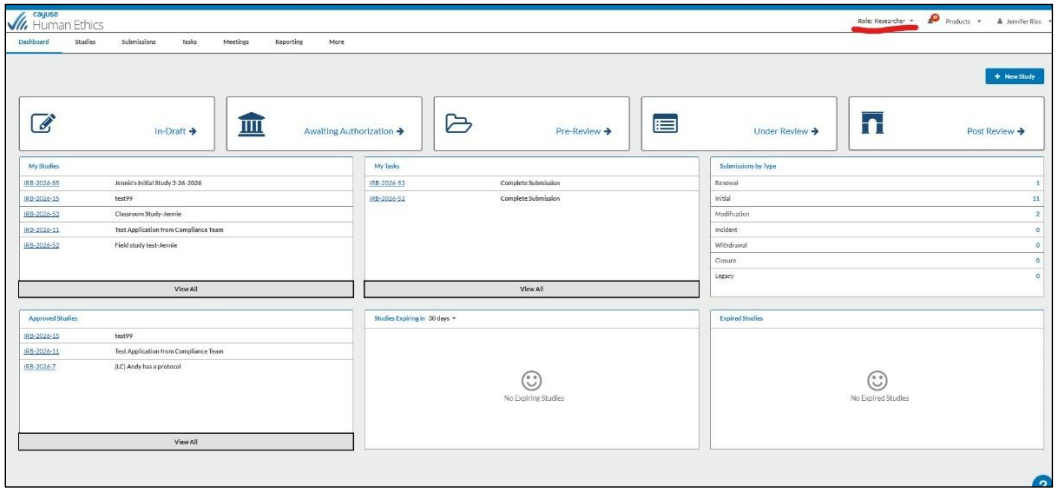
Cayuse Human Ethics: Researcher's Guide

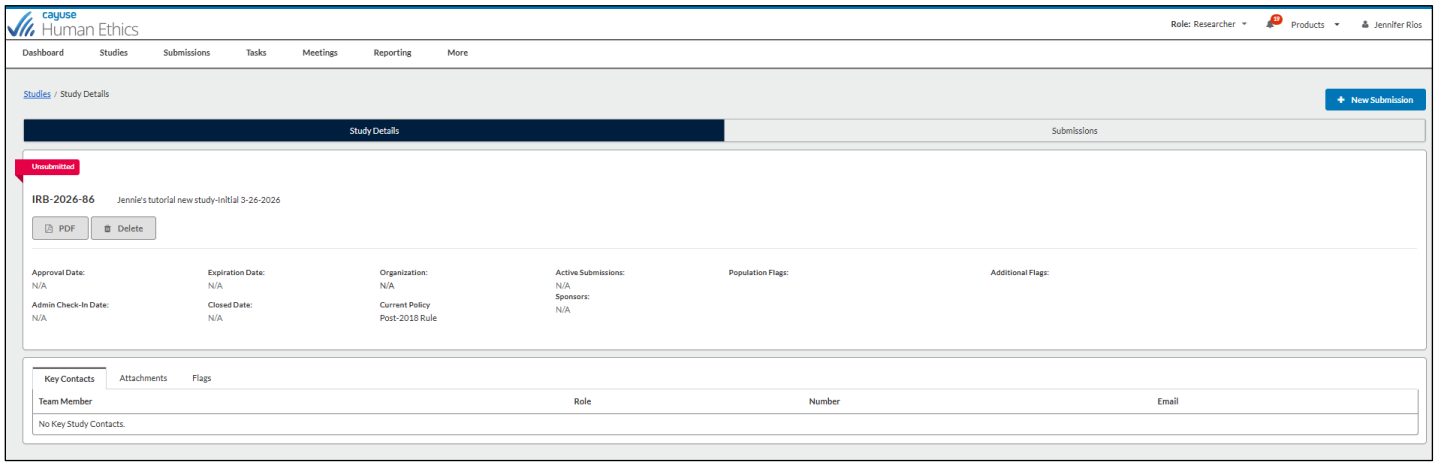
Initial New Study

Login to Cayuse and choose ***Human Ethics*** from the Products drop down list.

- Make sure you have chosen the correct role if you have more than one role.

