

CAYUSE Human Ethics: Faculty Advisor – Protocol Submission Guide

Student Access to the Cayuse System

- Students will need to be setup in Cayuse otherwise they will not have access to the system.
- The faculty advisor can submit the access request on behalf of the entire class, for specific individuals, OR students may submit their own request using the [Cayuse Access Request Form](#).

Pro Tip: If most of a class will need access, submit the access request in advance for the entire class. It is okay to submit for the entire class even if some students may not need to submit to the IRB.

The PI must certify the application before the submission will be routed to the IRB office:

- The Faculty Advisor and all student PI's must certify the application to initiate the IRB review process.
 - The system will send each PI an email stating the application is awaiting their certification. However, you do not need to wait for the email, you can certify directly from your Cayuse Dashboard.
-

Faculty Advisor “Approval” Certification

You will receive an email “Initial Submission Requires Certification”

From: WP-IRB-uat-do-not-reply@cayuse.com <WP-IRB-uat-do-not-reply@cayuse.com>
Sent: Tuesday, November 19, 2024 11:20 AM
To: Julie Moore <cayusechairwpu@gmail.com>; LeMay, Duncan <ga-lemayd3@wpunj.edu>; Julie Moore <cayusechairwpu@gmail.com>
Subject: Initial Submission Requires Certification

TO: Julie Moore,Duncan LeMay, Julie Moore
Department of Biochemistry - TEST
FROM: William Paterson University Institutional Review Board
DATE: Nov 19, 2024 11:20:17 AM EST
RE: Initial Submission Requires Certification
STUDY #: IRB-FY2025-45
STUDY TITLE: Test Protocol (1)

The Initial submission for the above-referenced study has been completed. This submission requires your approval as a member of the research team before it can be submitted to the William Paterson University Institutional Review Board. Please log into Cayuse IRB [Cayuse IRB](#); review and certify this submission.

William Paterson Institutional Review Board

William Paterson University of New Jersey
1800 Valley Road
Wayne, NJ 07470

OR You can go directly to Cayuse to Certify:

Logging In (Recommended Browsers: Google Chrome or Firefox)

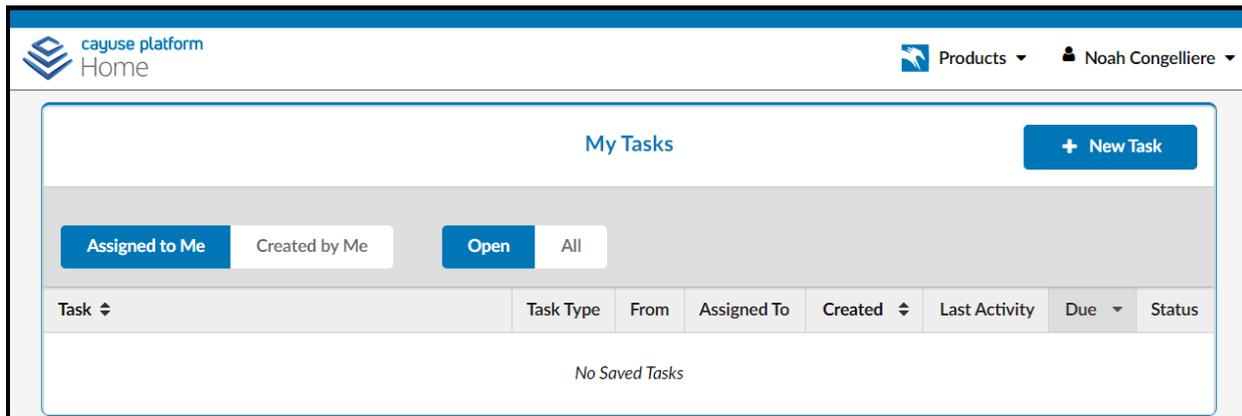
Step 1: Navigate to the [WPU Cayuse Login Portal](https://wpunj.app.cayuse.com/): <https://wpunj.app.cayuse.com/>

Step 2: Enter your login information.

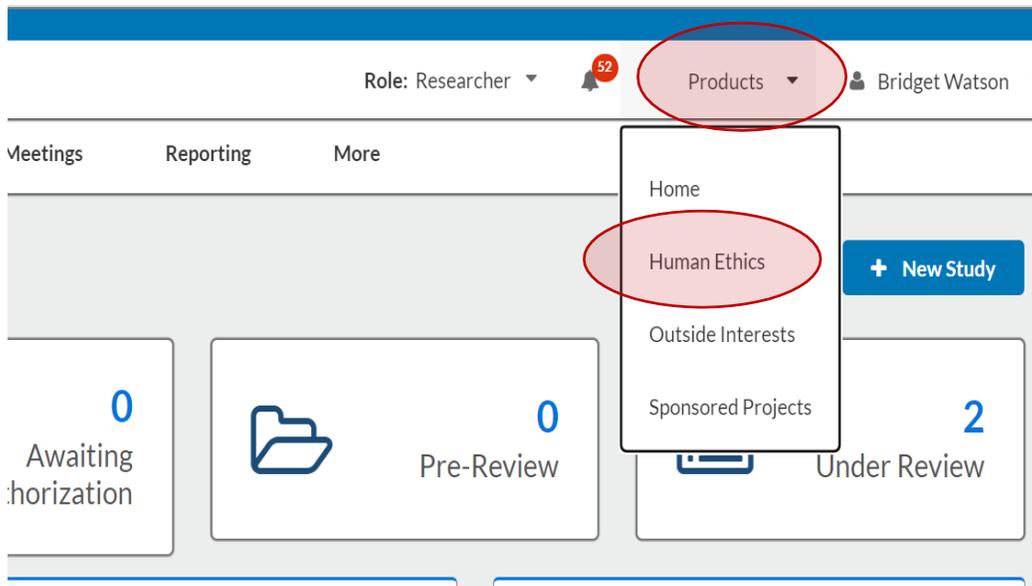
Your username and password are the same as your standard WP credentials. This will take you through the DUO process.

