SCREENSHOTS: CERTIFYING AN APPLICATION

1. Log in to Cayuse: https://oregon-state.app.cayuse.com/

2. Ensure you are in the Cayuse HE module by clicking on “Products” and “Human Ethics”:

3. Click on “Awaiting Authorization”:

4. Click on the number of the study you wish to certify:

5. View the application by clicking on “View”.
6. If the application is ready to submit, click on “Submission Details” to return to previous screen:

7. If you wish to Certify the application, click on “Certify”. (*If the application needs to be revised before submitting, click on “Return”. This will allow the application to be edited before submitting. Once the revisions have been made, the application will need to be both Submitted and Certified before it is delivered to the HRPP queue.)*

8. Click on “Confirm” after reading the PI attestations:

9. The submission has been certified and is now with the OSU HRPP.