

Cayuse IRB Manual



Cayuse is HERE!

Cayuse is an electronic submission process that allows for streamlined submission, tracking, and reporting of research protocols to WCU's IRB



If you try to log on and see a message that your “account has been disabled”, please register for access to Cayuse here: [NEW USER FORM](#)

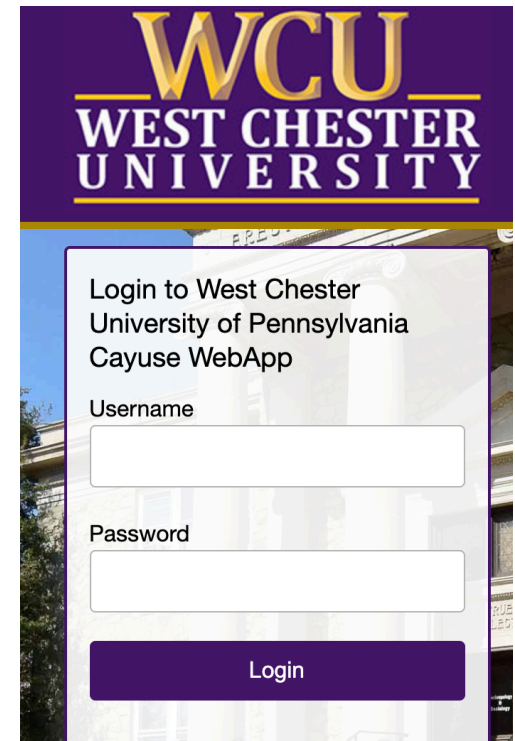
Seeing this message means your account has not been created yet.

Logging In

WCU's Cayuse Research Suite can be found:

1. On the WCU IRB website
2. Directly linked here:
<https://wcupa.cayuse424.com/>

Gain access by utilizing your WCU single sign on username and password.



The screenshot shows the login interface for the West Chester University of Pennsylvania Cayuse WebApp. At the top, the WCU logo is displayed in gold and white on a purple background. Below the logo, the text reads "Login to West Chester University of Pennsylvania Cayuse WebApp". There are two input fields: "Username" and "Password". A purple "Login" button is located at the bottom of the form. The background of the login page is a blurred image of a building.

Cayuse Research Suite

3.9.2

Research Administration Modules

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

- [Research Suite Support Center](#)

Once you are logged into the Cayuse Research Suite, click the link for the Cayuse IRB



Creating a NEW Protocol in Cayuse IRB

To begin a new application, click
“New Study”

The screenshot shows the Cayuse Human Ethics dashboard. At the top left is the logo for Cayuse Human Ethics. The top right shows the user's role as 'Researcher' and their name 'Nicole Cattano'. A navigation menu includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. A callout box with a purple background and white text points to a blue button labeled '+ New Study' in the top right corner. Below the navigation menu are four summary cards: 'In-Draft' (0), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (3). At the bottom, there are three panels: 'My Studies' with a list of three studies, 'My Tasks' showing 'All Tasks Complete' with a checkmark, and 'Submissions by Type' with a table of submission counts.

IRB-FY2021-38	Cayuse Training Vipanchi & Neha
IRB-FY2021-36	Cayuse Training Cattano Tom & Steve
IRB-FY2021-5	Cattano Pilot

Submissions by Type	Count
Renewal	0
Initial	3
Modification	0
Incident	0
Withdrawal	0

Study Details

Submissions

Enter study title here

PDF

Delete

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	Active Submissions:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy	Sponsors: N/A



Step 1: Enter
Study Title

Step 2: Click the check
mark to create the new
study



+ New Submission

Initial

Unsubmitted

IRB-FY2021-65

cayuse test

PDF

Delete

Approval Date:	Expiration Date:	Organization:	Active Submissions:
N/A	N/A	N/A	N/A
Admin Check-In Date:	Closed Date:	Current Policy	Sponsors:
N/A	N/A	Post-2018 Rule	N/A

Click on the “New Submission” button again and then select “INITIAL” to start a new submission for your research study

1 **In-Draft**
Submission is with researchers

2 **Awaiting Authorization**
Submission is awaiting certification or approval

Under-Review
Submission is with reviewers

Remaining Tasks

(whoever starts the application is designated as the Primary Contact)

