OPENING A STUDY IN CAYUSE

Franklin University uses single sign-on (SSO) to access Cayuse. Go to

<u>https://franklin.app.cayuse.com</u> and log in using your Franklin credentials. After logging in, you will see your 'Home' page.

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On your home page, go to the top of your screen, on the right, and click on 'Products'. You will have two choices: 'Home' and 'Human Ethics'. Click on 'Human Ethics' and you'll arrive at your dashboard.

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This is your dashboard:

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If you are opening a study in Cayuse, look for the blue '+ New Study' tab in the upper right corner of your dashboard. Click on the new study tab.

≡ Menu		Dashboard	1 A A
My Role: Researcher 👻			+ New Study
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My Studies		My Tasks	Submissions by Type
			Renewal
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	You Have No Studies	All Tasks Complete	Withdrawal
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After you have clicked on the new study tab, you will see a screen that asks you to enter the title of your project. Once you enter a title, click on the checkmark.

NOTE: Make sure this is the actual title of your study, as the title you enter will appear on IRB determination letters.

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After the title of your study has been entered, you are now ready to open a submission. Click on the blue '+ New Submission' tab.

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Your only choice will be to select 'Initial'. This initial submission is your IRB application.

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On the initial submission page that opens, click on the 'Edit' tab on your left.

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After you click on the 'Edit' tab, you will see the first section of your IRB application.

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Gettling Started	Getting Started About Cavuse IRB Cavuse IRB is an interactive web application. As you answer questions, new sections relevant to the type of research being conducted will appear on the left-hand side. You do Additional information has been added throughout the form for guidance and clarity. That additional information can be found by clicking the question mark in the top-righ Getting Started	ot have to finish the application in on t corner of each section.	e sitting, All informat	don can be save	d.
	Throughout the submission, you will be required to provide detailed study information. You also will need to upload or otherwise provide the following documents: Research proposal or research protocol project summary Research instruments (e.g., interview submission, questionalines, surveys, etc.) COTIC training completion certifications: Corfict of intervise disclowerski) Latters of support for off-site research (e.g., organizations, agencies, universities), as applicable Study recuritionent materials (a., telepionen or other virbal soripts, emails, letters, and/or indivertisements, posters, flyers, and announcements), as applicable Parental consent: off-discussed (as applicable) Parental consent: off-disc	4			

Any additional submissions you open in Cayuse, such as a 'Modification' or 'Closure', are started the same way. You will open your study in Cayuse and click on the blue '+ New Submission' tab. Once your initial submission has been approved by the IRB, clicking on the new submission tab will present additional submission choices (Modification, Incident, or Closure).