SCREENSHOTS: SUBMITTING A NEW IRB 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 “New Study”

4. Enter a new study title and click the blue check mark:
5. Click on “New Submission” and select “Initial”

6. Edit the Application (this is where you complete the application form and attach documents)

You must complete all required questions in each section of the application. If you do not see a white checkmark for a section, it means you have not responded to a required question and you will need to review that section again and complete any unanswered questions.

*The study must have both a PI and a Primary Contact, and in some cases this will be the same person.
7. **Assign a PI** (you may also do this in the “Key Study Personnel” section of the Application)

8. **Complete the submission** (You may also do this in the application in the “Complete Submission”)

OR

9. **The PI MUST CERTIFY THE APPLICATION BEFORE THE SUBMISSION WILL BE RECEIVED BY THE HRPP:**
   - If you are the PI, you will need to “Certify” the application.
   - If you are NOT the PI, the system will send the PI an email stating the application is awaiting their certification.
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<thead>
<tr>
<th>Decision</th>
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<tr>
<td>Not A</td>
<td>Post-2018 Rule</td>
<td>N/A</td>
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