Step 3: Click “Sign in”.

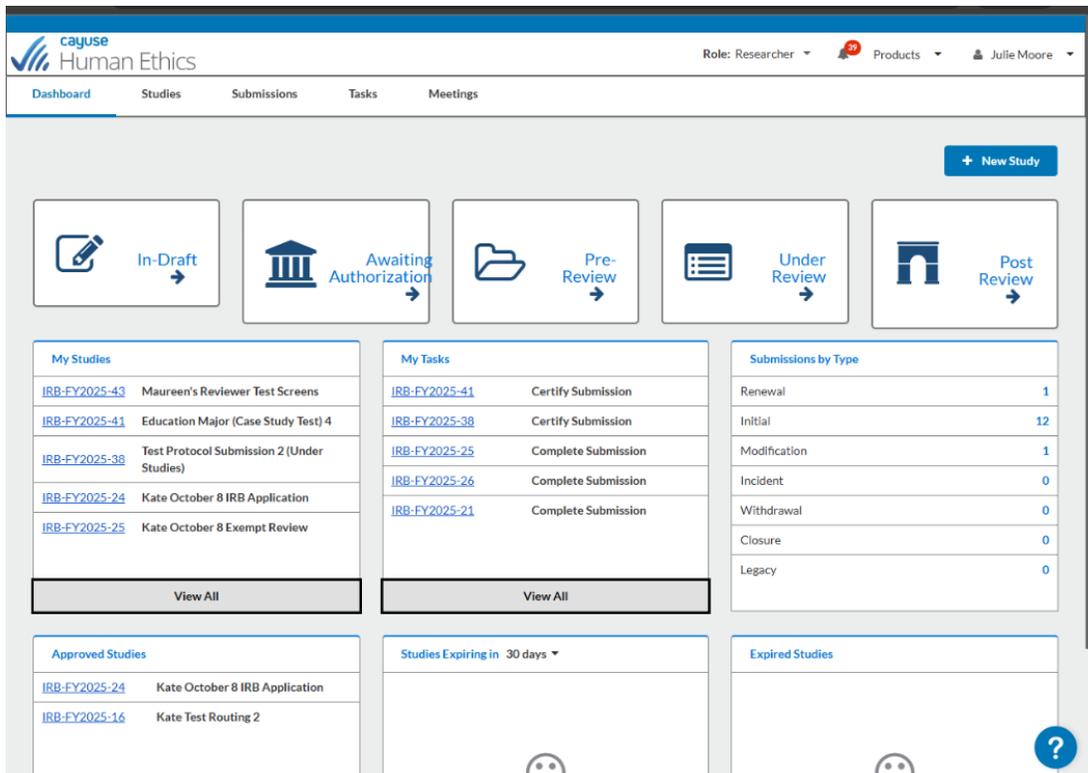
Once logged in to the system, you will be taken to the Cayuse HomeScreen:



Step 4: Click on the “Products” and select “Human Ethics.”



This should take you to the Human Ethics Dashboard. (You can also click on Dashboard to return to this screen.)



In the My Task section of the Human Ethics Dashboard there will be a list of protocols which require an action from you.

The screenshot shows the cayuse Human Ethics dashboard. At the top, there is a navigation bar with 'Dashboard', 'Studies', 'Submissions', 'Tasks', and 'Meetings'. Below this, there are four main action buttons: 'In-Draft', 'Awaiting Authorization', 'Pre-Review', and a fourth button with a list icon. The 'My Tasks' section is highlighted with a red border and contains a table of tasks.

My Studies	
IRB-FY2025-43	Maureen's Reviewer Test Screens
IRB-FY2025-41	Education Major (Case Study Test) 4
IRB-FY2025-38	Test Protocol Submission 2 (Under Studies)
IRB-FY2025-24	Kate October 8 IRB Application
IRB-FY2025-25	Kate October 8 Exempt Review

My Tasks	
IRB-FY2025-41	Certify Submission
IRB-FY2025-38	Certify Submission
IRB-FY2025-25	Complete Submission
IRB-FY2025-26	Complete Submission
IRB-FY2025-21	Complete Submission

