

CAYUSE Human Ethics: Protocol Submission

Logging In

(Recommended Browsers: Google Chrome or Firefox)

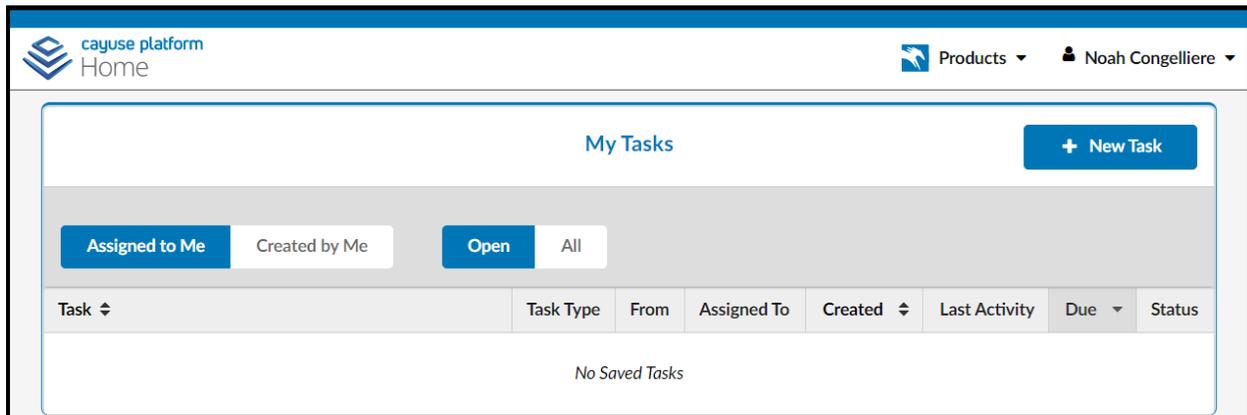
Step 1: Navigate to the WPU Cayuse Login Portal: <https://wpunj.app.cayuse.com/>

Step 2: Enter your login information.

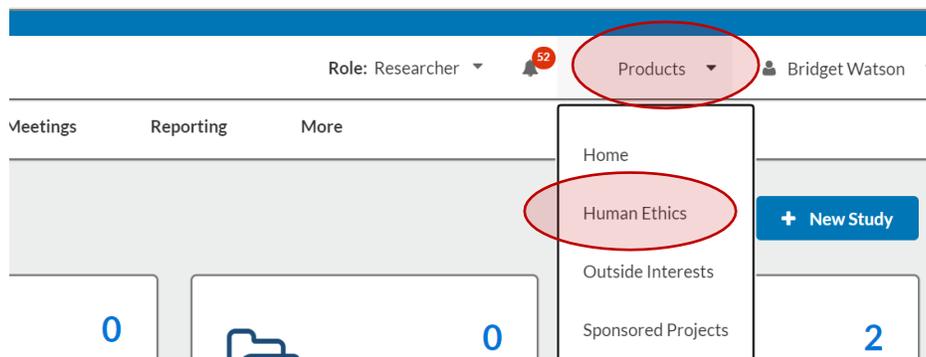
Your username and password are the same as your standard WP credentials. This will take you through the DUO process.

Step 3: Click “Sign in”.

Once logged in to the system, you will be taken to the Cayuse HomeScreen:

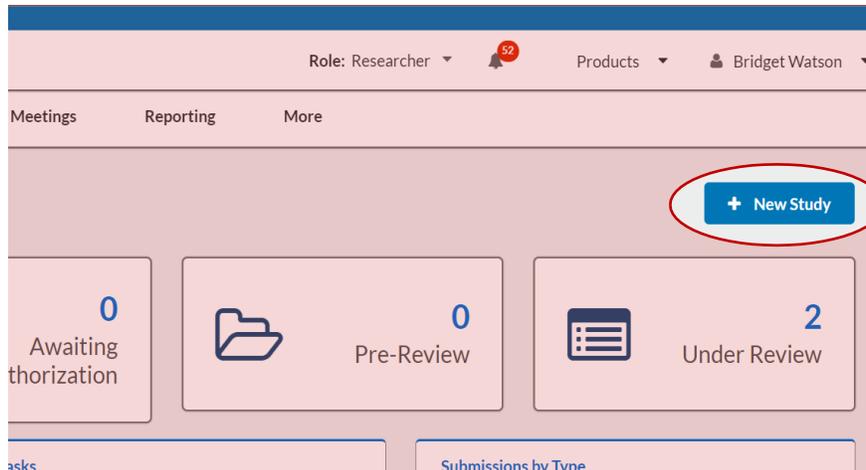


Step 4: Click on the “Products” and select “Human Ethics.”



Submitting a New Protocol

Step 1: Click on “New Study.”

