

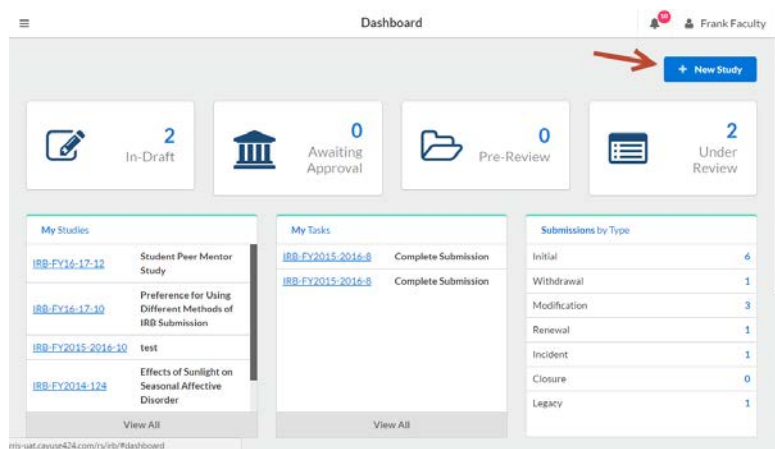
## Cayuse IRB Training

### How to Log-In To Cayuse:

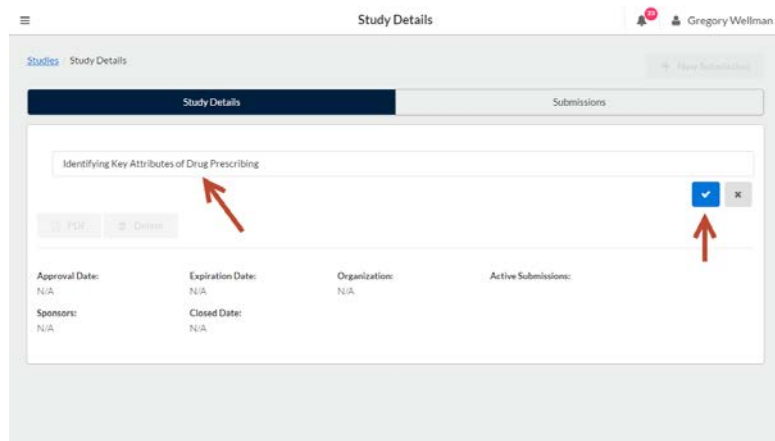
Log into Ferris360 and search for "Cayuse Research Suite," then click on the search result of the same name.

### How to SUBMIT an Initial Application

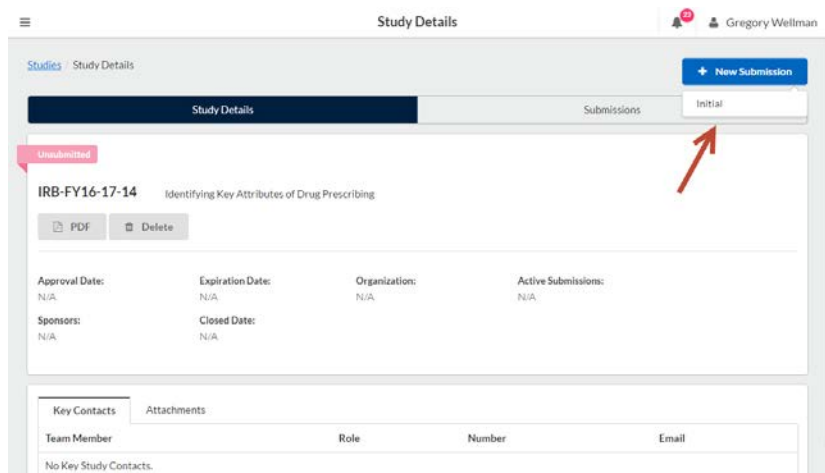
1. Log into Cayuse via Ferris 360
2. Select NEW STUDY button