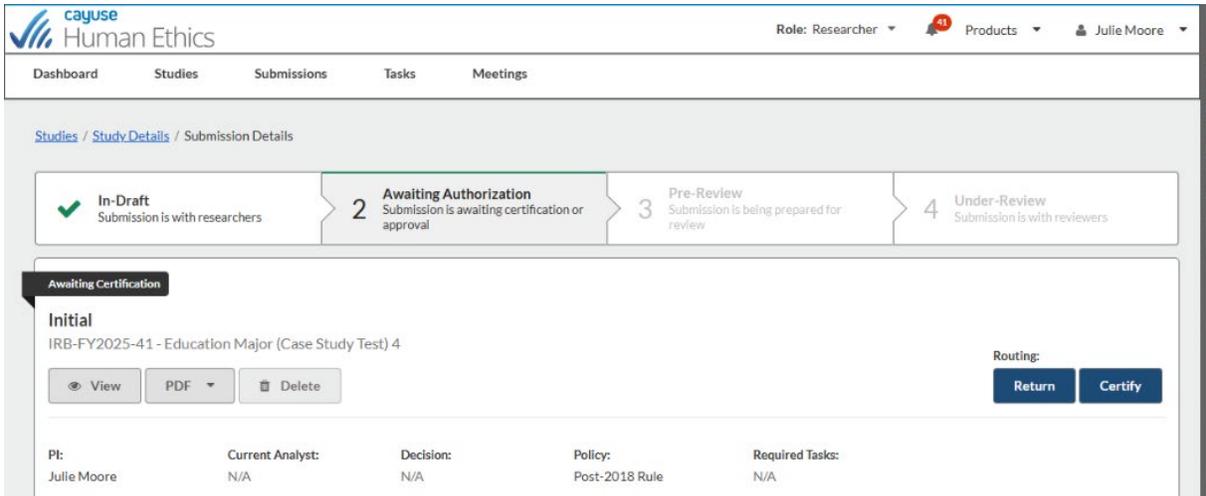
Step 5: Click on the link next to each of the protocols that indicates “Certify Submission.”

- You are listed as the faculty advisor or a Co-PI on a study and will need to certify the protocol in order for it to proceed to be submitted to the IRB.

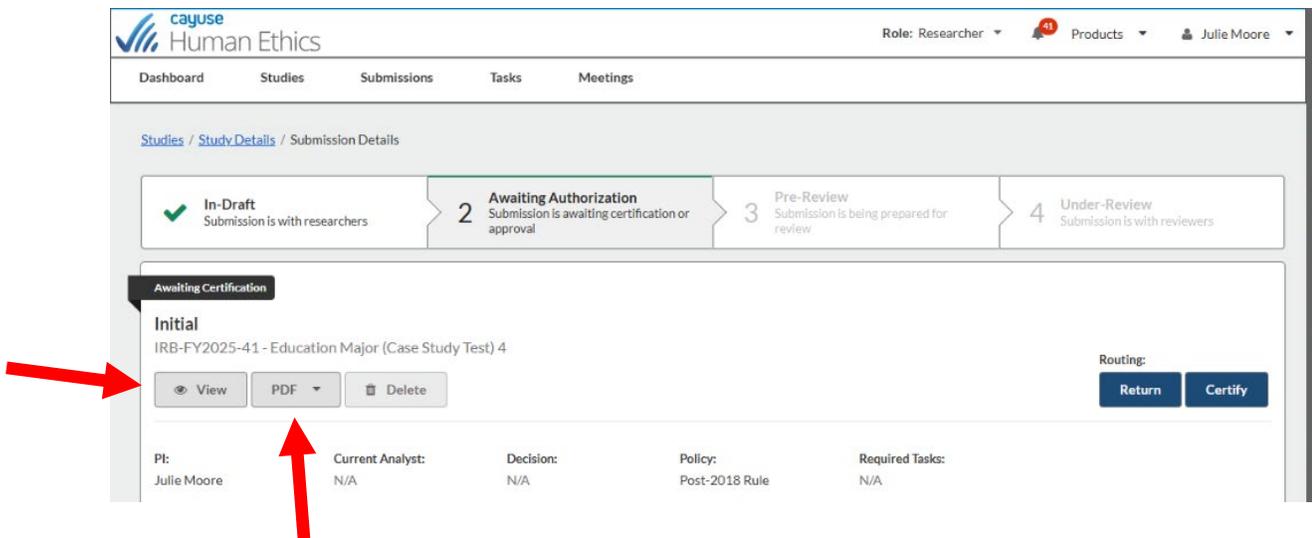
A close-up of the 'My Tasks' table. A red arrow points to the first row, which has 'IRB-FY2025-41' in the first column and 'Certify Submission' in the second column. The 'Certify Submission' text is circled in pink. The second row also has 'Certify Submission' circled in pink. The other rows have 'Complete Submission'.

My Tasks	
IRB-FY2025-41	Certify Submission
IRB-FY2025-38	Certify Submission
IRB-FY2025-25	Complete Submission
IRB-FY2025-26	Complete Submission
IRB-FY2025-21	Complete Submission

This will open the protocol and bring you to this screen.