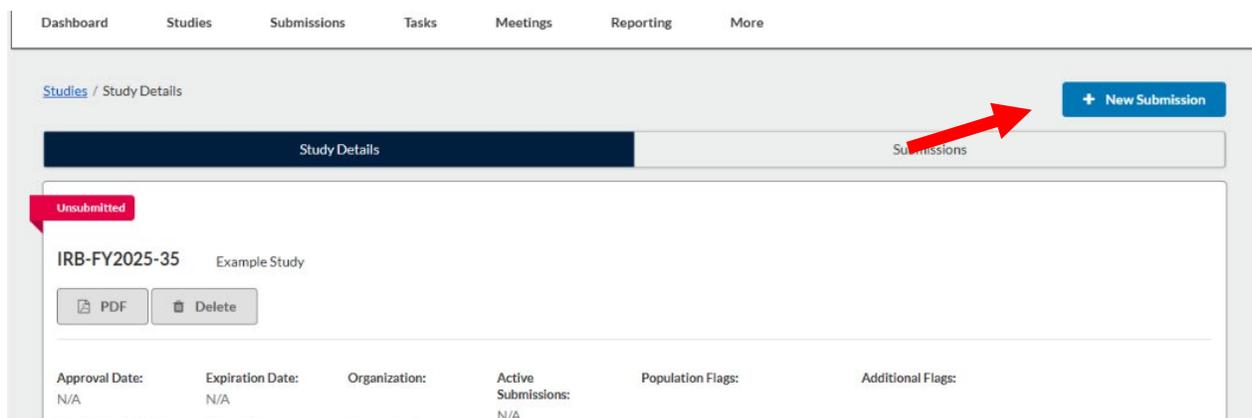


Step 2: Enter a new study title and click on the **blue check mark**:

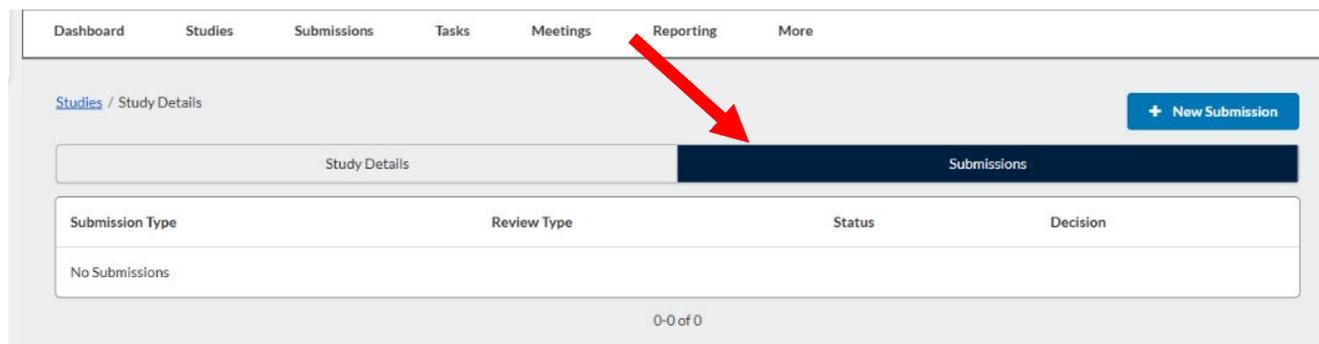
- This creates a folder for your study.
- All submissions for this study will reside in this “folder.”
- Add the study title and then click the blue check mark



