



Institutional  
Review Board

# Cayuse IRB Instruction Manual

# Cayuse



First Time Using Cayuse???



Cayuse is an easy-to-use electronic system for preparing, submitting, and reviewing submissions. Both PI's and members can easily track progress, manage submissions, and more

Go to: [IRB Application System |](#)

\*Under the tab "Authentication," follow the steps to continue the submission process

# Before Proceeding

- This tutorial is written in the point of view of a Primary Investigator (PI)
  - If you are not a PI, please note that there may be adjustments needed to what your role may be. If you have any questions, please email [irb@chapman.edu](mailto:irb@chapman.edu)

\*If there are questions that are not answered on this Power Point, please email [irb@chapman.edu](mailto:irb@chapman.edu) or check the website for any missing/confusing information



# Before Beginning an IRB Submission...

Make sure you have the following items ready\*:

- Supplemental documents in individual document files (i.e. informed consent form(s), authorization(s), recruitment documents, questionnaires, etc.) as unprotected PDF files
- Faculty advisor and co-PI(s) CITI training copy of certificate
  - Follow the steps here: [IRB Training and Continuing Education |](#)
- Ensure that you and your co-PI(s) have been “authenticated” with the IRB office. If you are unsure, contact the IRB office at [irb@chapman.edu](mailto:irb@chapman.edu)

\*You do not have to finish the IRB protocol in one sitting. All information can be saved.



# Logging In

FIRST, ensure you have been “authenticated” before logging in!

Login to Chapman’s Cayuse:

- Navigate to <http://chapman.cayuse424.com/> and sign in with the email that has been authenticated by the IRB. Use your Chapman email and password for easiest pathway





Institutional  
Review Board

# Navigating Cayuse

## Cayuse Research Suite

3.9.1

### Research Administration Modules

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

### System Administration Applications

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

### Application Help

- [Research Suite Support Center](#)

Once logged into Cayuse, select  
“Cayuse IRB (Human Studies  
Compliance)” to continue to the  
next step

Dashboard Studies Submissions Tasks



In-Draft →



Awaiting  
Authorization  
→



Pre-Review  
→



Under  
Review →



Post Review  
→

### My Studies

<a href="#">IRB-t24-3</a>	dsafafSF
<a href="#">IRB-t23-64</a>	Test Study - BelomKennedy
<a href="#">IRB-t23-61</a>	test #2
<a href="#">IRB-t23-60</a>	this is a test - kennedy
<a href="#">IRB-t23-58</a>	ABC

View All

### My Tasks

<a href="#">IRB-t23-64</a>	Complete Submission
<a href="#">IRB-t23-61</a>	Complete Submission
<a href="#">IRB-t23-58</a>	Complete Submission

View All

### Submissions by Type

Renewal	0
Initial	153
Modification	0
Incident	0
Withdrawal	6
Closure	0
Legacy	0

### Approved Studies

### Studies Expiring in 30 days ▾

### Expired Studies

This is your Dashboard  
where you can navigate all  
your affiliated studies





Institutional  
Review Board

# Creating a New Protocol



[+ New Study](#)



In-Draft →



Awaiting  
Authorization  
→



Under  
Review →



Post Review  
→

To begin a new  
protocol, click “New  
Study”

My Studies


<a href="#">IRB-t24-2</a>	
<a href="#">IRB-t23-64</a>	
<a href="#">IRB-t23-61</a>	
<a href="#">IRB-t23-60</a>	
<a href="#">IRB-t23-58</a>	

My Tasks



<a href="#">IRB-t24-2</a>	Complete Submission
<a href="#">IRB-t23-64</a>	Complete Submission
<a href="#">IRB-t23-61</a>	Complete Submission
<a href="#">IRB-t23-58</a>	Complete Submission
<a href="#">IRB-t23-57</a>	Complete Submission

