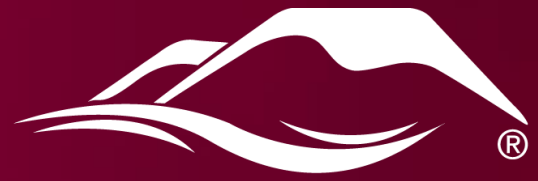

COLORADO MESA
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For IRB Researchers: How to Create a Protocol in Cayuse

Presentation Overview

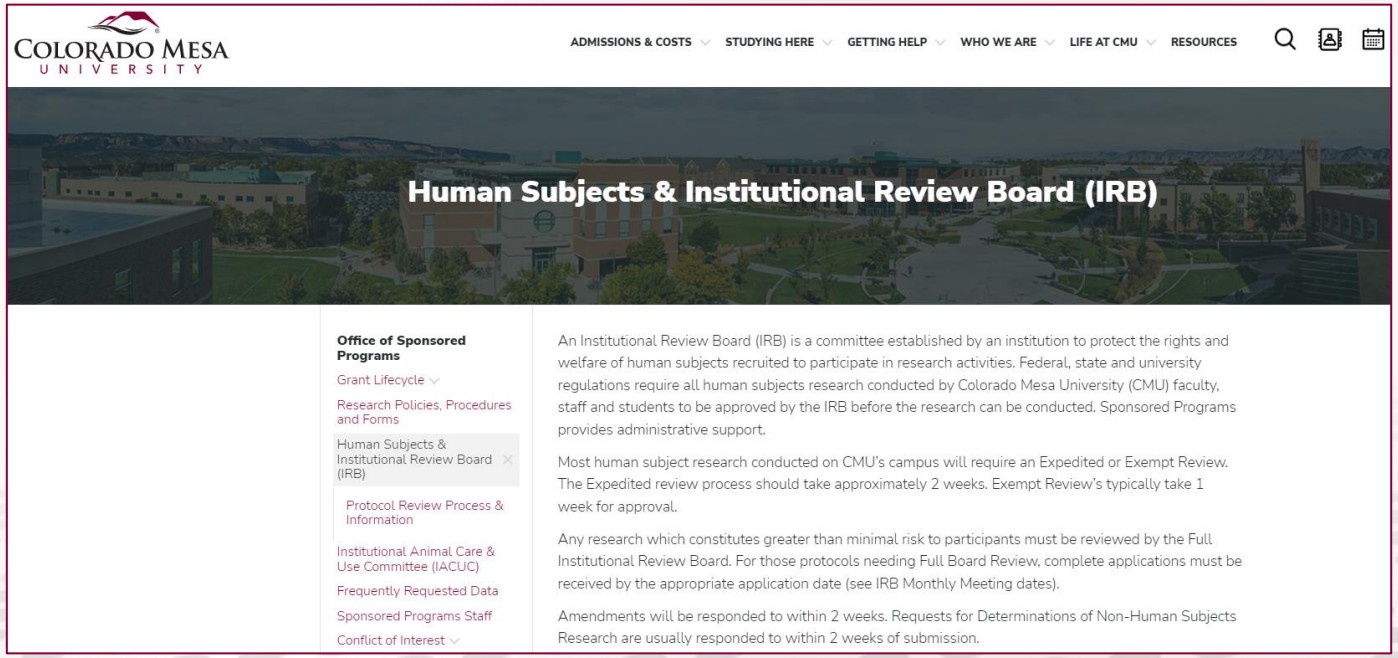
In this presentation, we will cover:

- Accessing Cayuse
- Building a protocol
- Submitting your protocol to the IRB Office (Office of Sponsored Programs)
- Who to contact with Cayuse-related inquiries

Accessing Cayuse: Finding the Site

You can access Cayuse for IRB Protocols through the CMU IRB website, or with a direct link

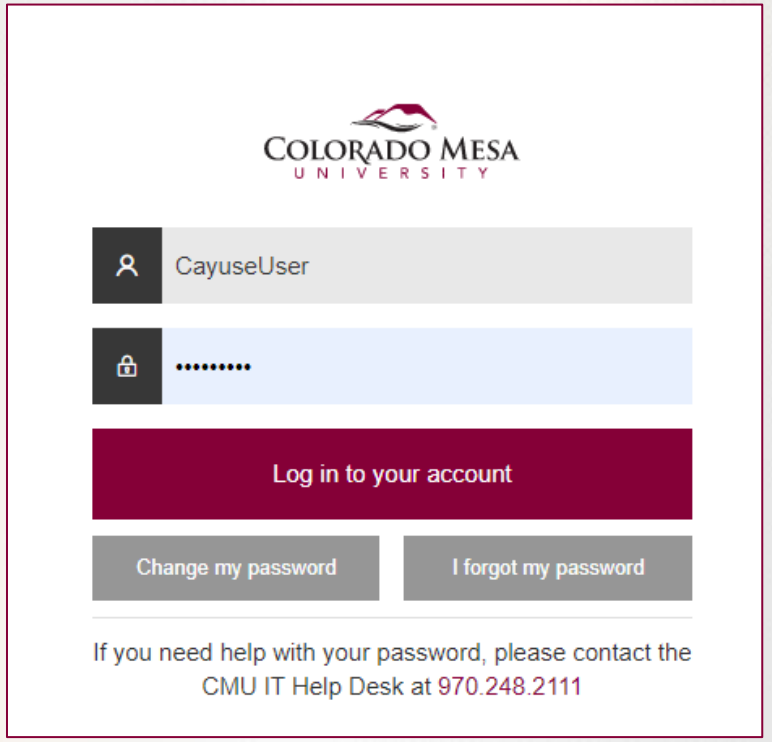
- www.coloradomesa.edu/sponsored-programs/irb
- https://coloradomesa.app.cayuse.com/
- Bookmark the site for easy future access!



Accessing Cayuse: Creating a Cayuse Account

You will likely need to contact the IRB Administrator to request a new account

- Many faculty members will already have accounts, so try logging in first
- Students will need to request a new account for their first protocol



To request a new account:

- Complete the Account Request Form on the CMU IRB website (allow up to 2 business days for processing)
- www.coloradomesa.edu/sponsored-programs/irb