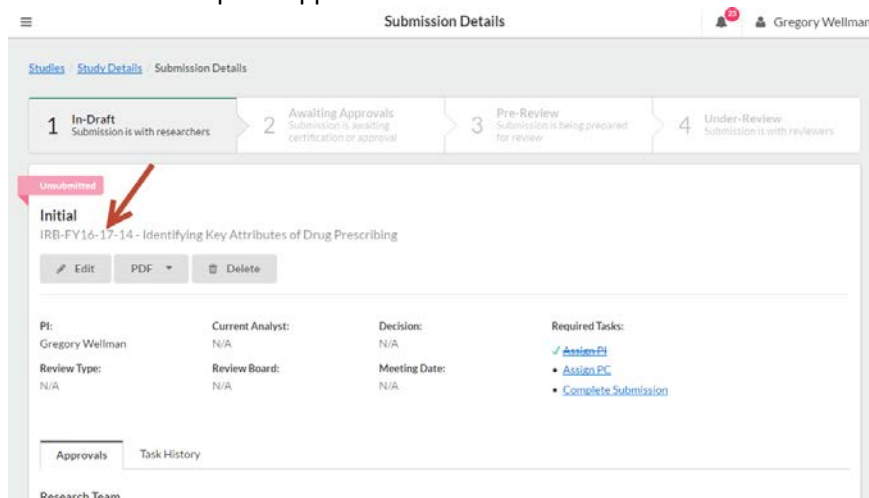
3. Enter Study Title and select blue checkbox on the right



#### 4. Select NEW SUBMISSION button---Initial



#### 5. Select EDIT to complete application

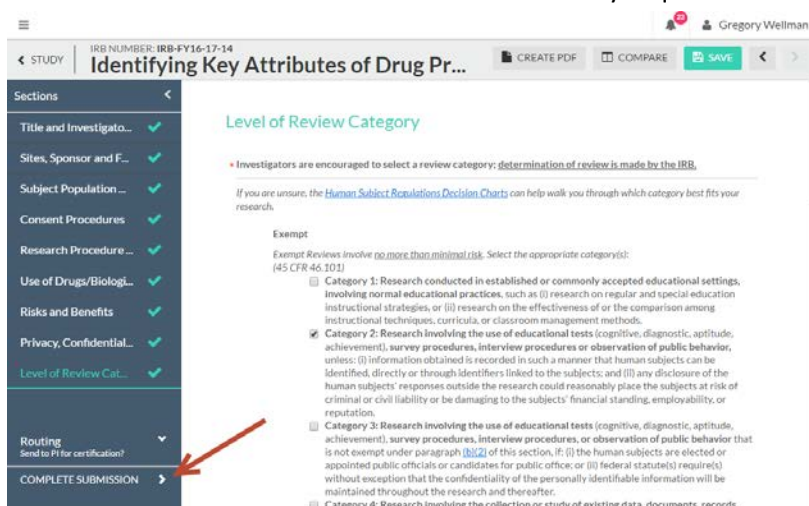


#### 6. Complete application following the prompts; upload all required attachments

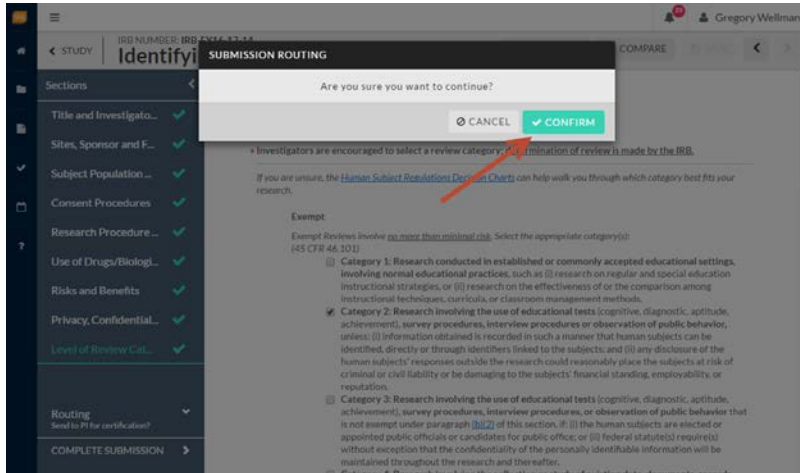
#### 7. If PI is not completing application; select routing to have application sent to PI for certification

