Texas A&M University-Kingsville has partnered with Cayuse research administration software to streamline submission processes and record-keeping. If you follow the steps below, your CITI training can be linked to your Cayuse profile.

Ensuring CITI Program Training will link to Cayuse

1. In a web browser, navigate to: **www.citiprogram.org**
2. In the upper right corner of the screen, Log In:
3. Check your contact info.
   - Be sure your email is your @tamuk.edu email in the format listed below:
     - **first.last@tamuk.edu**
     - **first.last@students.tamuk.edu**
   - You may use a personal email as your secondary address for account recovery, but **your @tamuk.edu email address is used to link your CITI training to Cayuse**.

Accessing the Cayuse Research Suite

There are two ways to access the Cayuse software for on-line Research Administration:

1. Log into to **JNET -> Campus Resources -> Quick Links -> Cayuse**.
2. Or, go directly to **tamuk.app.cayuse.com**
   - You will log in with your **ku/ka/kf email account and your email user password**, as if you are logging into Microsoft Office 365 products.
3. Once in Cayuse, select Products from the upper right corner, and choose the module you need. .
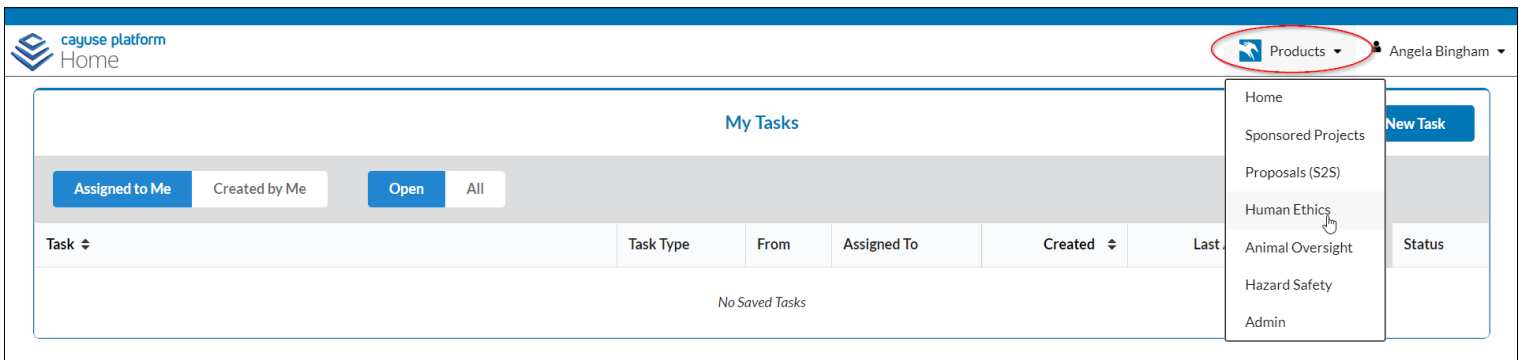

Human Ethics is the first completed module for use.
Sponsored Projects, Proposals (S2S), Animal Oversight, and Hazard Safety
modules are in the process of being set up and will be coming soon.

Ask the Office of Research and Innovation for more information, timelines, and training opportunities.
Cayuse has a training/testing environment where faculty, staff, and students can log in and become comfortable
with the interface, before using the live environment. Ask to have your UAT training account activated so you can take a look.