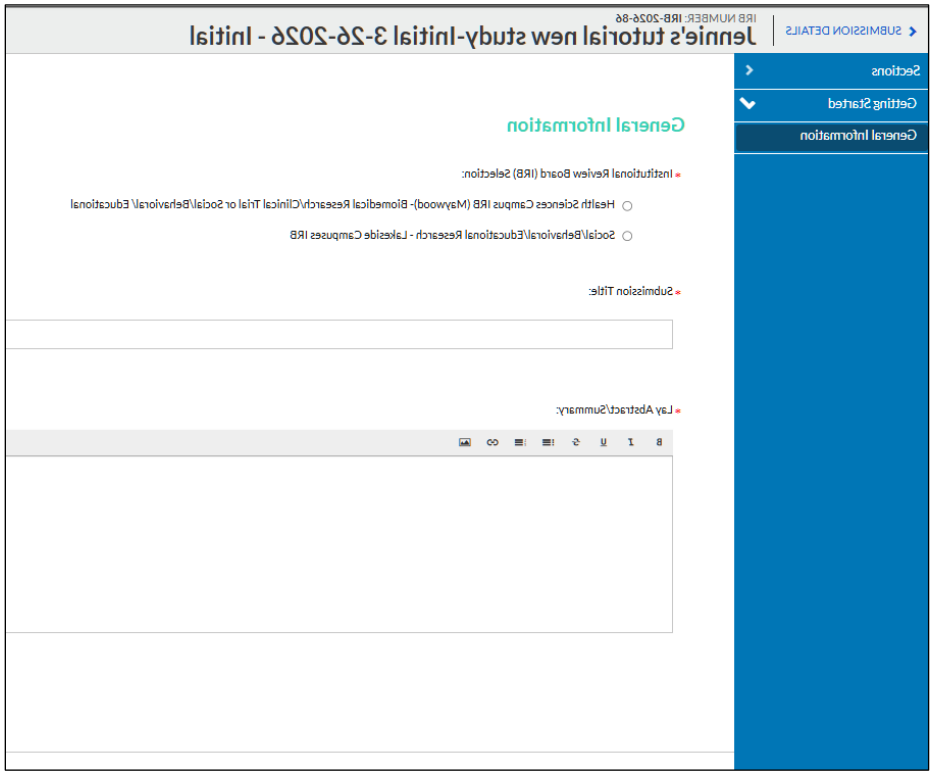


- Click on "***New Study***"
- Enter the title of your study in the text box and click the check mark
- A new screen will appear, then click **"New Submission"**

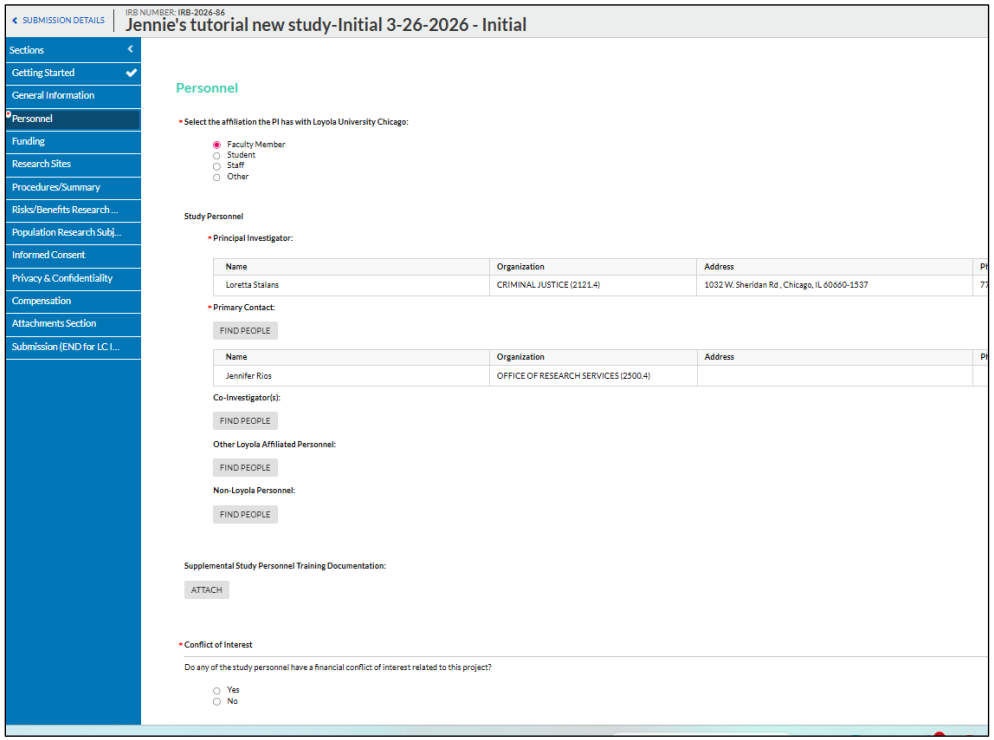


- On the Submission Details page, click on **"Assign PI"**
- Click "Yes" on the Getting Started page, then click the arrow button to move forward.

