

Submitting an Initial Application in Cayuse

1. Go to the Cayuse Human Ethics product website:
<https://appstate.cayuse.com/rs/irb>
 - a. If you are unable to access the Cayuse Human Ethics product, please email irb@appstate.edu with a request for access to the Human Ethics product. In this email, please include your full name, your department, your Banner ID number, and indicate whether you are a student, staff, or faculty member.
2. Click on the blue "+ New Study" button on the right-hand side of the screen
3. Enter a title for your study.
4. Generate an initial submission application by clicking "+ New Submission" and selecting "Initial".
5. To access the application form, you will need to select the gray "Edit" button on the Submission Details page. Since the Cayuse IRB application is a smart form, additional questions and pages will become available as you fill it out.
6. Once all required questions have been answered and all applicable documents have been uploaded, a "Complete Submission" button will become available at the bottom of the blue menu on the left-hand side of the application. If you do not see this button, it means that you have not answered all the starred questions.
7. After you have completed the submission, Cayuse will redirect you back to the Submission Information page, where you will need to click "Certify" in order for the submission to be routed to the IRB Office for review.
 - a. **IMPORTANT:** If you do not complete this step, your application will not reach the IRB Office. IRB staff cannot review your application until the submission has been both completed *and* certified.
 - b. Verify that your initial application for review has been successfully submitted by looking at the four-part banner at the top of the submission screen. When your application has been successfully submitted, the banner will identify it as in stage "3 Pre-Review". If your submission is listed as "1 In-Draft" or "2 Awaiting Authorization", that means that additional actions are required on your end to submit the application.