

New 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'. Below the header is a navigation menu with 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The main content area features a '+ New Study' button in a blue box, highlighted with a red rectangle. Below this are four summary cards: 'Full Board Reviews' (0), 'Expedited Reviews' (1), 'Limited IRB Reviews' (0), and 'Exempt Reviews' (2).

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

The screenshot shows the 'Study Details' form. At the top left, it says 'Studies / Study Details' and at the top right, there is a '+ New Submission' button. The form has two tabs: 'Study Details' (active) and 'Submissions'. A red circle labeled '1' highlights the text input field with the placeholder 'Enter study title here'. To the right of the input field is a blue checkmark button, highlighted with a red circle labeled '2'. Below the input field are 'PDF' and 'Delete' buttons. At the bottom, 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 with a plus sign and the text '+ New Submission' is highlighted with a red box in the top right corner. Below the breadcrumb is a dark blue bar with 'Study Details' on the left and 'Submissions' on the right. The main content area shows the study ID '21-22-31' and the name 'test'. There are two buttons: 'PDF' and 'Delete'. Below this is a table of metadata:

Approval Date: N/A	Expiration Date: N/A	Organization: N/A	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"

This screenshot is similar to the previous one but includes a navigation bar at the top. The navigation bar has the 'Human Ethics' logo on the left and a user profile 'Frances Faculty' on the right. Below the navigation bar are tabs for 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. The '+ New Submission' button is highlighted with a red box, and a dropdown menu is open below it, showing the option 'Initial'. The rest of the page content, including the study details and metadata table, is identical to the previous screenshot.

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