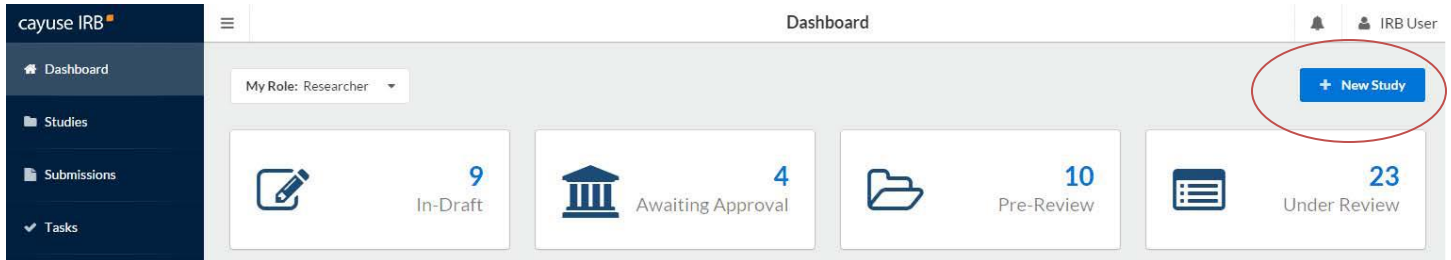


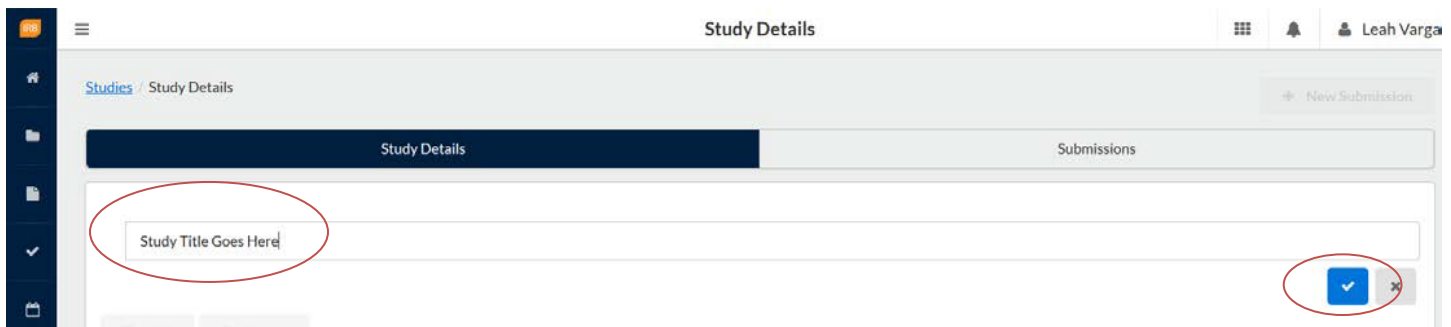
## New IRB Protocol Submission Cheat Sheet

### Instructions to submit a new study in Cayuse IRB:

1. Login to Cayuse IRB using your WMU username and password (<https://wmich.app.cayuse.com/>) and from the "Home" page in the upper right select "Human Ethics" under "Products."
2. From your "Dashboard" select the New Study button in the top right corner.



