**Getting Started**

To log in to Cayuse IRB

1. You can visit the [hrpp.ttu.edu](https://www.depts.ttu.edu/research/irb/index.php) website link and click on the Cayuse IRB tab.
2. Your log in information will be your **eRaider** credentials.
3. Once you have logged in you will be directed to your Cayuse IRB Dashboard.
   * The Dashboard will display your studies that you are currently working on, previously submitted, and previously approved. It will also show your studies that are set to expire and or have already expired.
4. Please make sure to check your Cayuse IRB periodically for changes/updates.
   * Typically, you will receive email notifications of routing changes of your IRB. However, you should be monitoring your dashboard in case you do not receive emails.

**Initial Submission**

To begin a Submission

1. You will click on the icon at the top right-hand corner of your screen.
2. You will be directed to a **Study Details** page where you will enter the Title of your new study.
3. Once you have entered the Title you will click on the icon at the bottom of the text bar.
4. To create a new submission, you will click on the icon at the top right-hand corner.
5. This will bring a drop-down box with the option of **Initial**.
6. You will notice that you now have an protocol that gives you the following options
7. To begin, click on **Edit** and you will be directed to our Cayuse Submission template.
8. The template works through branch logic and will allow you to explore the different review types to select from, as well as the questions that will be asked based on your selection.
9. As you go through the template, you will notice that the left side panel will show which section you are currently on.
10. When you have completed each section, you will see a green check mark next to each section.
11. Once all sections have a green check mark you should be able to see the icon Complete Submission.

**Modification Submission**

To begin a Submission

1. To request changes to an already approved study, click on the Study number/Title.
2. To create a modification submission, you will click on the icon at the top right-hand corner.
3. This will bring a drop-down box with the option of **Modification**.
4. You will notice you have the same options as your initial submission
5. To begin, click on **Edit** and you will be directed to a similar submission template as your initial. This will include a Summary section at the top.
6. Please list and or explain the changes you wish to make in your study in the Summary of Changes.
7. You will also need to make the necessary changes in the sections they apply in.
8. When you have completed each section, you will see a green check mark next to each section. Once all sections have a green check mark you should be able to see the icon **Complete Submission**.

**Incident Submission**

To begin a Submission

1. To report an incident to an approved study, click on the Study number/Title.
2. To create an incident submission, you will click on the icon at the top right-hand corner.
3. This will bring a drop-down box with the option of **Incident**.
4. You will notice you have the same options as your initial submission
5. To begin, click on **Edit** and you will be directed to a different template specifically for incident reports.
6. Please fill out every question regarding your incident(s).
7. Once you have completed this section, you will notice a green check mark and the icon Complete Submission.

**Renewal Submission**

To begin a Submission

1. To renew your study, click on the Study number/Title.
2. To create a renewal submission, you will click on the icon at the top right-hand corner.
3. This will bring a drop-down box with the option of **Renewal**.
4. You will notice you have the same options as your initial submission
5. To begin, click on **Edit** and you will be directed to a different template specifically for renewals.
6. Please fill out every question regarding your renewal.
   1. If you are still recruiting and using a consent/assent form(s) you must upload your most recently **approved** consent/assent form(s).
7. Please do not use the renewal submission to modify your study. You will need to complete a modification submission separately from your renewal.
8. Once you have completed this section, you will notice a green check mark and the icon Complete Submission.

**Withdrawal Submission**

To begin a Submission

1. To withdraw you’re your initial submission, click on the Study number/Title.
   * Note this is for submissions that have not been approved.
2. To create a withdrawal submission, you will click on the icon at the top right-hand corner.
3. This will bring a drop-down box with the option of **Withdrawal**.
4. You will notice you have the same options as your initial submission
5. To begin, click on **Edit** and you will be directed to a different template specifically for withdrawals.
6. You will select either Yes or No on withdrawing your submission.
7. Once you have completed the sections, you will notice a green check mark and the icon Complete Submission.

**Closure Submission**

To begin a Submission

1. To close an approved study, click on the Study number/Title.
2. To create a closure submission, you will click on the icon at the top-right hand corner.
3. This will bring a drop-down box with the option of **Closure.**
4. You will notice you have the same options as your initial submission.
5. To begin, click on **Edit** and you will be directed to a different template specifically for closures.
6. Select which option best fits your decision to terminate or close your study. You can select multiple options.
7. Once you have completed this section, you will notice a green check mark and the icon Complete Submission.