

## Logging in to Cayuse IRB

1. Go to <https://purdue.cayuse424.com/rs/irb> Google Chrome is preferred, but the system is compatible with all common internet browsers.
2. Login with your Purdue Career Account and BoilerKey.

### Troubleshooting

Were you able to log in on the Purdue sign in page, but now see a screen that states “We’re sorry. This account has been disabled on the Cayuse424 system.”?



**Cayuse Research Suite**  
3.8.0

We're sorry. This account has been disabled on the Cayuse424 system.



*You will need to be added as a Cayuse IRB user. Please send a one-time request for access to [irb@purdue.edu](mailto:irb@purdue.edu) or fill out the quick form [here](#). We will establish your account within 48 business hours of the request. Once you have an account, you will not need to request access again. Please know that all user accounts must be established with valid Purdue University career account credentials.*

3. Upon login, you will see the dashboard. Come back to the dashboard ~~under~~ at any time to see the status of your submissions, notifications, and a list of tasks related to your protocol(s).

The screenshot shows the Cayuse IRB dashboard for a user named Barry Boardman. At the top, there is a navigation bar with a "Menu" icon, the word "Dashboard", and a notification bell with a red "3" and the user's name. Below this is a "My Role: Researcher" dropdown and a "+ New Study" button. The main content area features four summary cards: "In-Draft" (0), "Awaiting Authorization" (0), "Pre-Review" (1), and "Under Review" (0). Below these are three sections: "My Studies" with a link to "IRB-2019-92" and "Example Tutorial Study"; "My Tasks"; and "Submissions by Type" with a table showing 0 Renewals and 1 Initial submission.

Submissions by Type	
Renewal	0
Initial	1

## **Submitting an Incident Report in Cayuse IRB**

**Important!! Legacy Studies Require One-time Conversion to Cayuse IRB (see instructions below)** - If your study has already been converted to Cayuse IRB, or you have been approved in Cayuse IRB, please go to the next section, Submitting an Incident Report.

**If your study has not been converted to Cayuse IRB, please complete the appropriate form and email it to [irb@purdue.edu](mailto:irb@purdue.edu). For an Unanticipated Problem and/or Adverse Event Report, [click here](#). For Reports of Noncompliance, [click here](#).**

Applications that were submitted or reviewed by IRB prior to August 19, 2019 are considered “legacy protocols”. Though PIs will be able to see titles, approval and expiration dates in the system, the protocol content (e.g. consent forms, protocol information) will only be available in Cayuse IRB if/when study modifications and closures are requested or protocol renewals are required).

**Legacy Conversion Instructions** - Protocols deemed to be exempt from IRB review will be available in the system if the exemption date is after October 1, 2017. For exemptions granted prior to this date, please resubmit the exemption as a new protocol. Legacy studies are only visible in Cayuse IRB to the Principal Investigator until the conversion step is completed.

1. Request the one time conversion to Cayuse IRB by filling out this [e-form](#) or submitting an e-mail with the study information (reference number and title) to [irb@purdue.edu](mailto:irb@purdue.edu).
2. Purdue HRPP staff will utilize the most recent version of the submission materials to copy the study into the Cayuse IRB system. Please allow 3-5 business days for this one-time conversion step to be completed. The requestor and PI will be notified via e-mail when this step is complete.

Please contact the Purdue HRPP for assistance with any part of your submission.

**Contact information and walk-in office hours:** [www.irb.purdue.edu/contact](http://www.irb.purdue.edu/contact)

For assistance with legacy protocol conversion, contact [Schelly Decker](#)