Submissions by Type

Renewal	0
Initial	153
Modification	0
Incident	0
Withdrawal	6
Closure	0
Legacy	0

cayuse

Human Ethics

Test PI

DashboardStudiesSubmissionsTasks

Studies / Study Details

+ New Submission

Study Details

Submissions

Enter study title here

PDF

Delete

Approval Date:  
N/A

Expiration Date:  
N/A

Organization:  
N/A

Active Submissions:  
N/A

Admin Check-In Date:  
N/A

Closed Date:  
N/A

Current Policy

Sponsors:  
N/A

✓

✕

Add Study Title here

Click here to confirm creation of study and continue to next step

+ New Submission

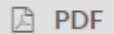
Study Details

Submissions

Initial

Unsubmitted

IRB-t24-3



PDF



Delete

Approval Date:

N/A

Expiration Date:

N/A

Organization:

Active

Submissions:

N/A

Admin Check-In Date:

N/A

Closed Date:

N/A

Current Policy

Post-2018 Rule

Sponsors:

N/A

Select “New Submission” then select “Initial” to create the submission for your study

Key Contacts ⓘ

Attachments

Team Member

Role

Number

Email

No Key Study Contacts.

**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-t24-2

 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

Research Team

OFFICE FOR RESEARCH INTEGRITY AND COMPLIANCE V5-2024

Name

Role

Result

Date

Click "Edit" to begin editing your submission

You can check the tasks you need to complete here and you can also click on the tasks to be redirected to that page

cayuse

Human Ethics

Dashboard

Studies

Submissions

Tasks

IRB NUMBER: IRB-t24-3

dsafafSF - Initial

CREATE PDF

COMPARE

SAVE

<

>

Sections

Human Subjects Research...

## Human Subjects Research Application

Chapman University | Institutional Review Board (Rev Oct2023)

Cayuse IRB is an interactive application system. As you answer the questions, new questions may appear and new sections relevant to the type of research being conducted may appear on the left side. You may not see all numbered sections in a continuous order but each visible section must have a check next to it to submit the application for IRB review. Required information is indicated with a red asterisk. You do not have to finish the application in one sitting and information should be saved before exiting Cayuse IRB.

Chapman University's [human research protection program](#) is based on the three basic ethical tenets of respect for persons, beneficence, and justice, as set forth in the [Belmont Report](#) and codified in 45 CFR 46, also known as the [Federal Policy for the Protection of Human Subjects](#) or the Common Rule.

The Institutional Review Board (IRB) is charged with the responsibility of protecting the rights and welfare of human subjects participating in research under the auspices of Chapman University. A [human subject](#) is defined as a living individual about whom an investigator (1) obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (2) obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens. [Research](#) is defined as a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

If you are not conducting research with human subjects or are not conducting research that will contribute to generalizable knowledge, then you may not need to complete this application. Please direct questions about whether an activity is human subjects research to the IRB at [irb@chapman.edu](mailto:irb@chapman.edu) or (714) 628-2833. See this [resource](#) which may help in guiding you to whether you need IRB review and if so, which level of review. You may also use the "Non-Research Determination" form among the IRB's [forms](#).

If you are collaborating with another institution and that institution has already received IRB approval, Chapman may be able to rely on that institution's IRB approval. See the [Working with External Collaborators](#) website to determine whether your research meets the relevant criteria. If the research does meet the criteria, choose the third option below.

\*  
☐ Continue with **exempt** submission of human subjects research for review by Chapman's IRB  
☐ Continue with **expedited or full review** submission of human subjects research for review by Chapman's IRB  
☐ Continue with a request to engage in human subjects research already approved by an external IRB

For more information on which review is what, visit:  
[Institutional Review Board | Research Integrity | Chapman University](#)

There are three prompts a PI can choose from:  
exempt, expedited/full, or external IRB. Please select the type of submission your study is most like

OFFICE FOR RESEARCH INTEGRITY AND COMPLIANCE V5-2024

Sections <

Human Subjects Re... ✓

\* Personnel

Other Researchers Not Af...

Conflicts of Interest

Study Information

Expedited or Full Review

Research Description

Risks and Benefits to Parti...

Confidentiality of Researc...

Research Documents

Recruitment, Compensati...

Completing and Certifyin...

