

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. Faculty / Staff – 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. Students / Teaching Assistants – 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?

The screenshot shows the 'Initial v2' form in the Cayuse system. The form is divided into three main sections: 'Faculty Sponsor', 'Co-Investigator', and 'Other Personnel'. The 'Co-Investigator' section is highlighted with a pink box. A pink arrow points from the 'Co-Investigator' section to the 'Assignment' dropdown menu in the 'ITEMS' panel on the right. The 'ITEMS' panel shows the 'Assignment' dropdown set to 'Investigator'. The 'PROPERTIES' panel on the right shows the 'Name' field set to 'PersonFinder9' and the 'Label' field empty. The 'Required' checkbox is checked. The 'Title' field is set to 'Co-Investigator' and the 'Description' field is empty.

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.

Studies / Study Details / Submission Details

✓ In-Draft Submission is with researchers	✓ Awaiting Authorization Submission is awaiting certification or approval	✓ Pre-Review Submission is being prepared for review	✓ Under-Review Submission is with reviewers
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Under Post Review

Initial IRB [Redacted] **STEP "A"**

View PDF Delete Checklist

PI: [Redacted] Current Analyst: Marlene Thomas Decision: N/A Policy: Post-2018 Rule Required Tasks: N/A

Review Type: Exempt Review Board: University of Houston-Clear Lake IRB Board Meeting Date: N/A

Approvals Task History **Decisions** Attachments **STEP "B"**

Digest

Name STEP "C"	Role	Decision	Finalized STEP "D"
YOUR NAME HERE	Primary Reviewer	Exempt	✓

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?

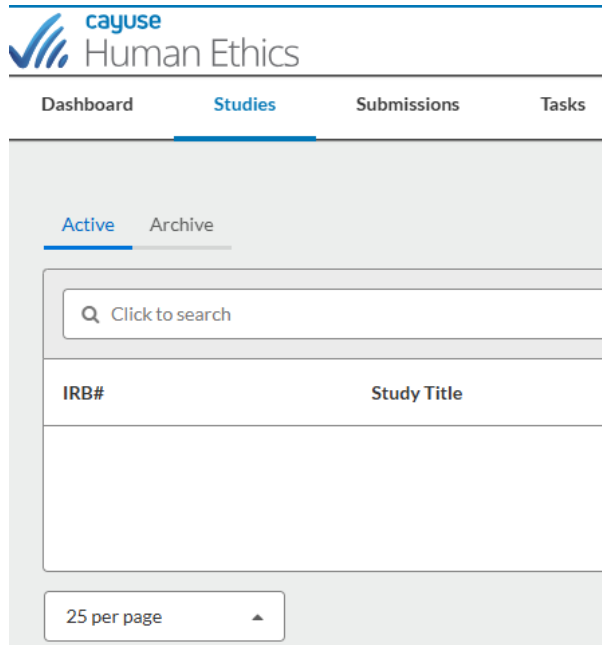
- a. Please use the link below for a step-by-step guide on how to create modifications in Cayuse
[How do I create a modification submission? – Cayuse Help Center](#)

21. How can I review a list of projects I have submitted for approval by the Internal Review Board (IRB) in Cayuse?

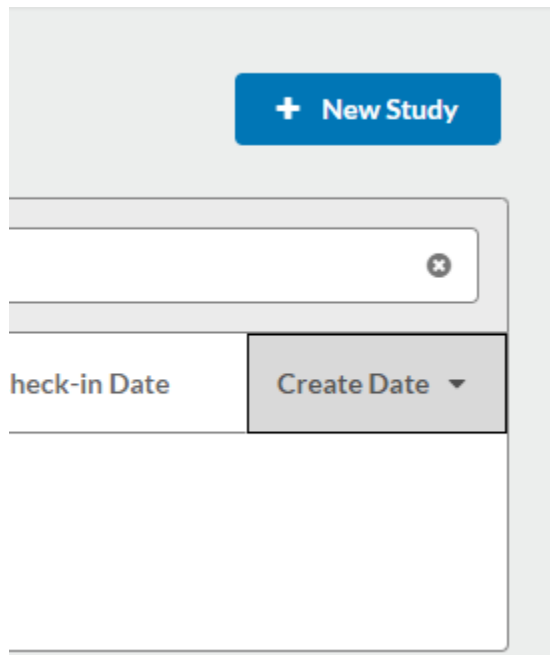
- i. Click the link: <https://go.uhcl.edu>
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- iii. Click on the Application “IRB Application” - see the image below.



- 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).

The image displays two screenshots of the Cayuse Human Ethics system interface. The top screenshot shows the 'Submissions' tab selected, with a red arrow pointing to the 'New Submission' button. The bottom screenshot shows the 'Study Details' tab selected, with red arrows pointing to the 'Study Details' and 'Submissions' tabs, and a red arrow pointing to the user profile dropdown menu labeled 'YOUR NAME ABOVE'.

22. How can I resolve a comment in my IRB Submission?

- a. Click on the tab to the left of the screen with a bubble as shown in the image below.
 - i. Click on the “comment bubble” button.
 - ii. It will indicate that a comment was left by the IRB Reviewer.
 - iii. Read the comment and address the concern in the comment.
 - iv. Click the blue “Reply” button down below.
 - v. Type in your response to the comment added.
 - vi. Click on the scroll down button to “Addressed” if you addressed the comment.
 1. Please note that you might not be able to resubmit your project for review if you have not addressed the comment.
 2. If the comment is not addressed, the IRB reviewer reserved the right to send your IRB submission for a Full Board Review at the next Full Board Convened meeting.

IRB NUMBER: IRB-2025-180
PC test - Initial

CREATE PDF COMPARE SAVE

Sections

- Getting Started
- Submission Inform...
- Personnel & Training
- Study Information
- Study Design
- Study Procedures
- Participant Protection
- Review Attachments
- Anticipated Review...

Routing
Send to PI for certification?

COMPLETE SUBMISSION

Participant Protection

Potential Risks

List the reasonably foreseeable risks, discomforts, hazards, or inconveniences to the subjects related to the subjects' participation in the research.

- Consider that the risk of breach of confidentiality is common to almost all research studies.
- Describe the probability, magnitude, duration, and reversibility of the risks.
- Consider physical, psychological, social, legal, and economic risks, including extra financial costs or time burden the subject may incur from participating.
- If applicable, indicate which procedures may have risks to the subjects that are currently unforeseeable.
- If applicable, indicate which procedures may have risks to an embryo or fetus should the subject be or become pregnant.
- If applicable, describe risks to others who are not subjects.

Describe measures taken to lessen the probability or magnitude of risks (monitoring for safety, preventing complications, etc.).

none

See i, ii

Collapse Comments

See iii

IRB Reviewer: Test Comment

Reply

See iv

Not Addressed

See vi

b.

- If you have any questions regarding the comment, please contact ORSP at sponsoredprograms@uhcl.edu or researchcompliance@uhcl.edu.
23. If you have additional questions, please reach out to the Office of Research and Sponsored Programs at sponsoredprograms@uhcl.edu