NYU Cayuse Human Ethics Manual

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What is Cayuse?

The Cayuse Research Suite is NYU’s system to support the submission of proposals to external sponsors (Cayuse 424). It also allows for management of the proposal submission and award process and provides a framework for tracking and reporting on sponsored project activities (Cayuse SP), as well as the submission of protocols to NYU’s IRB.

First time accessing Cayuse?

Make sure to register for the Cayuse Research Suite at NYU’s Cayuse Resources page.

If you try to log in and see a message that your “account has been disabled,” please register using the above link. Seeing this message means your account has not yet been created.
Logging In

There are two ways to log into the Cayuse Research Suite:

- Navigate to nyu.cayuse424.com. If you are not already logged into NYU Home in the current browser, you will be asked to enter your NYU Home credentials.
- In NYU Home, click the “Research” tab and find the link for the Cayuse Research Suite under the eResearch Toolkit.
Once you are logged into the Cayuse Research Suite, click the link for the Cayuse IRB module.
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Creating a New Protocol in Cayuse Human Ethics
To begin a new protocol, click “New Study”
Add Study Title here

Click here to confirm creation of new study
Click here and select "Initial" to create the Initial submission for your study.
Click here to begin editing your submission.

Remaining tasks:
- Assign PI
- Assign PC
- Complete Submission
Once all required questions in a section are complete, a check will appear next to the section.

Starred attachments must have something uploaded. If n/a, upload a Word doc stating such.

Questions marked with a red star are required.
Only the Primary Contact, Primary Investigator, and Co-Investigator can access the IRB study.

For student research, the faculty sponsor MUST be the PI.
Make sure to save your work!
Select "COMPLETE SUBMISSION" to send the submission to the PI to certify. This option will not appear until all sections of the application are complete.
The PI must certify the submission in order for it to be submitted to the IRB and if applicable, Organizational Approvers must approve the submission.
Once certified by the PI (and approved by Organizational Approvers, if applicable), the application is submitted to the IRB and placed in Pre-Review.
Checking the Status of an Existing Protocol
Click View All under “My Studies” for a list of all your protocols.
Click the IRB number of the protocol you are interested in.
Click “Submissions” on the Study Details page for a list of submissions related to the protocol.
Click the link for the submission you are interested in.
Click the “Task History” tab to view activity on the submission.
Creating a Modification (Amendment) in Cayuse IRB
On the Dashboard, click here to view your studies.
Click on the Study you wish to submit a Modification (Amendment) for.

Only the PI, PC, and co-PI can view or edit the Study.
Click “New Submission” then select “Modification”.

Only one Modification may be open at a time. Once approved, you may submit additional Modifications.
Describe and check off all items that are being changed (make sure to make personnel changes in the Research Personnel section as well).

We will be changing our consent forms and adding two additional personnel to the study.

- Is your study funded by the NIH (National Institutes of Health)?
  - Yes
  - No

- Indicate all below that were amended:
  - Change(s) in currently approved consent form(s)
  - Change in Principal Investigator (requires departmental/school approval)
  - Change in Co-Principal Investigator
  - Change of NYU study personnel (non-PI/non-Co-PI)
  - Change in non-NYU personnel
  - Change in currently approved advertisement(s)/recruitment materials
  - Change of site/sites
  - Request for additional study subjects
Be sure to make all applicable changes in all sections.

**Participant Population**

- **Specify the participant population(s) to be included (check all that apply):**
  - Adults
  - Specify Age Range:
    - [ ] 18 - 24 Years
    - [x] 25 - 50 Years
    - [ ] 51 - 64
    - [ ] 65 - 75
    - [ ] 75 +
  - [ ] Children
  - [ ] Students
  - [ ] Non-English speaking
  - [ ] Subject Pools
  - [ ] Secondary Data (research using previously collected data/specimens, non-targeted surveys, program protocols)
  - [ ] Developmentally challenged
  - [ ] Economically or educationally disadvantaged
  - [ ] Other population

- **Total number of participants:**

  Provide the maximum total number of participants (or number of participant records, specimens, etc.) for whom you are seeking NYU approval. The number of participants is defined as the number of individuals who agree to participate (i.e., those who provide consent or whose records are accessed, etc.) even if all do not prove eligible or complete the study.
When all information has been updated, click “COMPLETE SUBMISSION” to submit to PI for certification.