• for research purposes, identifiable private information or identifiable biological specimens from any source; or

Once all required (\*) questions in a section are complete, a check will appear

According to Chapman's [Principal Investigator \(PI\) Eligibility Policy](#), the PI must be a full-time faculty member or academic professional staff (scientist) employed by Chapman University. Individuals with other appointments may be eligible to serve as PI with the approval of their Dean. Undergraduate students are not eligible to PI or co-principal investigator on a research study. Graduate students and postdoctoral associates must be approved by their Faculty Advisor and Dean. Colleges/schools should define their process for such requests. Electronic study submissions routed to the Office of Research Integrity are considered approved by the Dean.

FIND PEOPLE

Questions with a red asterisk are required

\* Is this a student-led project?

- ☐ No  
☐ Yes; the study is student-led

Is the student listed as PI?

- ☐ No  
☐ Yes; the student is listed as PI.

\* Primary Contact

All emails and correspondence will be sent to the primary contact and the PI. For student-led projects, please choose the student investigator as the primary contact.

If a Chapman research team member is not in the Cayuse IRB system, a request to add the research team member will need to be submitted to the IRB ([irb@chapman.edu](mailto:irb@chapman.edu)) prior to proceeding with this submission. Once the research team member is added to Cayuse IRB, the system will need to update overnight before the addition can be viewed. Visit the Authentication tab on the [Cayuse IRB](#) webpage for instructions on how to request the addition of a research team member.

Make sure to Save your work if leaving the submission page

For student research, faculty sponsors or grad students **MUST** be the PI

- Sections <
- Human Subjects Re... ✓
- \* Personnel
- Other Researchers Not Af...
- Conflicts of Interest
- Study Information
- Expedited or Full Review
- Research Description
- Risks and Benefits to Parti...
- Confidentiality of Researc...
- Research Documents
- Recruitment, Compensati...
- Completing and Certifyin...

\* Principal Investigator (PI)

According to Chapman's [Principal Investigator \(PI\) Eligibility Policy](#), the PI must be a full-time faculty member (administrator, research scientist) employed by Chapman University. Individuals with other appointments may be named as PI with the approval of the Dean and the Vice President for Research. Undergraduate students are not eligible to PI or co-principal investigator. Postdoctoral associates may be named as PI with the approval of the Faculty Advisor and Dean. Colleges/schools may be named as PI with the approval of the Office of Research (e.g., through Cayuse) will be considered approved.

FIND PEOPLE

\* Is this a student-led project?

- ☐ No
- ☐ Yes; the study is student-led

Is the student listed as PI?

- ☐ No
- ☐ Yes; the student is listed as PI.

Only the Principal Investigator, Co-investigators, and Primary Contact will have access to the IRB study

\* Primary Contact

All emails and correspondence will be sent to the primary contact and the PI. For student-led projects, please choose the student investigator as the primary contact.

If a Chapman research team member is not in the Cayuse IRB system, a request to add the research team member will need to be submitted to the IRB ([irb@chapman.edu](mailto:irb@chapman.edu)) prior to proceeding with this submission. Once the research team member is added to Cayuse IRB, the system will need to update overnight.



- Sections <
- Human Subjects Re... ✓
- \* Personnel
- Other Researchers Not Af...
- Conflicts of Interest
- Study Information
- Expedited or Full Review
- Research Description
- Risks and Benefits to Parti...
- Confidentiality of Researc...
- Research Documents
- Recruitment, Compensati...
- Completing and Certifyin...

\* Principal Investigator (PI)

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FIND PEOPLE

\* Is this a student-led project?

- ☐ No  
☐ Yes; the study is student-led

Is the student listed as PI?

- ☐ No  
☐ Yes; the student is listed as PI.

\* Primary Contact

All emails and correspondence will be sent to the primary contact and the PI. For student-led projects, please choose the student investigator as the primary contact.

If a Chapman research team member is not in the Cayuse IRB system, a request to add the research team member will need to be submitted to the IRB ([irb@chapman.edu](mailto:irb@chapman.edu)) prior to proceeding with this submission. Once the research team member is added to Cayuse IRB, the system will need to update overnight.