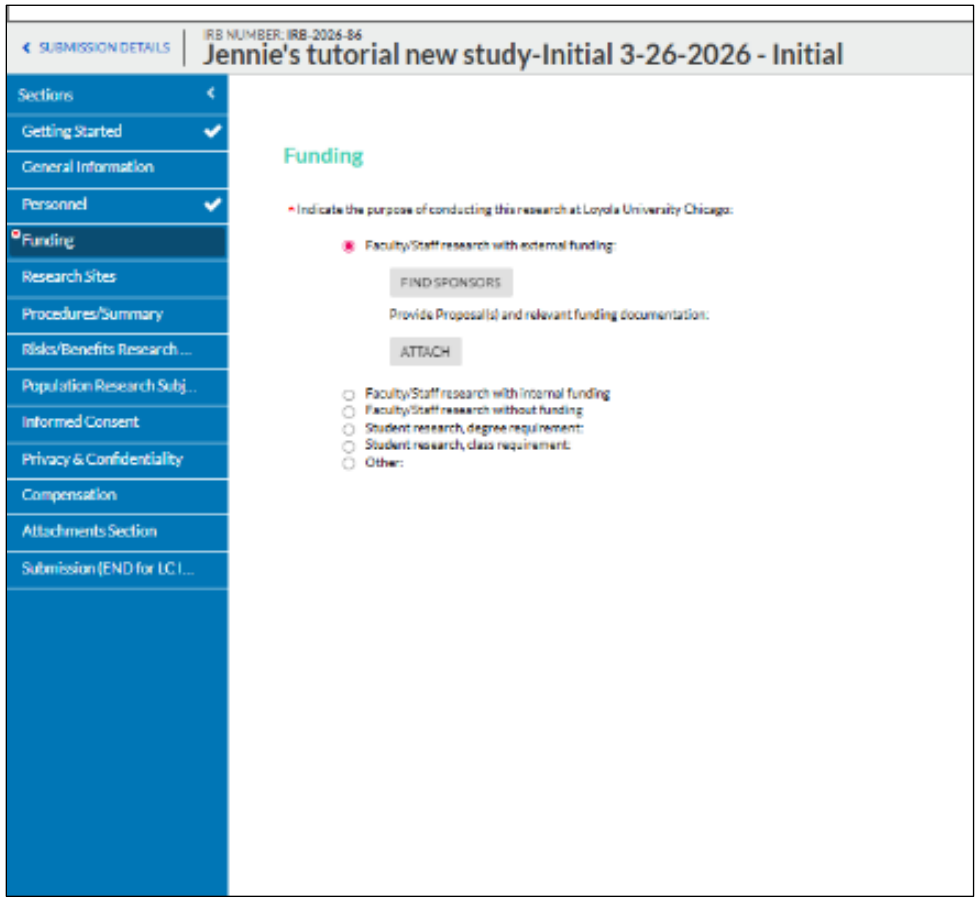
- On the **General Information** page, you will choose **"Social/Behavioral/Educational Research-Lakeside Campuses IRB"** and check the two boxes below stating that your study does not involve FDA regulated activities or involve patients at Loyola Medical campus.
    - Enter the submission title and lay abstract in the provided text boxes.
    - Once you have entered the study information, more options will appear on the side menu
    - Click on the appropriate IRB review type you are requesting, then click the arrow to move forward.