3. Enter the study title and select the checkmark to proceed.

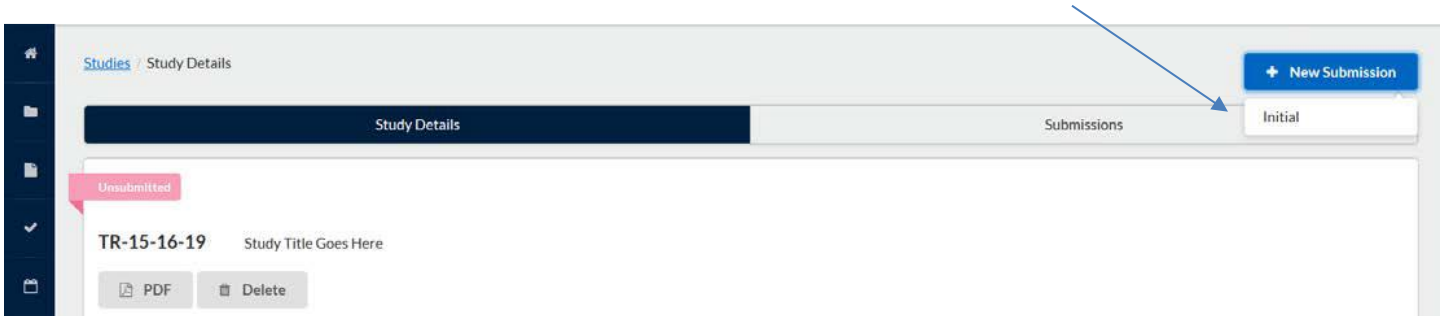


4. Select the New Submission button at the top right corner.

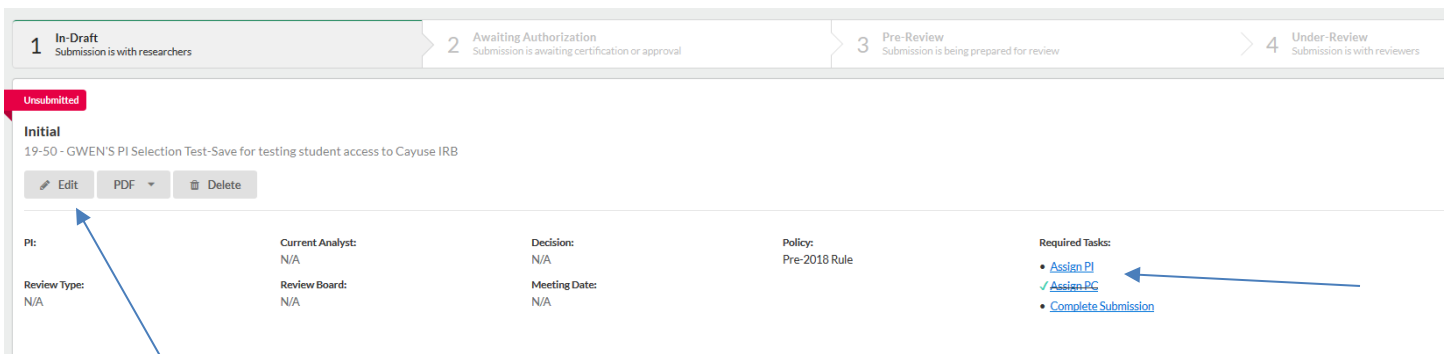


# New IRB Protocol Submission Cheat Sheet

5. Select Initial from the dropdown menu. This is creating your initial submission form.

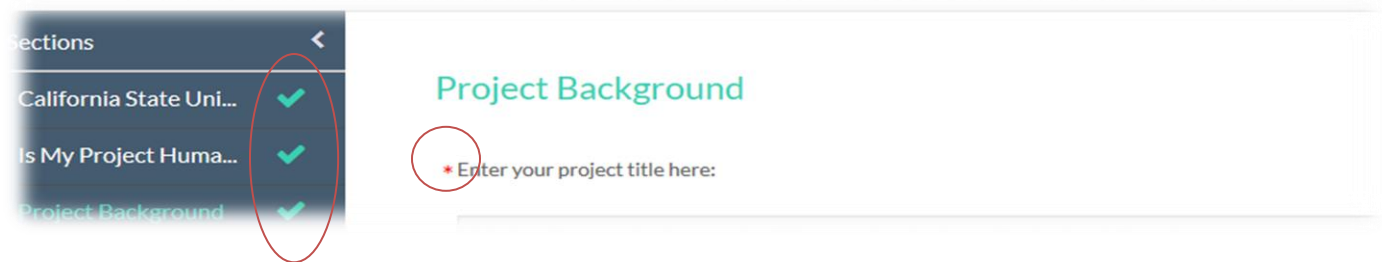


6. Several tasks will be listed under Required Tasks that must be completed before a submission can be made. Complete those by clicking on the blue hyperlinked tasks or by clicking Edit. Both options take you into the form.



