

Non-regulated Human Subjects Study Submission

1) Click on "+ New Study"

The screenshot shows the Cayuse Human Ethics dashboard. At the top left is the logo and name 'cayuse Human Ethics'. On the top right, it displays 'Role: Reviewer', a notification bell with '1996', and the user name 'Shannon Marquess'. A navigation menu includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. Below the navigation is a row of four summary cards: 'Full Board Reviews' (0), 'Expedited Reviews' (1), 'Limited IRB Reviews' (0), and 'Exempt Reviews' (2). A blue button with a plus sign and the text '+ New Study' is located in the top right corner of the dashboard area and is highlighted with a red rectangular box.

2) Input the study title name in the box and click the blue check mark

The screenshot shows the 'Study Details' form in the Cayuse system. The breadcrumb 'Studies / Study Details' is at the top left, and a '+ New Submission' button is at the top right. The form has two tabs: 'Study Details' (active) and 'Submissions'. A large text input field for the study title is highlighted with a red oval and labeled with a red '1'. To the right of the input field is a blue checkmark button, also highlighted with a red oval and labeled with a red '2'. Below the input field are 'PDF' and 'Delete' buttons. At the bottom of the form, there are labels for 'Approval Date:', 'Expiration Date:', 'Organization:', 'Active', 'Population Flags:', and 'Additional Flags:'.

3) You'll be directed to your study details page, click on "+ New Submission"

The screenshot shows the 'Study Details' page for an unsubmitted study. The breadcrumb is 'Studies / Study Details'. A blue button labeled '+ New Submission' is highlighted with a red box in the top right corner. The study ID is '21-22-31' with the name 'test'. There are 'PDF' and 'Delete' buttons. The study details are as follows:

Approval Date: N/A	Expiration Date: N/A	Organization: Post-2018 Rule	Active Submissions: N/A
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy: Post-2018 Rule	Sponsors: N/A

4) Click on "initial"

The screenshot shows the 'Study Details' page with the '+ New Submission' button highlighted in a red box. A dropdown menu is open below the button, showing the option 'Initial'. The breadcrumb is 'Studies / Study Details'. The study ID is '21-22-31' with the name 'test'. There are 'PDF' and 'Delete' buttons. The study details are as follows:

Approval Date: N/A	Expiration Date: N/A	Organization: Post-2018 Rule	Active Submissions: N/A
Admin Check-In Date: N/A	Closed Date: N/A	Current Policy: Post-2018 Rule	Sponsors: N/A

5) Click on “edit” or “assign PI” or “complete submission” (all go to same spot)

[Studies](#) / [Study Details](#) / 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

Unsubmitted

Initial
21-22-31 - test

 Edit  PDF  Delete

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

Approvals | Task History | Attachments

6) On the Submission Information page, you will get asked if your study is research. Select No.

Submission Information

* Identify the nature of your research study

Are either or both of these statements true?

1. The research is a systematic investigation, including research development, testing, and evaluation.
2. The activity is intentionally designed to develop or contribute to generalizable knowledge.

- Yes
- Yes, however I am analyzing a de-identified dataset.
 - Do not select if you are administering anonymous surveys.
- No
- I'm not sure.