When looking for the PI, Primary Contact and Co-Investigators, click "Find People" and enter the affiliated name, which will redirect you to a new screen

## PRINCIPAL INVESTIGATOR

Search...



Name

Organization

Email

Phone

Use the search box above to find records.

Selected Records

\* Select a single record.

⌕ CANCEL

💾 SAVE

Type in full name  
here then press  
"Enter"

### \* Primary Contact

All emails and correspondence will be sent to the primary contact and the PI. For student-led projects, please choose the student investigator as the primary contact.

If a Chapman research team member is not in the Cayuse IRB system, a request to add the research team member will need to be submitted to the IRB ([irb@chapman.edu](mailto:irb@chapman.edu)) prior to proceeding with this submission. Once the research team member is added to Cayuse IRB, the system will need to update overnight before the addition can be viewed. Visit the

PRINCIPAL INVESTIGATOR

Test PI

Name	Organization	Email	Phone	
Test PI	Users loaded with unmatched Organization affiliation.	cayusetest@chapman.edu		+
		cayusetest@chapman.edu		+
	known (chapman-t)	cayusetest@chapman.edu		+
		cayusetest@chapman.edu		+
		cayusetest@chapman.edu		+
		cayusetest@chapman.edu		+
	Office of Research	cayusetest@chapman.edu		+
		cayusetest@chapman.edu		+
	Users loaded with unmatched Organization	cayusetest@chapman.edu		+
				+
	Unmatched Organization affiliation.	cayusetest@chapman.edu		+
	Users loaded with			+

Select the typed name and select "Save" on the bottom

This process will be the same when searching for Primary Contacts and Co-PI's. If you can't find a name, contact the IRB office ([irb@chapman.edu](mailto:irb@chapman.edu)) to have the individual authenticated into the system

COMPARE

SAVE

tain:

staff member (e.g., librarian, with the approval of their Graduate students and less for such requests.

Sections

Human Subjects Re...

Personnel

Other Researchers ...

Conflicts of Interest

Study Information

Expedited or Full R...

Research Descripti...

Risks and Benefits t...

Confidentiality of R...

Research Documents

Recruitment, Compensi...

Completing and Certifyin...

\* Section 10: Research Documents

Select all of the materials and procedures that will be used in the proposed research. Upload all documents as *unprotected PDF files* using file names that make clear what type of document you are uploading. The IRB strongly recommends that the date is included in the file name so it is easier to keep track of different versions that may evolve over the course of the research.

- ☒ Consent, permission, and/or assent forms (see [Informed Consent Process](#) in the on the IRB website for detailed information about required elements of informed consent and [Forms](#) for the most recent consent, permission, and assent templates)

- ☐ Informed consent form
- ☐ Parent permission form
- ☐ Assent form

Attach the consent, permission, and/or assent forms that will be used. These can add an approval stamp.

ATTACH

- ☐ If requesting that participants provide access to PHI from an outside entity (e.g., clinical reports, lab results, medical record) upload a completed *Authorization to the Use or Disclosure (Release) of Personal Health Information for Research Purposes* form located on the IRB website ([Forms](#) | [Research and Creative Activity](#) | [Chapman University](#)) or request a waiver of authorization in the "Recruitment, Compensation and Informed Consent" section.
- ☐ Recruitment materials (e.g., advertisements, flyers, notices, media, or scripts; see the IRB website for the most recent [Chapman University templates](#))
- ☐ Interviews
- ☐ Surveys or questionnaires
- ☐ Screening questions
- ☐ Debriefing information
- ☐ Letters of intent or permission from research sites
- ☐ Translation certification (add translated study materials in the relevant section(s) above)
- ☐ Other documents for review (e.g., data collection charts, background information on study procedures)

Documents will no longer be stamped by the IRB.

Click on the + to add documents



Add Link

Add File

CANCEL

APPLY


Click "Apply" to attach

Click the plus button to upload files or add links.

