## **MTSU Cayuse IRB Quick Start Guide**

- Go to <a href="https://www.mtsu.edu/irb/">https://www.mtsu.edu/irb/</a> and read over the information as there are updates in procedure, forms, and links.
- The link "Check Here for Important Cayuse Notes" will have the latest updates and notices as we roll out the new system.
- From the link on the IRB website, enter Cayuse.
- If you cannot access Cayuse (this will be true for most employees who began in August 2022 or later and all students), fill out the Cayuse Account Request Form under "Check Here for Important Cayuse Notes." Once your account is set up, it may take a few hours for the IRB module to open.
- If you have problems accessing Cayuse or the IRB module, send a screenshot and/or describe what occurred to <u>Nolan.Hatley@mtsu.edu</u>, so that we can help you. For questions regarding the IRB questions or process, please email <u>irb\_information@mtsu.edu</u>.
- Once you are on the Cayuse homepage, click the small triangle in the upper right corner to the right of "Products". This will open a drop-down menu. Select "Human Ethics."



• Once you are in the Human Ethics Module, click the blue box at the upper right of the screen labeled, "+New Study."



• Enter your study title (it is possible to change this later), and click the blue check mark.

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Enter Study Title	Here Delete Expiration Date: N/A Closed Date:	Organizat N/A Current Pi	ion: olicy	Active Submissions: Sponsors:	Popul	lation Flags:	Ad	ditional Flags:		(	×

• You are now on the Study Details page. Select the blue "+ New Submission" box in the upper right of your screen and select "initial."

Human Et	hics					Role: Admin	<b>1</b>	Produc	ts 🔻	Michelle McCor	mack 💌
Dashboard Stu	dies Submissio	ns Tasks	Meetings	Reporting	More						
Studies / Study Details									×	+ New Submiss	sion
	Stu	dy Details				ou've created a study!	<b>MISSION</b> Click here to b	egin vour		Initial	
Unsubmitted					i	nitial submission to the	IRB.				
IRB-FY2023-11	Enter Study Title Her	re									
🖻 PDF 📋	Delete										
Approval Date: N/A	Expiration Date: N/A	Organization:	Active Submissions:	Populatio	on Flags:	Α	dditional Flag	s:			
Admin Check-In Date:	Closed Date:	Current Policy	Sponsors:								
N/A	N/A	Post-2018 Rule	N/A								
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• Select "Assign PI" in the Required Tasks.

<b>Cayuse</b> Human	Ethics				Role: Admin 🔻 🔎	Products 🔻	🛔 Michelle McCormack 🔻
Dashboard	Studies	Submissions	Tasks Meetings	Reporting Mor	e		
1 In-Draft Submission	is with researche	ers	2 Submission is awaiting cer approval	tification or 3 Pre Sub	-Review mission is being prepared for review	A Under-Rev Submission is	iew s with reviewers
Unsubmitted							
Initial IRB-FY2023-11	1 - Enter Study	/ Title Here					
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PI:		Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks:	<b>\</b>	
Review Type:		Review Board:	Meeting Date:		Assign PI Assign PC	)	
N/A		N/A	N/A		Complete Submission		
Approvals	Task History	Attachments					10
Research Team							

• You will now be at the "Getting Started" page which has information about the process. After you read the information, select "Yes" in the attestation section. Then click on "save."



Now you will see a second menu item in the blue box (2. Submission information). Click this item to go to and complete the next section. The form contains logic, so other questions may appear depending upon your answer to a question. When you are finished, click "save." Note that when you complete a section, a checkmark appears in the blue box next to that menu item. If it is not checked after you save, then you have missed something. Every item must have a check by it before you can submit the form. Note that all required fields are marked with an \*.



• For the personnel section, you will need to search for the appropriate person in the system. If you cannot find the person, please fill out the form noted at the beginning of this document.

Kayuse Human E	Ethics					Role:	Admin 🔻	Pr Pr	roducts 🔻	& Michelle	McCorm	ack 🔻
Dashboard	Studies	Submissions	Tasks Me	eetings Repo	orting More							
SUBMISSION DETAI		number: IRB-FY20: nter Study	Title Here	- Initial			CF	REATE PDF	COMPARE	🖹 SAVE	<	>
Sections												
1- Getting Started	~	* Study Pe	ersonnel									
2- Submission Infor	· •	Note: If y	ou cannot find a person in	the people finder, pleas	e contact the IRB Office	immediately.						
•3- Study Information		•	Principal Investigator									- 1
4- Study Selection			rovide the name of a Pr	incipal Investigator of t	his study.							- 1
5- Study Design			FIND PEOPLE									- 1
6- Study Procedures		*	Primary Contact	in a contract of this w								
7- Participant Protec	tion		Provide the name of the Pr	imary Contact of this si	tuay.							
9- Conflict of Interes	t		FIND PEOPLE									
10- Attachments			Name	Organization	Address	Phone	Email		Train	ings		
			Michelle McCormack	V Provost Res and Dean of Grad	MTSU BOX 0042 0123, MURFREESBOR	0, TN 8603	dawn.	.mccormack@mt	su.edu View		×	?

