CAYUSE Sponsored Programs Management Software UPDATE

January 30, 2020
Updates and New Modules

- Cayuse Sponsored Projects (SP): IRB and IACUC provides transparency to protocol approvals
- COMING SOON - Cayuse COI - Conflict of Interest - Spring 2020
- COMING SOON - Cayuse IACUC - Animal Subjects including Animal Research Facility - Fall 2020
Regulatory Compliance in SP

*Indicates Required Fields

Human Subjects

NYU Washington Square (WSQ) processes and reviews human subjects protocol approvals using Cayuse IRB. NYU WSQ is defined as the local IRB.

An external IRB is used to process any study not being reviewed by the local IRB. When an external IRB is used, please add a Note to the system indicating the name of the external IRB. The Note should be in the format "IRB: [Name of external IRB(s)]."

When a project involves single IRB (sIRB), please add a Note to the system indicating the proposal requires the use of a sIRB. The Note should be in the format "sIRB: Required."

Upload the signed reliance agreement, IRB approval, and all other applicable documents to the Attachments tab.

- Does this research involve HUMAN SUBJECTS?
  - Yes
  - No

* If yes, has your research team submitted an application to the NYU WSQ Cayuse IRB system?
  - Yes
  - No

* If yes, please provide human subject information below:

<table>
<thead>
<tr>
<th>IRB Studies associated with this proposal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study #</td>
</tr>
<tr>
<td>---------</td>
</tr>
<tr>
<td>IRB-FY2017-1002</td>
</tr>
</tbody>
</table>

Animal Subjects

- Does this research involve ANIMAL SUBJECTS?
  - Yes
  - No

* If yes, has your research team submitted an application for IACUC approval?
  - Yes
  - No

* List the application numbers below:

* List the species involved with this project:
  - If multiple species are involved, please use the comma as a separator.
**IRB Approval Status in SP con’d**

**DA View**

<table>
<thead>
<tr>
<th>Proposal Routing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal</strong>: 17.1472</td>
</tr>
<tr>
<td><strong>Project</strong>: 415.0718</td>
</tr>
<tr>
<td><strong>Lead PI</strong>: Richard Rice</td>
</tr>
<tr>
<td><strong>Admin List</strong>: NYU Office of the VP for Public Resource Administration &amp; Development</td>
</tr>
<tr>
<td><strong>Status</strong></td>
</tr>
<tr>
<td><strong>Status History</strong></td>
</tr>
<tr>
<td><strong>Pre-Award Spending</strong></td>
</tr>
<tr>
<td><strong>Awards</strong></td>
</tr>
<tr>
<td><strong>Human Research</strong></td>
</tr>
<tr>
<td>IRB studies associated with this proposal.</td>
</tr>
<tr>
<td>There are no IRB studies linked to this proposal.</td>
</tr>
<tr>
<td><strong>Animal Research</strong></td>
</tr>
<tr>
<td>There are no animal research protocols associated with this proposal.</td>
</tr>
</tbody>
</table>

**Sponsored Projects**

**SPONSORED PROJECTS**

**DA VIEW**

[Image of the DA View interface with proposal and approval status information.]
IRB Reminders to make this functionality work

• Proposal Title usually **does not** match Protocol Title

• **TIMING and COMMUNICATION**
  ○ If PI has not submitted a protocol in IRB, there is nothing to link
  ○ Once the proposal is submitted for routing, the DA can no longer link an IRB protocol but the OSP PO can
  ○ After proposal submission and before award, notify your PO with the IRB protocol number and s/he will link them

• Questions?
SP 3_9 UPGRADE
• **HEADER**: Begin to reflect the new design of Cayuse (puzzle pieces)

• **FDP TEMPLATES**: now updated to the most recent available version (2019)

• **ADMINISTRATIVE**: OSP can (1) change proposal owners, and (2) edit and delete notes

• **REPORTING FLAGS**: A reporting flag is a configurable text label that we can apply to proposals and awards
Benefits of FLAGS

- Allow easy searching and reporting
- Provides flexibility in responding to regulatory or institutional changes by keeping track of data that doesn’t easily fall into a standardized category
- Used to report data that is not already available through other SP fields
- Enables “phased” approach
  - Research Development - tag proposals by “discipline” or area of scientific inquiry, identify by NYU’s strategic and targeted areas for investment (e.g. AI, Cyber, Quantum, STEM, Diversity/Equality, Climate)
  - Administrative - remove labels from project titles and code separately (e.g. MEGA, AFAR)
  - Terms & Conditions - identify key requirements to share with PIs, DAs, and SPA (e.g. title to equipment, CUI, MBE/WBE/SB, UG applies, etc.)
Implementation Process / TIMELINE

- UAT released Feb 2020
- OSP and FSM test
- PROD rolled out late Mar / early April 2020
- Communication via 424 - automatic system alerts when users sign in
- ** Subject to change ** so dates are goals not guarantees
COMING SPRING 2020
CONFLICT OF INTEREST MODULE
Complete, track, and review disclosures

100% paperless process

Used for **Annual** and **Research-Specific** disclosures

Status summary will appear on COI Proposal tab and on Proposal Administration > Compliance tab

Integration with Cayuse SP to reduce administrative burden for Research-Specific disclosure process
COMING FALL 2020
INSTITUTIONAL ANIMAL CARE AND USE (IACUC)
● Manages the lifecycle of IACUC protocols

● Product Features
  ○ Workflows for compliance and protocols
  ○ Agenda management
  ○ Committee meeting management
  ○ Document reviews
  ○ Automatic notification for annual and De Novo renewals
  ○ Filter-driven USDA and AAALAC reports
Animal Research Facilities Management

- Reduce overall compliance risk
- Maintain necessary employee certifications
- Ensure smooth management of lab animal facilities
- Procure research animals and schedule veterinary care
- Oversee and schedule facility personnel
- Adapt instantly to animal illness or staff absence
- Accurately manage census, service charges, billing, and forecasting
Benefits of IACUC

- Electronically prepare, submit, and route studies
- 100% paperless process
- Ensure research efforts conform to ethical guidelines
- Improve internal collaboration and shorten protocol approval time with built-in workflow
- Review protocols easier and faster with access to the latest version, track changes, and side-by-side version comparison
● You, as **USERS**, are in these modules daily/weekly

● We **want** to hear your ideas for **IMPROVEMENTS**
  ○ Likes?
  ○ Dislikes?
  ○ What will help you do your job?

● We are especially interested in **INTEGRATION** ideas -- what info should be displayed in SP that will help?