

Cayuse IRB System user manual

جامعة نيويورك أبوظبي



NYU ABU DHABI

What is Cayuse IRB | How do I access?

Cayuse IRB

One of the modules of the Cayuse system that NYUAD uses to review and record IRB protocol submissions. All human subjects research conducted at NYUAD or by NYUAD investigators will need to be submitted through our Cayuse IRB.

Access

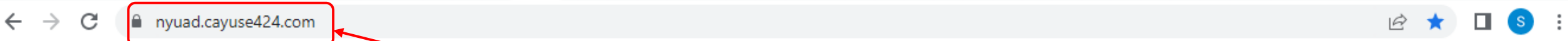
If you are an NYUAD student, please complete [the user registration form](#). We will set up your account with access via your NYU NetID and password. Please select the Cayuse IRB module in the [NYUAD Cayuse System](#) once logged in.

Faculty will have access to the system by default, but if you receive an access denied message, please reach out to us at irbnyuad@nyu.edu.

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1| Logging into Cayuse IRB



Log in using this link



Logged in as: *ssp621@nyu.edu*
[Log out](#)

Cayuse Research Suite 3.9.1

Please click on the Cayuse IRB module once you log in the system.

Research Administration Modules

- [Cayuse SP \(Sponsored Projects\)](#)
- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

System Administration Applications

- [Backbone](#)
- [Research Contacts](#)
- [Events](#)

Application Help

- [Research Suite Support Center](#)



2| How to create a study

[+ New Study](#)



[In-Draft](#) →



[Awaiting Authorization](#) →



[Pre-Review](#) →



[Under Review](#) →



[Post Review](#) →

Click on the 'New Study' option to create a record of your study

Submissions that are **Unassigned** ▼

HRPP-2021-202 : Reducing Information Frictions in Ethiopian Labor Markets
HRPP-2021-174 : Capstone 2023
HRPP-2021-108 : UNDERSTANDING THE ROLE OF CD5+ CLONAL EXPANSION AND HETEROGENEITY IN B CELL MALIGNANCIES

[View All](#)

My Tasks


HRPP-2021-202
HRPP-2022-1
HRPP-2022-1
HRPP-2022-1
Legacy-105-2
Legacy-127-20

[View All](#)

Submissions by Type

Renewal	86
Initial	576
Modification	648
Incident	4
Withdrawal	9
Closure	4
Legacy	99

Submissions under review

	Full Board Reviews →
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Studies Expiring in 30 days ▼

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My Meetings

November 2022						
<	Sun	Mon	Tue	Wed	Thu	Fri
>	20	21	22	23	24	25

3| Completing a study record

 PDF  Delete

1. Enter the title of your study here

2. Click here to proceed

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	Active Submissions:	Population Flags:	Additional Flags:
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy	Sponsors: N/A		

4| Starting an initial submission

The screenshot shows the Cayuse Human Ethics system interface. At the top, the logo for Cayuse Human Ethics is on the left, and the user's role 'Researcher' and name 'Sikha Pallithazhath' are on the right. A navigation menu includes Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The main content area is titled 'Study Details' and shows a table with columns for Organization, Active Submissions, Population Flags, and Additional Flags. A red arrow points from a blue callout box to a 'Begin Initial Submission' notification. The callout box contains the text: 'Begin you submission by selecting 'initial from the drop down menu'. The notification box contains the text: 'Begin Initial Submission. You've created a study! Click here to begin your initial submission to the IRB.' A '+ New Submission' button is visible in the top right corner, with a dropdown menu showing 'Initial' selected.

Begin you submission by selecting 'initial from the drop down menu

Begin Initial Submission
You've created a study! Click here to begin your initial submission to the IRB.

+ New Submission
Initial

Organization:	Active Submissions:	Population Flags:	Additional Flags:
N/A	N/A		
Admin Check-In Date:	Closed Date:	Current Policy	
N/A	N/A	Post-2018 Rule	
		Sponsors:	
		N/A	

Team Member	Role	Number	Email
No Key Study Contacts.			

5| Completing an initial submission



Unsubmitted

Initial

IRB-2021-07-01-Raising-credibility-of-Intelligent-Willpower

Edit PDF Delete

Click either of these options to go to the IRB form

PI: Curr N/A

Review Type: N/A

Policy: Post-2018 Rule

Required Tasks:
[Assign PI](#)
[Assign PC](#)
[Complete Submission](#)

Approvals Task History Attachments

Research Team

Name	Role	Result	Date
No entries.			

6 | Understanding form features

The screenshot shows the 'SUBMISSION DETAILS' page for IRB NUMBER: IRB-2021-2. The left sidebar lists sections with checkmarks indicating completion. The main content area includes instructions for 'Primary Contact' and a table for adding investigators. A 'COMPLETE SUBMISSION' button is highlighted in the sidebar, and a 'SAVE' button is highlighted in the top right.