Unsubmitted

Initial

IRB-FY2021-65 - cayuse test

Edit

PDF

Delete

PI:	Current Analyst:	Decision:	Policy:
	N/A	N/A	Post-2018 Rule
Review Type:	Review Board:	Meeting Date:	
N/A	N/A	N/A	

Required Tasks:

- [Assign PI](#)
- [Assign PC](#)
- [Complete Submission](#)

Click **HERE** to start editing your application

- Sections <
- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Study Information
- 4- Study Selection
- 5- Study Design

2- Submission Information

* Please select a submission review category for your application

- Exempt
- Expedited
- Full Board

* What type of activity is this submission for?

- Research Study
- Clinical Trial
- Activities Without a Plan to Conduct Research (Case Report or Quality Improvement project)

* Is this a multi-institutional study?

- Yes
- No

Red asterisked items
are REQUIRED

Once all required questions are answered – a green check mark will appear next to the section



IRB NUMBER: IRB-FY2021-65

cayuse test - Initial

CREATE PDF

COMPARE

SAVE



Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Study Information
- 4- Study Selection
- 5- Study Design
- 6- Study Documents
- 7-
- 8-
- 9-
- 10- Attachments

* What is your status at West Chester University?

- Faculty
- Student
- Staff
- Other

Select the role that you are functioning in for this study.

For example – if you are a WCU faculty member pursuing one of our doctoral degrees... And this proposal is for your doctoral capstone project/ dissertation at WCU, select STUDENT

Study Personnel

Note: If you cannot find a person in the p possibly get them added to the system.

* Principal Investigator

Provide the name of the Principi

FIND PEOPLE

* Primary Contact

Provide the name of the Primary Contact of this study.

Name	Organization	Address	Phone	Email	Trainings
		700 S High St,			



Note the green line as a "progress bar" for this section

IRB NUMBER: IRB-FY2021-65

cayuse test - Initial

CREATE PDF

COMPARE

SAVE



Sections

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Study Information
- 4- Study Selection
- 5- Study Design
- 6- Study Procedures
- 7- Risks & Benefits
- 8- Confidentiality
- 9- Conflict of Interest
- 10- Attachments

* What is your status at West Chester University?

- Faculty
- Student
- Staff
- Other

Study Personnel

Note: If you cannot find a person in the people finder, please possibly get them added to the system.

* Principal Investigator

Provide the name of the Principal Investigator of this study.

FIND PEOPLE

* Primary Contact

Provide the name of the Primary Contact of this study.

Name	Organization	Address	Phone	Email	Trainings
		700 S High St,			

Find all members of the research team by clicking **FIND PEOPLE** (under the appropriate role)



PRINCIPAL INVESTIGATOR

cattano

Name	Organization	Email	Phone
Nicole Cattano	Sports Medicine Department	NCATTANO@WCUPA.EDU	+

Selected Records * Select a single record.

CANCEL SAVE

FIND PEOPLE will cause this Pop-Up Window

1. Search for Name,
2. Select the person,
3. and click SAVE

They will then show up like this below.

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Study Information
- 4- Study Selection
- 5- Study Design
- 6- Study Procedures
- 7- Risks & Benefits
- 8- Confidentiality
- 9- Conflict of Interest
- 10- Attachments

to the system.

*** Principal Investigator**

Provide the name of the Principal Investigator of this study.

Name	Organization	Address	Phone	Email	Trainings	
Nicole Cattano	Sports Medicine Department	700 S High St, West Chester, PA 19383-0002		NCATTANO@WCUPA.EDU	View	✕

*** Primary Contact**

Provide the name of the Primary Contact of this study.

Name	Organization	Address	Phone	Email	Trainings	
Nicole Cattano	Sports Medicine Department	700 S High St, West Chester, PA 19383-0002		NCATTANO@WCUPA.EDU	View	✕

Co-Principal Investigator(s)

Provide the name(s) of Investigator(s) for this study.

FIND PEOPLE



Note: If you cannot find a person in the people finder, please contact the IRB Office immediately at irb@wcupa.edu to possibly get them added to the system.

*** Principal Investigator**

Provide the name of the Principal Investigator of this study.

