Welcome to Cayuse IRB Training

Basic Functions

January 2016
Log-in Information for Cayuse IRB UAT (Training)

- The user has to be connected to the TTU.net intranet system.
- https://ttu-uat.cayuse424.com
- Username: session3
- Password: ttutttu
Evisions Homepage

Welcome to the Evisions Research Suite

Name: session3
Password: ••••••

SIGN IN

Problems or questions? Contact support
Evisions Research Suite
3.2

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)
We are here to answer four key questions...

• What is Cayuse IRB, and how will it benefit me?

• How does it work?

• What if I already have an active protocol?

• How do I find help when/if I need it?
What is Cayuse IRB

• Cayuse IRB is a new online submission system using a question-answer form format.
• Delivers a faster and more efficient IRB process for researchers and reviewers.
• Cayuse IRB is part of the 424 system and a sister program to Cayuse SP.
• It unites all processes related to a PI’s research, bringing a researcher’s studies into a single, integrated screen and streamlining communications and correspondence.
What is Cayuse IRB

- Cayuse IRB utilizes branch logic. PIs will only see questions and information that is relevant to their project.
- The question-answer format will save time in the completion of an IRB submission.
- Cayuse IRB is PI-centered. As PIs, you will control the process of submission from creating your first study through the approval process.
How do I use Cayuse IRB?

The Dashboard

- This is your “mission control” screen: It will display your current studies and tasks that need to be completed. The “Submissions by Type” collates your studies by category.
The boxes above indicate the number of submissions at each stage of the review process:

- **In Draft**: Student/co-investigator/PI has begun working on a submission.
- **Awaiting Approval**: PI needs to certify that the initial submission, revision, or other action is complete. Certifying a submission moves the process forward.
- **Pre-Review**: HRPP pre-screening to verify relevant questions are answered and required attachments included.
- **Under Review**: The submission is with an IRB reviewer.
Dashboard

- In the upper-right corner beside your name, the Notifications bell will display actions that have recently been taken or need to be taken.
- The New Study button begins the study submission process.
• The boxes above organize your studies for easy accessibility.
• Clicking on the IRB number opens up the study.
The Studies screen is a list of all your studies. It is like a file cabinet.

Clicking on the IRB number opens the study.
The submission screen shows individual submissions related to a single study.
The Task Screen indicates an action(s) that needs your attention and the study **cannot go forward** until the task has been completed.
Submissions by Type

• Submissions by type provide a summary and status.
Approved, Expiring and Expired Studies

- **Approved Studies** are those currently active.

- **Studies expiring in 30 days** need renewal or closure.

- **Expired studies** are those that are no longer active.

  **NOTE:** Once expired, a study will need to be reviewed and approved as a new submission.
Legacy Protocols

• Legacy Studies are existing protocols from the old paper system and use your old IRB number.

• Legacy Studies will have information available such as the Principal Investigator (PI), Primary Contact, dates and review type.

• Existing protocol documentation is attached to the study for your convenience.

• PIs can now modify, renew, and close these protocols electronically.
Getting Help

• There are three ways to get help when you need it. The issue you are experiencing or question you have will determine which of the methods is most useful in finding assistance and answers.
Getting Help

• For questions about using or navigating the Cayuse IRB site, consult the help from your Dashboard.
• This icon opens the extensive help resources that are available.
Getting Help

- For questions within a specific form (i.e., “What is this question asking me?”), click the Help Tooltip in the upper right corner (not all questions have these). If the question is still unclear, you can also always contact the HRPP staff for assistance.
Getting Help

• For computer-specific questions or issues (i.e., “How do I install Chrome on my computer?”), please contact the IT Help Desk at 806.742.4357 (HELP) or ithelpcentral@ttu.edu

• IT cannot answer questions specific to Cayuse.

• If you have a Cayuse-related question or issue and the online help from Evisions has not resolved it, please contact the HRPP office for further assistance.
Very Important Points

• **Use Google Chrome!**
  – Chrome is the recommended browser. Contact the IT Help Desk if you need assistance installing Chrome.

• **Cayuse IRB arrives in Spring 2016.** All new submissions in the new semester will go through the Cayuse system.

• **February renewals (extensions) will be processed through Cayuse.**

• For student access, please visit the HRPP website at [www.hrpp.ttu.edu](http://www.hrpp.ttu.edu) and complete the User Access Request Form.
Contact Information

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hrpp@ttu.edu
806.742.2064