# **CAYUSE Human Ethics:**

# **Protocol Submission**

# Logging In

(Recommended Browsers: Google Chrome or Firefox)

Step 1: Navigate to the WPU Cayuse Login Portal: 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:

eayuse platform Home						X	Products 🔻	🎍 Noah (	Congelliere
			Му	/ Tasks				+ New T	āsk
Assigned to Me	Created by Me	Open	All						
Task 🖨			Task Type	From	Assigned To	Created \$	Last Activity	Due 🔻	Status
			No So	aved Tasks					

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

		Role: Researcher		Products 🔹	Bridget Watson
Meetings	Reporting	More		Home	
				Tionic	
				Human Ethics	+ New Study
				Outside Interests	
C		L.	0	Sponsored Projects	2

## **Submitting a New Protocol**

Step 1: Click on "New Study."



Step 2: Enter a new study title and click on the blue check mark:

- This creates a folder for your study.
- All submissions for this study will reside in this "folder."
- Add the study title and then click the blue check mark

	Stud	dy Details			Submissions	
Enter study ti	tle here					
					-	×
D PDF						
Approval Date:	Expiration Date:	Organization:	Active	Population Flags:	Additional Flags:	1

Step 3: Click on New Submission to begin your initial IRB protocol submission.

Dashboard	Studies	Submissions	Tasks	Meetings	Reporting	More		
Studies / Study De	etails							+ New Submission
		Study Details					Successions	
Unsubmitted								
IRB-FY2025	-35 Example S	Study						
D PDF	â Delete							
Approval Date:	Expiration D	Date: Organ	ization:	Active Submissions:	Population Fla	gs:	Additional Flags:	
10/5	N/A		2.2	N/A				

**Step 4:** Click on Submissions (sub-folder next to Study Details)

ashboard	Studies	Submissions	Tasks	Meetings	Reporting	More		
itudies / Study	Details						+ New Su	bmission
		Study Detail:	5				Submissions	
Submission Ty	ype		R	leview Type		Status	Decision	
No Submissio	ns							
					0-0 of 0			

Step 5: Click on "New Submission" (a drop-down menu will appear) then click on "Initial"

Studies / Study De									
	etails							×	+ New Submission
		Study Detail	5			Begin Initial You've created a initial submission	Submission study! Click here to begin your to the IRB.		
IRB-FY2025	-37 Exan	nple Study							
Approval Date: N/A	Expirat N/A	tion Date: Orga	nization:	Active Submissions: N/A	Popula	tion Flags:	Additional Flags:		
Dashboard	Studies	Submissions	Tasks	Meetings	Reporting	More			
Studies / Study D	Details								+ New Submission
		Study Detai	ls				Submissions		Initial
Unsubmitted									
IRB-FY202	5-37 Exa	mple Study							

**Step 6:** Click Edit to begin the application. (This is where you complete the application form and attach protocol documents)

		approval	review	nission is being prepared for w	Submission is with reviewers
Unsubmitted					
Initial					
IRB-FY2025-37 - E	xample Study				
Edit PE	xample Study DF ▼				
IRB-FY2025-37-E	xample Study DF ▼				
RB-FY2025-37-E	xample Study DF 후 합 Delete Current Analyst:	Decision:	Policy:	Required Tasks:	
RB-FY2025-37-E	xample Study DF ▼	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: Assign Pl	

In the "Key Study Personnel" section of the application, you will be asked to Assign a PI. The study must have both a PI and a Primary Contact. This may be the same person or two different people depending on your situation.

Faculty, Staff and Doctoral Students can be Primary Investigators (PI).

Undergraduate and Masters level students: The lead student will submit the protocol and list themselves as the Primary Contact and will list their faculty advisor as the PI.

You must complete all required questions in each section of the application. If you do not see a white checkmark for a section, it means you have not responded to a required question, and you will need to review that section again and complete any unanswered questions.



Sections	<	
Getting Started W	~	
Key Study Personnel	~	Attachments Completed Sections
Study Summary	~	This section provides a summary of all attachment points relevant to your submission. To facilitate ease of review, please upload documents in the proper attachment points. If you
Funding and Support	~	me to the application, do not mode that same me again on this page.
Oversight Determi	~	Reliance on External IPE study documents reviewed and approved by an external IRB should be uploaded in the "External IRB Documents" attachment point, not in any other sect HRPP staff).
External Collaborat	~	Additional Describes your documents, attachment point only if you cannot find an attachment point that describes your document, or you have been instructed to
Exemption Eligibility	~	
Exempt Categories	~	Atternal Collaboration
Methods and Proce	~	Individual Investigator Agreements

#### Step 7: Complete the Submission.

- You may also do this in the application in the "Complete Submission" section
- NOTE: This is not the last step!!



