Cayuse Frequently Asked Questions (FAQ)

1. How do I log into Cayuse?
   a. Click the link: https://go.uhcl.edu
      i. Log in to the UHCL system home
      ii. Click on the Application "IRB Application" - see the image below.

   b. If asked to log in again, use the same e-mail log in credentials as your go.uhcl.edu. See below for the *only* permitted log in credentials approved by Cayuse and the Office of Information Technology. (OIT)
      i. <u>Faculty / Staff</u> – University of Houston Clear Lake (UHCL) email address only.
         1. For example, Jane Smith's email address log in will be smithj@uhcl.edu
      ii. <u>Students / Teaching Assistants</u> – UHCL student email address only.
         1. For example, John Smith's student email address will be smithj0123@uhcl.edu

2. What Collaborative Institutional Training Initiative (CITI) training certificate do I need before submitting a research proposal into Cayuse?
   a. Please note, these are the minimum requirements and depending on the research requirement or protocols, other CITI training certifications may be required.
      i. Social Behavioral Educational Researchers (SBER)
      ii. Export Control
      iii. Responsible Conduct of Research (RCR)

3. Can I log into Cayuse while in another country or while traveling?
   a. No.

4. Can I begin recruiting participants for my study after submitting an IRB application?
   a. No.

5. How can I request Cayuse Support?
   a. Telephone: 281-283-3015
   b. E-mail: sponsoredprograms@uhcl.edu, researchcompliance@uhcl.edu
   c. Address: Bayou Building, Room 2531

6. How can I provide feedback and suggestions to the Office of Research and Sponsored Programs.
   a. Telephone: 281-283-3015
   b. E-mail: sponsoredprograms@uhcl.edu, researchcompliance@uhcl.edu
   c. Address: Bayou Building, Room 2531

7. Are there different types of Cayuse submissions, and if so, what are they?
   a. Yes, there are different types of Cayuse project submissions.
   b. The types of submissions are:
      i. Initial
      ii. Renewal also known as "Legacy"
      iii. Report Incident
      iv. Withdrawal
      v. Closure
   c. Click on this link for more explanation on these different types of submission What submission types are available? – Cayuse Help Center

8. Can I copy and paste information into Cayuse Tabs?
   a. Yes.

9. Can I upload links to my submissions?
   a. Yes, Cayuse can upload links.

10. Where can I locate the most recent Marketing approved institutional documents?
    a. Template | Resources | Brand | University Marketing and Communications | University of Houston-Clear Lake
    b. You can also reach out to the marketing team at brandguide@uhcl.edu

11. Where can I locate the Informed Consent document?
    a. Document can be located informed-consent-adult-may-2023.docx

12. Where can I locate UHCL's most recent approved flyer template?
    a. Document can be located Inspire Higher - Documents

13. What documents can I upload?
    a. PDF documents
    b. Microsoft Office Tools documents such as Word, Excel Sheet, PowerPoint.

14. How can I assign a Co-Principal Investigator (Co-PI) to my project?

15. Will my Co-Principal Investigator (Co-PI) have approval responsibilities?
    a. Yes, the assigned Co-PIs will be able to edit and certify proposal submissions.

16. How can I create a new study submission intended to be reviewed by the Internal Review Board (IRB)?
    a. Log into Cayuse

 b. Confirm that your role on the top right corner in Cayuse is that of "Researcher"

Role: Researcher ▾

 c. This link provides a step-by-step action of how to create a new IRB submission How do I create a new study? – Cayuse Help Center

17. How do I complete a study submission intended to be reviewed by the Internal Review Board (IRB)?

 a. This link provides a step-by-step action of how to complete a submission How do I complete a submission? – Cayuse Help Center

18. How do I confirm that my review has been completed?

 a. Click the specific IRB which you are working on reviewing. This will pull up the Submission Details page.

 b. Click on the Decision Tab

 c. Click on your name which should be highlighted in blue as shown in the picture below.

 d. Look at the "Finalized" section down below, there will be a "Green check" mark.

 e.

19. What is a Legacy submission?
    a. Legacy submission refers to a proposal and/or research project which was approved prior to or during the initial implementation of the Cayuse software system.
    b. Legacy submission refers to a project or submission which has already been approved under a formal agreement and/or by another institution's Internal Review Board (IRB).

20. How do I create modifications to my submission?
    a. Please use the link below for a step-by-step guide on how to create modifications in Cayuse
       How do I create a modification submission? – Cayuse Help Center