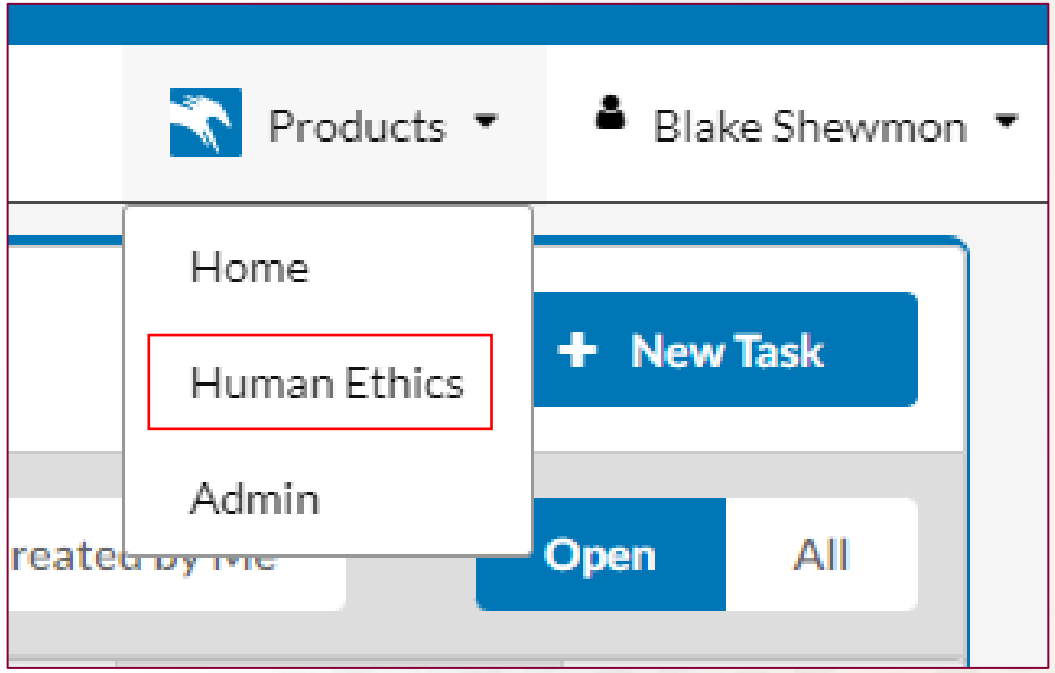
Once you have an account, you will use your MavZone credentials to login

Please ensure *all* research team members have accounts before starting!

Building a Protocol: Creating a New Submission

Once logged in, click **Products → Human Ethics**

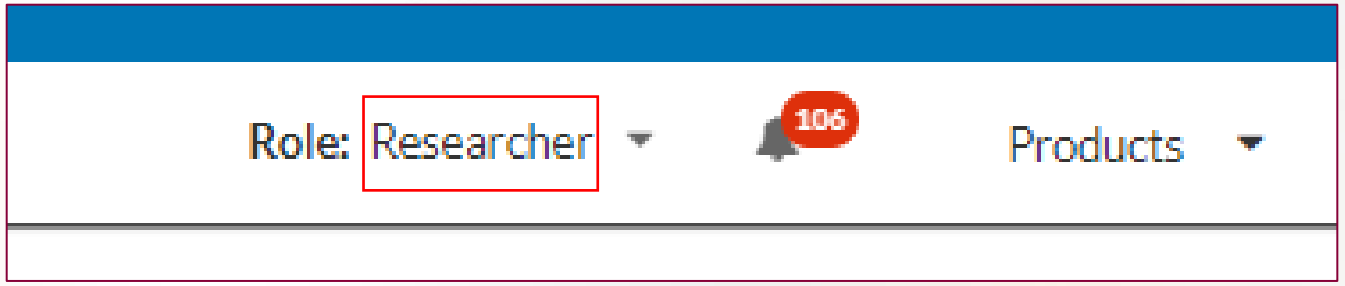
- **Human Ethics** and **Home** will likely be your only options
- **Admin** will not show up, as it does in the image below