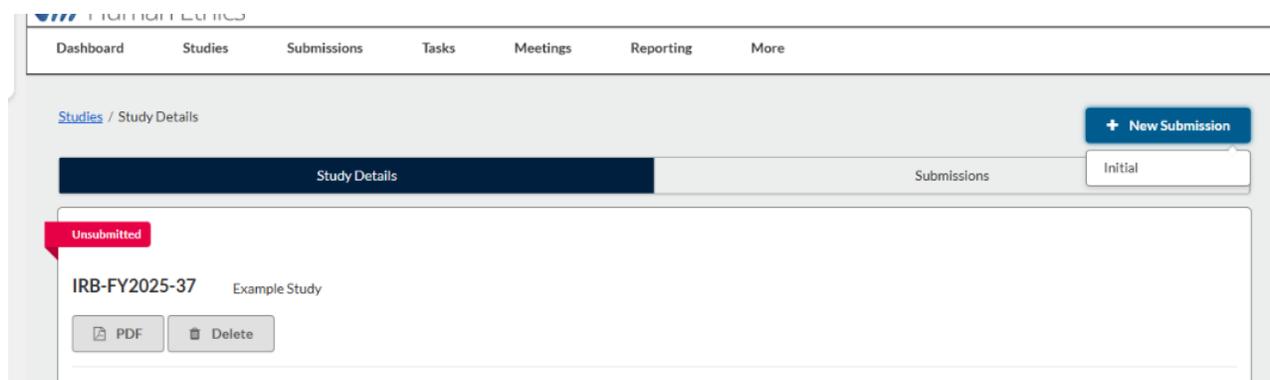
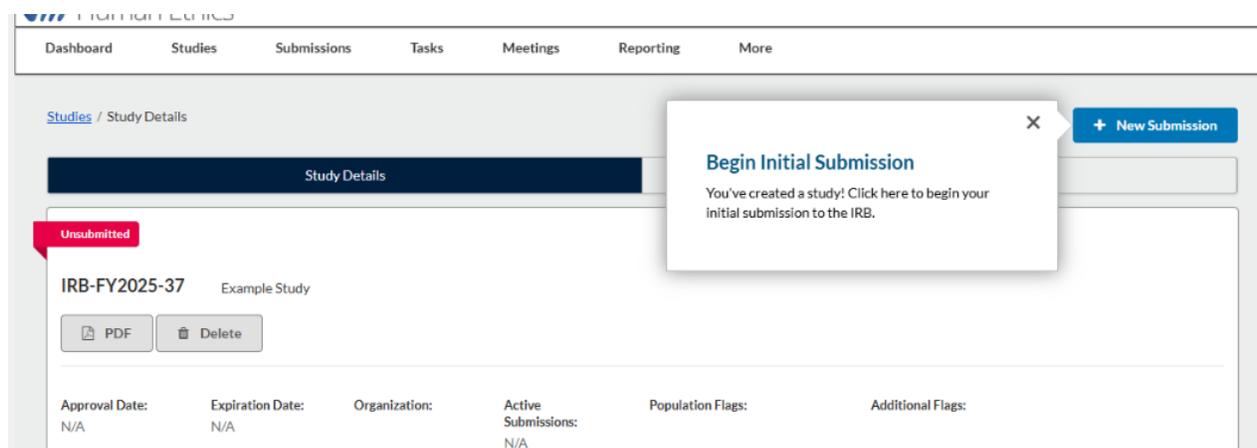
Step 3: Click on New Submission to begin your initial IRB protocol submission.



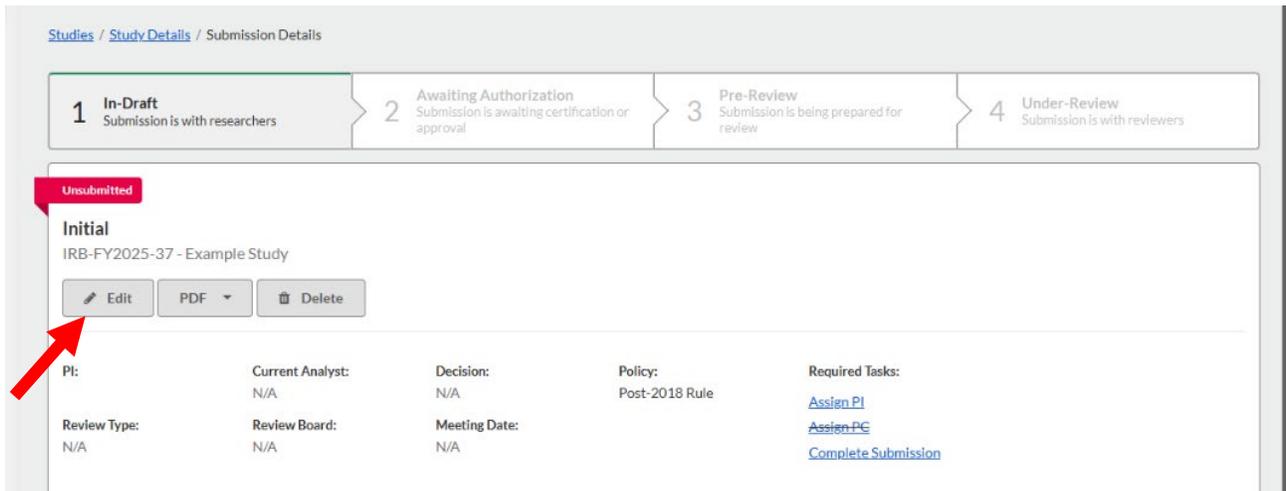
Step 4: Click on Submissions (sub-folder next to Study Details)