Annotations:




- A tick mark will appear as you complete each section**: Points to the checkmarks in the sidebar.
- Be mindful to 'save'**: Points to the 'SAVE' button in the top right.
- Questions with * marks should be answered**: Points to the asterisk on the 'Primary Contact' label.
- Add additional investigators using this button**: Points to the 'FIND PEOPLE' button.
- Investigators can view their CITI training here**: Points to the 'View' link in the 'Trainings' column of the investigator table.
- The 'complete submission' option will pass the submission for the PI to certify**: Points to the 'COMPLETE SUBMISSION' button in the sidebar.

7 | Certifying a submission



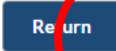

Awaiting Certification


Initial

 View  PDF  Delete

The status of the application will change as you can see here

Routing:

PI:  Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks: N/A

Review Type: N/A Review Board: N/A Meeting Date: N/A

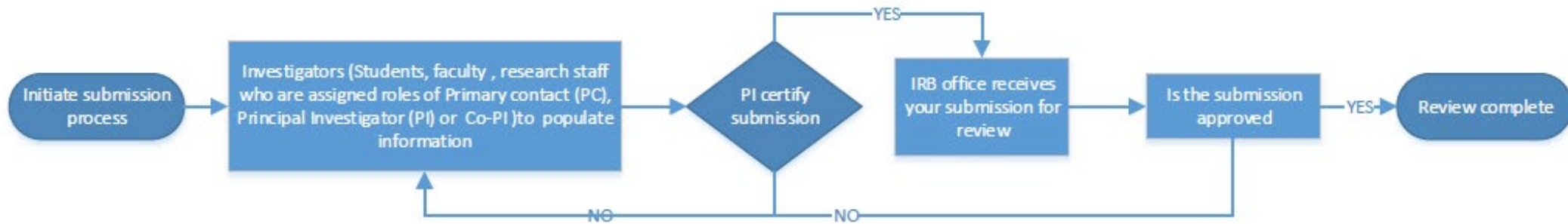
The PI has to certify the submission for the IRB office to initiate the review process

[Approvals](#) [Task History](#) [Attachments](#)

Research Team

Name	Role	Result	Date
	Principal Investigator	Pending Certification	

8| Understanding the IRB review workflow



NOTES:

Investigators would receive notifications every time a submission is returned.

Principal Investigator on IRB protocols has to be a standing faculty or a PI in an institute center. The PI has to certify the submission for the IRB office to initiate the review process.

If you do not find the name of the investigator you wish to add to your study, please contact us.

9 | Addressing reviewer comments

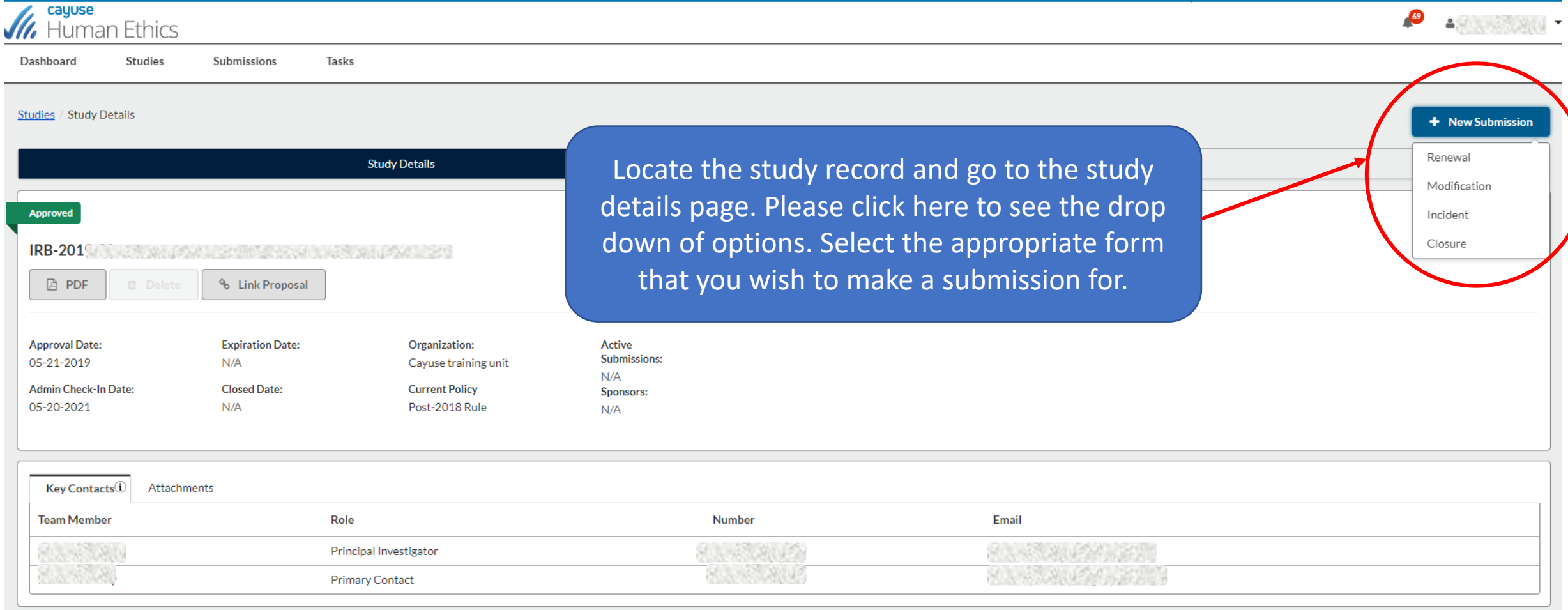
The screenshot shows the 'SUBMISSION DETAILS' page for IRB NUMBER: IRB-2020-5, titled 'Casual factors of Mental Health Stigma: A Middle east perspective - Modification'. The left sidebar lists various sections, with 'Amendment Request' circled in red and containing a speech bubble icon with the number '1'. A blue callout box points to this icon, stating: 'Look out for these little speech bubbles next to the sections that feature comments. Scroll through the section to locate 'expand comment' headings.'