Building a Protocol: Creating a New Submission

Once logged in, click **Products → Human Ethics**

Ensure that the **Researcher** role is selected

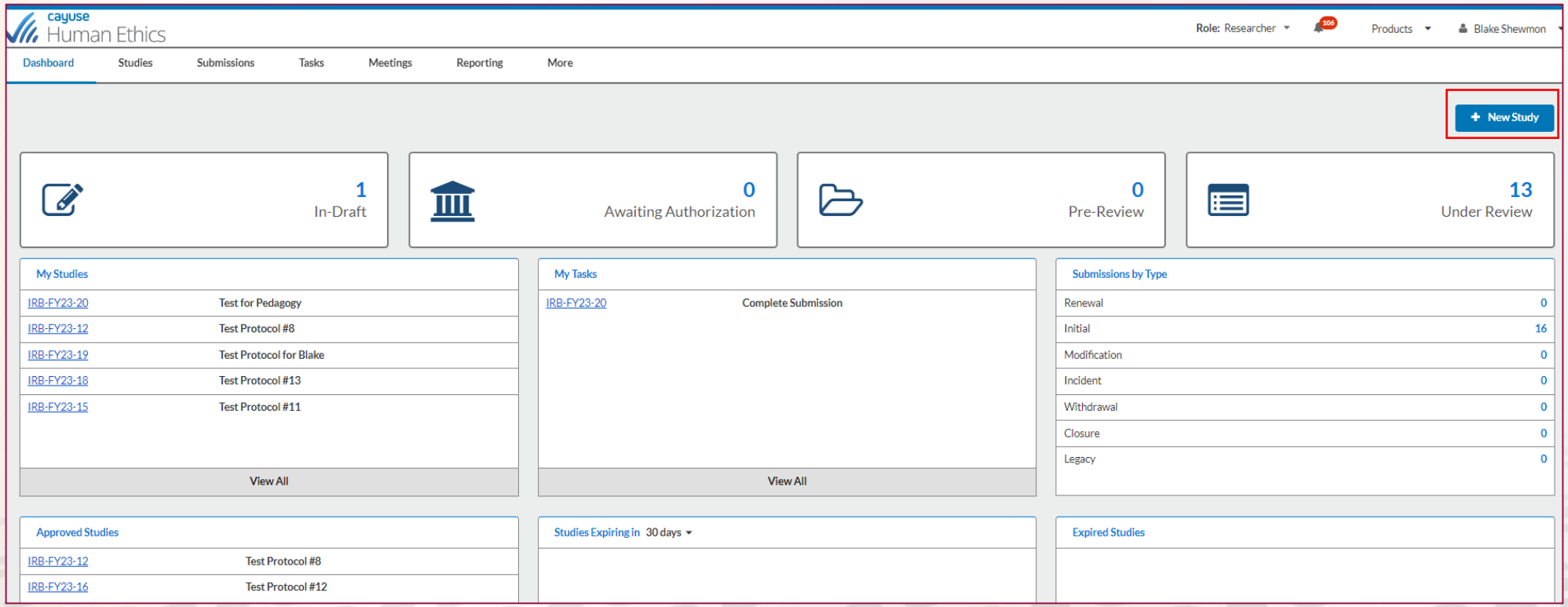


Building a Protocol: Creating a New Submission

Once logged in, click **Products → Human Ethics**

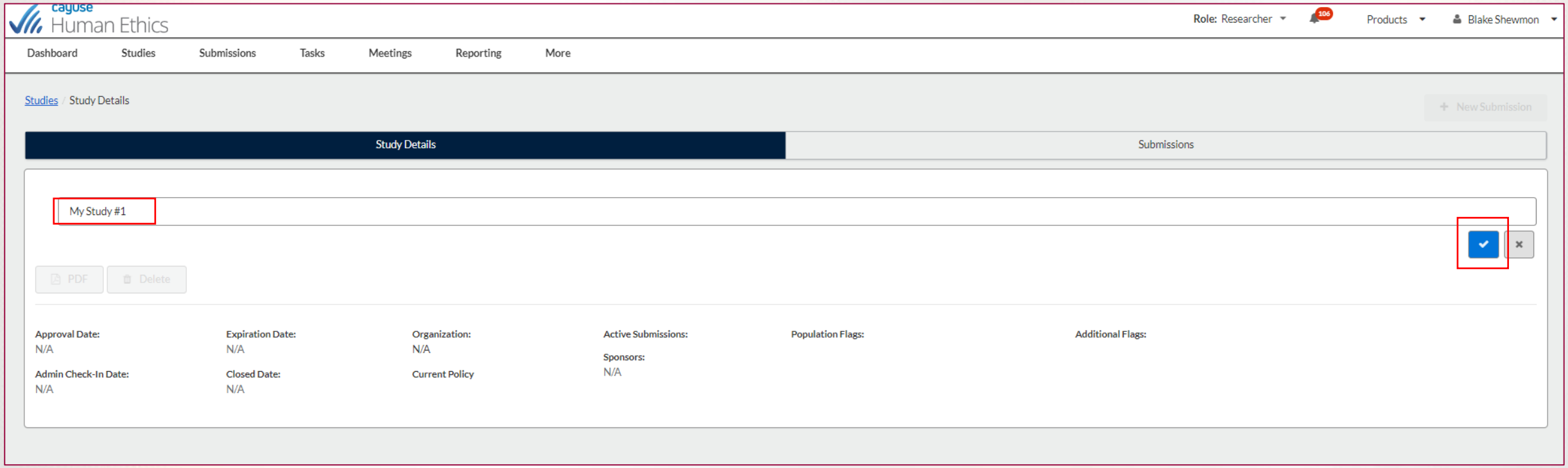
Ensure that the **Researcher** role is selected

Click **New Study**



Building a Protocol: Creating a New Submission

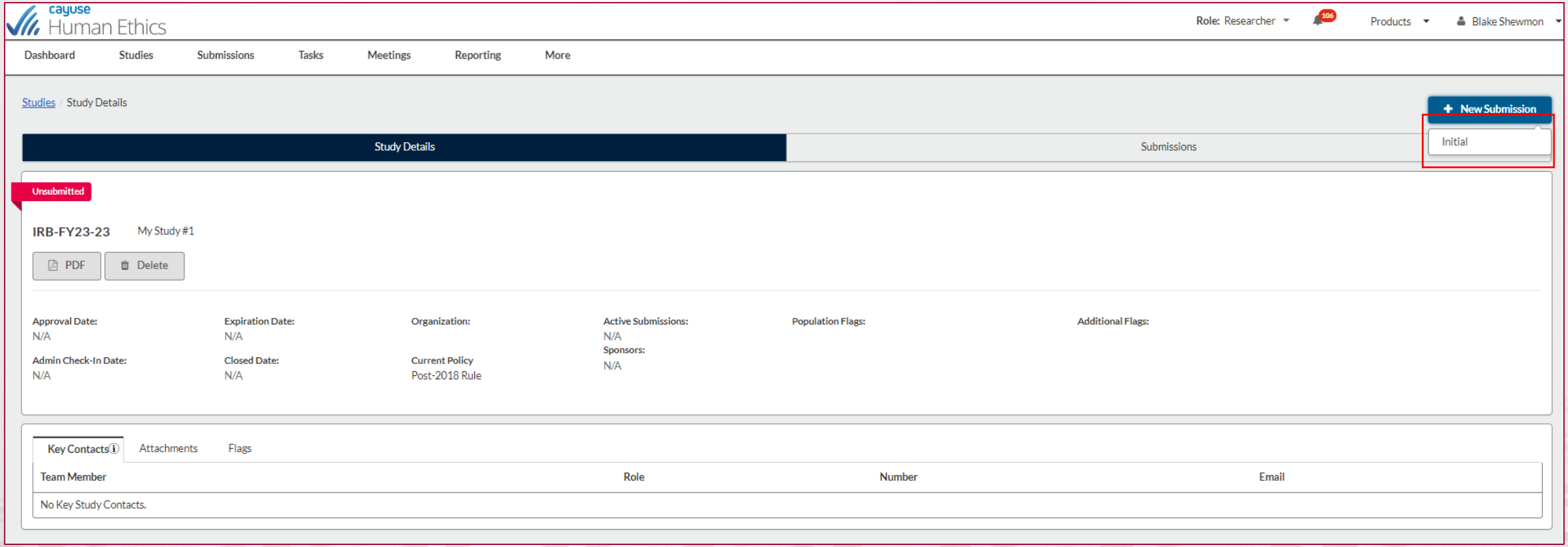
Enter a name for your study, then click the blue check mark



