



Cayuse Human Ethics

User Guide

Important deadline information

For protocols that require full-board review and approval, turnaround could be affected by the timing of full board meetings or schedule of designated reviewers. If your protocol has a deadline or specific time constraint, please give yourself and the IRB enough lead time to complete the review before your deadline.

How do I log on to Cayuse?

1. Go to Intranet - IRB SharePoint and select the "Cayuse"
2. SSO Email: Driscoll work email and password to gain access to Cayuse.
3. Select Cayuse Human Ethics for IRB Submissions
4. Select Human Ethics under Products



How do I navigate the dashboard?

1. **In Draft:** includes studies PIs have not yet submitted and studies returned to PI with comments.



2. **Awaiting Authorization:** includes studies that are awaiting certification with organizational approver from department.



3. **Pre-review:** includes studies that IRB analysts are currently pre-reviewing before assigning to a reviewer.



4. **Under Review:** includes the studies that are currently with a reviewer.



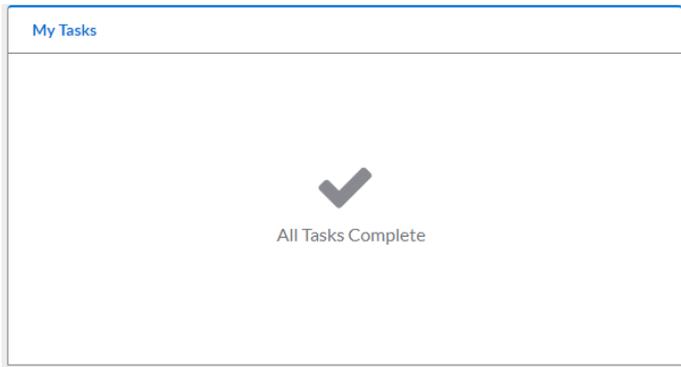
5. **Post Review:** includes the studies that are currently to a Post review



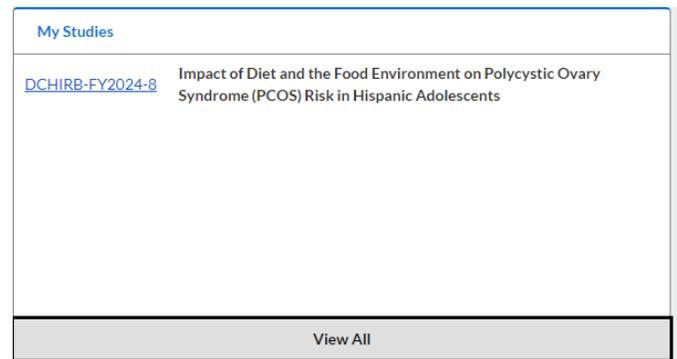
6. **Submission by Type:** to see the amount of submission by type.

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

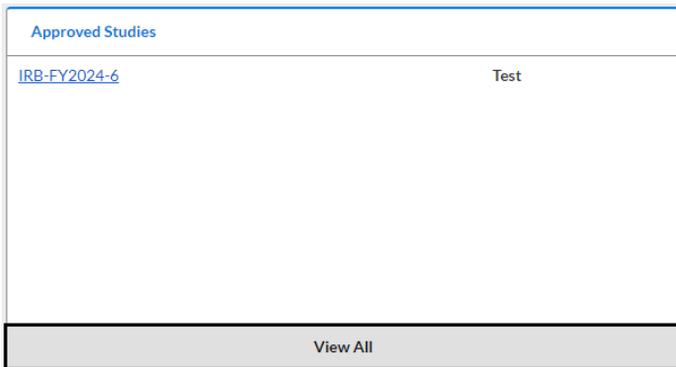
7. **My Tasks:** see any outstanding tasks regarding active studies.



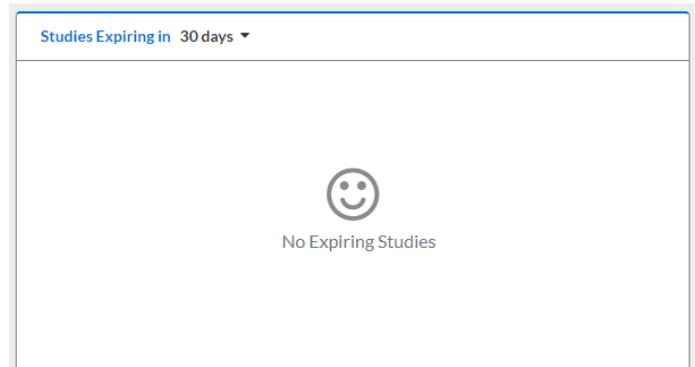
8. **My Studies:** total amount of studies.