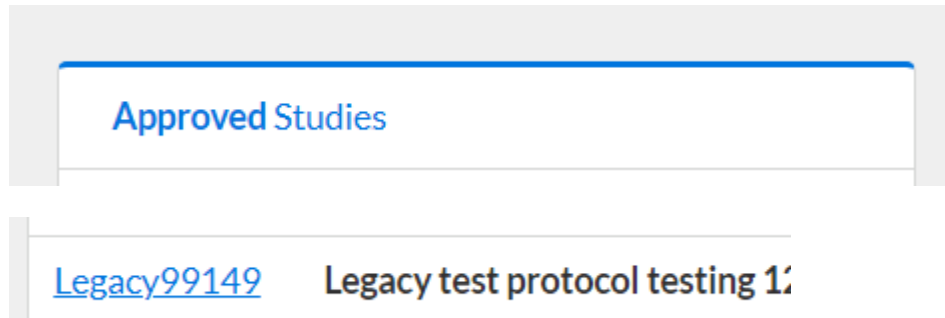
**In-Person Campus Training Dates (sign up required):** [www.irb.purdue.edu/training](http://www.irb.purdue.edu/training)

E-mail: [irb@purdue.edu](mailto:irb@purdue.edu)

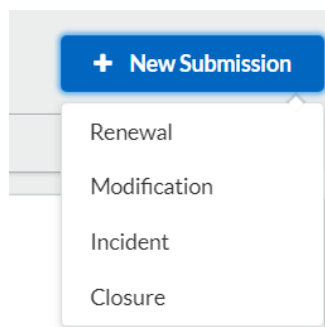
Phone: 765-494-5942

## Submitting an Incident Report

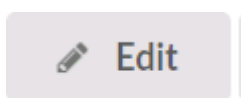
1. [Click here to determine the appropriate report that must be submitted.](#)
2. Go to the Approved Studies section of your dashboard and click on the study you would like to modify.



3. Go to the “New Submission” button and select “Incident” from the dropdown.



4. Click the Edit button to move to the incident form.



5. For an Unanticipated Problem and/or Adverse Event Report, [click here](#) and complete the appropriate form. For Reports of Noncompliance, [click here](#) and complete the appropriate form. Upload the appropriate report to the Cayuse IRB “Incident” form.

6. Click on “Complete Submission”. This will save the submission, but the incident report will not be complete without certification from the Principal Investigator (PI).

- [Complete Submission](#)

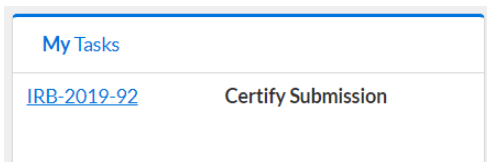
7. If the report requires modification of the IRB protocol (i.e., application narrative or informed consent documents), you will also need to complete a Modification and make changes to all relevant sections of the protocol. During this process you may add/remove personnel, modify text, or add new attachments to the record. [Follow these steps to submit a study modification.](#)

## **Principal Investigator (PI) Certification**

*\*If a member of the research team other than the PI filled out the application form, start at step 1 of this section. If the PI filled out the application form, skip to step 4.\**

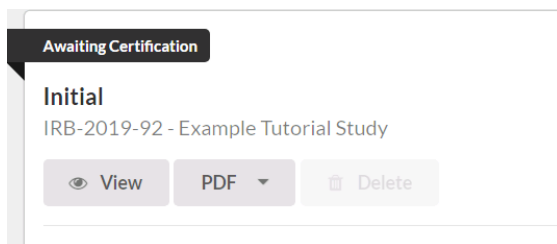
**1. Login to Cayuse IRB (see Logging in to Cayuse IRB above). Notifications appear at the top of the page.**

**2. A list of tasks related to your IRB protocol applications will appear in the dashboard. Click on the submission requiring PI certification (“Certify Submission”).**



My Tasks	
<a href="#">IRB-2019-92</a>	Certify Submission

**3. Click the View button to review the submission in the application form, or select PDF to review the form in one file.**



**Awaiting Certification**

**Initial**  
IRB-2019-92 - Example Tutorial Study

[View](#) [PDF](#) [Delete](#)

**4. After reviewing the content of each protocol section, the PI has two choices.**

- **Return the submission to the original author for changes (this step does not send the submission to the HRPP/IRB) OR**
- **Certify the submission to be reviewed by the HRPP/IRB.**

Routing:

[Return](#)

[Certify](#)