Building a Protocol: Creating a New Submission

Enter a name for your study, then click the blue check mark

Click **New Submission → Initial**

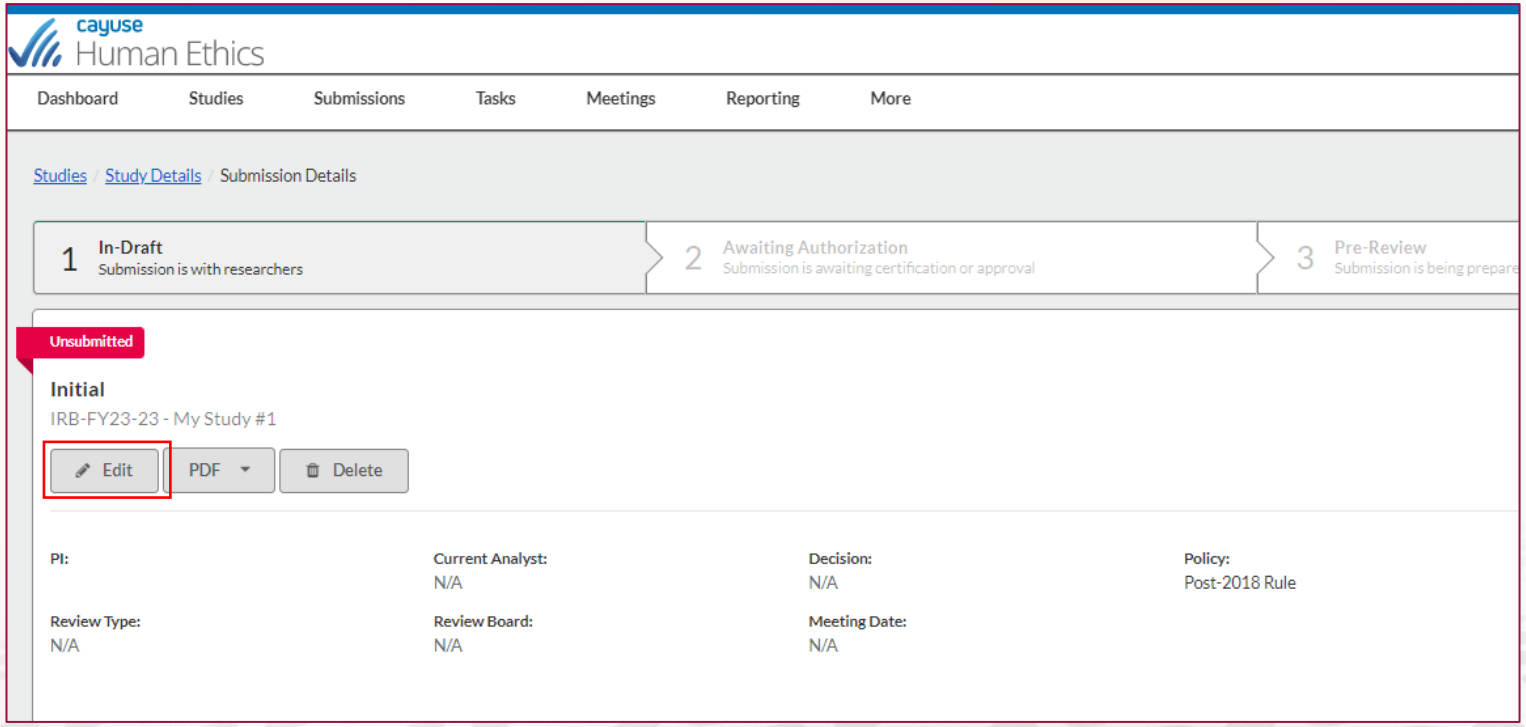


Building a Protocol: Creating a New Submission

Enter a name for your study, then click the blue check mark

Click **New Submission → Initial**

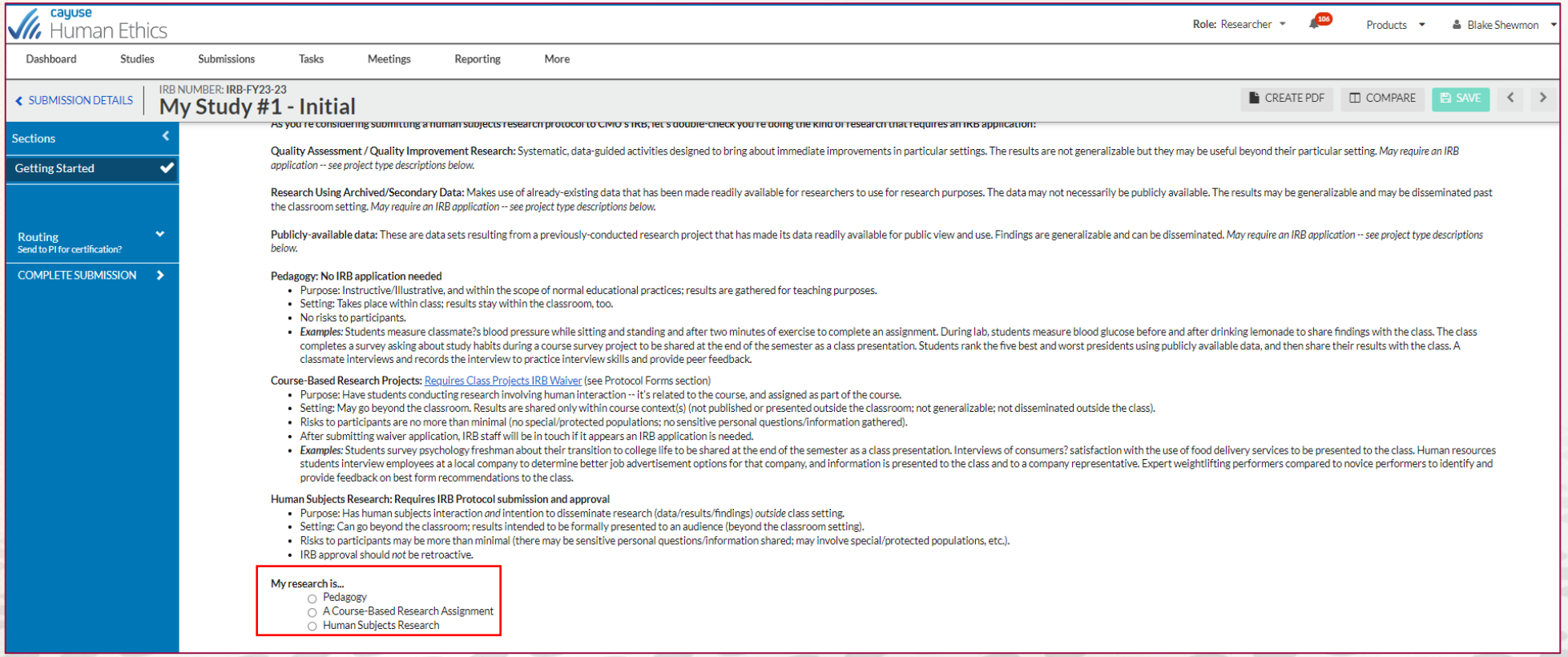
Click **Edit →** This will allow you to start filling out your application



Building a Protocol: Introductory Questions

Please read all provided information and answer the question at the bottom

- If you believe—based on the info provided—that your study is Pedagogy or a Course Based Research Assignment, your protocol will end here
  - Use the hyperlink for Course Based Research and complete the Request for Waiver Form
- If your project is Human Subjects Research, please proceed

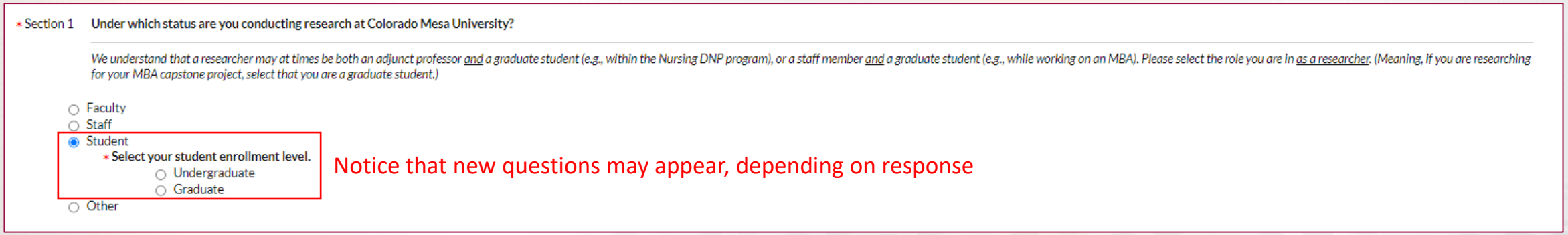


Building a Protocol: Answering Questions

You are now in the Human Subjects Research protocol application

Work your way through and answer questions

- Red asterisks indicate required questions
- Carefully read the instructions/descriptions for each question
- Depending on your responses, new questions may generate



Building a Protocol: Answering Questions

It may be easier to utilize the Word version IRB application and copy-and-paste responses into Cayuse as you work through the questions

- The Word form is found on the CMU IRB website
- This may also allow you to work offline on your protocol