TAMUK Office of Research and Innovation
www.tamuk.edu/ori - (361) 593-3344

Starting a NEW IRB

1. Log into to **Cayuse**.
2. Select **Human Ethics** from the **Products** menu in the upper right corner. This will take you to your Human Ethics **Dashboard**, where all studies can be seen. This will show pending items, those under review, approved studies, and closed studies.
3. Click on the **+New Study** button in the upper right corner of the screen.
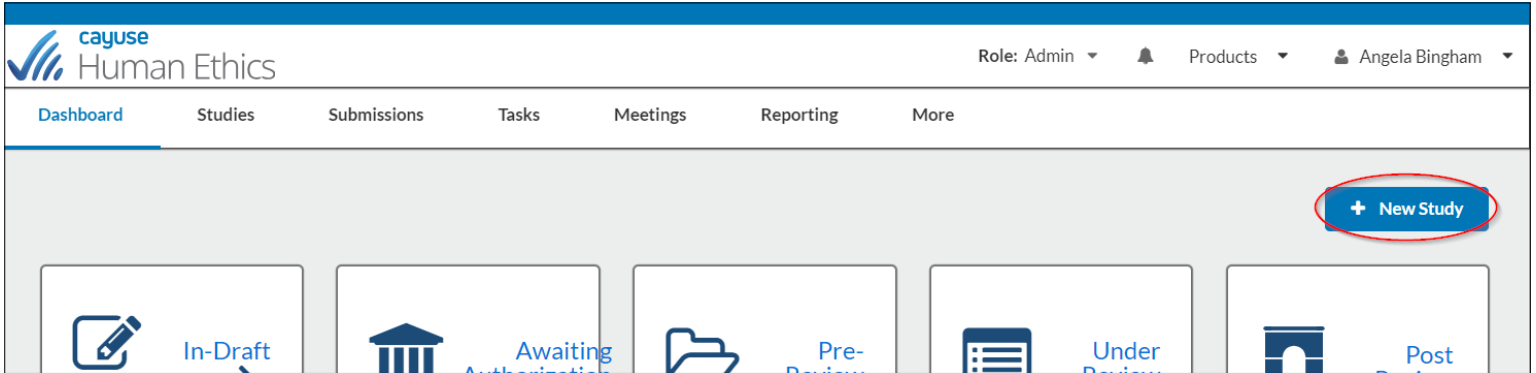
4. Enter the official title for your study.
5. Check the blue check-box to move forward.
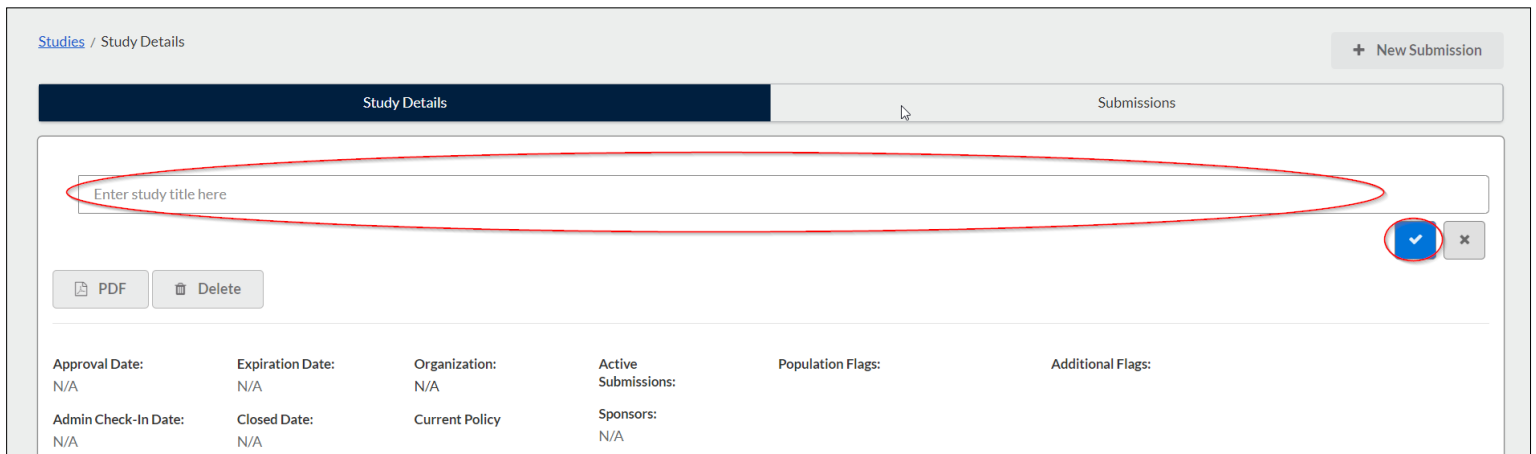
6. Verify your study title appears correct.
7. Make note that your study has been assigned a number: IRB-FY0000-00. This will be the number for the review and the life of the approved study. Refer to this number when corresponding with Research Compliance about this study.
8. Click the **+ New Submission** box, then select the **Initial** option that appears below it.
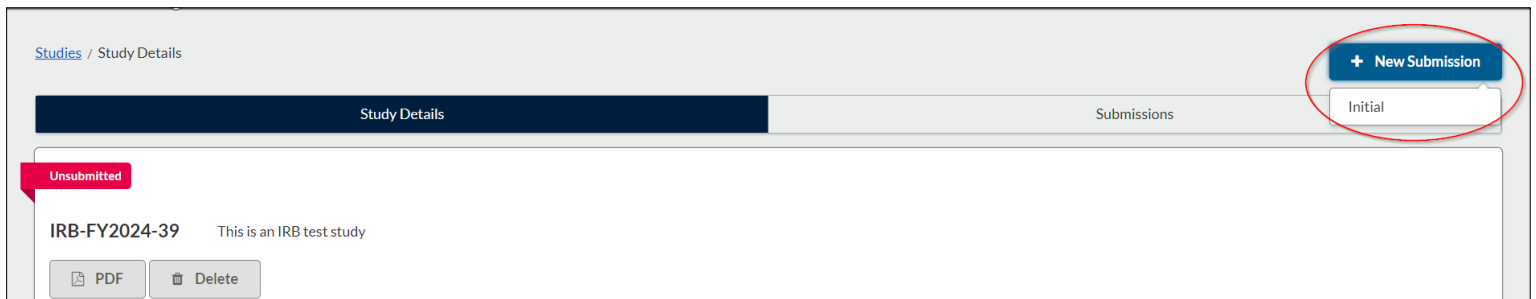
9. You are now in the **Submission Details** Screen.
10. From this screen you can see a timeline numbered 1-4 that shows where the study is in the review timeline. Currently, this study is **In-Draft**.
11. The red flag on the left side of the screen shows this study is **Unsubmitted**. The flag will update based on the status of the study.
12. In the middle of the screen you can see **Required Tasks**. You may choose one of these, but for a new study, it would be best to simply click **Edit,** as shown by the red ellipse.