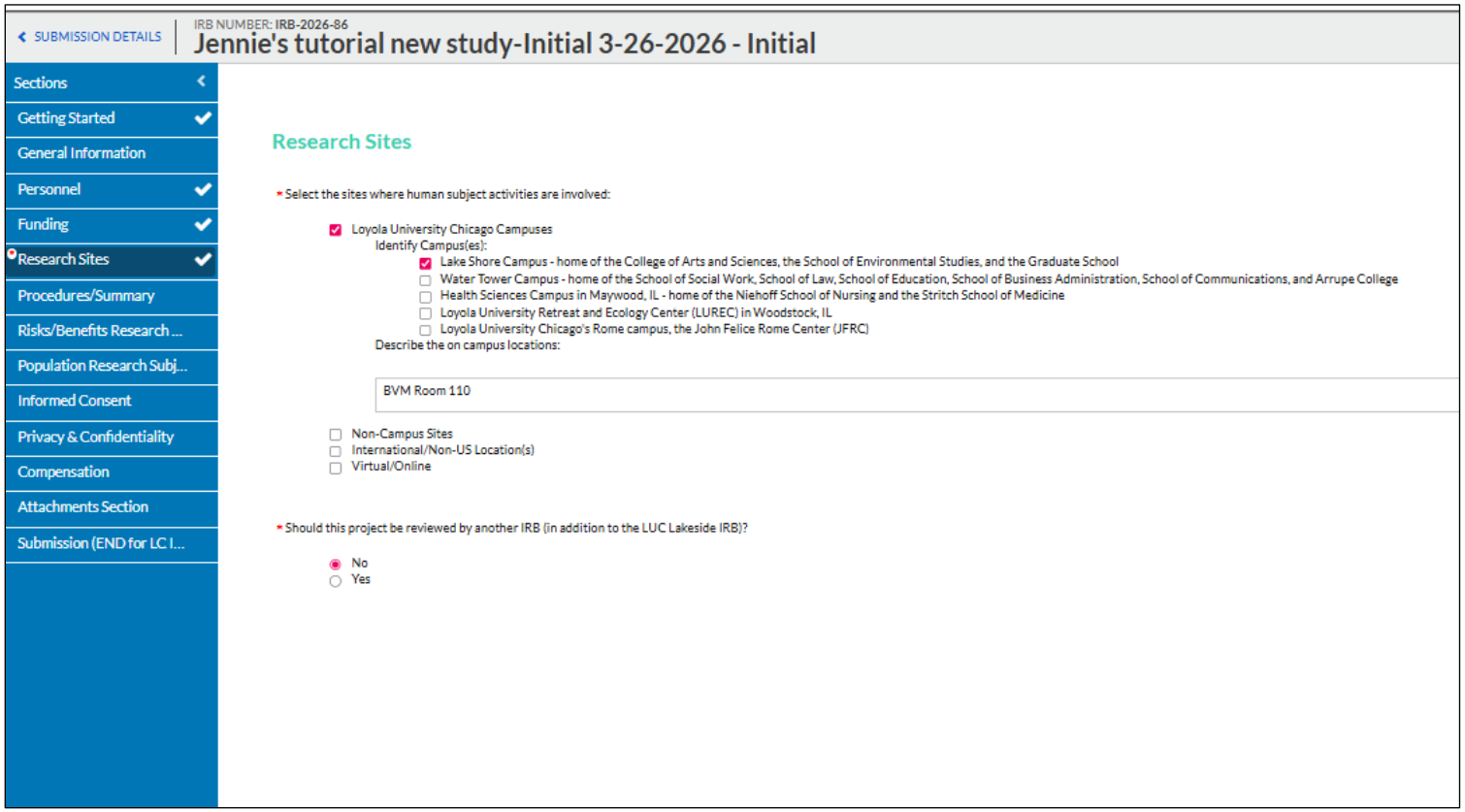
- On the **Personnel** page, add the PI and other personnel that will be a part of the study. Answer the COI question (if “Yes”, additional questions will appear, if “No,” you can move to the next section).



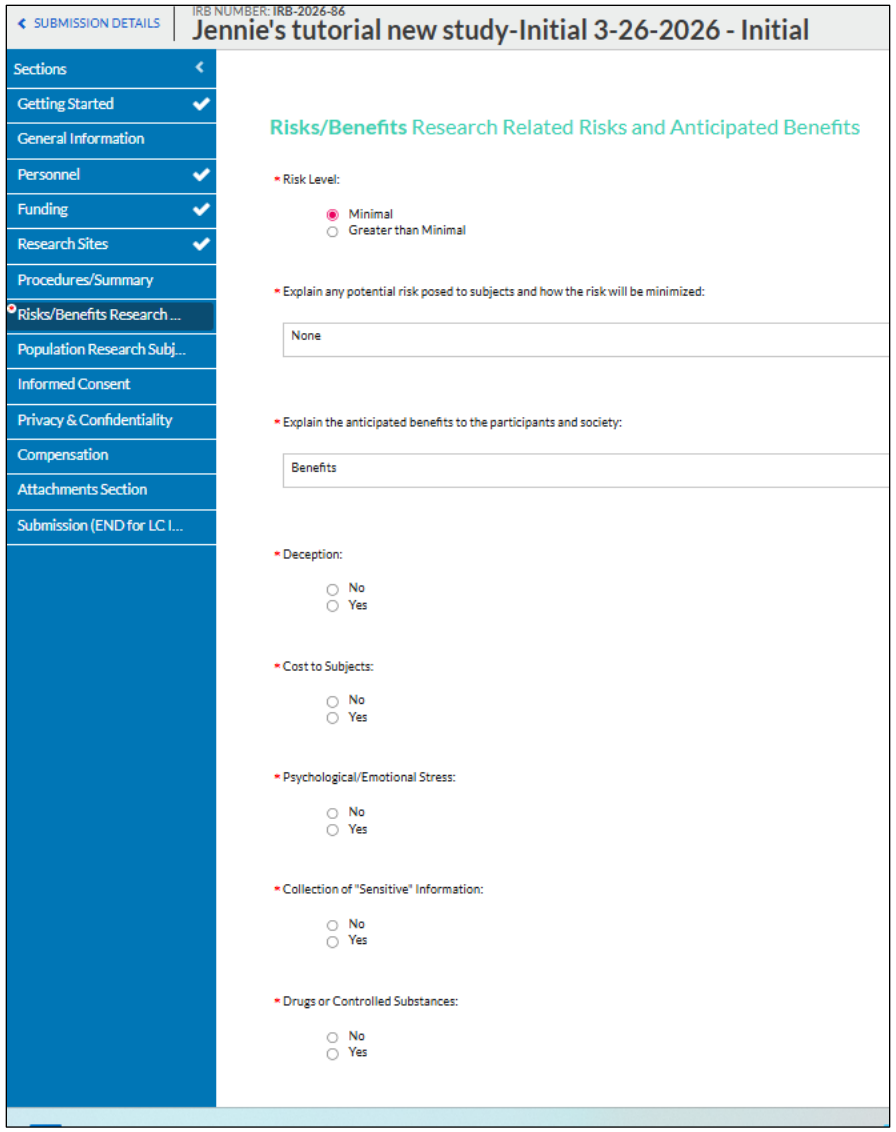
- Choose the appropriate funding option from the list provided on the **Funding** section. Additional items may appear depending on your selection.