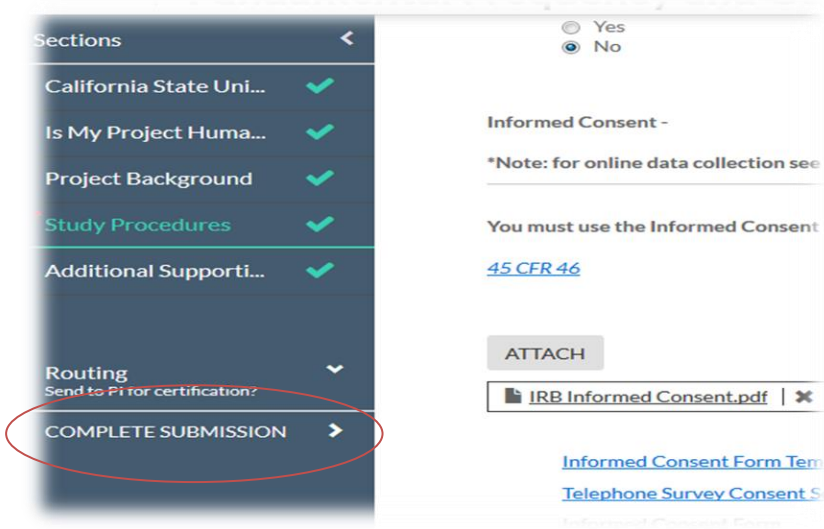
7. A Primary Contact (PC) is automatically assigned and will be the person who is logged in and completes the form and this is also normally the PI. A PI must be assigned and can be the same as the PC.

8. All required questions are marked with a red asterisk. When sections have all required questions completed, a green checkmark will appear.



## New IRB Protocol Submission Cheat Sheet

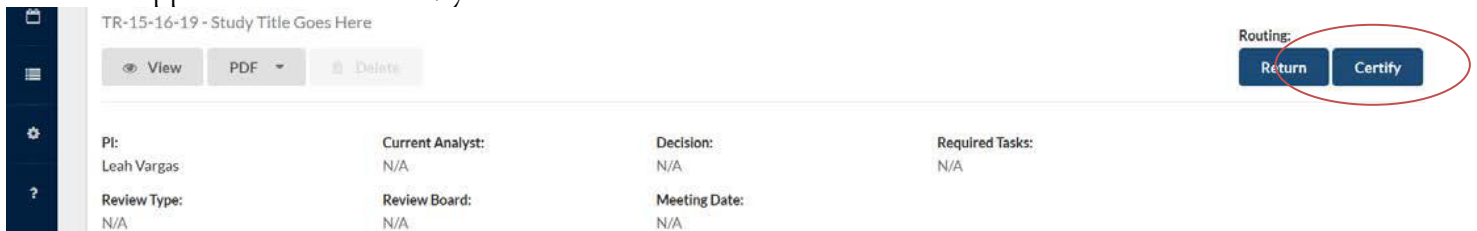
9. Click COMPLETE SUBMISSION > on the left tab if you have completed the application and it is ready to be routed through the approval process. This will only appear once all required tasks/questions with a red asterisk are complete.



10. A pop-up will ask you to Confirm that you are ready to submit. This will bring you back to the Submission Details.

VERY IMPORTANT!!!

11. Select Certify to “sign” and finalize your submission. This step must be completed before the application is received by the IRB.



12. The application will be routed through the “signature” process, which may require the same Certification process by the Co-PI or Faculty Advisor.

Any questions can be directed [julia.mays@wmich.edu](mailto:julia.mays@wmich.edu) or 269-387-8293