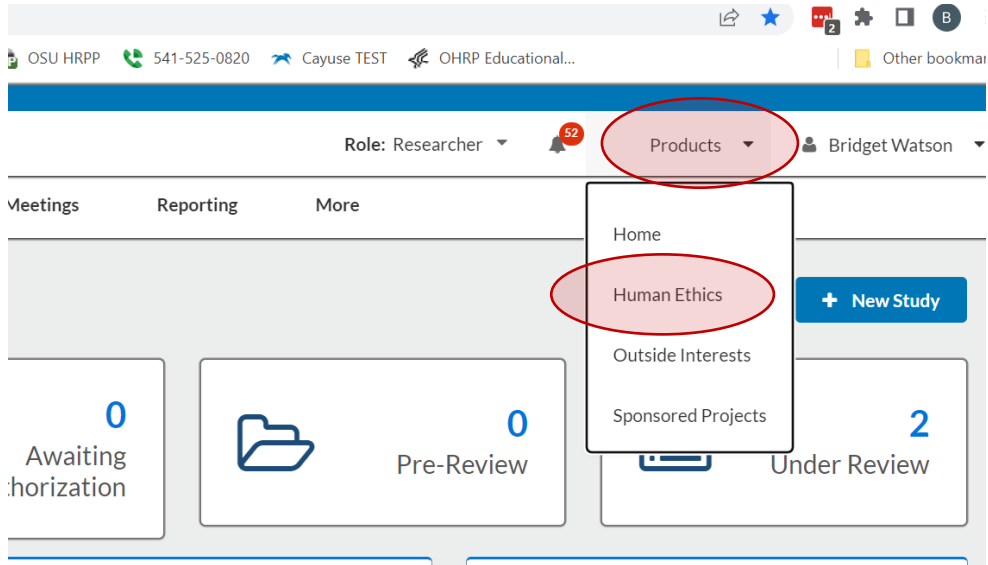
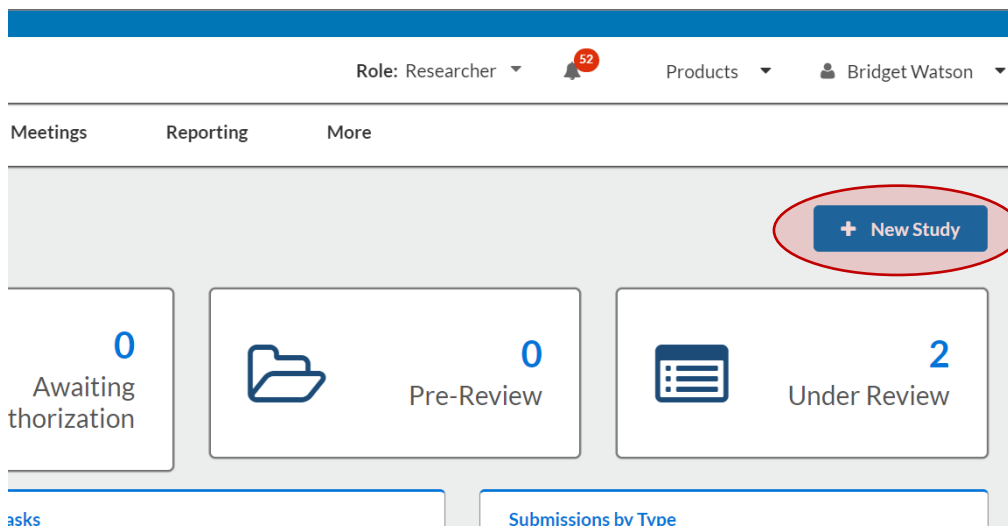


SCREENSHOTS: SUBMITTING A NEW IRB APPLICATION

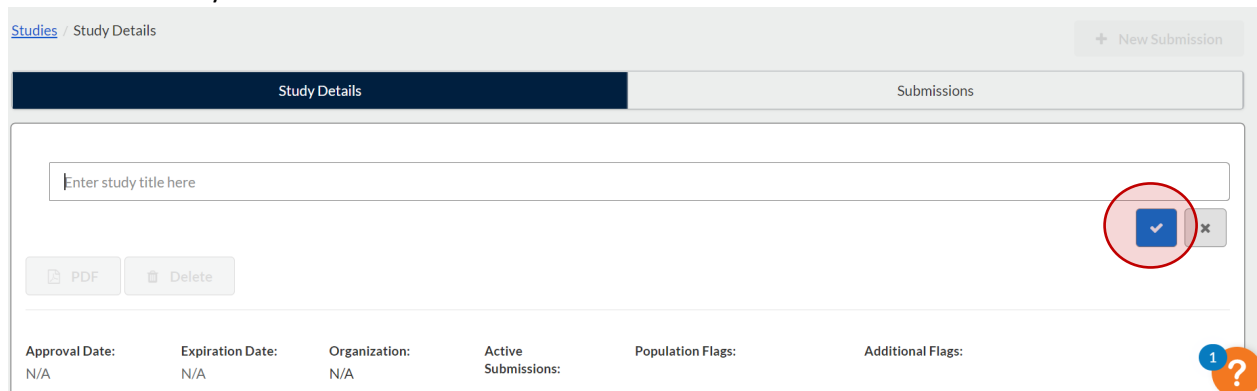
1. Log in to Cayuse: <https://oregon-state.app.cayuse.com/>
2. Ensure you are in the Cayuse HE module by clicking on “Products” and “Human Ethics”:



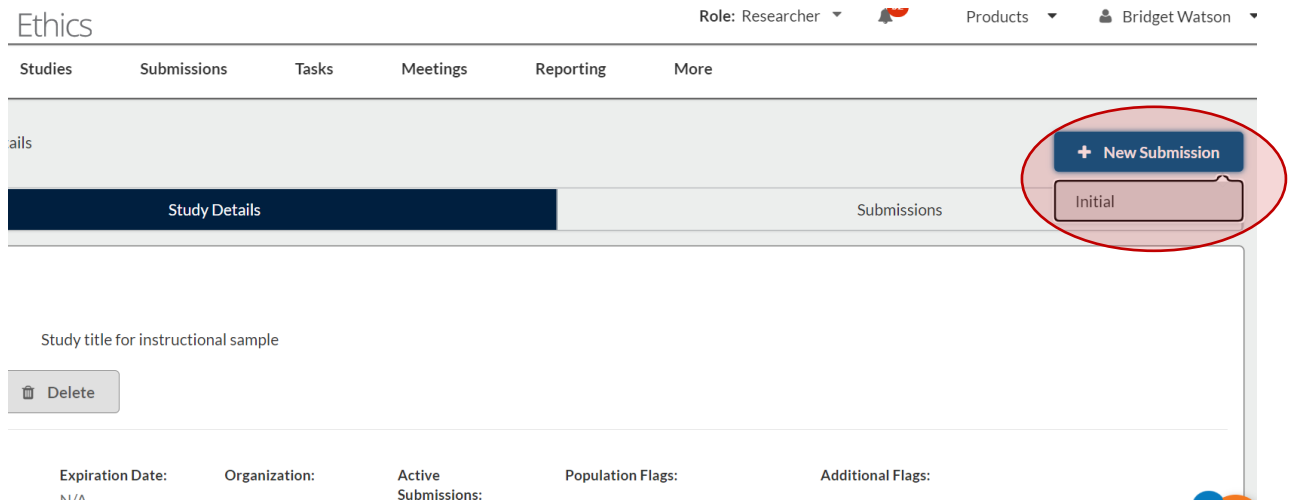
3. Click on “New Study”



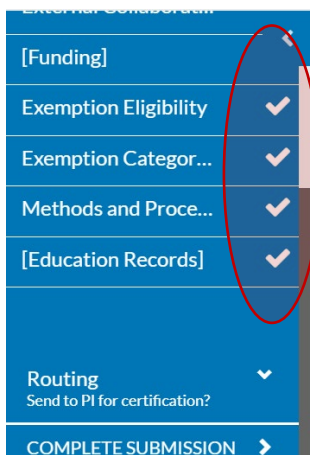
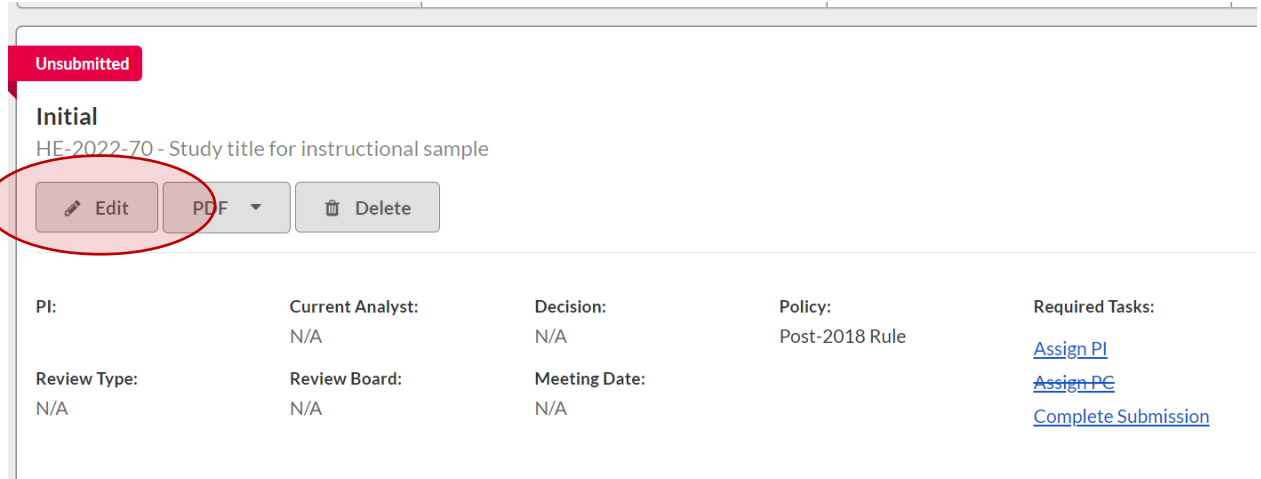
4. Enter a new study title and click the **blue check mark**:



5. Click on “New Submission” and select “Initial”



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



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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)

Unsubmitted

Initial
HE-2022-70 - Study title for instructional sample

Edit PDF Delete

PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: Assign PI
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		Assign PC
				Complete Submission

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

Unsubmitted

Initial
HE-2022-70 - Study title for instructional sample

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PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: Assign PI
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		Assign PC
				Complete Submission

OR

Attachments

To facilitate ease of review, please upload documents in the proper attachment point.

Study documents reviewed and approved by an external IRB should be uploaded to the appropriate attachment point (unless instructed by HRPP staff).

Use the "Additional Documents" attachment point **only if** you cannot find the appropriate attachment point or are instructed to do so by HRPP staff.

Study Procedures and Components

Funding and Support ✓

Oversight Determination ✓

Attachments ✓

Routing Send to PI for certification? ▾

COMPLETE SUBMISSION >

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.

Waiting Authorization
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Routing:

Return

Certify

Decision:
N/A

Policy:
Post-2018 Rule

Required Tasks:
N/A



Show all