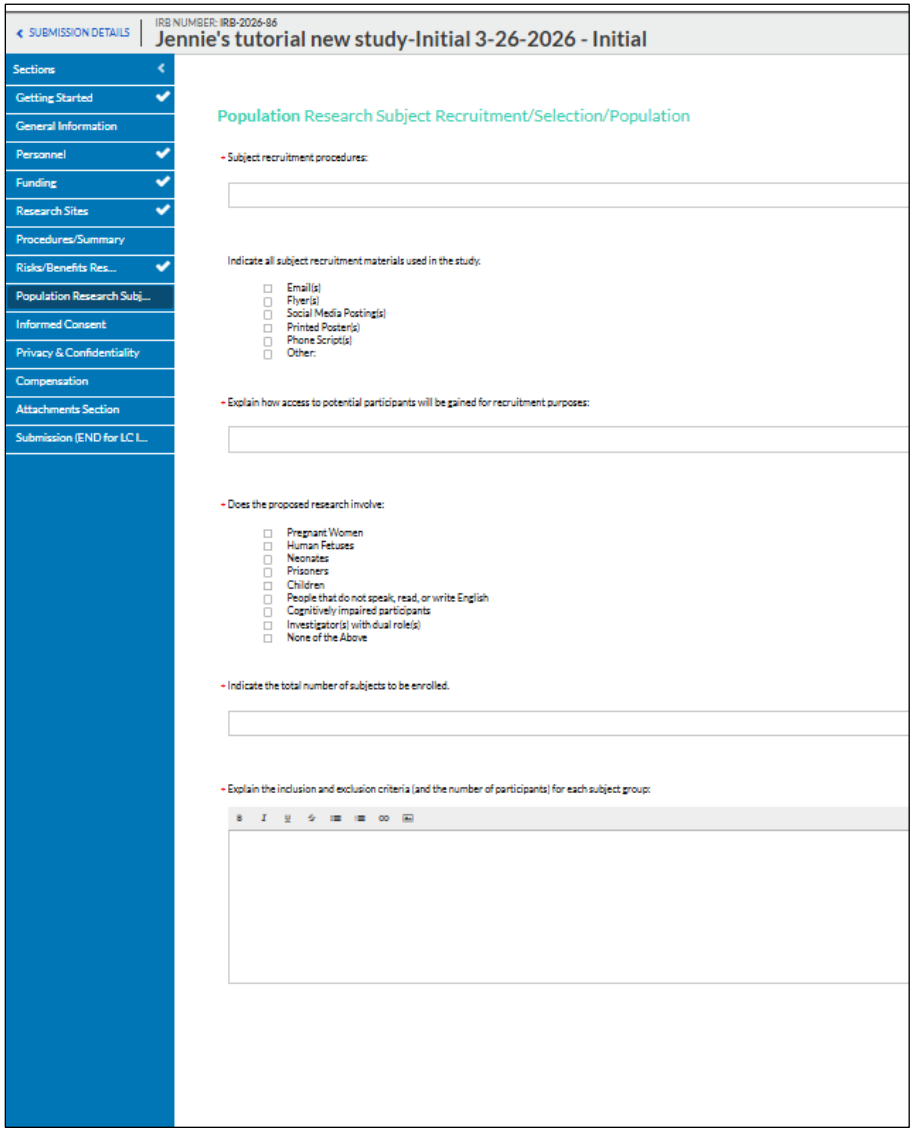
- On the **Research Sites** page, click on the appropriate location of where your study will take place and if your study will be reviewed by another IRB other than Loyola's.