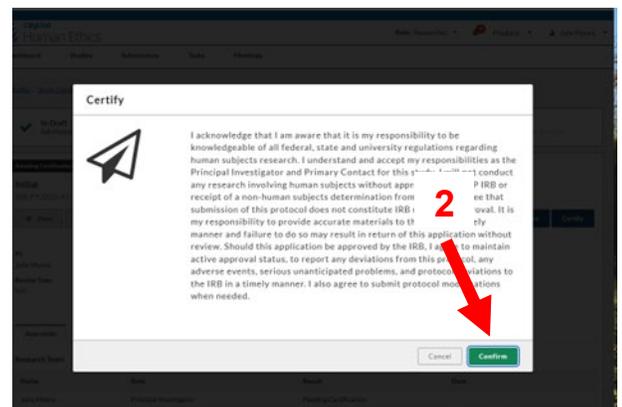
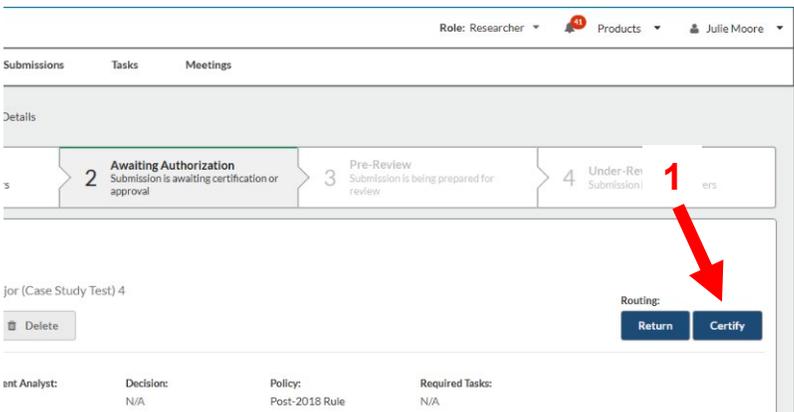


To review the protocol, click on gray “View” to review it in Cayuse OR click on “PDF” to view it in PDF form.



If no changes are needed: approve the protocol

1. Click on the blue “Certify” button.
2. Click on “Confirm” to submit.



The successfully submitted protocol status will show as “Under Pre-Review”

IRB#	Submission	Status	Review Type	PI	My Assignment	Decision	Create Date
IRB-FY2025-47	Test Protocol 3 Initial	Unsubmitted	N/A	Julie Moore	Primary Contact, Co-Principal Investigator	--	11-19-2024
IRB-FY2025-46	Test Protocol 2 Initial	Awaiting Certification	N/A	Julie Moore	Primary Contact	--	11-19-2024
IRB-FY2025-45	Test Protocol (1) Initial	Awaiting Certification	N/A	Julie Moore	Primary Contact, Investigator, Co-Principal Investigator	--	11-19-2024
IRB-FY2025-41	Education Major (Case Study Test) 4 Initial	Unsubmitted	N/A	Julie Moore	Primary Contact, Co-Principal Investigator	--	11-07-2024
IRB-FY2025-38	Test Protocol Submission 2 (Under Studies) Initial	Under Pre-Review	N/A	Julie Moore	Primary Contact, Co-Principal Investigator	--	11-07-2024

OR

If you determine that changes are needed:

1. Return the protocol to the student.
2. Please communicate any changes or revisions with the student. This will be done outside of the Cayuse system.

Please note that your communication with the student will be the only notification the student receives informing them of the needed revisions to the protocol.

To Return the protocol to the student, click on the blue “Return” button.

The screenshot shows the Cayuse Human Ethics interface. At the top, the user is logged in as Julie Moore, a Researcher. The navigation menu includes Dashboard, Studies, Submissions, Tasks, and Meetings. The current view is 'Submission Details' for IRB-FY2025-41 - Education Major (Case Study Test) 4. The submission is in the 'Awaiting Certification' stage, which is highlighted in green. A progress bar shows four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). Below the progress bar, the submission details are shown, including the PI (Julie Moore), Current Analyst (N/A), Decision (N/A), Policy (Post-2018 Rule), and Required Tasks (N/A). A red arrow points to the 'Return' button in the routing section, which is located next to the 'Certify' button.

This will reopen the protocol and allow the student to make edits to the protocol directly inside Cayuse. The student will need to re-certify the protocol.

Each time the student makes a change, they will be required to re-certify. As a Co-Pi or Faculty Advisor, you will also be required to re-certify the protocol.

**Pro Tip: You can view the protocol history using the Task History Tab toward the bottom of the screen. This is accessed only from within the protocol.*

The screenshot shows the Cayuse Human Ethics interface. At the top, there's a navigation bar with 'Dashboard', 'Studies', 'Submissions', 'Tasks', and 'Meetings'. Below this is a progress bar with four stages: 1. In-Draft (Submission is with researchers), 2. Pending Approval (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). The main content area shows an 'Initial' submission for 'IRB-FY2025-41 - Education Major (Case Study Test) 4'. There are buttons for 'Edit', 'PDF', and 'Delete'. Below this, there are fields for 'PI: Julie Moore', 'Current Analyst: N/A', 'Decision: N/A', 'Policy: Post-2018 Rule', 'Review Type: N/A', 'Review Board: N/A', and 'Meeting Date: N/A'. There are also links for 'Assign PI', 'Assign PC', and 'Complete Submission'. At the bottom, there are tabs for 'Approvals', 'Task History', and 'Attachments'. The 'Task History' tab is active, showing a table with columns for Name, Role, Routing Action, and Completion Date.