#### 8. Select COMPLETE SUBMISSION (located bottom left)

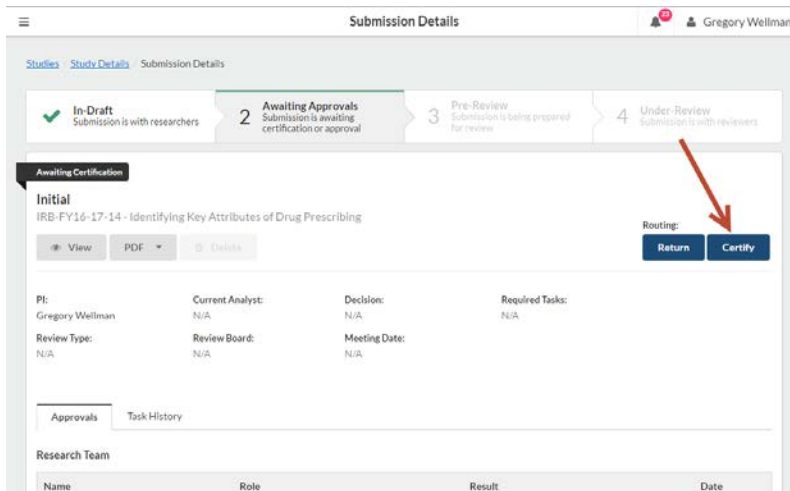
- a. Note: will not be able to select if any required info left blank



## 9. Select CONFIRM



## 10. Select CERTIFY



## 11. Select CONFIRM

policies (confidentiality, data collection, informed consent, noncompliance, CITI training, etc.) governing the ethical conduct of research. I certify that I will comply with [Ferris State University's IT Security policies & procedures](#) when conducting my research study. I certify that use of educational records complies with the [Family Educational Rights and Privacy Act \(FERPA\)](#), if applicable. I certify that use of medical records complies with the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), if applicable. If this project is a clinical trial, I certify to register the clinical trial at [clinicaltrials.gov](#), per the Food and Drug Administration Modernization Act of 1997 (FDAMA).

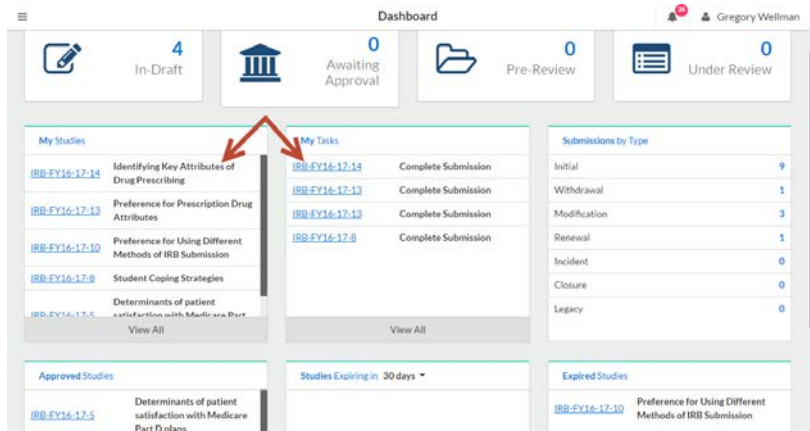
I agree NOT to conduct the proposed research until it has received approval from the IRB. Once the project has been approved, I agree NOT to implement any changes in the protocol until such changes have been approved by the IRB. If during the course of this research, unanticipated risks of harm to subjects are discovered, I will report these to the IRB immediately. I agree to submit an annual review and a final report upon completion of the approved research.