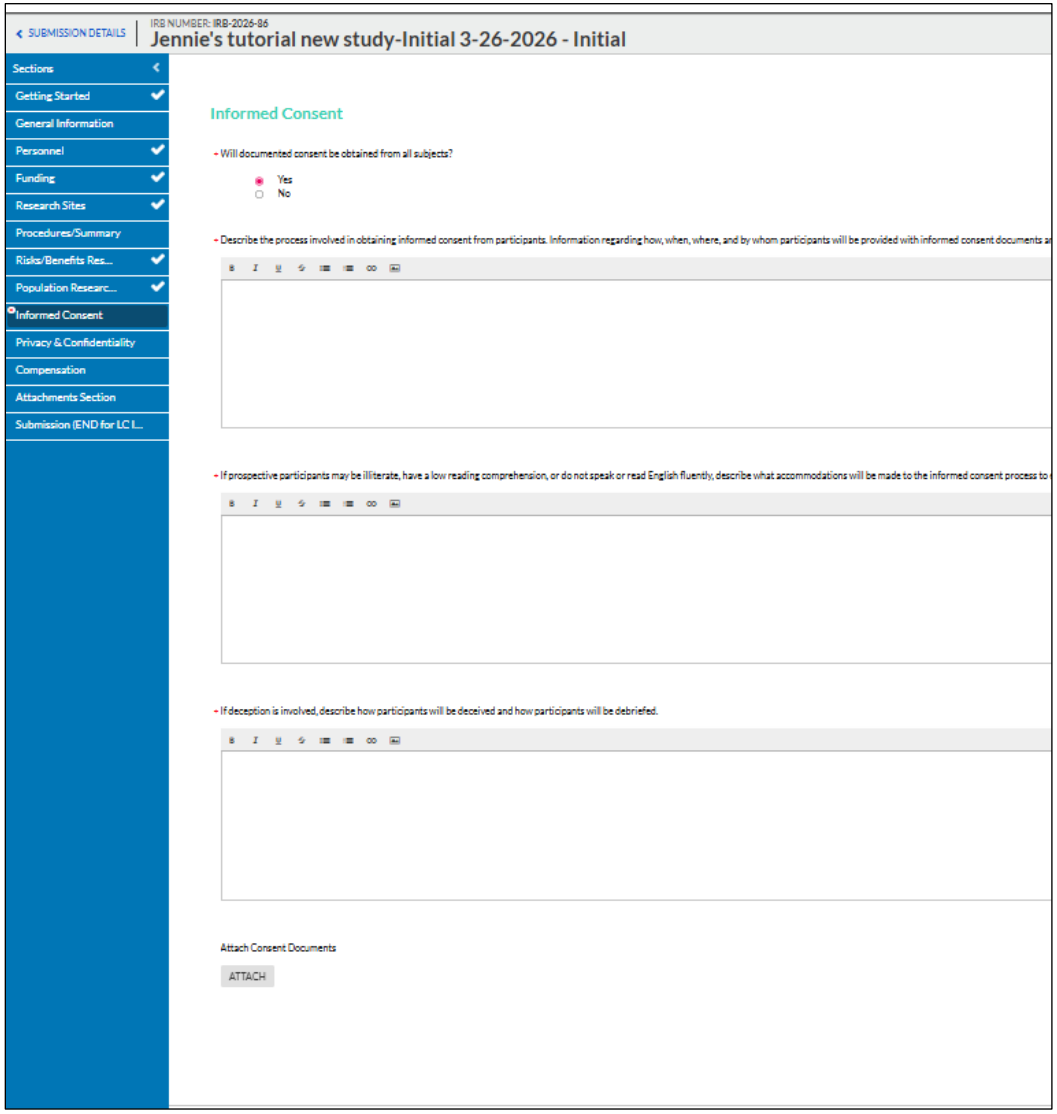
- Complete the questions in the **Risks/Benefits** section.