Name	Role	Routing Action	Completion Date
Julie Moore	Principal Investigator	Returned for Edit	11-19-2024 11:48 AM
Duncan LeMay	Co-Principal Investigator	Certified	11-19-2024 11:39 AM
Duncan LeMay	Co-Principal Investigator	Submission Completed	11-19-2024 11:39 AM
Julie Moore	Principal Investigator	Returned for Edit	11-19-2024 11:34 AM
Duncan LeMay	Co-Principal Investigator	Certified	11-07-2024 3:51 PM
Duncan LeMay	Co-Principal Investigator	Submission Completed	11-07-2024 3:51 PM

If you've certified the protocol, you will also receive an email:

The screenshot shows an email notification from the William Paterson University Institutional Review Board. The email is dated Tuesday, November 19, 2024, at 12:46 PM. The sender is WP-IRB-uat-do-not-reply@cayuse.com. The recipients are Julie Moore, Duncan LeMay, and William Paterson University Institutional Review Board. The subject is 'Notice of Receipt of Initial Submission on Nov 19, 2024 12:46:08 PM EST'. The email body contains the following information: TO: Julie Moore, Duncan LeMay, Department of Biochemistry - TEST; FROM: William Paterson University Institutional Review Board; DATE: Nov 19, 2024 12:46:08 PM EST; RE: Notice of Receipt of Initial Submission on Nov 19, 2024 12:46:08 PM EST; STUDY #: IRB-FY2025-48; STUDY TITLE: Test Protocol 4. The email also states that the IRB submission has been received and that the communication is not approval by the IRB. It advises not to begin any project-specific activities until a communication is received that the project has been reviewed by the IRB. The email is from the William Paterson University of New Jersey, 1800 Valley Road, Wayne, NJ 07470, USA.

When A Protocol is Sent Back by IRB

The IRB may send the protocol back to you for revisions/edits/clarifications:

The Faculty Advisors and Student Investigators will receive an email informing them:

FROM: William Paterson University Institutional Review Board
RE: Initial Submission Returned to Investigators
STUDY #: IRB-FY2025-71
STUDY TITLE: Test Protocol 21

The William Paterson University Institutional Review Board has completed their review and returned the above referenced study in Cayuse IRB to the investigators for changes. Please log into Cayuse IRB [Cayuse IRB](#) to review the requested changes, make the appropriate revisions within the submission, respond to all comments, and provide updated versions of any revised study attachments, as applicable.

Thank you in advance for your prompt response. Please contact the IRB staff if you have any questions or concerns.

William Paterson Institutional Review Board

Either the student(s) or the faculty advisor(s) can edit/revise the protocol.

Once edits/revisions are made, the protocol will need to be resubmitted and re-certified.

***All PI's will be required to recertify the protocol. The faculty advisor will also need to re-certify the protocol.**

To just re-certify a protocol, follow the steps in the "Faculty Advisor "Approval" Certification" section.

Editing/Revising A Sent Back Protocol

Step 1: Login to Cayuse and navigate to the tasks tab (see pg. 2 for more details)

IRB#	Task	Study Title	Submission Type	My Assignment	Tasked Date
IRB-FY2025-71	Complete Submission	Test Protocol 21	Initial	Principal Investigator, Primary Contact	02-21-2025
IRB-FY2025-93	Complete Submission	Testing Previously Approved Protocol	Initial	Primary Contact, Principal Investigator	12-13-2024

Step 2: Click and open the protocol that was sent back.

- Make sure to toggle from "Study Details" to "Submissions" and open your submission if you are not brought directly to the window below.
- The ribbon on the protocol will say "Reopened".
- Click on "Edit".

Studies / StudyDetails / Submission Details

1 In-Draft
Submission is with researchers
2 Awaiting Authorization
Submission is awaiting certification or approval
3 Pre-Review
Submission is being prepared for review
4 Under-Review
Submission is with reviewers

Reopened

Initial
IRB-FY2025-43 - Maureen's Reviewer Test Screens

[Edit](#) [PDF](#) [Delete](#)

PI: Julie Moore	Current Analyst: Maureen Peters	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: Assign PI Assign PG Complete Submission
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		

[Approvals](#) [Task History](#) [Attachments](#)

Research Team

Name	Role	Result	Date

**Pro Tip: You can view the protocol history from the Task History Tab located toward the bottom of the screen. This is accessed only from within the protocol submission*

1 In-Draft
Submission is with researchers

2 Submission is awaiting certification or approval

3 Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Unsubmitted

Initial

IRB-FY2025-41 - Education Major (Case Study Test) 4

Edit PDF Delete

PI: Julie Moore Current Analyst: N/A Decision: N/A Policy: Post-2018 Rule Required Tasks: Assign PI Assign PC Complete Submission

Review Type: N/A Review Board: N/A Meeting Date: N/A

Approvals Task History Attachments

Name	Role	Routing Action	Completion Date
Julie Moore	Principal Investigator	Returned for Edit	11-19-2024 11:48 AM
Duncan LeMay	Co-Principal Investigator	Certified	11-19-2024 11:39 AM
Duncan LeMay	Co-Principal Investigator	Submission Completed	11-19-2024 11:39 AM
Julie Moore	Principal Investigator	Returned for Edit	11-19-2024 11:34 AM
Duncan LeMay	Co-Principal Investigator	Certified	11-07-2024 3:51 PM
Duncan LeMay	Co-Principal Investigator	Submission Completed	11-07-2024 3:51 PM

1-6 of 6

Step 3: Navigate to the parts of the protocol that need revision.