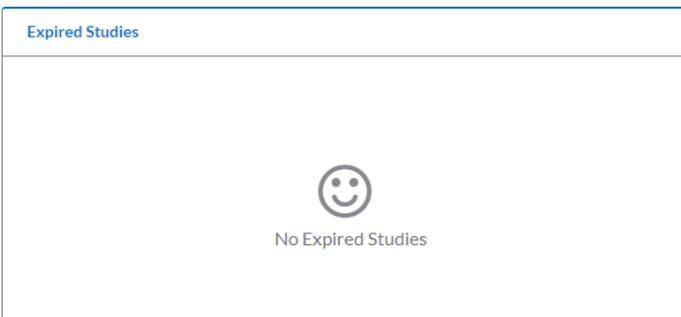
9. **Approved Studies:** see all approved studies.



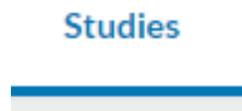
10. **Studies Expiring:** see any expiring studies.



11. **Expired Studies:** see any expired studies.

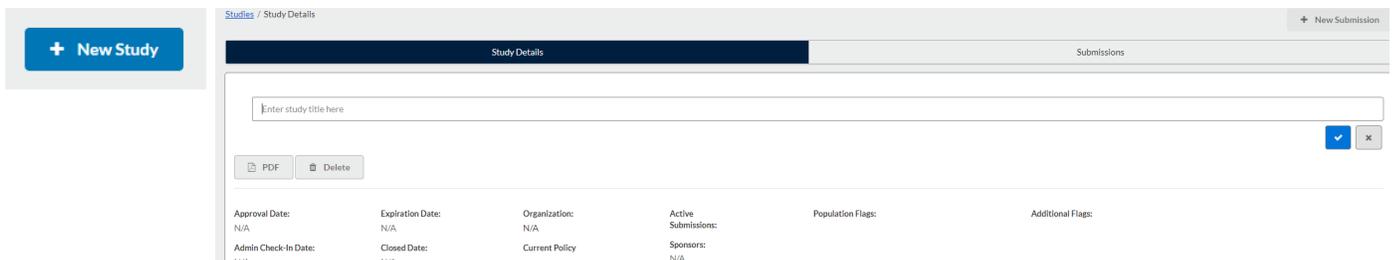


12. **All Studies:** see all active/withdrawn/closed studies.

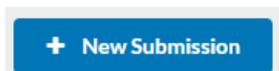


How do I submit my initial application?

1. Click the blue **+ New Study** button in the upper right-hand corner. This will create a new folder. Enter the title in the text box then click on the blue check box.



2. Click the blue **+ New Submission** button in the top right-hand corner then select **Initial**. This will begin a new study submission.



- The individual filling out the submission will automatically be assigned as the Primary Contact, which is why assign PC is crossed off. To access the full submission click the **Assign PI** button or the **Edit** button in the study details page.

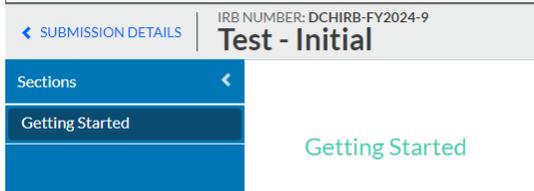
Required Tasks:

[Assign PI](#)

[Assign PC](#)

[Complete Submission](#)