Name	Organization	Address	Phone	Email	Trainings
Nicole Cattano	Sports Medicine Department	700 S High St, West Chester, PA 19383-0002		NCATTANO@WCUPA.EDU	View

*** Primary Contact**

Provide the name of the Primary Contact of this study.

Name	Organization	Address	Phone	Email	Trainings
Nicole Cattano	Sports Medicine Department	700 S High St, West Chester, PA 19383-0002		NCATTANO@WCUPA.EDU	View

Co-Principal Investigator(s)

Provide the name(s) of Investigator(s) for this study.

FIND PEOPLE

You can click VIEW to see CITI certificate integration & valid trainings.

(in the event that there are no trainings listed – this is an email agreement issue between WCU & CITI. Please updated your CITI email OR upload your CITI certificate as an attachment.

Only the Primary Investigator, Primary Contact, & Co-Investigator(s) can access the IRB study in Cayuse

The application does NOT track changes by user

Course Name	Stage	Status	Completion Date	Expiration Date
COVID-19: Public Training Series	Basic		12/14/2020	
COVID-19: Public Training Series	Basic		10/1/2020	
Revised Common Rule	Basic Course	Current	2/1/2019	1/31/2022
IRB Administration	Basic Course	Current	2/1/2019	1/31/2022
CITI Conflicts of Interest	Stage 1	Current	1/22/2019	1/21/2023
Biomedical Responsible Conduct of Research	RCR	Expired	9/11/2015	9/10/2018
Biomedical Responsible Conduct of Research	RCR Refresher	Current	9/4/2018	9/3/2021
IRB Module - Public Protection	Refresher	Current	9/4/2018	9/3/2021

Sections <

- 1- Getting Started ✓
- 2- Submission Infor... ✓
- 3- Study Information ✓
- 4- Study Selection ✓
- 5- Study Design ✓
- 6- Study Procedures ✓
- 7- Risks & Benefits ✓
- 8- Confidentiality ✓
- 9- Conflict of Interest ✓
- 10- Attachments ✓

Routing Send to PI for certification? ▾

COMPLETE SUBMISSION >

10- Attachments

The documents/attachments listed below indicate that appropriate files have been uploaded.

Outside IRB of Record

This is required when engaging in multi-institutional research.

Study Protocol

Attach the protocol for the study.

ATTACH

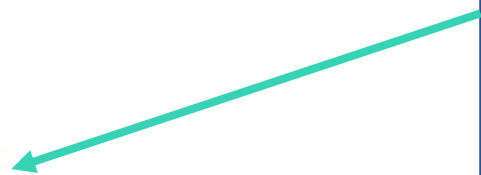
Outside IRB Approval

Attach the IRB Approval.

Note: *the attachments tab is just a landing page for all documents that you uploaded along the way. No NEW attachments are necessary at this phase.*

Once you have all GREEN check marks (and are ready to submit), the option “**COMPLETE SUBMISSION**” will appear and you can select it

This will route the application to the PI to certify, and to the faculty supervisor as well in the case of student research





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-FY2021-41 -

View

PDF

Delete

Routing:

Return

Certify

PI:
Nicole Cattano

Current Analyst:
N/A

Decision:
N/A

Policy:
Post-2018 Rule

Required Tasks:
N/A

Review Type:
N/A

Review Board:
N/A

Meeting Date:
N/A

The PI (and Faculty Supervisor when applicable) must CERTIFY the submission in order for it to be submitted to the IRB

✓ **In-Draft**
Submission is with researchers

✓ **Awaiting Authorization**
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Under Pre-Review

Initial
IRB-FY2021-41 - Training session Monturo Childs Schraedley

View PDF Delete

PI: Nicole Cattano
Current Analyst: N/A
Decision: N/A
Policy: Post-2018 Rule
Required Tasks: N/A
Review Type: N/A
Review Board: N/A
Meeting Date: N/A

Approvals Task History Attachments

Research Team

Name	Role	Certified	12-04-2020 12:33 PM
Nicole Cattano	Principal Investigator	Certified	12-04-2020 12:33 PM

Once the application is certified, the application is submitted to the WCU IRB and placed in **Pre-Review**

