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. In “My Studies”, select the study you wish to modify.
4. In the upper right corner, click on “New Submission” and select “Modification”.

5. Select “Edit”.

6. Complete the Modification form and update all impacted sections of the application. Ensure each section is complete, including sections that have appeared in response to your changes.
7. When you have completed the changes to the application, click on “Complete Submission”.

8. If you are the PI, make sure you “Certify” the submission. If you are not the PI, the PI will be notified that the submission needs their certification. They need to certify before the submission will be routed to the HRPP.