Using Cayuse to submit/manage IRB protocols

Cayuse is the online IRB protocol management system used by UWRF for all research beginning in January of 2019. After your initial logon is set up, Cayuse can be accessed via

In Cayuse, there are seven types of submissions:

- **Initial**: This is the first submission that you create when you enter a new study in the system. The initial submission describes the research you intend to do and the methodology you intend to use. The initial submission must be approved before any research can begin.

- **Modification**: If you wish to change any of the details of the study after it has been approved, you must submit a modification which must be approved before you can proceed with the changes.

- **Renewal**: When a study is nearing its expiration date, you must submit a renewal request in order to continue with the research. The renewal will need to be approved before you can continue with the study.

- **Incident**: You must submit an incident report to inform the Compliance Office of any adverse incidents, as required by your institution. Incident reports may be submitted at any time after a study has been approved, including after it has been closed. More than one incident report may be created for a given study, as needed.

- **Withdrawal**: A withdrawal submission notifies the IRB that you no longer wish to submit your initial submission and want to withdraw the study. Withdrawn studies are marked as finalized and can no longer be modified. You may create a withdrawal submission at any point once an initial submission has been created, until it has been approved. If the initial submission has been approved, you must create a closure submission in order to close the study if you no longer wish to conduct the research.

- **Closure**: A closure submission indicates that the research is complete and will not be continuing. Closed studies are marked as finalized and can no longer be modified.

- **Legacy**: Used for studies imported from previous systems. The legacy submission replaces the initial submission for imported studies. Once the legacy submission is finalized, you can create additional submissions such as modifications, renewals, etc. An IRB Analyst must create and publish a legacy template before users can create legacy submissions or work with studies that have been imported from other systems.

All Faculty as of January 1, 2019 have been entered into Cayuse and may begin with the Logon instructions. If you are a faculty hired after January 2019, a staff member, or a student, you must be manually entered into the system. In order to do this, please email your full name, w# and email address to irb@uwrf.edu. Once entered, you will be able to setup your password following these directions.
How to Log in to Cayuse for the FIRST time:

In order to create your password, you must perform a one-time step. Go to this link:

https://uwrf.cayuse424.com/1488/firstSignIn.do

You will see this:

Enter your W# without the W. If you are not affiliated with UWRF, your username is your email address.

You will then be instructed to create a password. This is the password that you will use moving forward each time you login.
All Future Logins:

Go to https://uwrf.cayuse424.com/rs/irb/#dashboard

Here you will sign in using your username and password and be taken directly to your dashboard to begin a new study.

Your page should look like this:

![Dashboard Screenshot](image)

Here you should see everything that is connected to your username as a researcher. Under MY tasks, you will see that anything that is pending in order to complete your submissions. Approved studies are the ones that you are authorized to be collecting data on until the expiration date. If your study is not listed here, you may have a task that needs completing to get your submission approved.

**Studies are the overall research project.** A submission is an item within the study that needs IRB approval. Therefore, you need to create your overall study, and then create an initial submission to get your protocol approved. Any changes to your protocol after it is approved will also require the use of the New Submission button. Once your initial submission is approved, you will on be able to make changes or close the study via the submission button.
To Create a new Study:

Click on the “New Study” button on the upper left hand side.

Here you will enter the title of your research study and then click on the blue check mark.
From here, you will create a new submission – your initial protocol.

Here you will assign a Principle Investigator – Must be a faculty or staff member at UWRF.

Once you assign a PI, you will then click on complete submission and it will take you through the sections of the protocol. Once complete, you will send the submission to the PI and other research team members for certification. Once everyone has certified the study, you must click submit protocol.

It will then be assigned a category of review and will either be approved or returned to the research team for changes. The turnaround time is expected to be about 2 weeks.