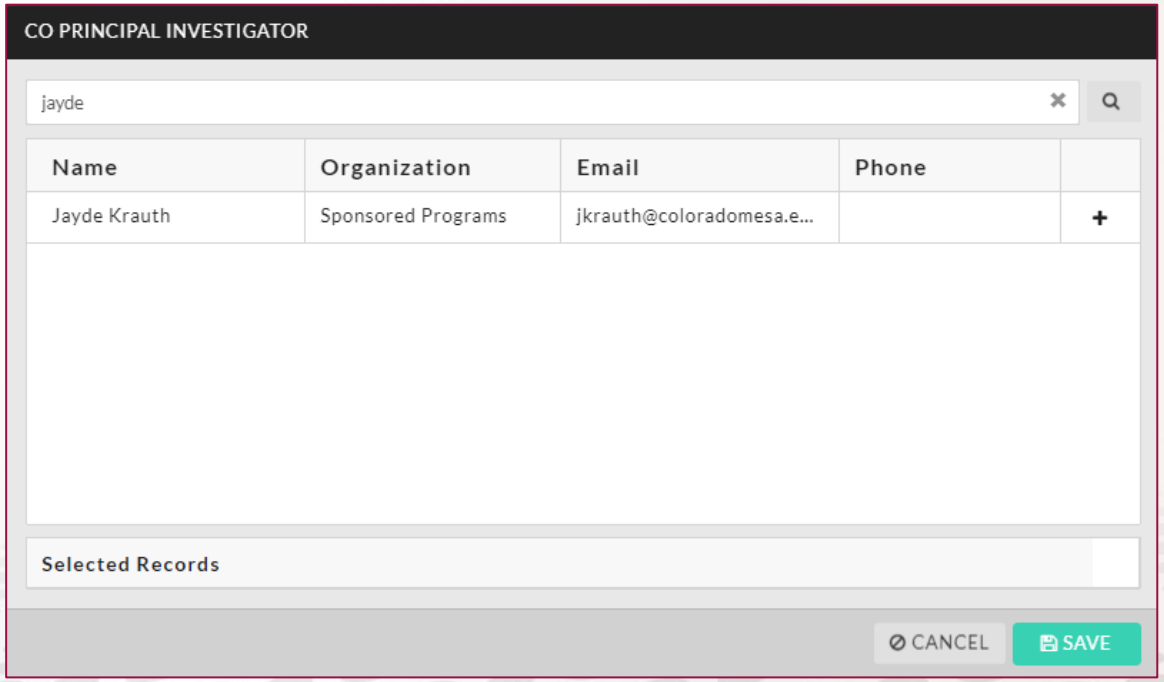
MAKE SURE TO SAVE OFTEN!

- Cayuse does not auto-save any work for you

Building a Protocol: Adding Investigators

Please ensure that *all* members of your research team have active Cayuse accounts before you begin work on your protocol application

- When adding co-investigators and faculty advisors, Cayuse will draw users from the system for you to add
- You cannot manually enter the name, email, etc. for any study personnel



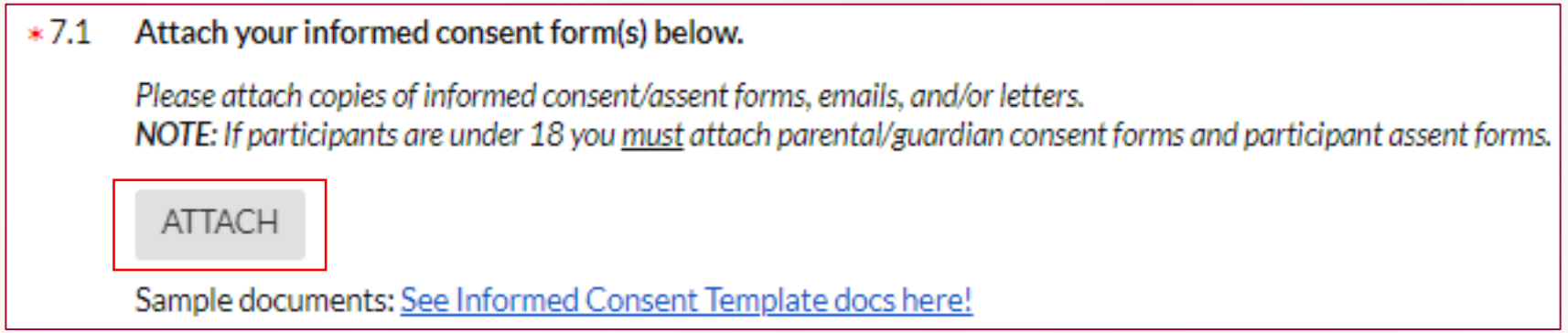
Building a Protocol: Adding Attachments

Some questions in the protocol request attachments; some are required

- Red asterisks indicate a requirement

To add an attachment to these types of questions, click **Attach**

- You will also get to review your attachments at the end, prior to submission



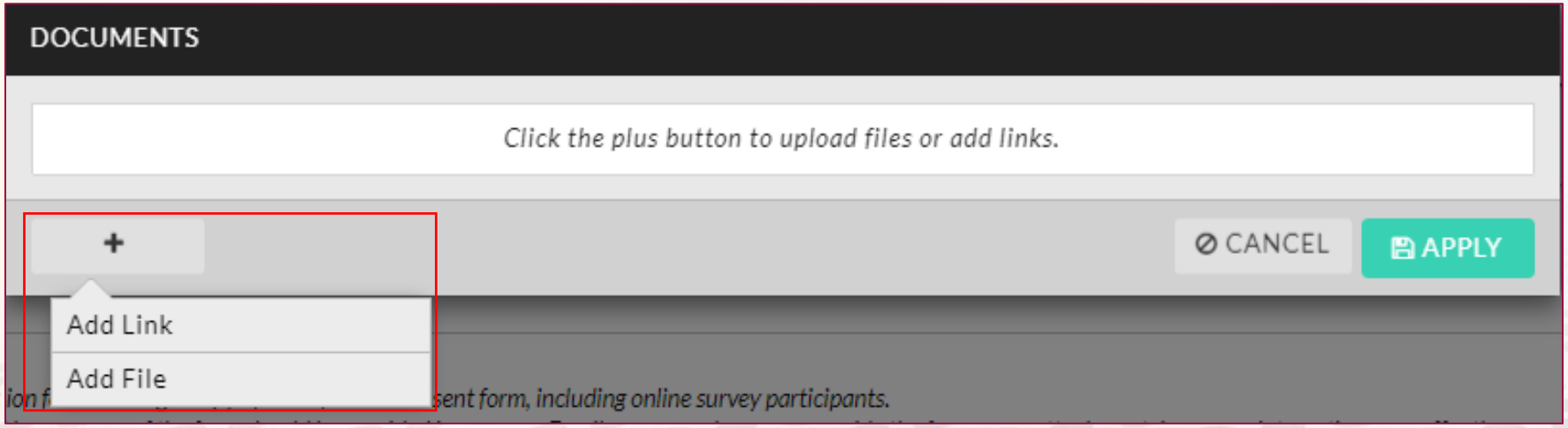
Building a Protocol: Adding Attachments

After clicking **Attach**, you will need to add either a link or file

- We ask that you submit files whenever possible, preferably PDFs
- Links may not always have sufficient sharing permissions (i.e. a link to a document in OneDrive might not be accessible by the IRB reviewer)