- They are the sections with a comment bubble on the left.
- The number indicates how many items need to be revised in the section. The sections marked with checkmarks do not require revisions

caayuse Human Ethics

Role: Researcher Products Julie Moore

Dashboard Studies Submissions Tasks Meetings

IRB NUMBER: IRB-FY2025-43

Maureen's Reviewer Test Screens - Initial

CREATE PDF COMPARE SAVE

Sections

- Getting Started W... ✓
- Key Study Personnel ✓
- Study Summary ✓
- Funding and Support ✓
- Oversight Determi... ✓
- External Collaborat... ✓
- Exemption Eligibility ✓
- Exempt Categories ✓
- Methods and Procedures 1
- Data ✓
- Data and Sample Tr... ✓
- Attachments ✓
- Routing Send to PI for certification? ✓
- COMPLETE SUBMISSION >

Getting Started WPU Draft Version

WP IRB

All projects involving Human Subjects Research (HSR) at William Paterson must have IRB review. This review must be completed prior to recruiting participants or initiating data collection. Visit the [WP IRB website](#) to learn more about the WP IRB, and to view guidance on federal regulations and institutional policies.

Please review the [How to Submit a Protocol for IRB Review](#). This page has information on required training and other important tasks investigators must complete before initiating a new application.

Using the Cayuse Human Ethics (HE) Module

Cayuse HE is an interactive web application. Cayuse will replace InfoReady for submissions to the WP IRB. Your responses will trigger new questions and sections to appear. All required fields must be completed. You do not need to finish the application in one sitting.

- Each submission must identify a **Principal Investigator (PI)**. Applications submitted by student PIs (undergraduate or master students) must also list the student PI as the **Primary Contact**. More information is provided in the Key Personnel section.
- Read the Key Study Personnel section carefully to learn which individuals must be listed as study team members, and how roles in Cayuse HE impact individuals' access to the submission.
- **Navigation:** Click on the arrows at the bottom and top right corners of the application to move from one section to the next. To navigate to a specific section, click on the section name on the left-hand menu.
- Be sure to click "Save" frequently. The "Save" button is in the top-right corner.

Times of Review Requested:

Step 4: Within the section, find the “Expand Comments” bubble and click on it to see the reviewer's feedback.

IRB NUMBER: IRB-FY2025-43
Maureen's Reviewer Test Screens - Initial

Sections <

- Getting Started W... ✓
- Key Study Personnel ✓
- Study Summary ✓
- Funding and Support ✓
- Oversight Determi... ✓
- External Collaborat... ✓
- Exemption Eligibility ✓
- Exempt Categories ✓
- Methods and Procedures 1
- Data ✓
- Data and Sample Tr... ✓
- Attachments ✓
- Routing ✓

This section asks about the procedures participants will undergo and how data will be collected and recorded.

• **Research Procedures:** Please describe ALL the study procedures participants will undergo.

- Provide details of any interactions, interventions or experiments with human subjects
- Include the number of study visits/sessions and the length for each (e.g., 30 minutes per week for 3 weeks for a total time of 1.5 hours), and the timetable for study completion.
- See Help text for more guidance

Research Procedures test

Expand Comments **Click here**

Data collection

This section asks about the methods and procedures related to collecting and recording research data. Additional questions about managing, safeguarding, storing and sharing data will be asked in other sections of the application.

Step 5: Enter the revised information for each section with a comment and change the dropdown under "Reply" from "Not Addressed" to "Addressed".

Sections <

- Getting Started W... ✓
- Key Study Personnel ✓
- Study Summary ✓
- Funding and Support ✓
- Oversight Determi... ✓
- External Collaborat... ✓
- Exemption Eligibility ✓
- Exempt Categories ✓

Collapse Comments

Maureen Peters Today at 3:26 PM
Please provide more details.

Reply
Not Addressed

Reviewer's feedback

Change to addressed when done

Data collection

This section asks about the methods and procedures related to collecting and recording research data. Additional questions about managing, safeguarding, storing and sharing data will be asked in other sections of the application.

A time stamp will display and the dropdown will show “Addressed” when complete.

External Collaborat... ✓

- Exemption Eligibility ✓
- Exempt Categories ✓
- Methods and Proce... ✓
- Data ✓
- Data and Sample Tr... ✓
- Attachments ✓

Collapse Comments

Maureen Peters Today at 3:26 PM
Please provide more details.

Reply
Addressed Today at 3:40 PM by you

Data collection

This section asks about the methods and procedures related to collecting and recording research data. Additional questions about managing, safeguarding, storing and sharing data will be asked in other sections of the application.

Step 6: After addressing all comments, Complete the Submission. (You may also do this in the application in the “Complete Submission section.”)

- Remember, you can't re-submit your protocol until all comments have been addressed.