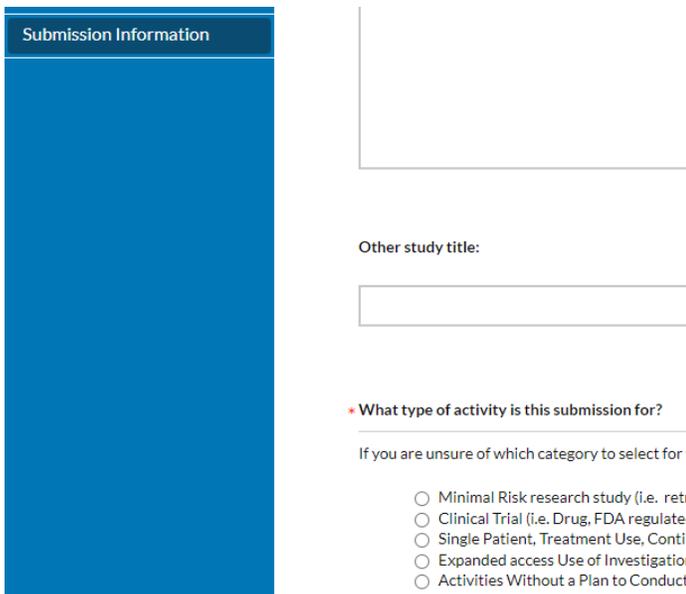
- The first page Getting Started will have information about Cayuse Human Ethics, Getting Started and Driscoll Health System IRB. Please read and acknowledge. Red stars next to a question indicates that it is a required question.



Cayuse does not automatically save the form. Please click the green save button at the top right.



- Cayuse is an interactive form, meaning new questions will appear based on which answers are selected.
- When adding a Principal Investigator, select the **Find People** button and search PI's name. Click on the **+** in the right corner to select PI and click green save button in the bottom right corner.



***Principal Investigator**

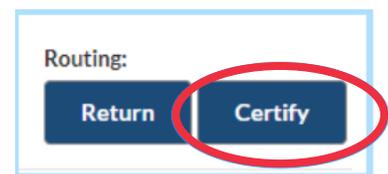
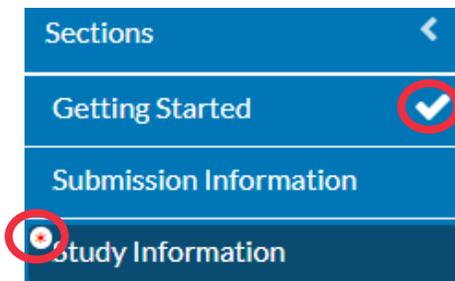
Provide the name of the Principal Investigator of this study.

FIND PEOPLE

Search...



- In the Sections tab, a red star indicates an unfinished page. A check mark indicates a finished page.
- Once the form is complete, a routing and complete submission button will appear. Select **Complete Submission**, then confirm. If a non-PI is completing the submission, this is the final step. PIs are required to **Certify** the application.



Continue to fill out the application. Please contact IRB with any questions about what information is required in each section if necessary: IRB.Office@dchstx.org

How do I Certify the Study?

Click on **Cayuse IRB** link in the outlook email.

DATE: Sep 9, 2024 11:24:02 AM CDT

RE: Notice of Receipt of Initial Submission on Sep 9, 2024 11:24:02 AM CDT

STUDY #: IRB-FY2024-9

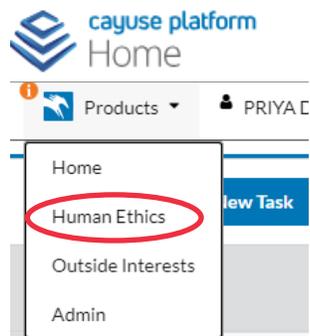
STUDY TITLE: Factors Influencing the Use of Bronchodilators in Hospitalized patients with Bronchiolitis and Their Impact on The Length of Hospital Stay and Other Clinical Outcomes

PI: PRIYA DESAI

The Initial submission has been submitted for the above-referenced study and requires review by an IRB Analyst. Please log into Cayuse IRB: **Cayuse IRB** to review this submission.

Thank you.

Please do not hesitate to contact DCH IRB with any questions at 361-694-4619 or email the IRB office at irb.office@dchstx.org.

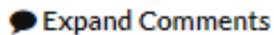


How do I resolve comments?

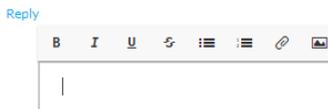
1. Comments from a reviewer will appear as a bubble next to the section the comments are located.



2. Click the **Expand Comment** button to see comments.



3. To address comments, **Reply** to the comment and fix the issue in the actual submission.



4. After replying to the comment, click the **Not Addressed** button then select **Addressed**. After all the comments have been addressed, resubmit to IRB.