Click the **+** symbol, then select **Add Link** or **Add File**

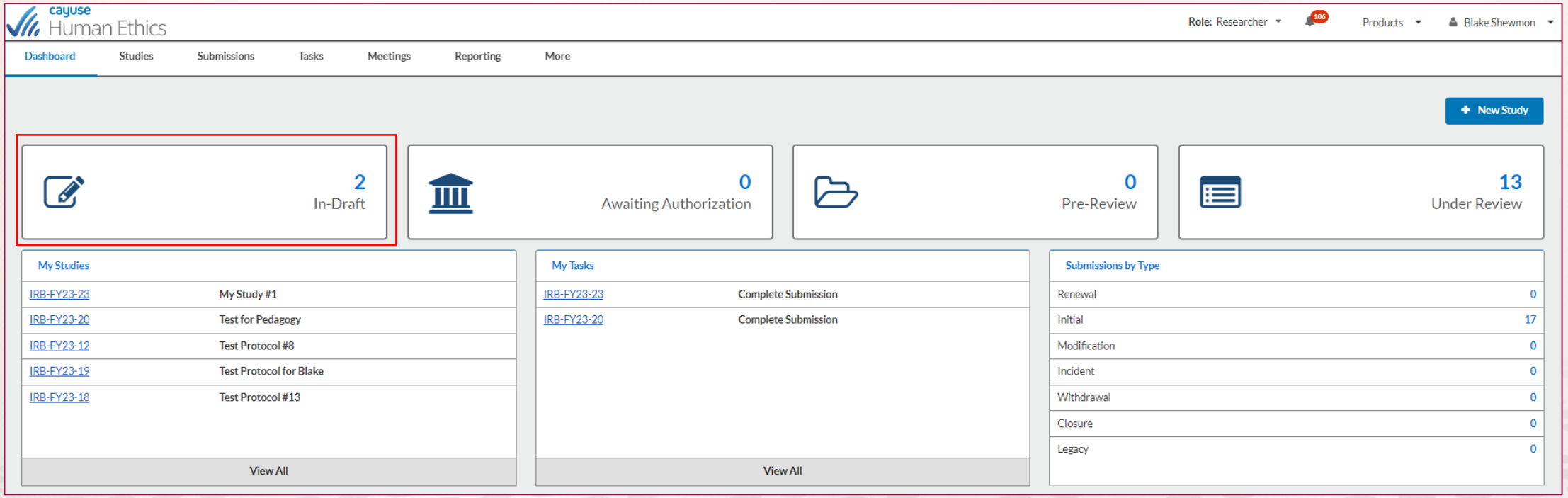
- You can add multiple links/files



Building a Protocol: Resuming Editing

If you need to pause your editing and resume at a later date:

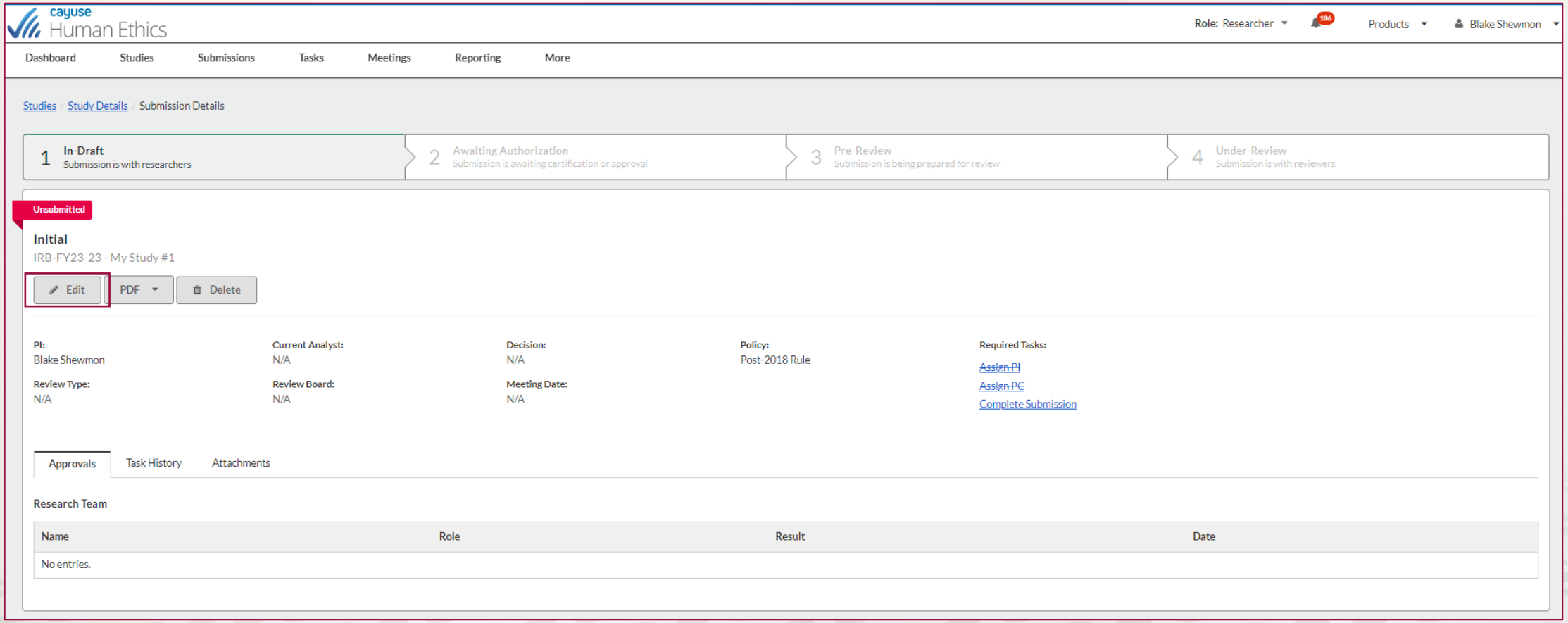
- Make sure to save your work first!
- Once the work is saved, you can exit out of Cayuse
- When you log in again, click **In-Draft** to view your protocol draft(s)



Building a Protocol: Resuming Editing

After selecting the protocol you want to work on, click **Edit** and make your changes

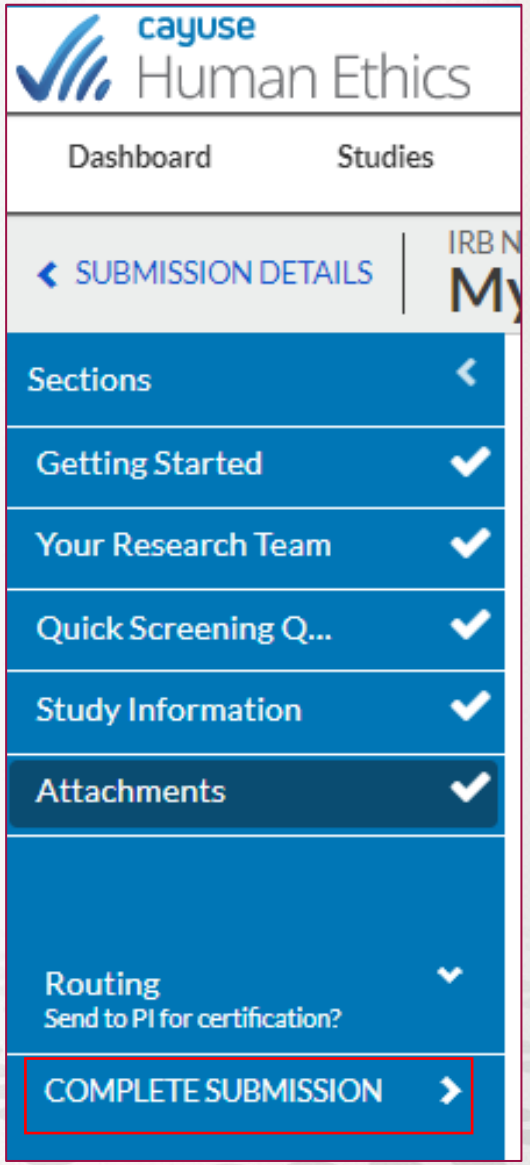
- **Again, make sure to save throughout!**