• When you click "Find People", you should see a search box. Place the name of the person in the box and either click enter or press the search icon. To select the person, click the "+" button after their information. Then make sure that you press "save."

			R	ole: Admin 🔻 🖊	Products
PRINCIPAL INVE	STIGATOR				
Cynthia Chafin	>				×Q
Name	Orga	nization	Email	Phone	
Cynthia Chafi	n Resear Progra	ch and Sponsored	cynthia.chafin@mtsu.edu	(615) 898-5493	Ð
Selected Rec	ords			* Select a s	ingle record.
				Ø CANCE	🖹 SAVE

• The information for the PI should now appear in the form. If it does not, then you forgot to click the plus or save, and you will need to repeat the step above. Note that the contact person will be you (the person filling out the form). You can change this in this section. Continue to fill out this section as needed. When finished, press save, and follow the same process as before.

1								
Human Ethics				Role: Admi	n 🕶 🥵 🖡	Products 💌	🛔 Michelle Mo	Cormack
Dashboard Studies	Submissions Tasks Meet	ings Repor	rting More					
SUBMISSION DETAILS	number: IRB-FY2023-11 nter Study Title Here -	Initial			CREATE PDF	COMPAR	SAVE	k >
Sections <	<ul> <li>Principal Investigator</li> </ul>						$\overline{}$	
1- Getting Started 🗸 🗸	Provide the name of the Princ	ipal Investigator of th	is study.					
2- Submission Infor	Name	Organization	Address	Phone	Email	Trai	nings	
•3- Study Information	Cynthia Chafin	Research and Sponsored	BOX 0099 # LYTLE BUILD 1114 E , MURFREESBORO, TN	(615) 898-5493	cynthia.chafin@mts	su.edu Viev	v ×	
4- Study Selection		Programs	37132					
5- Study Design	* Primary Contact Provide the name of the Prim	arv Contact of this stu	ıdv.					
6- Study Procedures								
7- Participant Protection	FINDFEOFLE							
9- Conflict of Interest	Name	Organization	Address	Phone	Email	Tra	inings	
10- Attachments	Michelle McCormack	V Provost Res and Dean of Grad	MTSU BOX 0042 ING 0123, MURFREESBORO, TN 37132	(615) 494- 8603	dawn.mccormack@m	itsu.edu Vie	w ×	10
	Co-Principal Investigator(s)	)						

• Once you have completed all of the sections in the form, and all menu items have check marks, then press complete submission. And then confirm.



Gayuse Human Eth	ics	Role: Admin 👻 🤌 Products 🔹 🕹 Michelle McCor	rmack 🔻
Dashboard Studie	es Submission	SUBMISSION ROUTING	
SUBMISSION DETAILS	IRB NUMBER: IRB-F	V2023 Are you sure you want to continue?	>
2- Submission Infor	_ <	O CANCEL CONFIRM	
3- Study Information	Stu	y Selection	
4- Study Selection	Rev	ew attachments from the Study Selection section.	
5- Study Design	~	Attach recruitment materials	
6- Study Procedures	<b>~</b>	Attach recruitment materials as a separate file for each type of recruitment (e.g., flyer, email). If you indicated a data source above that has site-specific recruiting statements (e.g., MTurk HIT statements), include those in these attachments. No additional attachment is needed for recruitment from the psychology department	
7- Participant Prot	<u>~</u>	research pool.	
9-Conflict of Inter	<u> </u>	ATTACH	
10- Attachments	<u> </u>		
Routing Send to PI for certification?	*		10
COMPLETE SUBMISSION	>		

• Once the protocol is submitted, all study personnel must certify the submission. When study personnel log into Cayuse they will see studies requiring certification in the "My Tasks" section of their dashboard.

My Tasks		
IRB-FY2023-6	View Submission	
IRB-FY2023-6	Certify Submission	

• Clicking the row for "Certify Submission" will allow study personnel to click the "Certify" button. The protocol is not submitted to the IRB until all study personnel have clicked "Certify."

Initial IRB-FY2023-6 - Everyday Criminal Inte view PDF  Def Def	ent 🗃 Checklist				Routing: Return Certify
PI: William Langston	Current Analyst: Aleka Blackwell	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: N/A	
Review Type: N/A	Review Board: N/A	Meeting Date: N/A			

Congratulations! You have submitted your IRB form! The form will automatically route to approvers, the IRB office, and the committee. You will receive emails from <u>do-not-reply@cayuse.com</u> when /information requests/comments/decisions are made.