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



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

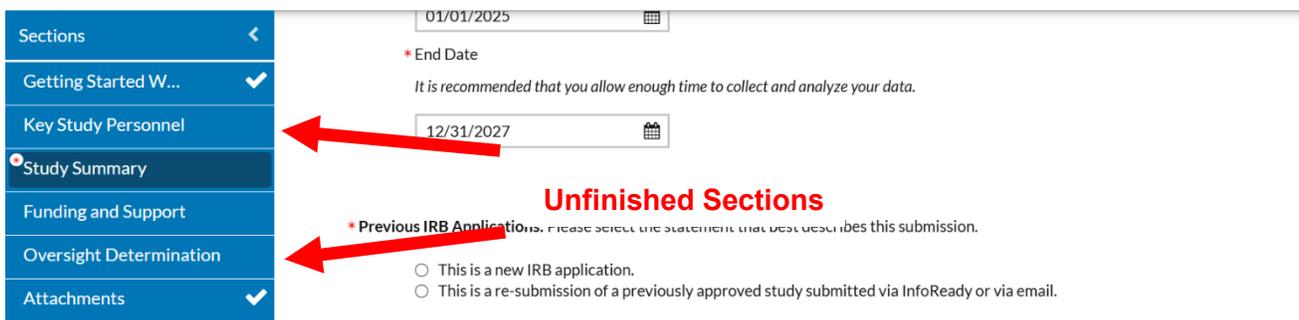


In the “Key Study Personnel” section of the application, you will be asked to Assign a PI. The study must have both a PI and a Primary Contact. This may be the same person or two different people depending on your situation.

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 ✓
- Study Summary ✓
- Funding and Support ✓
- Oversight Determi... ✓
- External Collaborat... ✓
- Exemption Eligibility ✓
- Exempt Categories ✓
- Methods and Proce... ✓

Attachments

Completed Sections

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 file to the application, do not upload that same file again on this page.

Reliance on External IRB: Study documents reviewed and approved by an external IRB should be uploaded in the "External IRB Documents" attachment point, not in any other section (unless instructed by HRPP staff).

Additional Documents: Use the "Additional Documents" attachment point **only** if you cannot find an attachment point that describes your document, or you have been instructed to do so by HRPP staff.

External Collaboration

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!!**

Attachments

To facilitate ease of review, please upload documents in the proper attachment points. If you file to the application, do not upload that same file again on this page.

Study documents reviewed and approved by an external IRB should be uploaded in the "External IRB Documents" attachment point, not in any other section (unless instructed by HRPP staff).

Use the "Additional Documents" attachment point **only** if you cannot find an attachment point that describes your document, or you have been instructed to do so by HRPP staff.

Routing
Send to PI for certification?

COMPLETE SUBMISSION

Study Procedures and Components

OR

Studies / StudyDetails / Submission Details

1 **In-Draft**
Submission is with researchers

2 **Awaiting Authorization**
Submission is awaiting certification or approval

3 **Pre-Review**
Submission is being prepared for review

4 **Under-Review**
Submission is with reviewers

Unsubmitted

Initial
IRB-FY2025-37 - Example Study

Edit PDF Delete

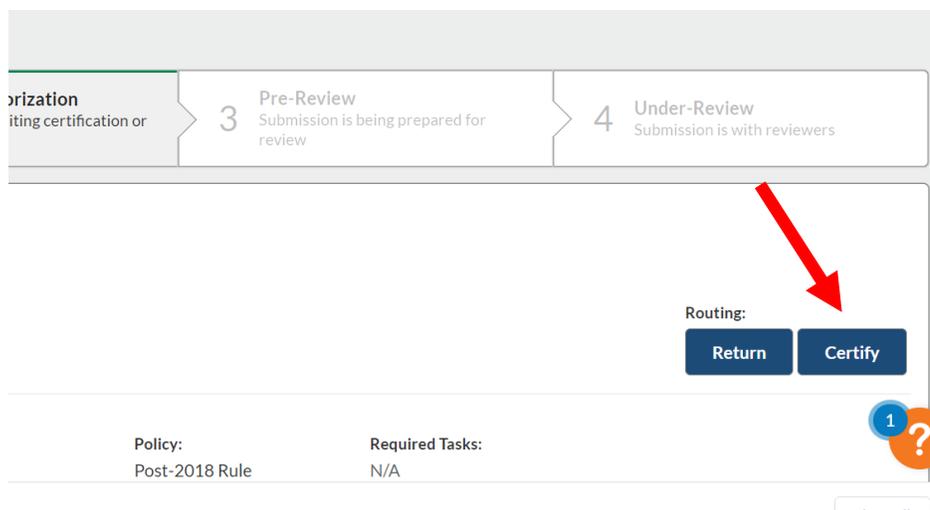
PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks: Assign PI
Review Type: N/A	Review Board: N/A	Meeting Date: N/A		Assign PC
				Complete Submission

