



WMU IRB Protocol Renewal Submission

Renewal Submission:

1. To submit your study renewal, login to Cayuse IRB using your WMU Credentials (Bronco NetID and password) at <https://wmich.app.cayuse.com/> and from the Home page select “Products” then “Human Ethics.”

The screenshot shows the Cayuse platform Home page. The top navigation bar includes the Cayuse logo, the text 'cayuse platform Home', and a 'Products' dropdown menu which is circled in blue. The user's name 'Julia Mays' is displayed in the top right. Below the navigation bar is a 'My Tasks' section with a 'New Task' button and filters for 'Assigned to Me', 'Created by Me', 'Open', and 'All'. A table below shows columns for Task, Task Type, From, Assigned To, Created, Last Activity, Due, and Status, with the message 'No Saved Tasks' displayed.

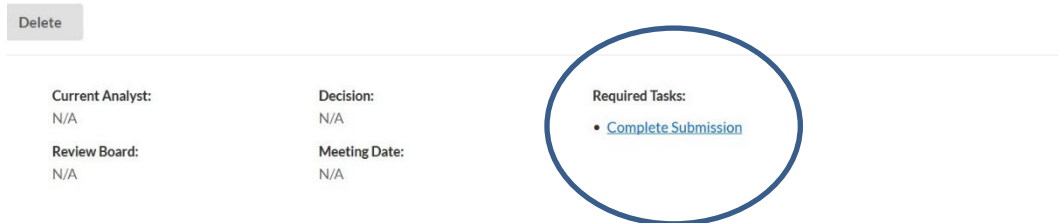
2. From the Human Ethics page **Select your study** under *My Studies*.

The screenshot shows the Cayuse Human Ethics dashboard. The top navigation bar includes the Cayuse logo, 'Human Ethics', and user information: 'Role: Researcher', a notification bell, 'Products', and 'Julia Mays'. Below the navigation bar are tabs for 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area features four status cards: 'In-Draft' (1), 'Awaiting Authorization' (0), 'Pre-Review' (0), and 'Under Review' (0). Below these cards are three sections: 'My Studies' (circled in blue), 'My Tasks', and 'Submissions by Type'. The 'My Studies' section contains a table with two entries: 'IRB-2021-43 Example Application' and 'IRB-2021-39 Test for IRB'. The 'Submissions by Type' section shows counts for 'Renewal' (0), 'Initial' (1), 'Modification' (0), and 'Incident' (0).

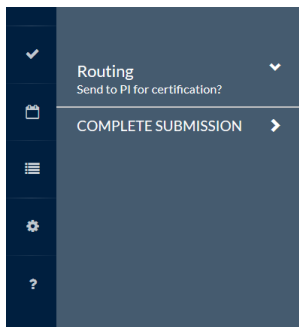
3. Select New Submission and choose the appropriate application for your circumstance (i.e. Renewal).

The screenshot shows the Cayuse Study Details page. The top navigation bar includes 'Studies / Study Details'. The main content area features a 'Study Details' tab and a 'Submissions' tab. A red 'Unsubmitted' banner is visible. Below the banner, the study details for 'IRB-2021-43 Example Application' are shown, including 'PDF' and 'Delete' buttons. On the right side, a 'New Submission' button is circled in blue, with a dropdown menu showing options: 'Renewal', 'Modification', 'Incident', and 'Closure'.

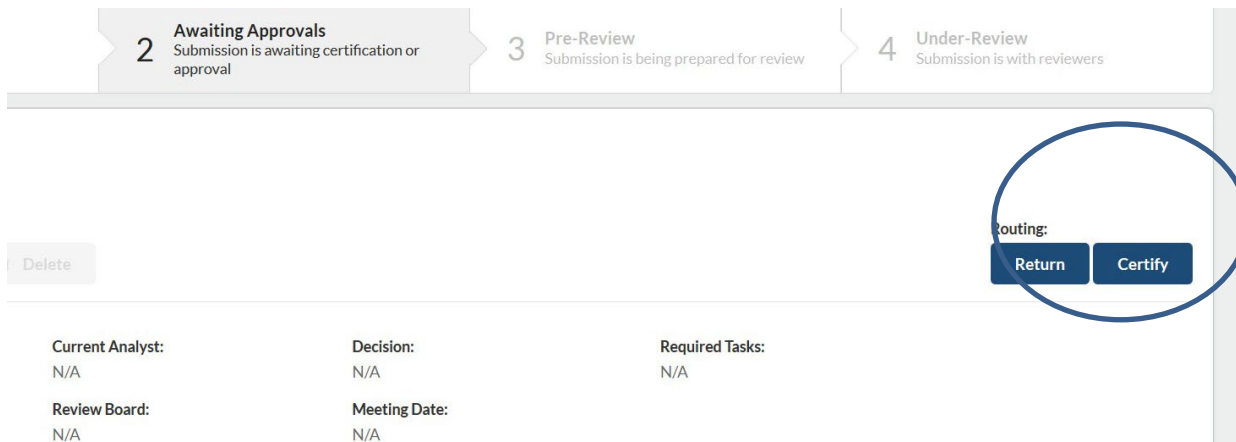
4. Like all submission (initial, modification, renewal, incident, closure), your new submission will have a list of Required Tasks for you to complete before you can submit.



5. Enter the required information and select COMPLETE SUBMISSION >



6. You will need to confirm the submission and will be brought back to your Submission Details. Click “Certify” to “sign” the submission and send it to the IRB.



If you have questions please contact the WMU IRB via email at ovpr-hsirb@wmich.edu or call Research Compliance at 269-387-8293.