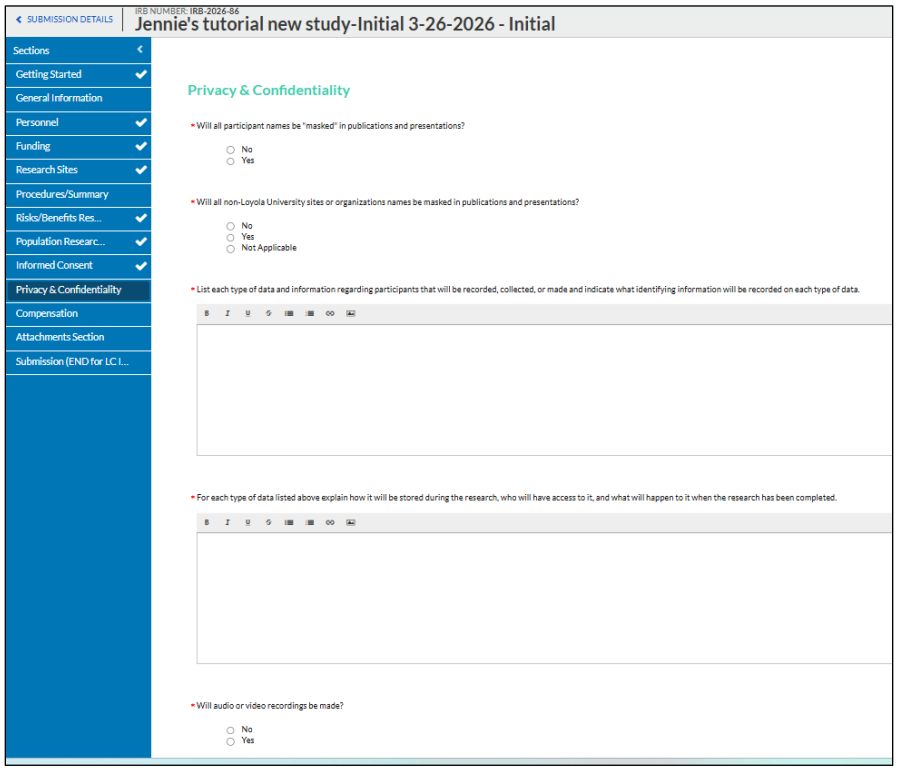
- Complete the questions in the **Population Research Subject Recruitment/Selection/Population** section. Add any necessary recruitment attachments utilized.

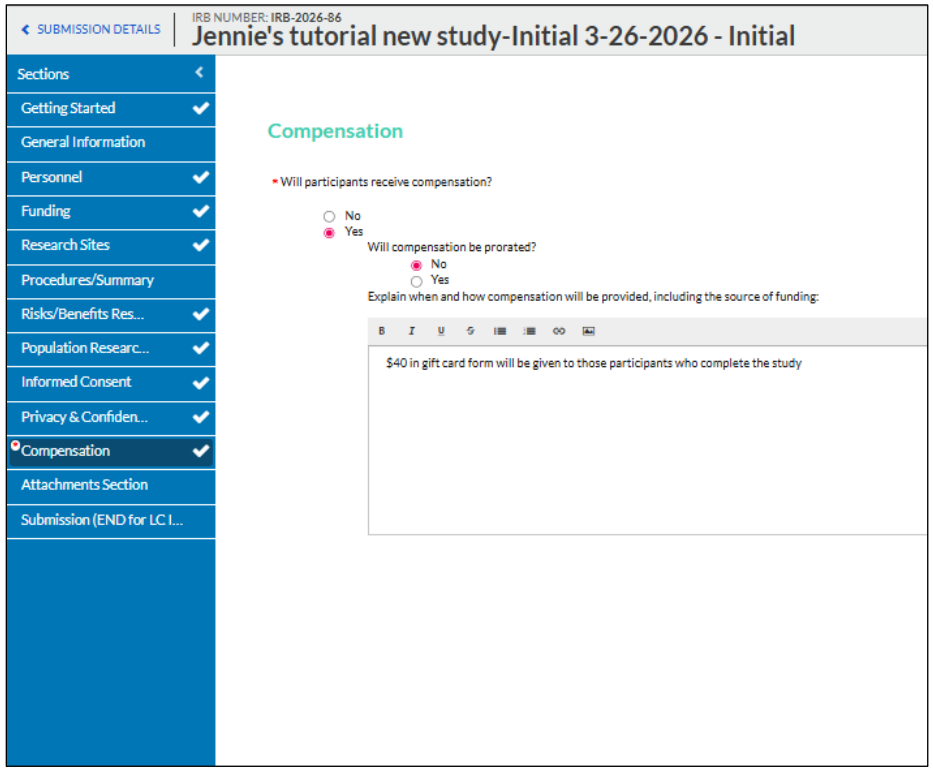


- In the **Informed Consent** section, add the consent details in the text boxes provided and attach all pertinent information.