The main content area shows a text editor with the text 'Adding additional researchers reinstate In person HSR'. Below this, a comment from 'Sikha Pallithazhath' is visible, dated 'last Thursday at 5:13 AM', with the text 'Please specify the names of the investigators you intend to add to the'. A 'Reply' box is open below the comment, containing a text editor and 'SAVE' and 'CANCEL' buttons. A blue callout box points to the 'Collapse Comments' button (a speech bubble icon with a minus sign) and states: 'Click here to respond to reviewer comments/questions in the reply box. Make necessary changes to the required fields, or reattach revised docs should that be the requirement. Once done, click 'address' and then 'complete submission' to resubmit. The PI will have to certify the submission.'

At the bottom of the comment section, there is a dropdown menu with options: 'Not Addressed', 'Address' (circled in red), and 'Unaddress'.

The bottom of the sidebar features a 'Routing' section with a dropdown arrow and the text 'Send to PI for certification:', and a 'COMPLETE SUBMISSION' button with a right-pointing arrow, both circled in red.

10| Navigating other submissions of the study record



The screenshot displays the 'Study Details' page in the Cayuse Human Ethics system. A blue callout box with white text is overlaid on the page, stating: 'Locate the study record and go to the study details page. Please click here to see the drop down of options. Select the appropriate form that you wish to make a submission for.' A red arrow points from this callout box to a dropdown menu located in the top right corner of the page. The dropdown menu is titled '+ New Submission' and contains four options: 'Renewal', 'Modification', 'Incident', and 'Closure'. The dropdown menu is circled in red. The main content area of the page shows an 'Approved' status for a study with ID 'IRB-2019-05-21-2021'. Below the study ID are three buttons: 'PDF', 'Delete', and 'Link Proposal'. A table of study details is visible, including 'Approval Date: 05-21-2019', 'Expiration Date: N/A', 'Organization: Cayuse training unit', 'Active Submissions: N/A', 'Admin Check-In Date: 05-20-2021', 'Closed Date: N/A', 'Current Policy: Post-2018 Rule', and 'Sponsors: N/A'. At the bottom of the page, there is a 'Key Contacts' section with an information icon and an 'Attachments' tab. Below this is a table with columns for 'Team Member', 'Role', 'Number', and 'Email'. The table lists two team members: 'Principal Investigator' and 'Primary Contact', both with redacted names, numbers, and email addresses.

Study Details

Approved

IRB-2019-05-21-2021

PDF Delete Link Proposal

Approval Date: 05-21-2019 Expiration Date: N/A Organization: Cayuse training unit Active Submissions: N/A

Admin Check-In Date: 05-20-2021 Closed Date: N/A Current Policy: Post-2018 Rule Sponsors: N/A

Key Contacts ⓘ Attachments

Team Member	Role	Number	Email
[Redacted]	Principal Investigator	[Redacted]	[Redacted]
[Redacted]	Primary Contact	[Redacted]	[Redacted]

+ New Submission

- Renewal
- Modification
- Incident
- Closure

11 | Modifying an approved protocol

1. Follow the instructions in the previous slide to open a modification submission form.

2. Please click 'yes' to this question to get a description box below.

3. The justification box should list an overview of changes being made and all relevant sections should be revised in line with the proposed changes.

12 | Downloading Letters

Studies / Study Details / Submission Details

Go to the 'submission details' of the study to locate the 'Initial' submission.

In-Draft
Submission is with researchers

Review
Submission is being prepared for review

Under-Review
Submission is with reviewers

Review Complete

Initial

IRB-2019-47

View PDF Delete

PI:
[Redacted]

Current Analyst:
[Redacted]

Decision:
Exempt

Policy:
Post-2018 Rule

Review Type:
Exempt

Review Board:
NYUAD Institutional Review Board

Approvals Task History **Letters** Attachments

Click 'Letters' to download the approval letter issued for this submission

Subject	Recipients	Sent Date
IRB-2019-47 - Initial: IRB. Initial Approval of Exempt/Expedited Research	[Redacted]	09-26-2019

12| Got Questions?

Please reach out to us at
irbnyuad@nyu.edu