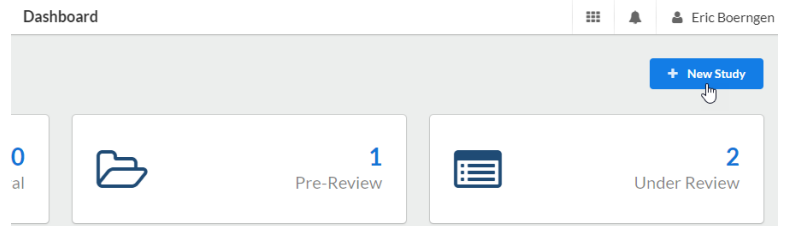


Cayuse IRB Submission Process

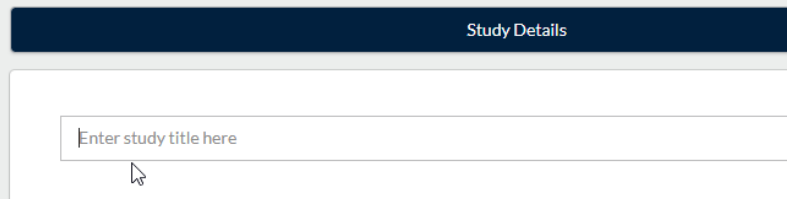
Sign in to Cayuse IRB using CentralLogin at the following address: <https://ilstu.cayuse424.com/rs/irb>

* If you do not have access, fill out the Request Access form:
https://forms.illinoisstate.edu/forms/request_access_to_cayuse_irb_sp

1. To create a new study, click the **New Study** button in the upper right of either the Studies or Dashboard page.

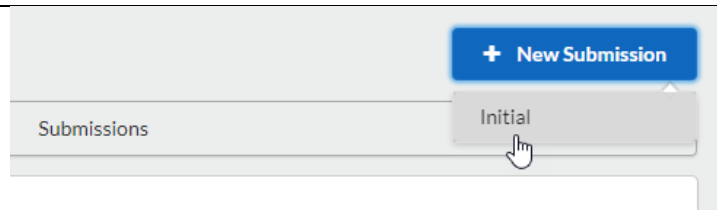


2. Enter the title of your study in the field provided (up to 600 characters), then click the blue Save button.

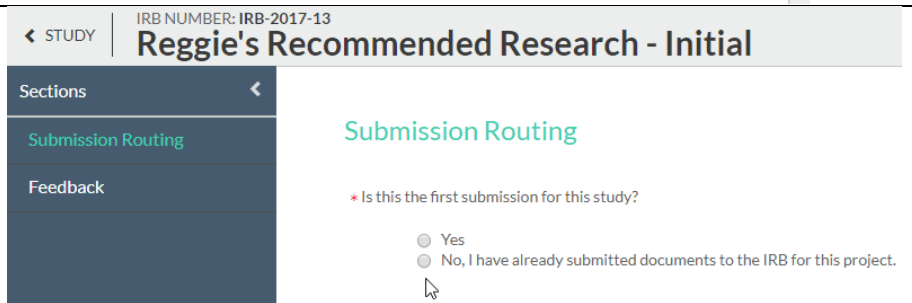


After creating the new study, you will be taken to the Study Details page for that study, which displays important information regarding the study.

3. To begin working on your study, click the **New Submission** button to add the Initial submission.



4. You can click "Edit" and then begin filling out the study's information on this page. Click the green SAVE button in the upper right corner to save your progress (the system will auto save your work).



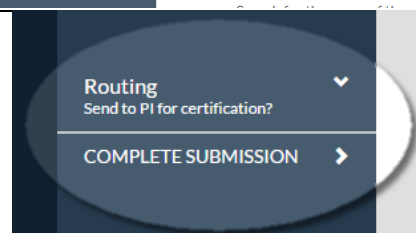
Notes:

- There will be multiple sections in the template. More sections may appear based on the answers you provide.
- You can return to the Study Details page at any time by clicking on the < STUDY link in the upper left of the screen.

5. Complete each section listed in the menu on the left. The status bar under the section will turn green to show your progress and a green checkmark will appear when you have completed that section. Required questions will be marked with a red asterisk.



6. Once all sections are completed, route the submission by clicking on COMPLETE SUBMISSION and CONFIRM.



7. You can now assert that the submission is complete and accurate by clicking the Certify button.