The screenshot shows a sidebar on the left with a menu containing 'Funding and Support', 'Oversight Determin...', 'Attachments', 'Routing', and 'COMPLETE SUBMISSION'. A red arrow points to the 'COMPLETE SUBMISSION' button. To the right of the sidebar, there are instructions: 'To facilitate ease of review, please upload documents in the proper attac...', 'Study documents reviewed and approved by an external IRB should be l...', and 'Use the "Additional Documents" attachment point *only if* you cannot fin...'. Below this is a progress bar with four stages: '1 In-Draft', '2 Awaiting Authorization', '3 Pre-Review', and '4 Under-Review'. The main content area shows 'Initial' information for 'IRB-FY2025-37 - Example Study' with fields for PI, Current Analyst, Decision, Policy, Meeting Date, Review Type, and Review Board. A 'Required Tasks' section contains links for 'Assign PI', 'Assign PG', and 'Complete Submission', with a red arrow pointing to the 'Complete Submission' link.

Step 7: Certify the Protocol

- The Faculty Advisor and all student PI's must certify the application to initiate the IRB review process.**

- If you are the PI, you will need to “Certify” the application when you resubmit it.
- IMPORTANT! All PI's listed on the study are required to “certify” the resubmission of the application.**
- The system will send each PI an email stating the application is awaiting their certification. However, you do not need to wait for the email, you can certify directly from your Cayuse Dashboard.

The screenshot shows a progress bar with three stages: '2 Awaiting Authorization', '3 Pre-Review', and '4 Under-Review'. The main content area shows 'Routing:' with two buttons: 'Return' and 'Certify'. A red arrow points to the 'Certify' button. Below this is a 'Required Tasks:' section with a 'Certify' link highlighted by a red arrow. At the bottom right, there is a blue circle with the number '1' and a question mark icon.

Approvals

Once the Protocol is Reviewed and Approved you will be notified by email that your Approval notice can be found in the Letters Tab of the Submission Details page.



WILLIAM PATERSON UNIVERSITY
Office of Sponsored Programs
1800 Valley Road, Room 218 • Wayne, New Jersey 07474
973.720.2852 • grants@wpunj.edu • wpunj.edu/osp

Date: March 4, 2025
PI: Julie Moore
Re: Initial - IRB-FY2025-62
Test Protocol 12

The William Paterson University UAT Tenant Institutional Review Board has reviewed the above-referenced submission and rendered the decision below. All approval letters and study documents are located in the tabs on the Submission Details page.

Decision: Approved
Decision Date: December 6, 2024
Study Admin Check-in Date: December 5, 2025
Study Expiration Date: December 5, 2025
Review Type: All reviewed research activities fall under 45 CFR 46.110.
7. Research on individual or group characteristics or behavior (including, but not limited to, research on perception, cognition, motivation, identity, language, communication, cultural beliefs or practices, and social behavior) or research employing survey, interview, oral history, focus group, program evaluation, human factors evaluation, or quality assurance methodologies. (NOTE: Some research in this category may be exempt from the HHS regulations for the protection of human subjects. [45 CFR 46.101\(b\)\(2\)](#) and (b)(3). This listing refers only to research that is not exempt.)

Findings: None
Research Notes: None

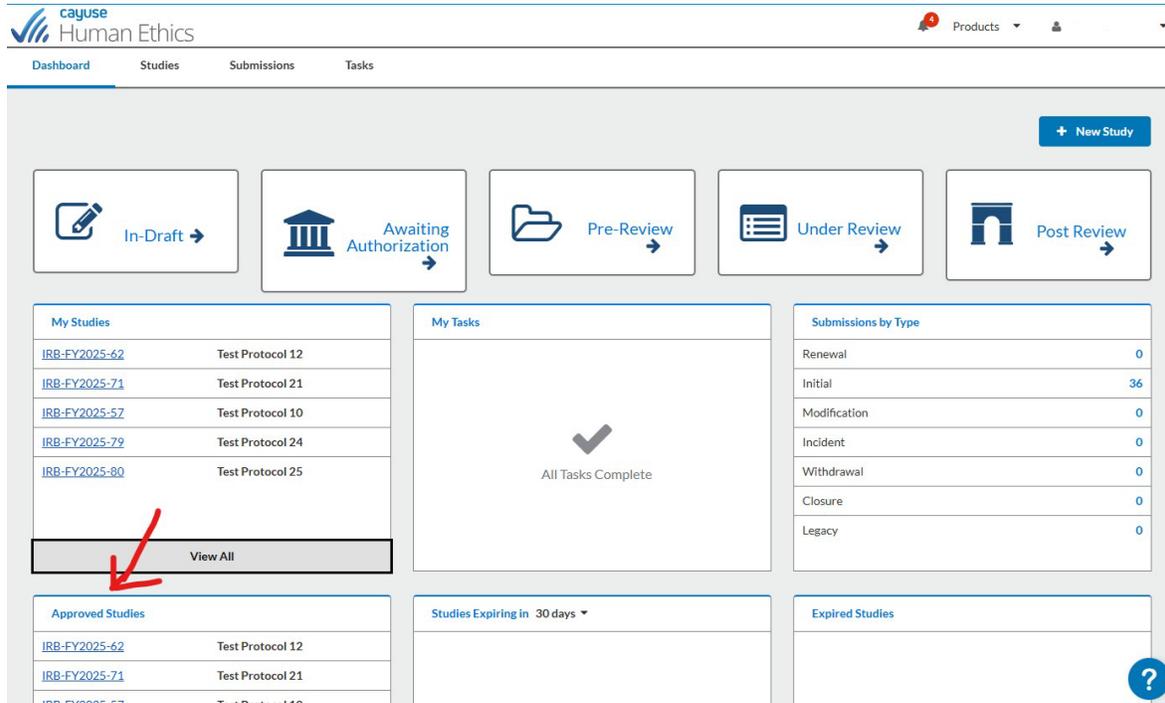
Key Principal Investigator Responsibilities:

