



How to Certify a Submission

1. Log into Cayuse using your **@luc.edu** credentials:
<https://luc.app.cayuse.com/>
2. Click the **Products** dropdown menu in the upper right-hand corner.
3. Select **Human Ethics** from the dropdown menu.
4. Under **My Tasks** select the IRB number that you need to certify. It will say “**Certify Submission**” beside the IRB number.

The screenshot shows the Cayuse Human Ethics dashboard. At the top, there's a navigation bar with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The user is logged in as 'Angela Carrico' with the role of 'Researcher'. The dashboard is divided into several sections:

- Top Navigation:** Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, More. User: Angela Carrico, Role: Researcher.
- Quick Actions:** In-Draft, Awaiting Authorization, Pre-Review, Under Review, Post Review.
- My Studies:** A table listing studies with IRB numbers and titles. A 'View All' button is at the bottom.
- My Tasks:** A table listing tasks with IRB numbers and actions. A blue arrow points to the 'Certify Submission' link for IRB-2026-137. A 'View All' button is at the bottom.
- Submissions by Type:** A table showing counts for various submission types.
- Approved Studies:** A table listing approved studies.
- Studies Expiring in 30 days:** A section showing no expiring studies.
- Expired Studies:** A section showing no expired studies.

IRB Number	Study Title
IRB-2026-137	Primary Contacts
IRB-2026-118	Initial Study Submission Guide
IRB-2026-123	Linda's teaching of Cayuse protocol
IRB-2026-120	Test Study
IRB-2026-98	test

IRB Number	Action
IRB-2026-137	View Submission
IRB-2026-137	Certify Submission
IRB-2026-123	Complete Submission
IRB-2026-120	Complete Submission
IRB-2026-79	Complete Submission

Type	Count
Renewal	3
Initial	11
Modification	11
Incident	0
Withdrawal	1
Closure	0
Legacy	0

IRB Number	Study Title
IRB-2026-79	Test for Decision Options
IRB-2026-62	Linda's study
IRB-2026-55	Test 1000

Study Title
No Expiring Studies

Study Title
No Expired Studies

5. After opening the study, click the **Certify** button.

Cayuse Human Ethics

Role: Researcher | Products | Angela Carrico

Dashboard | Studies | Submissions | Tasks | Meetings | Reporting | More

Studies / Study Details / Submission Details

2 Awaiting Authorization
Submission is awaiting certification or approval

Awaiting Certification

Initial
IRB-2026-137 - Primary Contacts

View PDF Delete

PI: Angela Carrico | Current Analyst: N/A | Decision: N/A | Policy: Post-2018 Rule | Required Tasks: N/A

Review Type: N/A | Review Board: N/A | Meeting Date: N/A

Approvals | Task History | Attachments

Research Team

Name	Role	Result	Date
Angela Carrico	Principal Investigator	Pending Certification	

6. Click “Confirm” to complete the certification.

Certify



I confirm that I have the proper training, expertise and resources to conduct this study. I understand and accept my responsibilities as the Principal Investigator/Project Director and Primary Contact for this study. I confirm that I have no significant financial conflict of interest in this project or have disclosed a conflict per institutional policies and federal requirements. I confirm that the information provided in this application is true, complete, and accurate to the best of my knowledge; that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties; and agree to accept responsibility for the oversight and scientific conduct of the project.

Cancel Confirm

If you have any questions you can email: ORSCayuseHelp@luc.edu