Steps to access the Cayuse IRB interface

1. Access the myIIT portal and enter your login credentials. After logging in, click on the Research tab.
2. Locate the Cayuse Research Suite channel in the middle column of the Research tab. Click on Cayuse Research Suite. You will be directed to a new window. Locate the Research Administration Modules heading and click on Cayuse IRB (Human Studies Compliance). The Cayuse IRB Dashboard will appear.
3. In the upper-right-hand corner of the Dashboard, click the blue box labeled New Study. Enter the Study Title, then click the blue check mark on the far right-hand side of the screen.
4. A red banner labeled Unsubmitted will appear above the Study Title. For funded projects, click Link Proposal to attach a record from Cayuse SP to the IRB submission. For unfunded IRB projects, click on New Submission in the upper-right-hand corner, then click Initial Submission. To begin filling out the Initial Submission template, click Edit below the red banner labeled Unsubmitted. The submission template will guide you through each question.
5. If you require assistance with the initial submission form, click on the in-application help icon located at the bottom-right-hand corner of the screen. The help icon is an orange circle with a question mark.