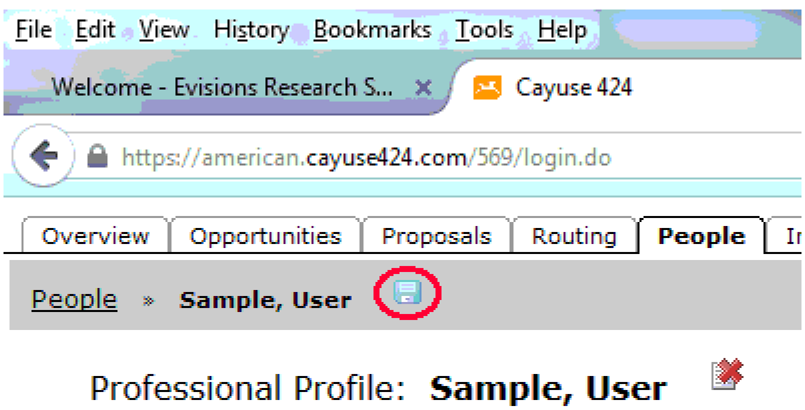
The IRB utilizes Cayuse IRB, an online protocol management and review system. Additional online help from the vendor is available at
http://webhelp.evisions.com/HelpFiles/IRB/1.0/en/Default.htm

Below are some steps to get started.

Setting up your user profile

- Navigate to https://american.cayuse424.com/ Log in using your standard AU portal credentials.

The first time you visit, you should check your user profile in Cayuse 424. If you have previously used Cayuse 424 for grant applications, this should already in place but you should still check for accuracy.
1. On the Evisions Research Suite, Click the first link for Cayuse 424. This should open in a new browser tab.
2. Click on the "People" Tab.
3. Search for your name, click on it when it appears
4. In the left-hand menu, click Contact Info, and add or correct the pertinent data (email is the only required field, a phone number may be useful to the IRB). Also check the Dept/ Div/ Title and make sure the correct School and Department are listed. If your department is unavailable, select the appropriate school.
5. Save your changes by clicking on the diskette icon next to your name along the top of the screen.



Once your profile is saved and updated, you can close the Cayuse 424 tab and return to the Evisions Research Suite.   From there, click on the link for Cayuse IRB.

Using Cayuse IRB

PLEASE NOTE - IRB users are added in an overnight process. You should have access to your IRB account on the morning of the next day.

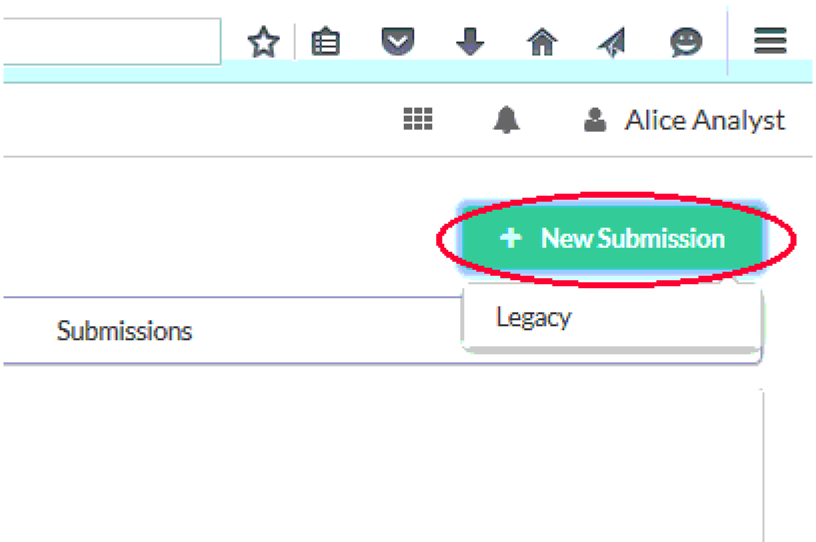
- After you are granted access, you can log in to Cayuse IRB directly, bypassing the Evisions Research Suite. The website is https://american.cayuse424.com/rs/irb

If you are creating a new study

- When you are ready to begin, Click on "Create Study" in the upper right corner. Add a title for the study, then click "New Submission" in the upper right corner. Select "Initial". Click "Edit" to begin filling out the initial application. Follow prompts from there.
- The application will require both a Principal Investigator (PI) and a Primary Contact (PC). If you are the sole researcher, you can fill both of those roles. Student applicants should be listed as PC only, PI must be a faculty or staff member.

If you are renewing, modifying, closing, or reporting an incident to a study approved before Cayuse IRB was implemented, it may appear as a "Legacy" record. Previous studies determined to be exempt will not appear as Legacy protocols. To activate a protocol,

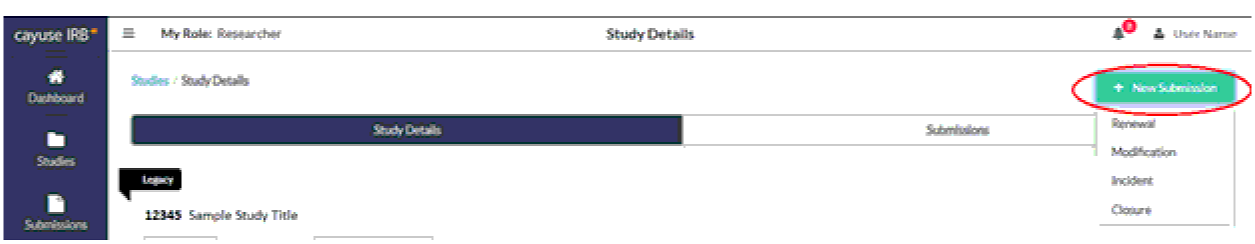
- Click the study labeled as "Legacy" (See screenshot)
- Click "New Submission," in the top right corner, and select "Legacy"
- Be sure to verify the PI and PC, these are required to activate the legacy submission.
- You may attach original approved documents in the legacy form if you wish (this is not required), or just submit this by clicking "Complete Submission" on the form sections on the left.



If a study is not appearing as a legacy study, please let me know as soon as possible. This is something the vendor will need to add in and it might take a couple of business days.

Once a Legacy protocol has been activated, or to add modifications, renewals, or incidents to an approved study

- Return to the home screen
- Click on the appropriate study once again, and in the top right, click the "New Submission" button. select the appropriate action (renewal, modification, incident, or closure). (See screenshot below)



- On the new submission, select "Edit." Complete the renewal form, then "Complete submission". If you are the faculty PI, you will then need to certify the submission to send it to the IRB for review. If you are not the PI, this will send the submission to the PI for certification.

Be aware that notifications from the system are automated, but the reviews are conducted by members of the IRB and IRB staff. Please allow ample time for reviews.

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