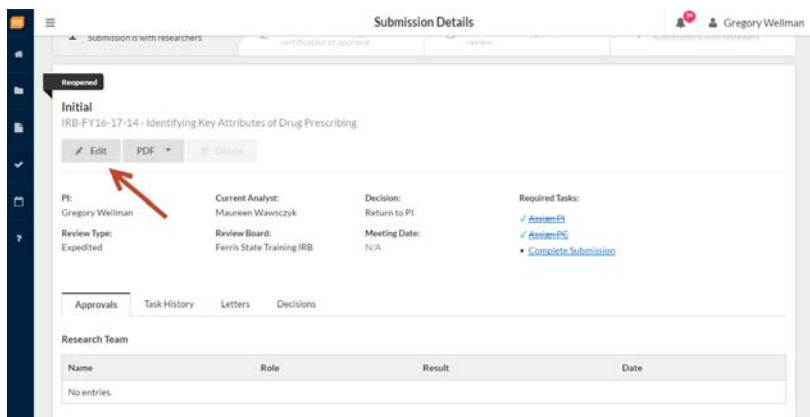
## RESPONDING TO MODIFICATION REQUESTS FROM THE ANALYST OFFICE OR REVIEWERS:

You will receive an email letting you know that modifications are being requested. Your application will also show up again on your Cayuse dashboard under the “My Tasks” section asking you to complete the application.

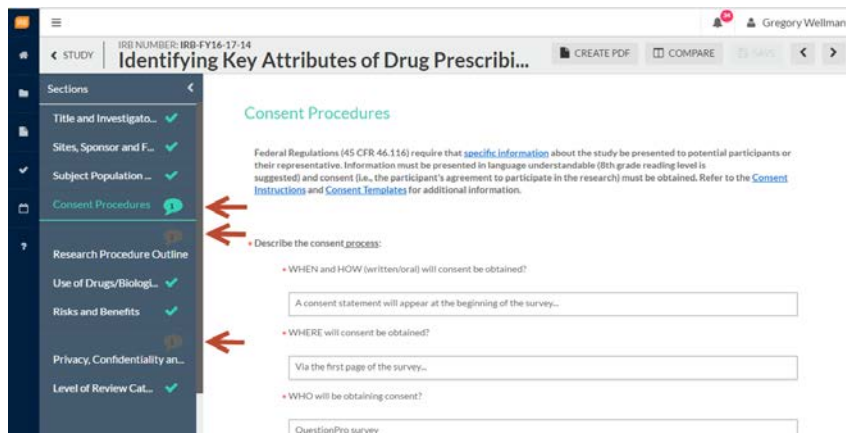
1. Log into Cayuse
2. Select project hyperlink under “My Tasks”. If you have multiple applications, you can cross reference the title of each by looking in the “My Studies” section.



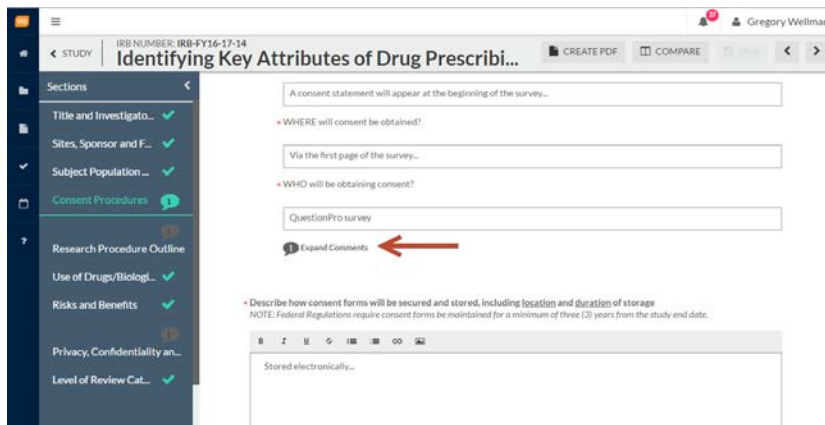
3. Select “EDIT”