13. You are now in the IRB study application.
14. This application was built to match the PDF application that has been in use for many years. It has some areas that have "branching logic" so some sections will only be required if certain selections are made.
15. Please fill in the application and upload any required materials as it requests. Contact Angela Bingham in Research Compliance with any questions during your submission.

16. To identify the PI and other IRB personnel, they will need to be added to the Cayuse system.
17. An initial upload of user data has been entered into Cayuse, but this **ONLY** included **faculty and staff**.
18. **Students need a request submitted by the PI to be added**.
19. Use this link to make the request. If you have a large group, please contact Angela Bingham to put in the request.
20. If you cannot find a person using the **People Finder** tools on the **IRB Personnel** page, use the Microsoft Office link to request they be added.
21. As all required fields are filled in on the application, Check-boxes appear on the left sidebar (below). If a section is missing a check-box, you need to click on that section and see what is missing.
22. Multiple people can work on the IRB application, but only the PI can certify. Once the application is complete, the person filling it in can click **Complete Submission** in the lower left corner. This only sends it to the PI to verify it is ready for review.
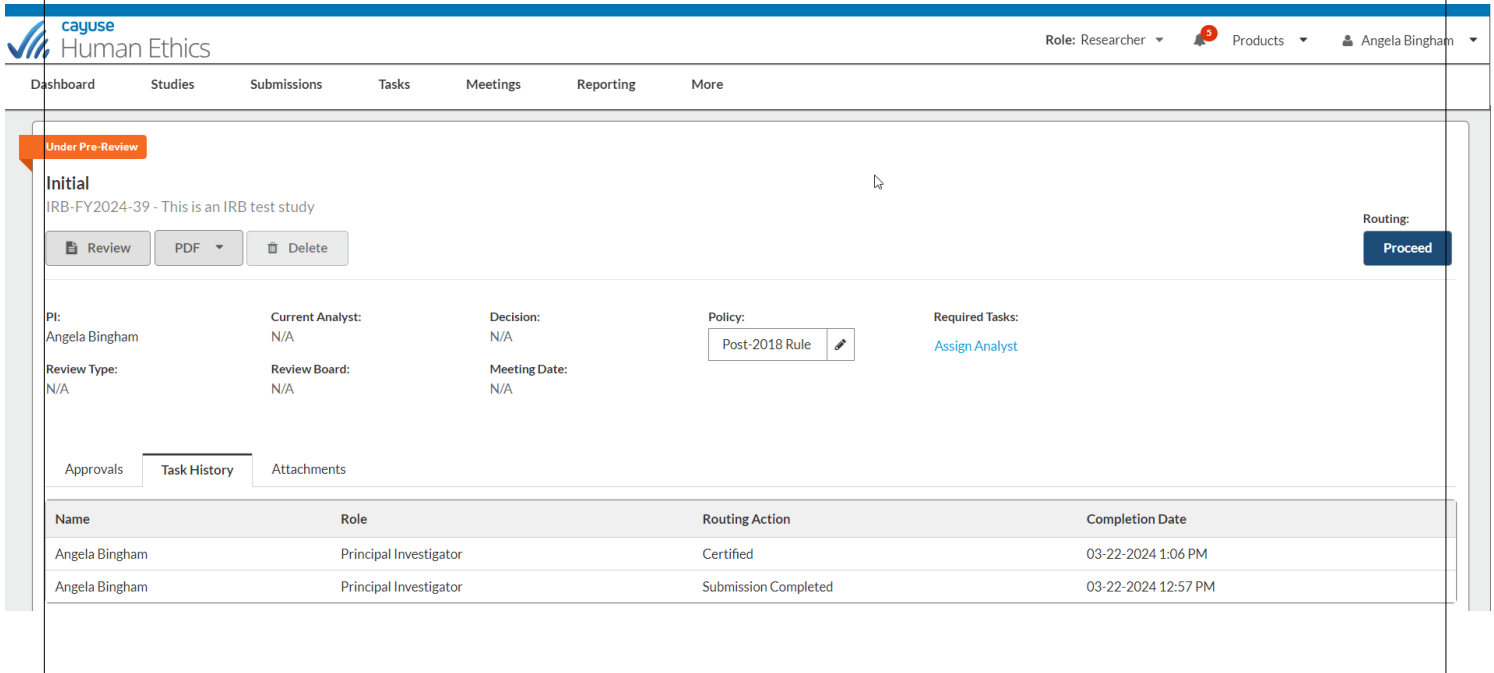23. The PI still has one more step.