### OR

1 In-Draft Submission is with	n researchers	> 2	Awalting Authorization Submission is awalting certificatio approval	on or	3	Pre-Review Submission is being prepared for review	> 4	Under-Review Submission is with reviewers
nsubmitted								
nitial RB-FY2025-37 - Ex	ample Study							
nitial RB-FY2025-37 - Ex	ample Study							
nitial RB-FY2025-37 - Ex Edit PDI I:	ample Study		Decision:	Policy:		Required Tasks:		
Initial IRB-FY2025-37 - Ex PDF १८:	ample Study		Decision: N/A	Policy: Post-20	18 Rule	Required Tasks: Assign P1		

### Step 8: Certify the Protocol

The PI must certify the application to initiate the IRB Office Review:

- If you are the PI, you will need to "Certify" the application.
- All PI's listed on the study will be required to "certify" 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.

To certify your application, click the "certify" button under routing

rization ting certification or	3	Pre-Review Submission is being prepared for review	>	4	Under-Review Submission is with reviewers
					Routing: Return Certify

You can check the Status on the Studies Tab:

• A successfully submitted application will show the status "submitted"

Huma	an Ethics			
Dashboard	Studies	Submissions	Tasks	
Active Ar	chive			
Q Click to	search			
IRB#		Study Title		Status
IRB-FY2025-	<u>41</u>	Education Major	Case Study Test) 4	Unsubmitted
IRB-FY2025-	38	Test Protocol Sub	mission 2 (Under Studies)	Submitted
25 per page				1-2 of 2

#### You will also receive an email confirmation.

From: WP-IRB-uat-do-not-reply@cayuse.com <WP-IRB-uat-do-not-reply@cayuse.com> Sent: Tuesday, November 19, 2024 12:46 PM To: Julie Moore <a href="cayused-hairwpu@gmail.com">cayused-hairwpu@gmail.com</a>; LeMay, Duncan <a href="cayused-hairwpu@gmail.com">cayused-hai

William Paterson University of New Jerse 1800 Valley Road Wavne, NJ 07470

# When A Protocol is Sent Back

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

You will receive an email informing you:



### Step 1: Login to Cayuse and navigate to the tasks tab

ashboard	Studies Submiss	ions Tasks Me	eetings Reporting	More	
Q Click to see	arch				0
IRB#	Task	Study Title	Submission	n Type My Assignment	Tasked Date
IRB#	Task Complete Submission	Study Title	Submission	n Type My Assignment Principal Investigator, Prim	ary Contact 02-21-2025

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"

1 Submission is w	ith researchers	2 Submission is awaiting certific approval	ation or 3 Submiss review	ion is being prepared for	4 Under-Review Submission is with reviewers
nitial RB-FY2025-43 - 1 Ø Edit P	Maureen's Reviewer Test Sc DF •	reens			
1:	Current Analyst:	Decision:	Policy:	Required Tasks:	
'l: ulie Moore	Current Analyst: Maureen Peters	Decision: N/A Mosting Date:	Policy: Post-2018 Rule	Required Tasks: Assign Pl Assign PC	
PI: Julie Moore Review Type: N/A	Current Analyst: Maureen Peters Review Board: N/A	Decision: N/A Meeting Date: N/A	Policy: Post-2018 Rule	Required Tasks: Assign Pl Assign PC Complete Submission	
n: ulie Moore teview Type: U/A Approvals	Current Analyst: Maureen Peters Review Board: N/A Task History Attachment:	Decision: N/A Meeting Date: N/A	Policy: Post-2018 Rule	Required Tasks: Assisn <del>Pi</del> Assisn PC Complete Submission	
PI: Iulie Moore Review Type: N/A Approvals Research Team	Current Analyst: Maureen Peters Review Board: N/A Task History Attachment:	Decision: N/A Meeting Date: N/A	Policy: Post-2018 Rule	Required Tasks: Assisn Pi Assisn PC Complete Submission	