Building a Protocol: Ready to Submit

The left-hand sidebar will show checkmarks next to each section once all required questions have been answered

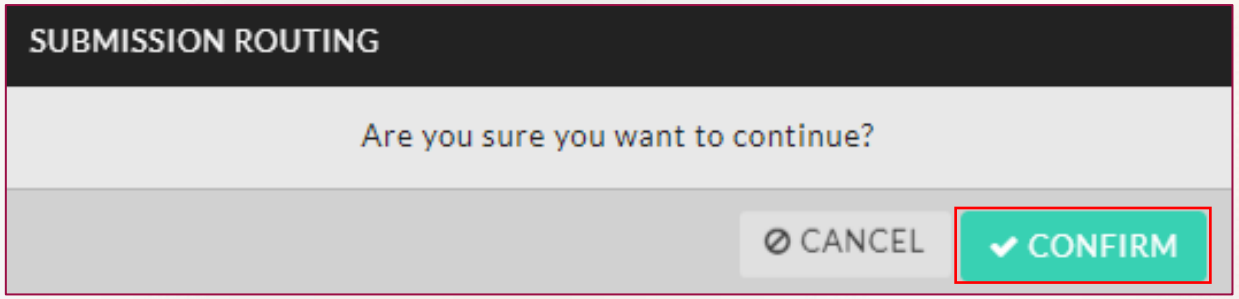
- A checkmark will not appear if any required questions remain unanswered in a section
- Once you have completed all sections, the option to **Complete Submission** will appear



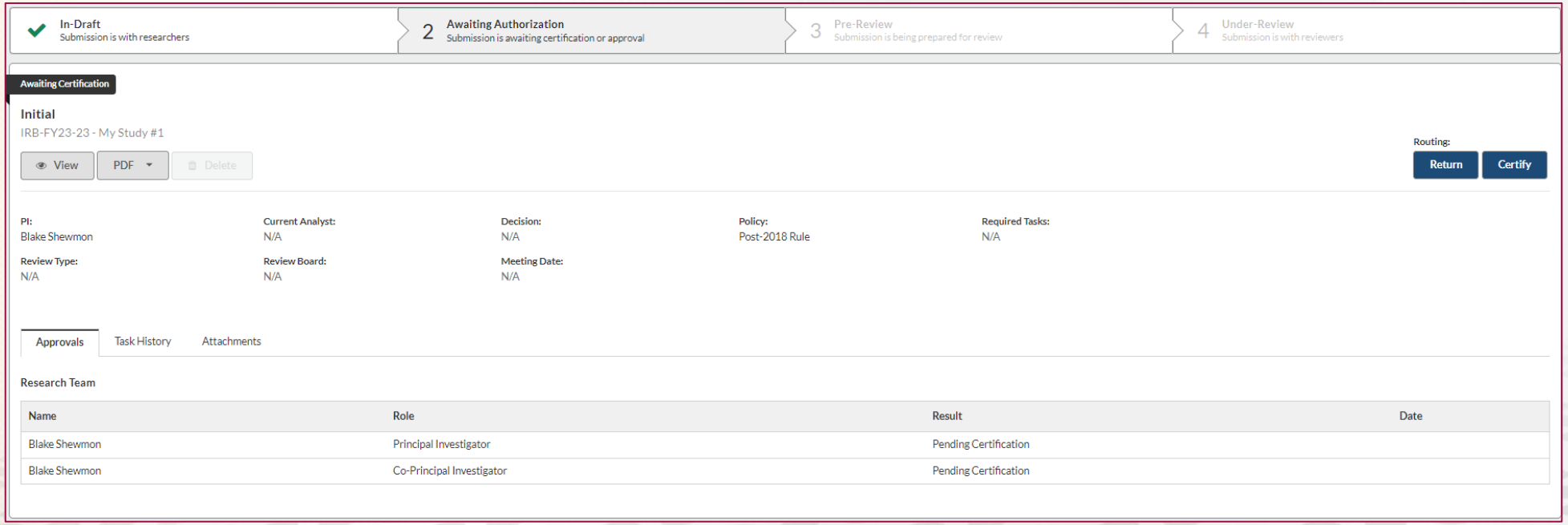
Building a Protocol: Ready to Submit

Once you have reviewed your protocol and are ready to submit, click **Complete Submission**

- Then click **Confirm**



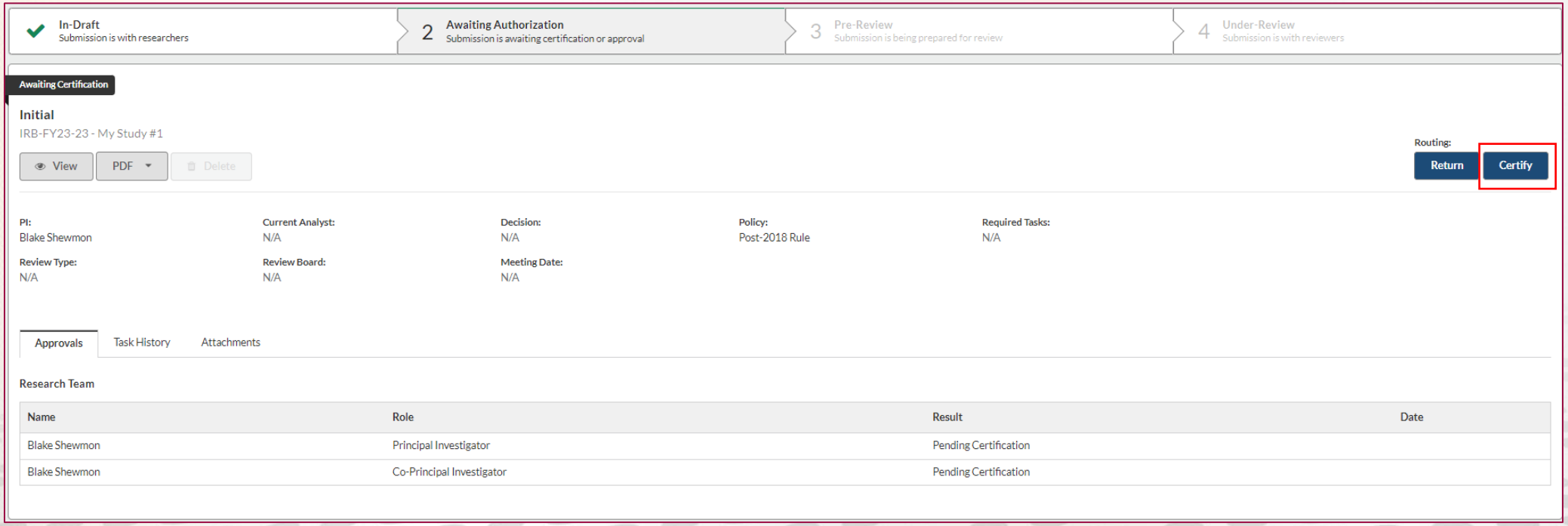
After clicking **Confirm**, you are taken to the screen below



Building a Protocol: Ready to Submit

By clicking **Certify**, the study is sent to the IRB Office (Sponsored Programs) for review by the IRB Administrator

- Only the PI can certify the study, but all members of the research team will receive a confirmation email