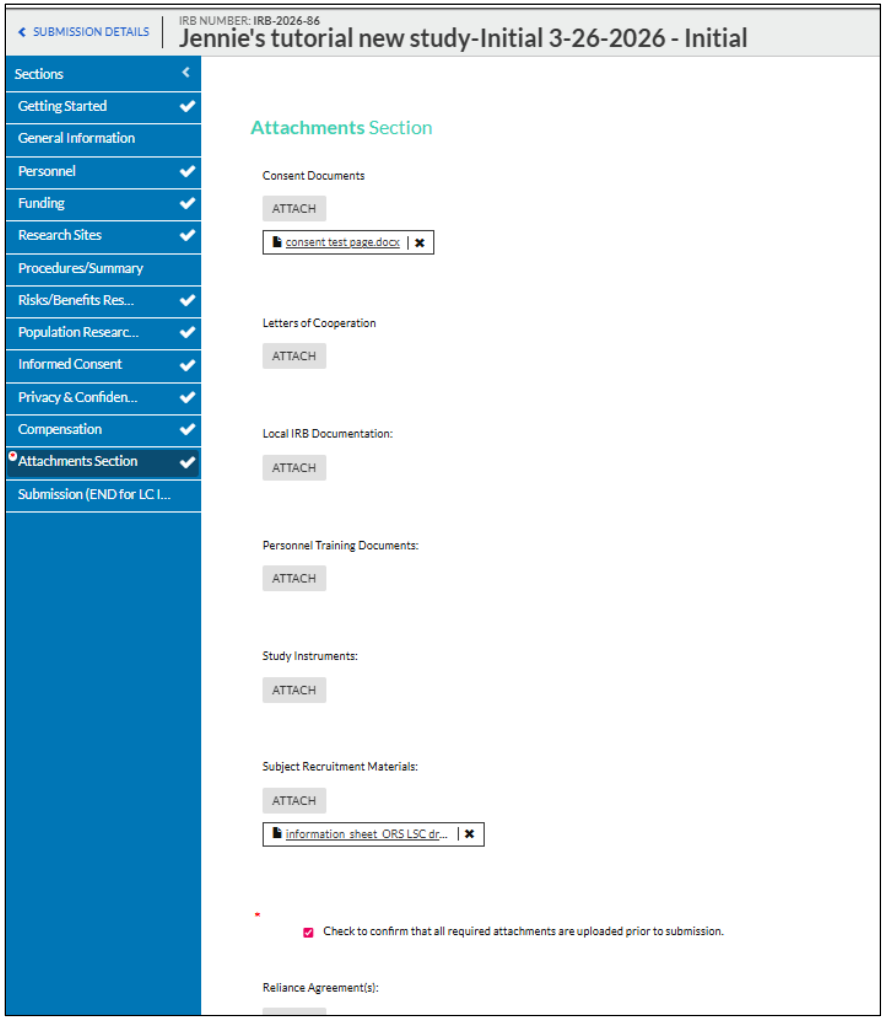


- Complete all the questions for the **Privacy & Confidentiality** and the **Compensation** sections

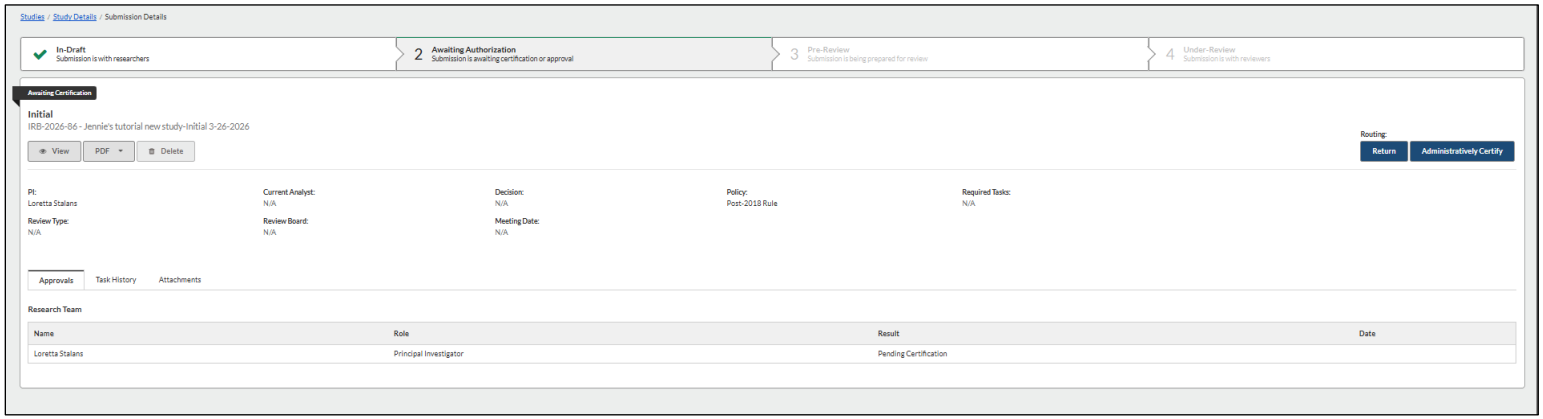




- In the **Attachments** section, you will see the attachments that have been uploaded while completing the application. Additional attachments can be uploaded here depending on the type of study if needed. After reviewing all the attachments, you much click the box confirming that all required attachments are uploaded to move forward.



- When all the sections on the side menu have “check marks” on them, you may proceed with submission
  - You must first click on the **Certify** button to complete the submission.



  - **Assign an analyst** and then your application will move to the **“Under Pre-Review”** status.