*DO NOT DELETE ANY DOCUMENTS THAT ARE STILL BEING USED* Only upload documents that have changes. Please include the date in the file name.
The submission will remain at “Awaiting Approvals” and will not go to the IRB until the PI has certified the Modification.
The PI can Certify the Modification by clicking here (refer to the start of the Modification guide for directions on navigating to this page)
Creating and Submitting a Renewal
On the Dashboard, click here to view your studies.
Click on the Study you wish to submit a Renewal for.
Click “New Submission” then select “Renewal”
Click "Edit" to begin working on your Renewal.
Section 1 Study Results

Please provide a detailed summary of your progress to date:

- Cite all relevant presentations/publications related to this research:
Once all sections are finished, click “COMPLETE SUBMISSION” to send to the PI for certification.

Submitted Renewals are scheduled to be approved as close to the expiration date as possible.
Where to find your documents
Click the ellipsis next to the document you wish to view and select “Download”.

For stamped documents, look under Submission Details and click the Attachments tab.
Click the “Letters” tab under the Submission Details to view and/or print your letters.
Submitting an Incident Report
On the Dashboard, click here to view your studies.
Click on the Study for which an Incident will be entered.
Click “New Submission” then click “Incident”
Click here to begin editing the Incident report.
Assessing the Event

- Check all that apply:
  - [ ] Breach of Confidentiality - loss of study data forms, computer theft, etc.
  - [ ] Complaint by a research subject indicating an unanticipated risk, or a problem that cannot be resolved by the research staff
  - [ ] Death of research subject
  - [ ] Other:

- Date of Event

- Does the study include any non-NYU sites?
  - [ ] Yes
  - [ ] No

Subject Study ID# (if applicable). Do not provide name.
When finished, click “COMPLETE SUBMISSION” to send to the PI for certification.
Submitting a Study Closure
On the Dashboard, click here to view your studies.
Click on the Study which will be Closed
Click “New Submission” then click “Closure”
Click here to begin editing the submission.
Section 1 General Information

Closure of a study means that no further research, follow-up, or analysis of identifiable data will be performed. If enrollment or participation of subjects is ongoing, the study may not be closed. A study is not closed simply because no additional subjects will be enrolled.

For federally funded research, all research related records must be maintained in your files for a minimum of three (3) years following the completion of the research, and filing of the final financial report. Other sponsors may have different retention periods; if uncertain, please check the sponsor guidelines.

Reason for closure (check all that apply)

- The study was never undertaken (no subjects have been enrolled and study will not be conducted at this site).
- Investigator is no longer at NYU.

Note: If student research, faculty sponsor must submit study closure.

- Data collection has ceased and there is no ongoing data analysis or follow-up of subjects.
- The study is being withdrawn.
- The sponsor, another IRB, or other regulatory agency has terminated the study. You must attach all relevant documentation from the terminating party.
- Study will be incorporated into a new protocol.
- Study is being incorporated into an existing protocol.

Summarize the final findings of your study.
When finished, click “COMPLETE SUBMISSION” to send to the PI for certification.
Editing and Submitting a Reopened Submission

(returned by IRB for changes)
On the Dashboard, click here to view your studies.
Click on the Study that Requires Changes
Click on the appropriate Submission.
Click here to edit the Submission
A bubble with the number of comments will display in each section needing changes. 

Clicking on Expand Comments will allow you to read and address the Reviewer’s comments.
Click here once you have made the requested changes and select "Address".

Changes/information must be added to the questions and/or text boxes themselves, not just in a reply to a comment.
Once you have addressed all comments, select "COMPLETE SUBMISSION" to send the submission to the PI to certify.
The PI must certify the submission in order for it to be returned to the IRB.
Still have questions?

For questions and problems relating to logon or technical issues, please e-mail eResearch.help@nyu.edu.

For questions regarding your submission to the IRB, please e-mail ask.humansubjects@nyu.edu.