Navigating to Your Approval Notice and Other Approval Materials under the Submission Details Page Tabs

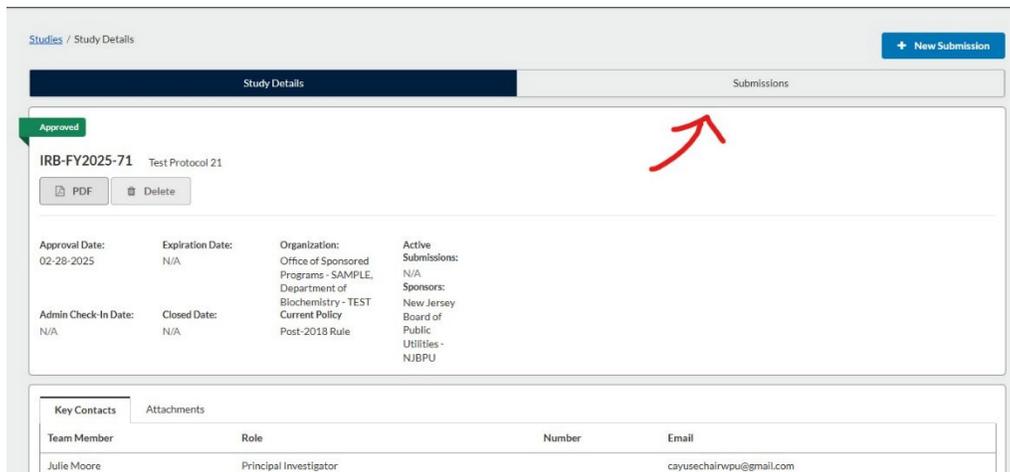
To get to the tabs on the Submission Details page and your approval materials do the following:

Step 1: Login to Cayuse and Navigate to the Human Ethics Module (see pg. 2 for more details).

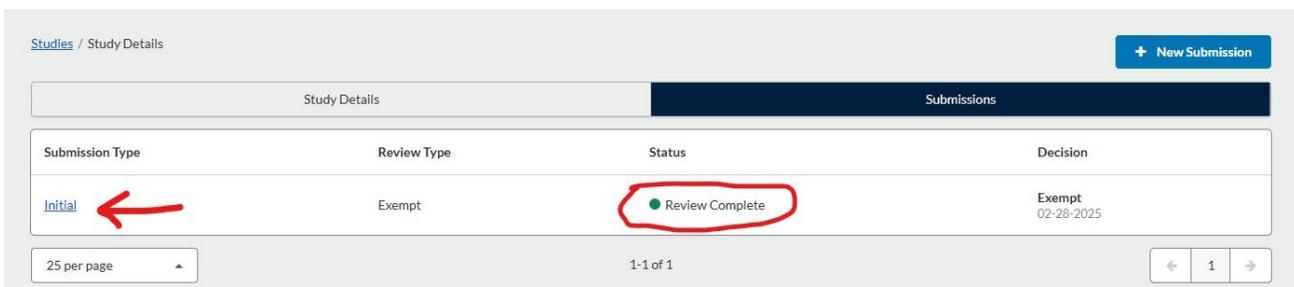
Step 2: Find the "Approved Studies" section on the homepage and click to open the approved study.



Step 3: Click on the submission tab.



Step 4: Click on your approved submission.



Step 5: Click on the letters tab at the bottom to view and download your IRB Approval notice. (Click on the other tabs to see additional approval materials)

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

In-Draft
Submission is with researchers

Awaiting Authorization
Submission is awaiting certification or approval

Pre-Review
Submission is being prepared for review

Under-Review
Submission is with reviewers

Review Complete

Initial
IRB-FY2025-71 - Test Protocol 21

View PDF Delete

PI: Julie Moore Current Analyst: Maureen Peters Decision: Exempt Policy: Post-2018 Rule
Review Type: Exempt Review Board: WPU UAT Board

Approvals Task History Letters Attachments

Research Team

Name	Role	Result	Date
Julie Moore	Principal Investigator	Certified	02-21-2025 3:40 PM
Duncan LeMay	Co-Principal Investigator	Certified	02-21-2025 2:44 PM

Step 6: Click the link under the Letters Tab to view and download the approval notice.

Studies / Study Details / Submission Details

In-Draft
Submission is with researchers

Awaiting Authorization
Submission is awaiting certification or approval

Pre-Review
Submission is being prepared for review

Under-Review
Submission is with reviewers

Review Complete

Initial
IRB-FY2025-71 - Test Protocol 21

View PDF Delete

PI: Julie Moore Current Analyst: Maureen Peters Decision: Exempt Policy: Post-2018 Rule
Review Type: Exempt Review Board: WPU UAT Board

Approvals Task History Letters Attachments

Subject	Recipients	Sent Date
IRB-FY2025-71 - Initial: Initial - Exempt Review Approval - SAMPLE	cayusechairwpu@gmail.com, ga-lemayd3@wpunj.edu	03-04-2025