- ☒ Consent, permission, and/or assent forms (see [Informed Consent Process](#) in the on the IRB website for detailed information about required elements of informed consent and [Forms](#) for the most recent consent, permission, and assent templates)
- ☐ Informed consent form
  - ☐ Parent permission form
  - ☐ Assent form
- Attach the consent, permission, and/or assent forms that will be used. These should be *unprotected PDF files* to which the IRB can add an approval stamp.
- ATTACH
- ☐ If requesting that participants provide access to PHI from an outside entity (e.g., clinical reports, lab results, medical record) upload a completed *Authorization to the Use or Disclosure (Release) of Personal Health Information for Research Purposes* form located on the IRB website ([Forms | Research and Creative Activity | Chapman University](#)) or request a waiver of authorization in the "Recruitment, Compensation and Informed Consent" section.
- ☐ Recruitment materials (e.g., advertisements, flyers, notices, media, or scripts; see the IRB website for the most recent [Chapman University templates](#))
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- ☐ Surveys or questionnaires
- ☐ Screening questions
- ☐ Debriefing information
- ☐ Letters of intent or permission from research sites
- ☐ Translation certification (add translated study materials in the relevant section(s) above)
- ☐ Other documents for review (e.g., data collection charts, background information on study procedures)




















You can review your application by clicking through the sections or by creating a PDF of the protocol

 CREATE PDF

 COMPARE

 SAVE

- Human Subjects Re... 
- Personnel 
- Other Researchers ... 
- Conflicts of Interest 
- Study Information 
- Expedited or Full R... 
- Research Descripti... 
- Risks and Benefits t... 
- Confidentiality of R... 
- Research Documen... 
- Recruitment, Comp... 
-  Completing and Ce... 
- Routing   
Send to PI for certification?
- COMPLETE SUBMISSION 

## Completing and Certifying the Submission

### Completing and Certifying the Submission

Please verify that all sections listed to the left have a checkmark. If a section is missing a checkmark, that means a required question was not answered and you will not be able to complete the submission.

Ensure all sections have been completed (has checkmark) AND have thoroughly reviewed your submission

Submit until the principal investigator certify the submission. If this study is student-led and the student is serving as the application. Once you click "Complete Submission" on the bottom left you will have the option to certify the

On the principal investigator you will receive a confirmation email from Cayuse. At that point, the submission will be routed to your chair and/or dean has certified the submission, it will be routed to the IRB for review. If your submission is outstanding documents required prior to placing your submission in queue for review.

☒ I understand and attest that the information in this submission is complete and true.

Click on "Complete Submission" to send the submission to the PI to certify. This option will not appear until all sections are complete




Dashboard Studies Submissions Tasks

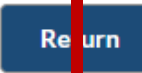



Awaiting Certification

Initial  
IRB-t24-3 - dsafa

 View

You will need to Certify each time you submit revisions, renewals, and amendments

Routing:  
 

PI: Test PI N/A 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	Result	Date
Test PI	Principal Investigator	Pending Certification	

The PI must certify the submission for it to be submitted to the IRB and if applicable, Organizational Approvers must approve the submission



cayuse

Human Ethics

1

Test PI

Dashboard

Studies

Submissions

Tasks

✓

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-t24-3 - dsafafS

View

PI:

Test PI

Review Type:

N/A

Approvals


Research Team

Name	Role	Date
Test PI	Principal Investigator	

Turn

Certify

Certify



I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.

Cancel

Confirm

Read the certification and click "Confirm" if you want to continue

2

?

OFFICE FOR RESEARCH INTEGRITY AND COMPLIANCE V5-2024



 [View](#)

PDF

 Delete

Policy:	progress
Post-2018 Rule	N/A

Meeting Date:  
N/A

## Approvals

## Task History

## Attachments

Name	Role
Test PI	Principal Investigator

Look at these sections to monitor submission progress

Once certified by the PI (and approved by Organizational Approvers, if applicable) the application is submitted to the IRB and placed in Pre-Review

If you have any issues or questions, please contact the IRB Office: [irb@chapman.edu](mailto:irb@chapman.edu) or (714) 628-2833 and for IRB Consent Templates, visit our website at <https://www.chapman.edu/research/integrity/irb/forms-and-instructions.aspx>

As this is a new IRB system, if you find any issues (typos, unclear questions, etc.) please let us know!