Step 8: Certify the Protocol

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

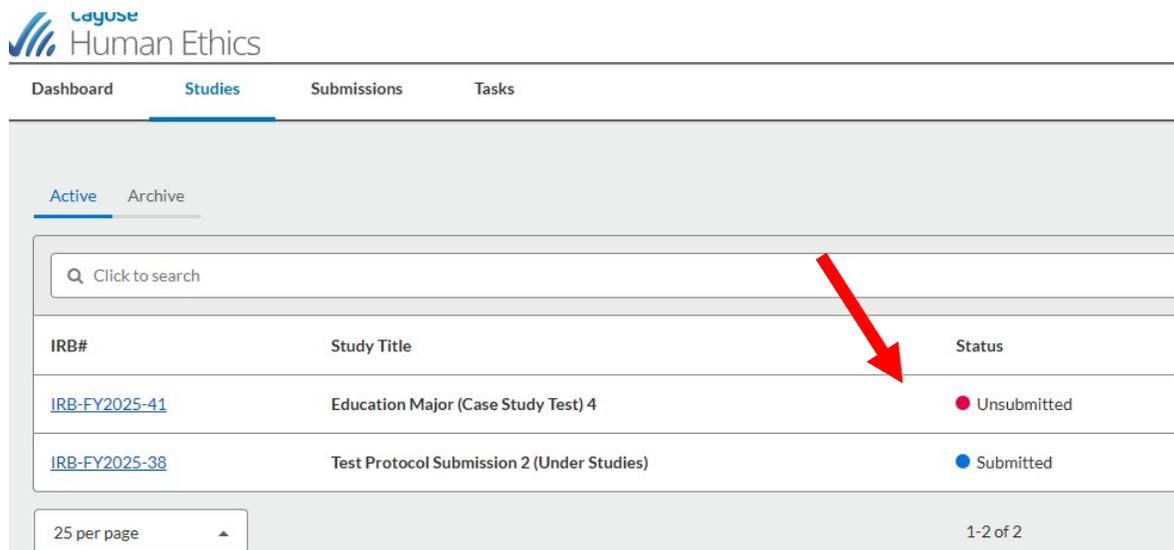
- If you are the PI, you will need to “Certify” the application.
- **All PI’s listed on the study will be required to “certify” the application.**
- The system will send each PI an email stating the application is awaiting their certification. However, you do not need to wait for the email, you can certify directly from your Cayuse Dashboard.

To certify your application, click the “certify” button under routing



You can check the Status on the Studies Tab:

- A successfully submitted application will show the status “submitted”



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 <cayusechainwpu@gmail.com>; LeMay, Duncan <ga-lemayd3@wpunj.edu>
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

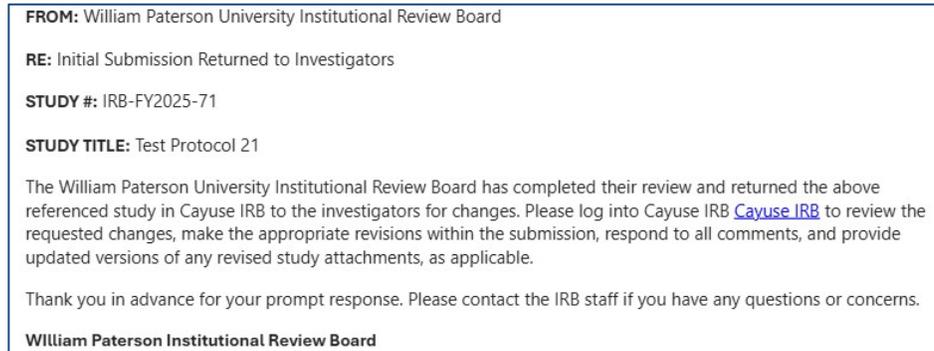
Your IRB submission for the above-referenced study has been received by the William Paterson University Institutional Review Board via Cayuse IRB. You will be notified if further information is needed and when this has been reviewed and approved. **This communication is not approval by the IRB. Do not 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
Wayne, NJ 07470

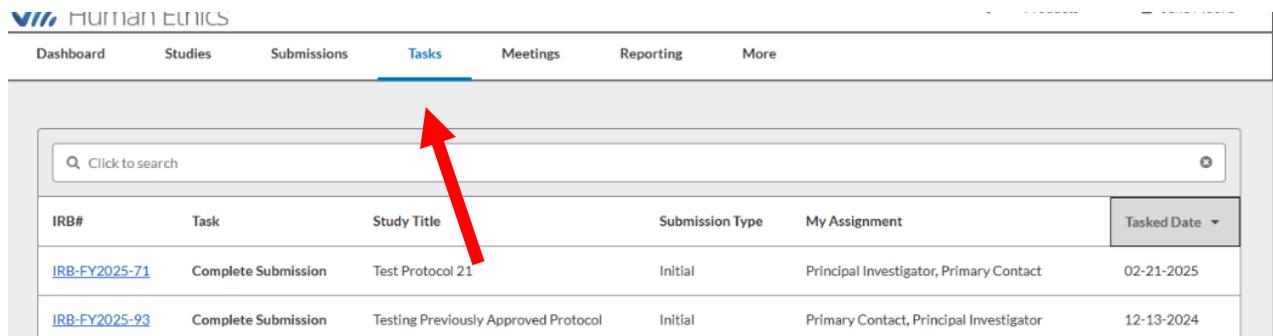
When A Protocol is Sent Back

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

You will receive an email informing you:

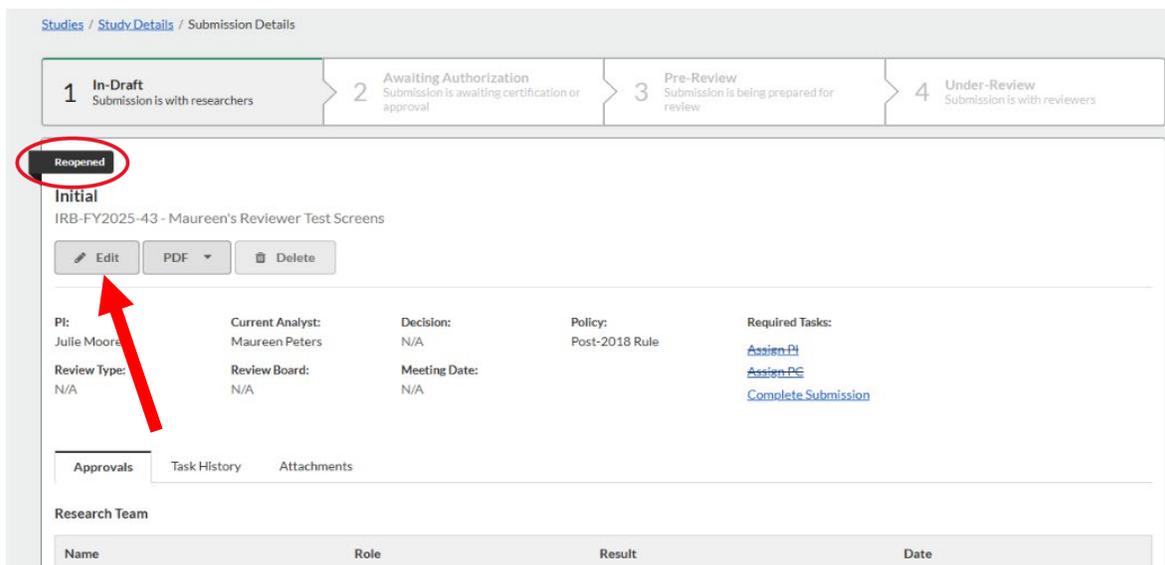


Step 1: Login to Cayuse and navigate to the tasks tab



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"



**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*

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.

IRB NUMBER: IRB-FY2025-43
Maureen's Reviewer Test Screens - Initial CREATE PDF COMPARE SAVE

Sections <

- Getting Started W... ✓
- Key Study Personnel ✓
- Study Summary ✓
- Funding and Support ✓
- Oversight Determi... ✓
- External Collaborat... ✓
- Exemption Eligibility ✓
- Exempt Categories ✓
- Methods and Procedures** 1
- Data ✓
- Data and Sample Tr... ✓
- Attachments ✓
- Routing Send to PI for certification? ✓

This section asks about the procedures participants will undergo and how data will be collected and recorded.

• **Research Procedures:** Please describe ALL the study procedures participants will undergo.

- Provide details of any interactions, interventions or experiments with human subjects
- 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 timetable for study completion.
- See Help text for more guidance

B I U S L B C

Research Procedures test

Expand Comments **Click here**

Data collection

This section asks about the methods and procedures related to collecting and recording research data. Additional questions about managing

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

Sections <

- Getting Started W... ✓
- Key Study Personnel ✓
- Study Summary ✓
- Funding and Support ✓
- Oversight Determi... ✓
- External Collaborat... ✓
- Exemption Eligibility ✓
- Exempt Categories ✓

Collapse Comments

Maureen Peters Today at 3:26 PM
Please provide more details.

Reply

Not Addressed

Reviewer's feedback

Change to addressed when done

Data collection

This section asks about the methods and procedures related to collecting and recording research data. Additional questions about managing, safeguarding, storing and sharing data will be asked in other sections of the application.

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

External Collaborat... ✓

- Exemption Eligibility ✓
- Exempt Categories ✓
- Methods and Proce...** ✓
- Data ✓
- Data and Sample Tr... ✓
- Attachments ✓

Collapse Comments

Maureen Peters Today at 3:26 PM
Please provide more details.

Reply

Addressed Today at 3:40 PM by you

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.