Building a Protocol: Once Submitted

After the PI certifies and submits the protocol to the IRB Office for review, all research team members will receive the following email:

COLORADO MESA UNIVERSITY

Institutional Review Board
1100 North Avenue • Grand Junction, CO 81501-3122
irb@coloradomesa.edu

TO: Blake Shewmon, Blake Shewmon, Blake Shewmon
FROM: IRB Administrator

DATE: Oct 28, 2022 9:35:55 AM MDT

RE: Notice of Receipt of Initial Submission on Oct 28, 2022 9:35:55 AM MDT

STUDY #: IRB-FY23-23

STUDY TITLE: My Study #1

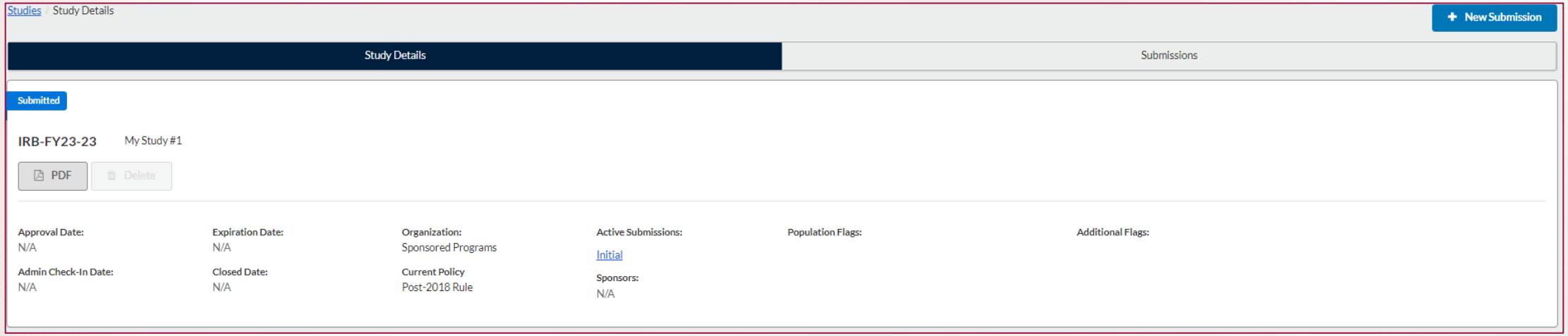
Your IRB submission for the above-referenced study has been received by the CMU IRB via Cayuse IRB. You will be notified if further information is needed and when this has been reviewed and approved.

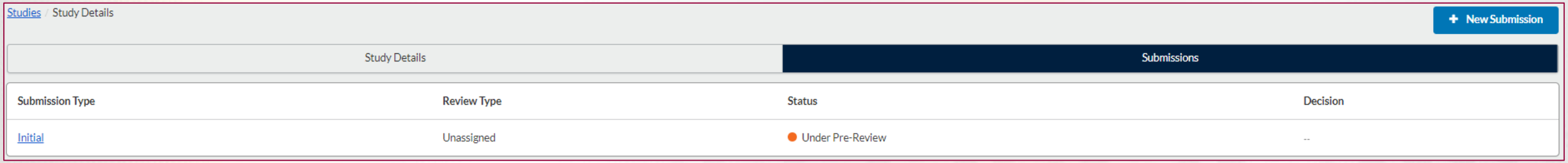
Thank you,

CMU IRB Administrator

Building a Protocol: Once Submitted

While the study is under pre-review by the IRB Administrator, members of the research team will see the following on the **Studies** page in Cayuse



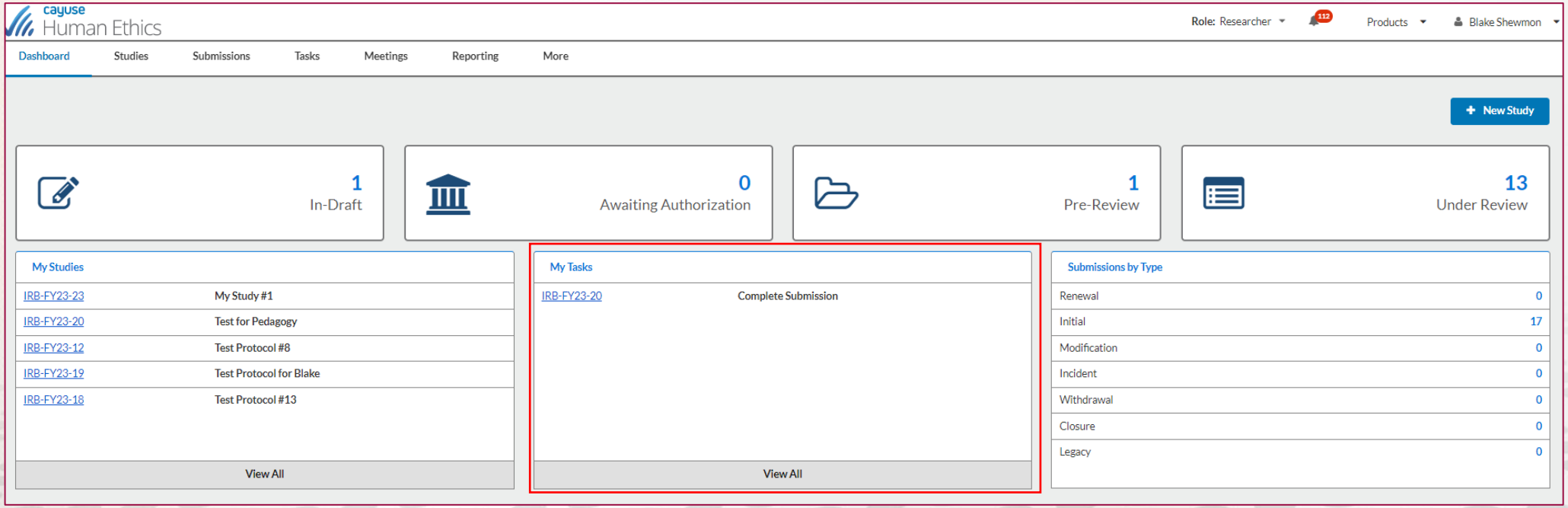


Building a Protocol: Once Submitted

After submitting the study for review, you will be notified of updates in the review process (approval, requested modifications, etc.) via email

- *Please ensure that emails from **do-not-reply@cayuse.com** are not directed to your spam folder*

Please also use the **My Tasks** tab in Cayuse to see the status of your protocol and if anything is needed from you



Reviewing Your Protocol

General information about the review process:

- Your study first goes to the IRB Administrator (Office of Sponsored Programs)
- The IRB Administrator pre-reviews the document for completeness
- The IRB Administrator sends the protocol to an IRB Member for review
- IRB Members have 10 business days to complete their review
- The IRB Administrator will relay the reviewer's feedback or a decision letter to the researcher(s)
- The study may need to be revised and resubmitted if the IRB Member requests modifications
- IRB Members will also be given 10 business days for each additional review period for revised protocols
- **No work on your study (including recruiting efforts) can begin until you receive a formal approval letter from the CMU IRB**

Who to Contact With Cayuse Questions

Any questions during the process can be directed to the IRB Administrator

- irb@coloradomesa.edu
- 970-248-1493
- Or stop by the Office of Sponsored Programs (LHH 209)

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