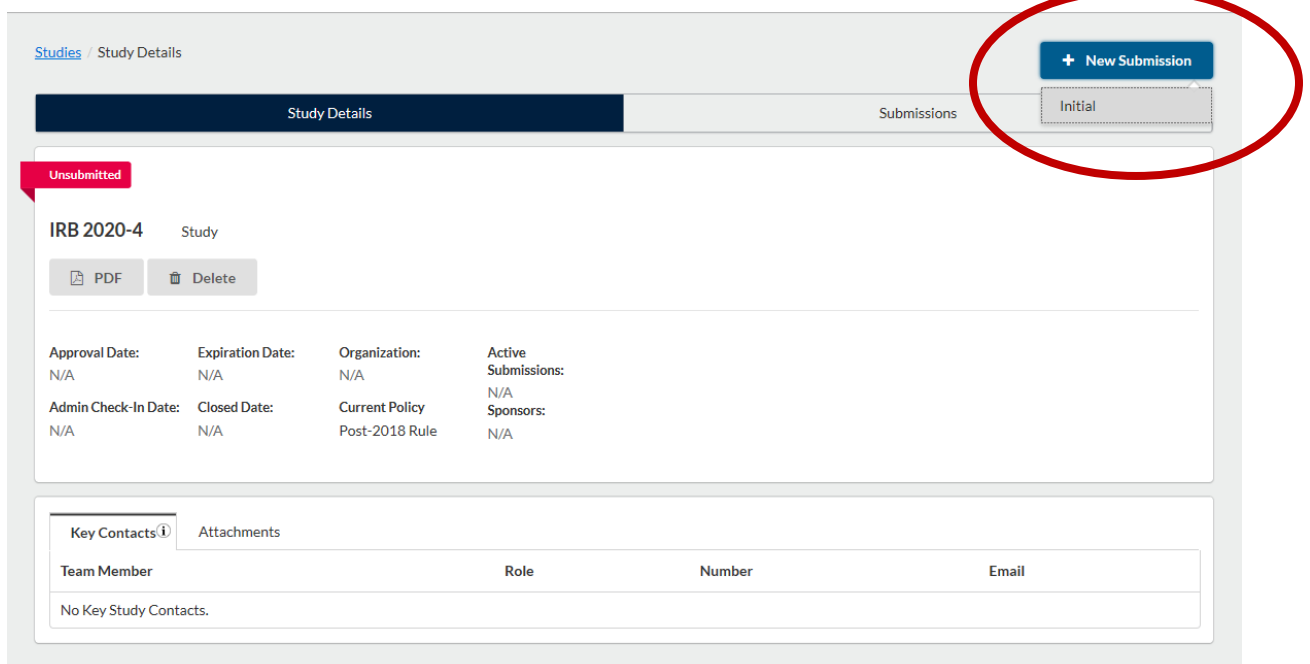
## Institutional Review Board

### 3. Understanding Key Buttons & Navigation

- "New Study" – Start a new IRB application.



- "New Submission" – For PIs who need to submit a **Modification, Continuing Review, or Study Closure** for an already approved study. This button is used to request changes or report updates to the IRB. **For new studies that have not yet been approved by the IRB, the only available option will be "Initial."**





## Institutional Review Board

- **"Edit"** – Make changes to an existing draft before submission.

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

**Unsubmitted**

**Initial**  
IRB 2020-4 - Study

[Edit](#) PDF [Delete](#)

PI: Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks:  
• [Assign PI](#)  
• [Assign PC](#)  
• [Complete Submission](#)

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

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			

- **"View"** – Open a submitted study (read-only mode).

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 2020-4 - Study

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

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

- **"Submit"** – Finalize and send your study to the IRB for review. Submitting your application is a four-step process:

IRB NUMBER: IRB 2020-4

Study - Initial

CREATE PDF COMPARE SAVE

Section 10. Investigator Assurance

\* A. I certify that the proposed research is not currently underway and will not begin until PHSC approval has been obtained.

Are you sure you want to continue?

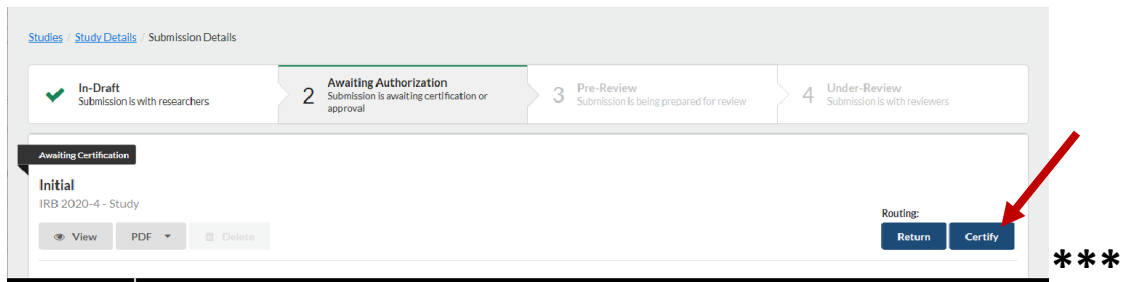
[CANCEL](#) [CONFIRM](#)

Routing: Send to PI for certification?

COMPLETE SUBMISSION



## Institutional Review Board



\*\*\*This step will need to be confirmed also.

### 4. Navigating Between Sections

- Applications are divided into sections (e.g., General Information, Methodology, Project Information, etc.).
- Use the **left-side navigation panel** to move between sections.
- Required fields are marked with an **asterisk (\*)** – incomplete sections prevent submission.
- All section must have a check mark to be considered complete

### 5. Technical Issues & Assistance

For **technical issues related to Cayuse Human Ethics**, contact the **SHSU IRB Office** to request assistance. The SHSU IRB staff work directly with **Cayuse's support team** to address system-related concerns.

For **IRB-related questions**, email **Sharla Miles, IRB Administrator** at [irb@shsu.edu](mailto:irb@shsu.edu) or visit [the SHSU IRB website](#). For further guidance, please access SHSU's IRB SOPs [\[link to site\]](#) or check out SHSU's IRB Guidance for additional information [\[link to site\]](#).