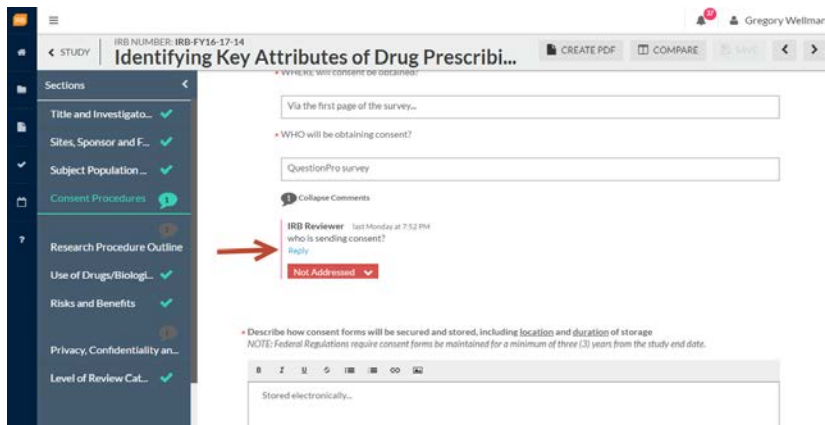
4. You will be taken to your study application again. Comments or questions from the reviewer or analyst will be signaled with “speech bubbles” next to the appropriate heading. Note that if the heading has not been selected, the speech bubble will be grey rather than green. Select one of the sections with a grey or green speech bubble.



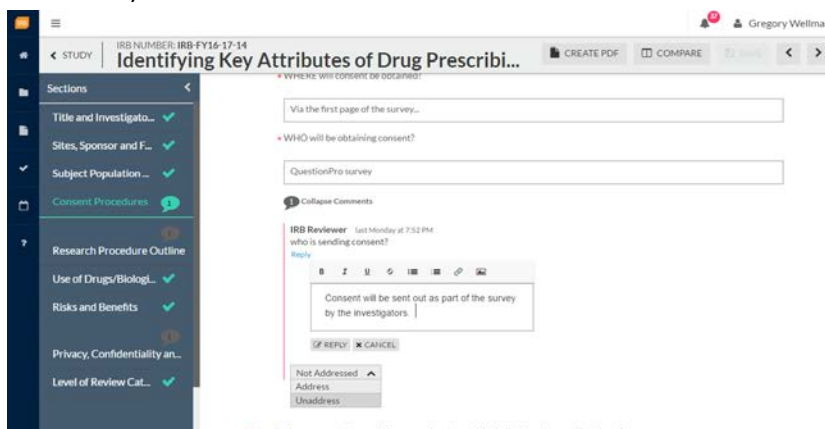
5. Where ever there is a comment in the section, a smaller speech bubble will appear. Click on “Expand Comments”.



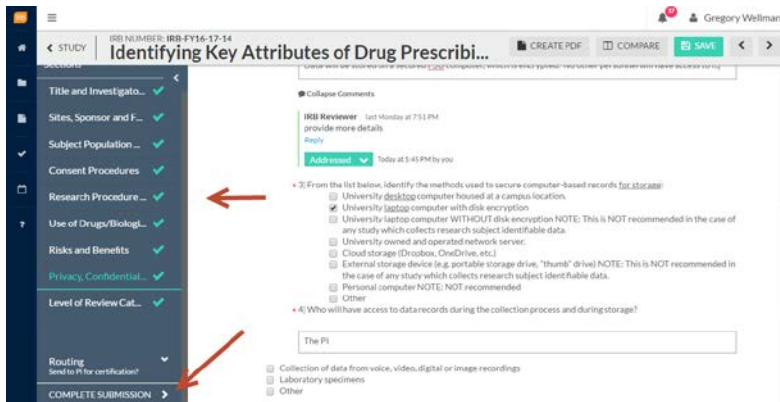
6. A drop down will appear with the comments for you to respond to. To respond to the comment, click “Reply”



7. Enter your response into the open text field. Click on the drop down toggle next to “Not Addressed” (in red) and switch it to “Addressed”



8. Respond to all of the comments made, by clicking on the sections with the speech bubbles. If you need to edit text or information in the existing application, you will be able to do so under this edit. Toggle all comments to “Addressed” (green). You should see green check boxes in the left-hand menu if you have addressed all comments. Once responded/resolved to comments, select COMPLETE SUBMISSION (bottom left)



9. Select CONFIRM  
10. Select CERTIFY  
11. Select CONFIRM