24. The protocol is routed to the PI (if you are the PI, it simply takes you to the screen, below).
25. The PI can review the IRB if it was prepared by someone else, and determine if it needs to be returned for more work, or if it is ready to certify (sign) to send out for review. If more work is needed, the PI can click **Return** and set up a meeting if needed to review the draft protocol with the person who prepared it.
26. Clicking **Certify** will bring up a screen of Assurances, for the PI to read, and confirm that the IRB is ready for review.
27. Click the green button on the lower right corner.

28. Once the PI certifies, the individuals in the Office of Research and Innovation, Research Compliance who are assigned the **IRB Analyst** role will receive an alert within Cayuse as well as an email.
29. The Analyst will verify that everything is present and nothing to prevent review is evident.
30. The Analyst can assign the appropriate review path, and the entire protocol as submitted will route to the appropriate reviewer(s) or be places on the agenda for the next IRB Convened Full Board meeting.

31. The Analyst will continue to work with the reviewer(s) and PI to secure approval.
32. The PI can check the status of the IRB within Cayuse using the Submission Details screen, as seen below.
33. Note the flag now reads Under Pre-Review
34. In the lower part of the screen, under Task History, the steps the protocol has gone through are date and time marked. This will also show when the reviewer has been assigned, when comments have been made or approval granted, and will log renewals and amendments for the life of the protocol.
35. The PI can export a PDF of the protocol as needed.
36. Upon approval, a letter will be generated and sent, and will be logged within the software for retrieval.

cayuse Human Ethics

Role: Researcher ▾   Products ▾   👤 Angela Bingham ▾

Dashboard   Studies   Submissions   Tasks   Meetings   Reporting   More

Under Pre-Review

Initial
IRB-FY2024-39 - This is an IRB test study

Routing:

[📄 Review] [PDF ▾] [🗑 Delete]   [Proceed]

PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
Angela Bingham	N/A	N/A	Post-2018 Rule ✏	Assign Analyst
Review Type:	**Review Board:**	**Meeting Date:**		
N/A	N/A	N/A		

Approvals   **Task History**   Attachments

Name	Role	Routing Action	Completion Date
Angela Bingham	Principal Investigator	Certified	03-22-2024 1:06 PM
Angela Bingham	Principal Investigator	Submission Completed	03-22-2024 12:57 PM