Funding and Support ✓
Oversight Determi... ✓
Attachments ✓
Routing Send to PI for certification? ▾
COMPLETE SUBMISSION >

To facilitate ease of review, please upload documents in the proper attachment point. Study documents reviewed and approved by an external IRB should be uploaded in the "Additional Documents" attachment point (unless instructed by HRPP staff). Use the "Additional Documents" attachment point *only if* you cannot find an attachment point instructed to do so by HRPP staff.

Study Procedures and Components

1 In-Draft Submission is with researchers
2 Awaiting Authorization Submission is awaiting certification or approval
3 Pre-Review Submission is being prepared for review
4 Under-Review Submission is with reviewers

Unsubmitted
Initial
IRB-FY2025-37 - Example Study
Edit PDF Delete

PI:	Current Analyst: N/A	Decision: N/A	Policy: Post-2018 Rule	Required Tasks:
Review Type: N/A	Review Board: N/A	Meeting Date: N/A	Assign PI	Assign PG
			Complete Submission	

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.

Authorization Submission is awaiting certification or approval
3 Pre-Review Submission is being prepared for review
4 Under-Review Submission is with reviewers

Routing:
Return Certify

Policy: Post-2018 Rule
Required Tasks: N/A

1 ?

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

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	--	11-19-2024
IRB-FY2025-46	Test Protocol 2 Initial	● Awaiting Certification	N/A	Julie Moore	Primary Contact	--	11-19-2024
IRB-FY2025-45	Test Protocol (1) Initial	● Awaiting Certification	N/A	Julie Moore	Primary Contact, Investigator, Co-Principal Investigator	--	11-19-2024
IRB-FY2025-41	Education Major (Case Study Test) 4 Initial	● Unsubmitted	N/A	Julie Moore	Primary Contact, Co-Principal Investigator	--	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 <cayusechairwpu@gmail.com>; LeMay, Duncan <ga-lemayd3@wpunj.edu>

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

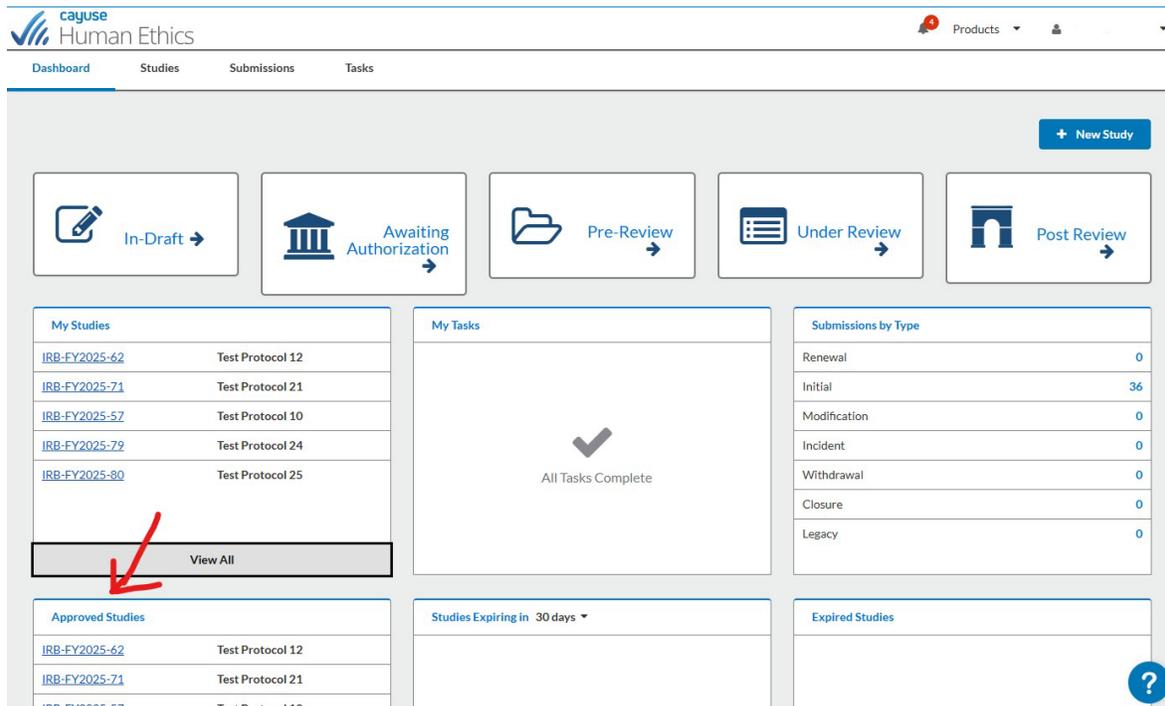
Key Principal Investigator Responsibilities:

Navigating to Your Approval Notice and Other Approval Materials under the Submission Details Page Tabs

