### Cayuse IACUC Submission Process

1. **Sign in to Cayuse IACUC at the following address:**
   [https://ilstu.apps.cayuse.com](https://ilstu.apps.cayuse.com)
   
   * If you do not have access, contact Jessica Lowe [jllowe@ilstu.edu](mailto:jllowe@ilstu.edu) or 309-438-2529.

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

3. **Enter a Short Title and an Official Title** for your study in the sidebar that opens and click **Save** to create the study.

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

4. **To begin working on your study,** click the Initial Application link to begin working on your Initial submission.
   
   * You can find the Initial Application link in both the Active Submissions section and on the Submissions tab at the bottom of the screen.

5. **Click on the Complete Submission Form in the Tasks to Complete section** of the Study Details page.

   There will be multiple sections in the template. More sections will appear based on the answers you provide.

6. **Complete each section listed in the menu on the left until all of the red circles have turned green indicating that you have completed that section.**
   
   * Required questions will be marked with a red asterisk.

7. **Once all sections are completed,** the application can be submitted by clicking on **Submit to PI** button.

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