Cayuse IRB
System user manual

جامعـة نيويورك أبـوظـبي
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

nyuad.cayuse424.com
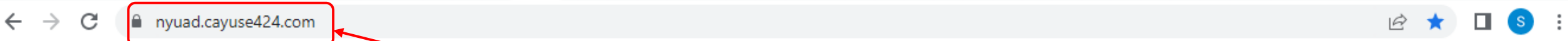
Log in using this link

cayuse
Research Suite

Logged in as: *ssp621@nyu.edu*
Log out

Cayuse Research Suite
3.9.1

Research Administration Modules

- Cayuse SP (Sponsored Projects)
- Cayuse 424
- Cayuse IRB (Human Studies Compliance)

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

System Administration Applications

- Backbone
- Research Contacts
- Events

Application Help

- Research Suite Support Center

2| How to create a study

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

3| Completing a study record

4| Starting an initial submission

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

5| Completing an initial submission

6| Understanding form features

A tick mark will appear as you complete each section

Be mindful to 'save'

Questions with * marks should be answered

Add additional investigators using this button

Investigators can view their CITI training here

The 'complete submission' option will pass the submission for the PI to certify

7| Certifying a submission
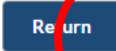
8| Understanding the IRB review workflow
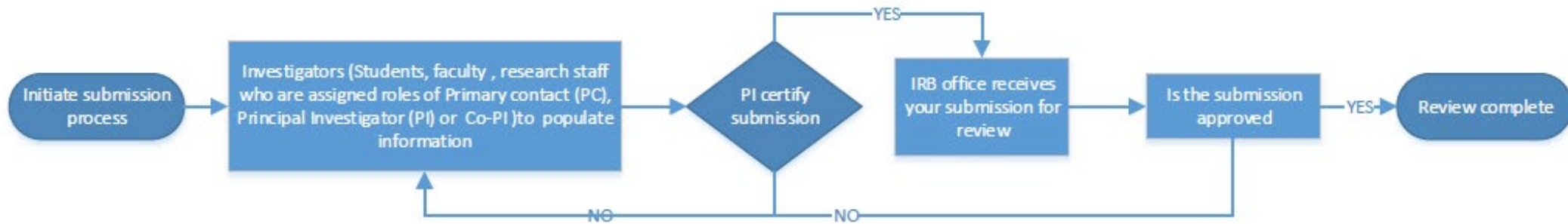
NOTES:

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.
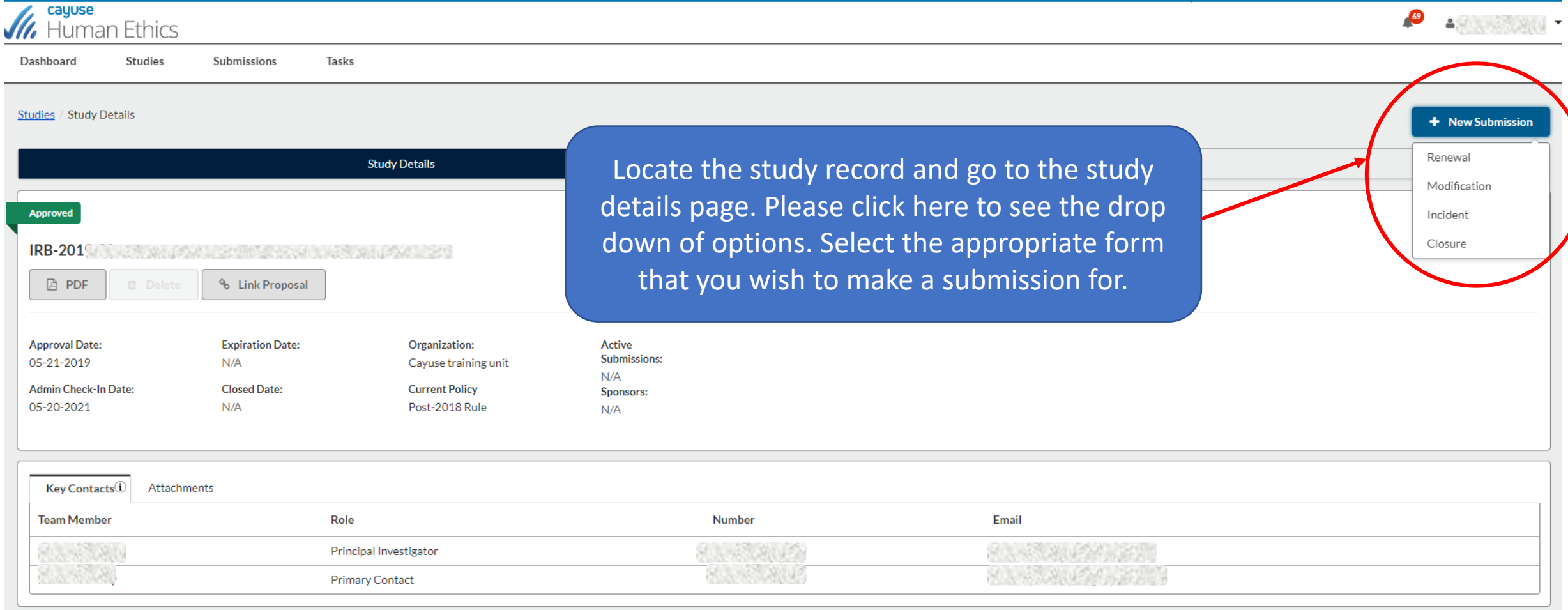
9| Addressing reviewer comments

10| Navigating other submissions of the study record

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.

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

12| Got Questions?

Please reach out to us at irbnyuad@nyu.edu