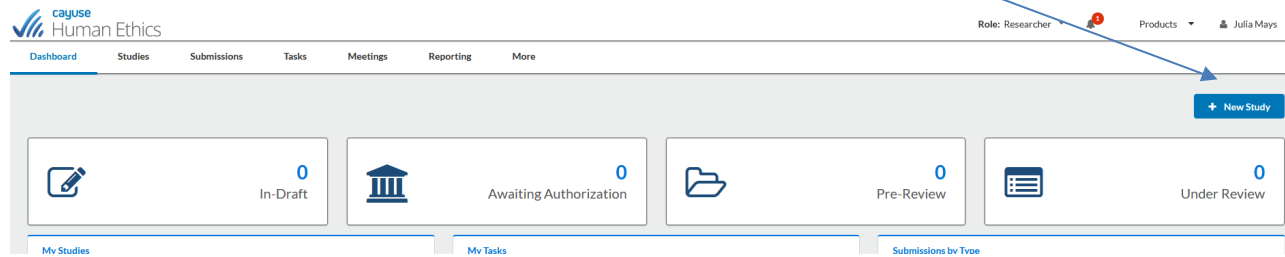
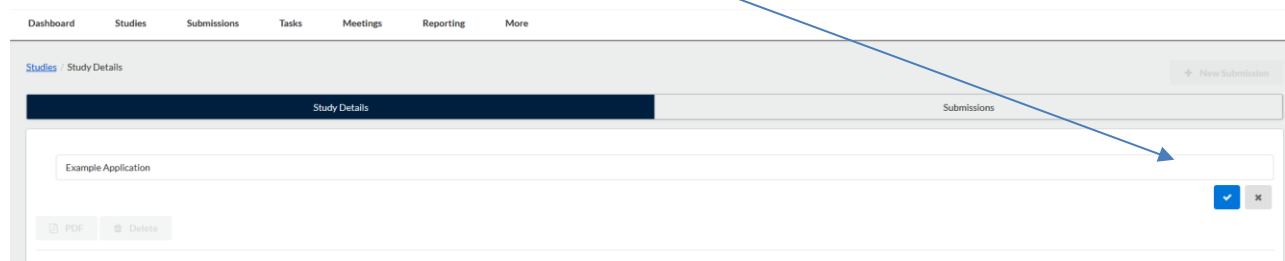


## CREATING A NEW STUDY APPLICATION IN CAYUSE IRB 24/7 access via standard WMU credentials.

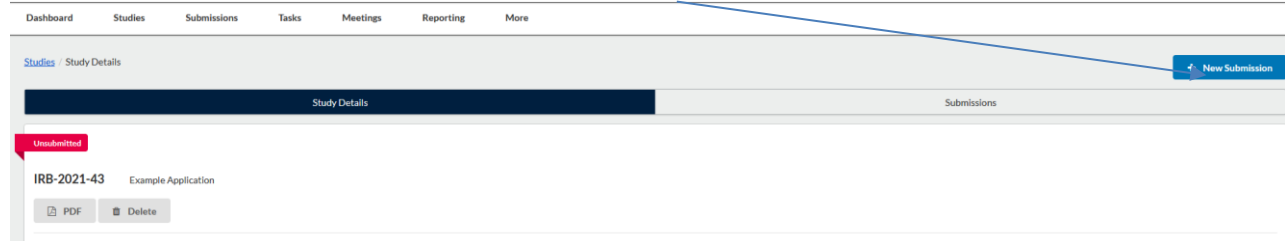
Log in to Cayuse IRB at <https://wmich.app.cayuse.com/> and from the upper right-hand corner of your Dashboard or the Studies page click on 



Type in the name of your new study and click  when done to save your study.



To begin your submission, click on “New Submission”



After you create a new study, you can begin completing forms for your initial submission by clicking on New Submission, and then clicking Initial from the drop-down menu.

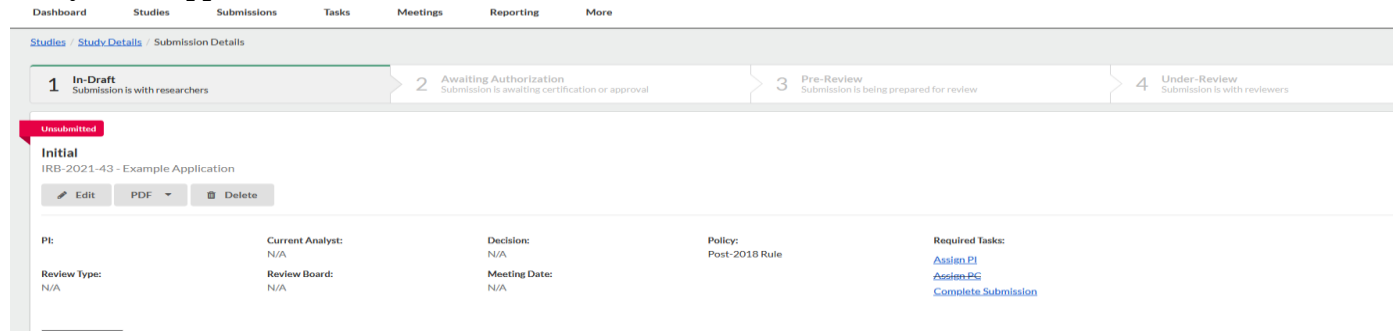
Select “Initial”





Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission. When changing the Principal Investigator or Primary Contact make sure to not remove yourself from all roles and to Save, or you will not be able to access your submission once you leave.

Click on  to beginning completing your Initial Submission (IRB Application). You may return to your incomplete submission by clicking this button.

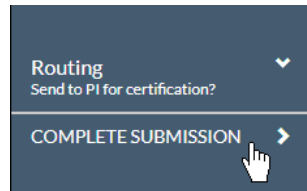
Once you begin the Initial Submission, you can return to the Submission Details page by clicking on Study in the upper left-hand corner of the screen.



Use the   buttons to toggle between sections. You can also click on a section name in the menu at left to jump to that section:



When the application is complete, all attachments added, and you are ready to submit your study to the WMU IRB Click on “Complete Submission.”



Certification is required by you and maybe some members of the research team. The submission moves from “In-Draft” to “Awaiting Authorization”. When certification is complete the submission is routed to the WMU IRB and into “Pre- Review.” During Pre-Review a study analyst reviews and if additional information is required the submission is returned to the PI (e.g., CITI training is not complete, attachments were not included, etc.). When the submission passes the Pre-Review a review is assigned and the protocol moves to “Under Review.”

