Welcome to Cayuse IRB
Guide for Submitting a New IRB Protocol

How to use this tutorial:

• This tutorial is written in the point of view of a Primary Investigator (PI), if you are not a PI, please know that you will need to adjust a few things.

• Use your keyboard’s left/right/up/down arrow (or your mouse/trackpad scroll or the spacebar) to move through the PowerPoint. Instructions are animated.
Before You Begin an IRB Protocol...

Make sure you have the following items ready*:

• Supplemental documents in individual document files (i.e. informed consent form(s), authorization(s), recruitment documents, questionnaires, etc.). Files can be in various formats (PDFs, docx) however doc. (Microsoft Word) files are preferred.

• Faculty advisor (if you are a student) and co-PI(s) CITI training copy of certificate(s).

• Ensure that you and your co-PI(s) have been “authenticated” (i.e. you can access the system) with the IRB office. If you are unsure, contact the IRB office at untirb@unt.edu or 940-565-4643.

*Important Note: You do not have to finish the IRB protocol in one sitting. All information is saved.
After you have been “authenticated” by the IRB office, you may log into to Cayuse:

Copy and paste this link to get to the sign-on page of the Testing Environment: https://unt-uat.cayuse424.com/
Important Note before logging in:
1. You MUST clear your browser CACHE
3. Enable JAVA.

Instructions to clear cache and Browser settings are here: http://webhelp.evisions.com/HelpFiles/SP/en/Content/Browser%20Support%20-%20Research%20Suite.htm?Highlight=browser
Short instructions for BROWSER SETTINGS needed for UAT / Cayuse

Settings are available online
At the top left of your Firefox window, click the Firefox button and select Options.
Alternatively, if you do not see a Firefox button, click the “hamburger icon” and click Options.

Pop-up Blocker
Click Content on left menu.
Make sure that Block pop-up windows is unchecked.
Alternatively, if you wish to allow pop-ups only for Cayuse 424 while blocking pop-ups on other sites, click Exceptions and enter your institution’s Cayuse 424 URL as it appears in the address bar. Then, click Allow.

Enabling Cookies
Click Privacy on left menu.
If Remember History is selected, cookies are already being accepted and no further changes are required. If Never remember history is selected, select Remember history or Use custom settings for history.
If you wish to use custom settings, you can either check the option to Accept cookies from sites to accept cookies for all websites, or uncheck it and use the Exceptions button to allow cookies only for Cayuse 424.
If creating an exception, enter your institution’s Cayuse 424 URL as it appears in your browser, then select Allow.

TROUBLESHOOTING ANSWERS
Please confirm on the pop-up/cookies because not allowing these can create resolving/connection issues. Please see page one of the attached (also screen shot below).

If you follow the instructions above/below for Windows/Firefox. I currently do not have a MAC available, but the steps should be similar. If you have any questions or concerns, please let me know and I am happy to help. Email screenshots and questions to CayuseTechSupport@unt.edu

Instructions:
Please use Firefox with settings to accept cookies, allow pop-ups from Cayuse, and enable Java Script http://support.cayuse.com/docs/browser-support-configuration/firefox-settings if they are not already enabled.
idp.cayuse424.com:9445
Would you like Firefox to remember this login?
@unt.edu

Optionally, you can click “X” to *not* remember login.
Once logged in, you’re first taken to this page. Click “Close” at top of screen.
Your “Dashboard” is where you can see all of your affiliated studies.
If you are an IRB member, make sure to switch your role to “Researcher” to submit a new protocol.
1. Click on “+ New Study” to begin a new protocol application

2. You will be redirected to another page
1. Enter the protocol title here

2. Click on the checkmark to move to the next step
The next step will be to start the IRB protocol. Click “+ New Submission”
Click on “Initial”
1. You can check the tasks you need to complete here and you can also click on the tasks to be redirected to that page.

2. Or you can click “Edit” to go directly into the protocol-this is the preferred method.
1. Once you click “Edit” or any of your “Tasks”, you will be redirected to the protocol questions.

2. These are the sections of the protocol. You can move through any section by clicking on them and your work will be automatically saved.

3. Once a section’s required answers (*) have been answered, a checkmark will appear on the section. All sections must have a checkmark in order to complete final submission.

4. You can also click on this next button to move through the protocol.
1. For the question “who is the Primary Contact (PC)”, you will enter your name by clicking on the “Find People” button. A small screen will pop up on the screen.
Type in your name and click enter on your keyboard.
1. Select your name and click “Save”.

2. The same process is needed for faculty advisors and co-PI(s). If you do not find your faculty advisor or co-PI(s) name, please contact the IRB office untirb@unt.edu. They will need to be manually entered into the system which will take 24hrs to become active.
1. Throughout the application you will be asked to attach certain documents

2. Click on “Attach” and a pop up on your screen will appear.
1. Click on the “+” sign to add an attachment.

2. You can Add Files (Word documents, pdfs, images, etc.) or Add Links.

3. Click “Apply” to attach.
The final section of the application requires you to “sign” after reading the “Declaration”. Please type your name in the box.
1. Once all of the sections have been completed (all have checkmarks), and you have reviewed your application, you can submit your application.

2. You can review your application by clicking through the sections or by creating a PDF version of the protocol.

3. Click on “Complete Submission” when you are ready. You will be redirected to another page.
After clicking on the “Complete Submission” button, you will be redirected to this page where you will need to click on “Certify”.

You will need to “Certify” each time you submit revisions, amendments, renewals.
1. Read the Submission Certification and click on “Confirm” if you agree.

2. Selecting “Confirm” will also send your application to the faculty advisor and co-PI(s) that you have listed.
1. Your protocol will remain “Unsubmitted” until your listed faculty advisor or co-PI(s) have logged in and reviewed the application and have “Certified”. They will receive a notification email to do this.

2. Once everyone has “Certified”, the application will be sent to the IRB office to begin the review process.
You can keep track of your studies and where they are in the review process by looking at these sections on your Dashboard.
If you have any issues or questions, please contact the IRB Office: untirb@unt.edu or (940) 545-4643. For more information, please visit our website at https://research.unt.edu/faculty-resources/research-integrity-compliance

As this is a new IRB system, if you find any issues (typos, unclear questions, etc.) please let us know. It is being used as a test environment now and we acknowledge there will be changes along the way. Thanks so much for your willingness to be a test user and we look forward to receiving your feedback.