21. How can I review a list of projects I have submitted for approval by the Internal Review Board (IRB) in Cayuse?
    i. Click the link: https://go.uhcl.edu
    ii. Log in to the UHCL system home
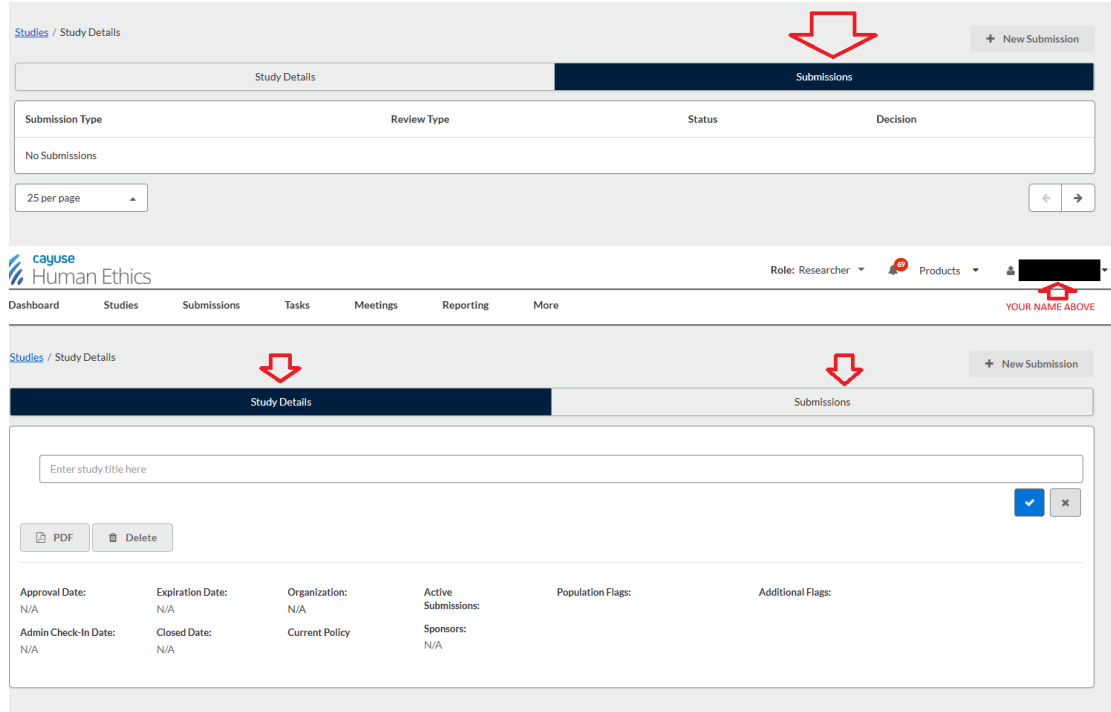   iii. Click on the Application "IRB Application" - see the image below.

    b. If asked to log in again, use the same e-mail log in credentials as your go.uhcl.edu. See below for the *only* permitted log in credentials approved by Cayuse and the Office of Information Technology. (OIT)
    c. Click on "Studies"
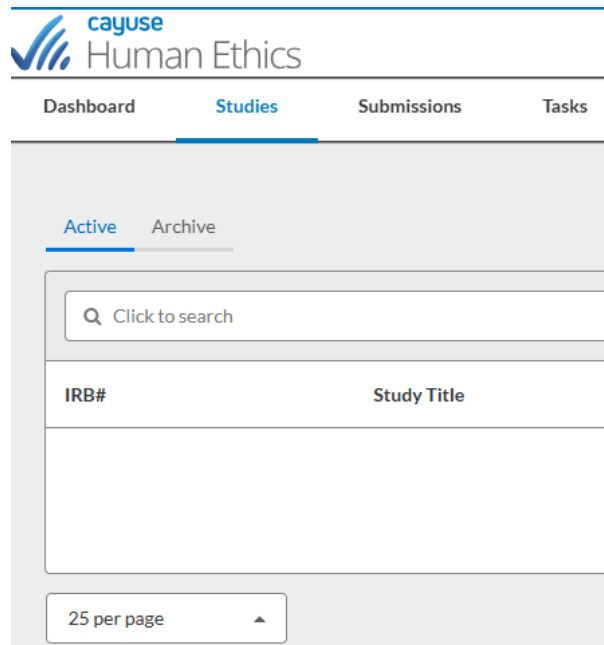
d. Click on "+ New Study" to the right side of the web page
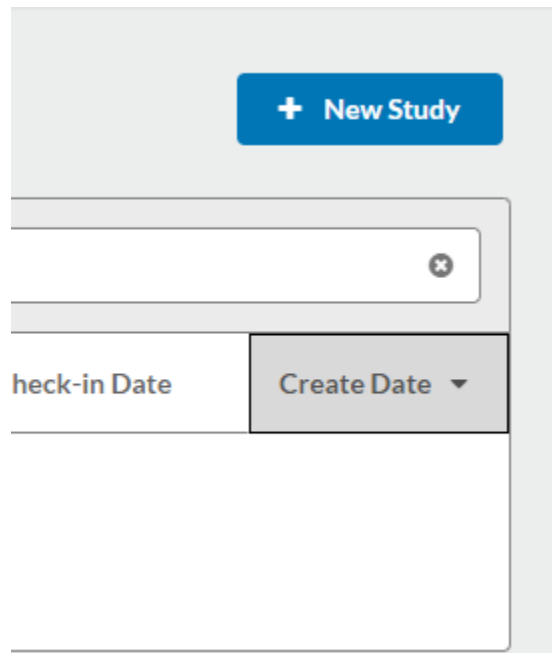
e. Look at the new webpage which details out the "Study Details" for you to begin a new proposal / project submission and the tab next to it which lists all your previous submissions (see the picture directly below).

22. If you have additional questions, please reach out to the Office of Research and Sponsored Programs at sponsoredprograms@uhcl.edu