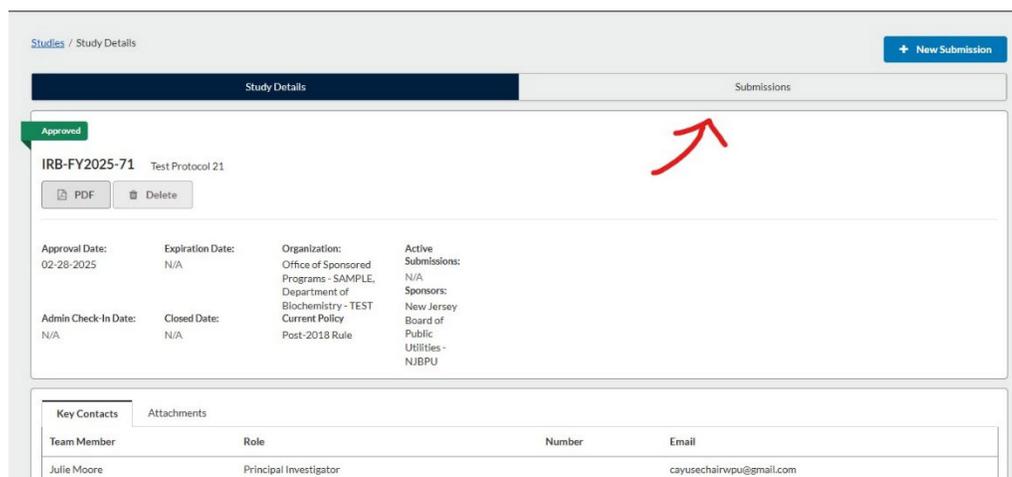
To get to the tabs on the Submission Details page and your approval materials do the following:

Step 1: Login to Cayuse and Navigate to the Human Ethics Module (see the "Logging In" section for more details)

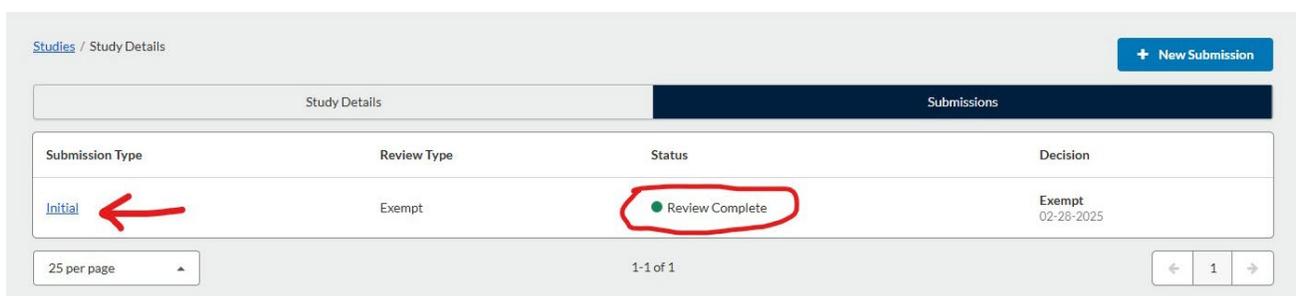
Step 2: Find the "Approved Studies" section on the homepage and click to open the approved study



Step 3: Click on the submission tab



Step 4: Click on your approved submission



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)

Dashboard Studies Submissions Tasks

Studies / Study Details / Submission Details

In-Draft
Submission is with researchers

Awaiting Authorization
Submission is awaiting certification or approval

Pre-Review
Submission is being prepared for review

Under-Review
Submission is with reviewers

Review Complete

Initial
IRB-FY2025-71 - Test Protocol 21

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PI: Julie Moore
Current Analyst: Maureen Peters
Decision: Exempt
Policy: Post-2018 Rule
Review Type: Exempt
Review Board: WPU UAT Board

Approvals Task History Letters Attachments

Research Team

Name	Role	Result	Date
Julie Moore	Principal Investigator	Certified	02-21-2025 3:40 PM
Duncan LeMay	Co-Principal Investigator	Certified	02-21-2025 2:44 PM

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

Studies / Study Details / Submission Details

In-Draft
Submission is with researchers

Awaiting Authorization
Submission is awaiting certification or approval

Pre-Review
Submission is being prepared for review

Under-Review
Submission is with reviewers

Review Complete

Initial
IRB-FY2025-71 - Test Protocol 21

View PDF Delete

PI: Julie Moore
Current Analyst: Maureen Peters
Decision: Exempt
Policy: Post-2018 Rule
Review Type: Exempt
Review Board: WPU UAT Board

Approvals Task History **Letters** Attachments

Subject	Recipients	Sent Date
IRB-FY2025-71 - Initial: Initial - Exempt Review Approval - SAMPLE	cayusechairwpu@gmail.com, ga-lemayd3@wpunj.edu	03-04-2025