\*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

itial				
nitial				
RB-FY2025-41 - Educ	cation Major (Case Study	Test) 4		
PDF	▼ Delete			
1: 	Current Analyst:	Decision:	Policy:	Required Tasks:
ulle Moore	N/A	N/A	Post-2010 Rule	Assign PI
eview Type:				
A/A	Review Boy . N/A	Meeting Date: N/A		Assign PC Complete Submission
I/A	Review Book	Meeting Date: N/A		Assign PC Complete Submission
Approvals Task	Review Born	Meeting Date: N/A		Assisten PC Complete Submission
Approvals Task	Review Born N/A History Attachments	Meeting Date: N/A		Assist PC Complete Submission
Approvals Task	Review Boot N/A History Attachments Role	Meeting Date: N/A	Routing Action	Assign PC Complete Submission Completion Date
Approvals Task Name Julie Moore	Review Bort N/A History Attachments Role Principal Investig	Meeting Date: N/A	Routing Action Returned for Edit	Assist PC Complete Submission Completion Date 11-19-2024 11:48 AM
Approvals Task Name Julie Moore Duncan LeMay	Review Bort N/A History Attachments Role Principal Investig Co-Principal Investig	Meeting Date: N/A sator estigator	Routing Action Returned for Edit Certified	Assign PG Complete Submission Completion Date 11-19-2024 11:48 AM 11-19-2024 11:39 AM
Approvals Task Name Julie Moore Duncan LeMay Duncan LeMay	Review Borning N/A History Attachments Role Principal Investig Co-Principal Investig	Meeting Date: N/A sator estigator estigator	Routing Action Returned for Edit Certified Submission Completed	Assim PG Complete Submission Completion Date Completion Date 11-19-2024 11:48 AM 11-19-2024 11:39 AM 11-19-2024 11:39 AM
Approvals Task Name Julie Moore Duncan LeMay Julie Moore Julie Moore	Review Borning N/A History Attachments Role Principal Investig Co-Principal Investig Principal Investig	Meeting Date: N/A gator estigator estigator gator	Routing Action Returned for Edit Certified Submission Completed Returned for Edit	Assim PG Complete Submission Completion Date Completion Date 11-19-2024 11:48 AM 11-19-2024 11:39 AM 11-19-2024 11:39 AM 11-19-2024 11:34 AM
Approvals Task Name Julie Moore Duncan LeMay Julie Moore Duncan LeMay	Review Borning N/A History Attachments Role Principal Investig Co-Principal Investig Co-Principal Investig Co-Principal Investig	Meeting Date: N/A sator estigator estigator sator sator estigator	Routing Action Returned for Edit Certified Submission Completed Returned for Edit Certified	Assist PC Complete Submission Completion Date Completion Date Completion Date 11-19-2024 11:48 AM 11-19-2024 11:39 AM 11-19-2024 11:39 AM 11-19-2024 11:34 AM 11-19-2024 11:34 AM

**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.



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

SUBMISSION DETAILS	IRB M	NUMBER: IRB-FY2025-43 aureen's Reviewer Test Screens - Initial	<
Sections	<	This section asks about the procedures participants will undergo and how data will be collected and recorded.	
Getting Started W	~		
Key Study Personnel	~	<ul> <li>Research Procedures: Please describe ALL the study procedures participants will undergo.</li> </ul>	Ø
Study Summary	~	<ul> <li>Provide details of any interactions, interventions or experiments with human subjects</li> <li>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</li> </ul>	
Funding and Support	~	timetable for study completion. <ul> <li>See Help text for more guidance</li> </ul>	
Oversight Determi	~	B I ⊻ 5- :≡ :≡ co ⊑	
External Collaborat	~	Research Procedures test	1
Exemption Eligibility	~		
Exempt Categories	~		
Methods and Procedures	1		
Data	~		
Data and Sample Tr	~		
Attachments	~	Expand Comments	
		Click here	
Routing Send to Pi for certification?	*	Data collection This section asks about the methods and procedures collection and recording research data. Additional questions about managing	0

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



A time stamp will display and the dropdown will show "Addressed" when complete

External Collaborat	~	
Exemption Eligibility	~	Collapse Comments
Exempt Categories	~	Maureen Peters Today at 3:26 PM Please provide more details.
Methods and Proce	~	Reply       Addressed       Today at 3:40 PM by you
Data	~	
Data and Sample Tr	~	
Attachments	<b>~</b>	Data collection

**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.

Oversig	ht Determi	✓	To facilitate ease of review, please upload documents in the proper attact
Attachn	nents	✓	Study documents reviewed and approved by an external IRB should be u other section (unless instructed by HRPP staff).
			Use the "Additional Documents" attachment point <b>only if</b> you cannot fine instructed to do so by HRPP staff.
Routing Send to P	g I for certification?		
COMPL	ETE SUBMISSION		Study Procedures and Components
COMPL In-Draft Submission is wi	ETE SUBMISSION	Awaiting Authorizat Submission is awaiting o approval	Study Procedures and Components
COMPL In-Draft Submission is wi Jubmitted tial I-FY2025-37 - E Edit PL	th researchers	Awaiting Authorizat Submission is awaiting co approval	Study Procedures and Components           tion         3         Pre-Review Submission is being prepared for review         4         Under-Review Submission is with reviewers
COMPL In-Draft Submission is with submitted tial I-FY2025-37 - E Edit PE	ETE SUBMISSION	Awaiting Authorizat Subnission is awaiting or approval	Study Procedures and Components         tion       3       Pre-Review Submission is being prepared for       4       Under-Review Submission is with reviewers         Policy:       Required Tasks: Assign Pl

### Step 7: Certify the Protocol THE PI MUST CERTIFY THE APPLICATION BEFORE THE SUBMISSION WILL BE RECEIVED BY THE IRB OFFICE:

- 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.

rization ting certification or		3	Pre-Review Submission is being prepared for review	4	Under-Review Submission is with review	ers
					Routing:	Certify
					Routing: Return	Certify
Pol	icy:		Required Tasks:		Routing: Return	Certify

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

Dashboard S	tudies Submissions Tasks						
Q Click to search	1						0
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	227	11-19-2024
IRB-FY2025-46	Test Protocol 2 Initial	<ul> <li>Awaiting Certification</li> </ul>	N/A	Julie Moore	Primary Contact		11-19-2024
IRB-FY2025-45	Test Protocol (1) Initial	<ul> <li>Awaiting Certification</li> </ul>	N/A	Julie Moore	Primary Contact, Investigator, Co-Principal Investigator	07%)	11-19-2024
IRB-FY2025-41	Education Major (Case Study Test) 4 Initial	Unsubmitted	N/A	Julie Moore	Primary Contact, Co-Principal Investigator	07%	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

#### You will also receive an email notification

From: WP-IRB-uat-do-not-reply@cayuse.com <WP-IRB-uat-do-not-reply@cayuse.com> Sent: Tuesday, November 19, 2024 12:46 PM To: Julie Moore <<u>cayusechairwpu@gmail.com</u>>; LeMay, Duncan <<u>ga-lemayd3@wpunj.edu</u>> Subject: Notice of Receipt of Initial Submission on Nov 19, 2024 12:46:08 PM EST 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 Your IRB submission for the above-referenced study has been received by the William Paterson University Institutional Review Board via Cayuse IRB. You will be notified if further information is needed and when this has been reviewed and approved. This communication is not approval by the IRB. Do not begin any project-specific activities until you receive a communication that your project has been reviewed by the IRB. WIlliam Paterson Institutional Review Board William Paterson University of New Jersey 1800 Valley Road

## **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 the "Logging In" section for more details)

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

ishboard Studies	Submissions	Tasks						
								+ New Study
In-Draft •		Awaitin Authorizatio	ng on	Pre-F	Review	Under Review		Post Review
My Studies			My Tasks			Submissions by Typ	pe	
RB-FY2025-62	Test Protocol 12					Renewal		
B-FY2025-71	Test Protocol 21					Initial		
B-FY2025-57	Test Protocol 10					Modification		
B-FY2025-79	Test Protocol 24			$\sim$		Incident		
B-FY2025-80	Test Protocol 25			All Tasks Com	plete	Withdrawal		
						Closure		
						Legacy		
	/iew All							
			Studies Expiring	in 30 days 🔻		Expired Studies		
Approved Studies								
Approved Studies B-FY2025-62	Test Protocol 12							

### Step 3: Click on the submission tab

Study Details				Submissions		
RB-FY2025-71	Test Protocol 21 Delete				ノ	
upproval Date: 12-28-2025	Expiration Date: N/A	Organization: Office of Sponsored Programs - SAMPLE, Department of	Active Submissions: N/A Sponsors:			
admin Check-In Date: I/A	Closed Date: N/A	Current Policy Post-2018 Rule	Board of Public Utilities - NJBPU			

### Step 4: Click on your approved submission

	Study Details		Submissions
Submission Type	Review Type	Status	Decision
nitial	Exempt	Review Complete	Exempt 02-28-2025

**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)

Human Ethics				Produ	cts 💌 🛔 👘
ashboard Studies	Submissions	Tasks			
<u>tudies</u> / <u>Study Details</u> / Submissi	on Details				
✓ In-Draft Submission is with research	thers	<ul> <li>Awaiting Authorization</li> <li>Submission is awaiting certific approval</li> </ul>	ation or Pre-Review Submission is	being prepared for review VInder- Submiss	Review ion is with reviewers
Review Complete Initial IRB-FY2025-71 - Test Protoc View PDF	col 21				
PI: Julie Moore Review Type: Exempt	Cui Ma Rei Wi	rrent Analyst: ureen Peters view Board: PU UAT Board	Decision: Exempt	Policy: Post-2018 Rule	
Approvals Task History Research Team	Letters Att	achments			
Name	Role		Result	Date	
Julie Moore	Principal	Investigator	Certified	02-21-2025 3:40 PM	

Step 6: Click here to view and download the approval notice

In-Draft     Submission is with researchers	Awaiting Authorization Submission is awaiting certification or approval	Pre-Review           Submission is being prepared for review	VInder-Review Submission is with reviewers
keview Complete nitial RB-FY2025-71 - Test Protocol 21 View PDF			
זו: lulie Moore Review Type: xxempt	Current Analyst: Maureen Peters Review Board: WPU UAT Board	Decision: Exempt	Policy: Post-2018 Rule
Approvals Task History Letters	Attachments		