

## Purdue University Human Research Protection Program (HRPP) and Institutional Review Board (IRB)

**Using Cayuse IRB for Requests for Reliance – Purdue IRB ceding/deferring review to another IRB. Follow these instructions if your study team will work with another IRB to review the study *instead of* the Purdue IRB. Note that this does not apply to exempt category submissions.**

*The Purdue IRB utilizes the cloud-based system, Cayuse IRB for deferral/reliance submissions.*

### Logging in to Cayuse IRB

1. Go to <https://purdue.cayuse424.com/rs/irb> Google Chrome, is the preferred browser but is compatible with all common internet browsers.

2 Login with your Purdue Career Account and BoilerKey.

#### Troubleshooting

If you are able to log in with your BoilerKey, but upon login encounter a blank or a screen that states either:

“We’re sorry. This account has been disabled on the Cayuse424 system.” OR

“Error Your Session has expired because there was an error communicating with the server.”



Cayuse Research Suite

3.8.0

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



ERROR

Your session has expired because there was an error communicating with the server.

CLOSE

*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. 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 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 Research Suite dashboard for a user named Barry Boardman. At the top, there is a navigation bar with a 'Menu' icon, the title 'Dashboard', and a notification bell with a red '1' and the user's name 'Barry Boardman'. Below the navigation bar, there is a dropdown menu for 'My Role: Researcher' and a '+ New Study' button. The main content area features four status cards: 'In-Draft' (0), 'Awaiting Authorization' (0), 'Pre-Review' (1), and 'Under Review' (0). Below these cards are three sections: 'My Studies' (listing 'IRB:2019-92' and 'Example Tutorial Study'), 'My Tasks' (empty), and 'Submissions by Type' (listing 'Renewal' with 0 and 'Initial' with 1).

### **Troubleshooting**

**Don't see a dashboard? Instead, do you see a screen that says "Cayuse 424" and "Cayuse IRB (Human Studies Compliance)"?**



### **Cayuse Research Suite**

3.8.0

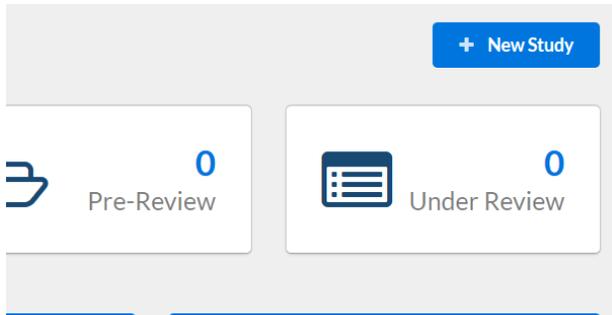
#### **Research Administration Modules**

- [Cayuse 424](#)
- [Cayuse IRB \(Human Studies Compliance\)](#)

*Select Cayuse IRB (Human Studies Compliance). If you receive an error message or do not have the Cayuse IRB (Human Studies Compliance) option to click, please contact the HRPP/IRB office at [irb@purdue.edu](mailto:irb@purdue.edu).*

## Creating a Request for Reliance with an external IRB

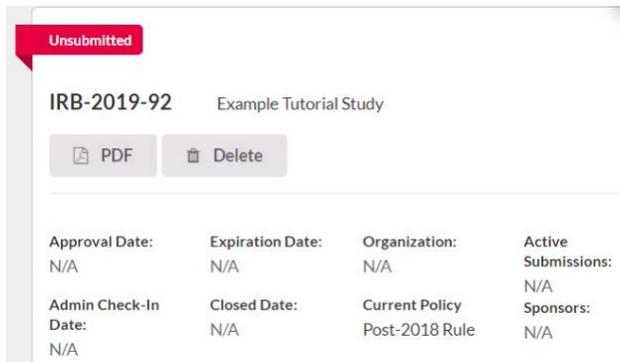
1. To begin the application for a new IRB protocol, click the “New Study” button.



2. Enter a study title and click the checkmark. Your submission will be assigned a number. This number will serve as the reference number throughout the project. At the top of the page, you can monitor the status of the submission as it progresses.



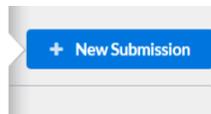
Details about your study appear in this format.



3. Click on the New Submission button and select “Initial”.

### Begin Initial Submission

You've created a study! Click here to begin your initial submission to the IRB.



**4. A list of required steps will appear. Notice that the person filling out the application will automatically be designated as the point of contact (PC). This assignment step will be complete. The PC can be changed later in the application process if necessary.**

**Click “Complete Submission” under required tasks to start the protocol application forms.**

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Required Tasks:

- [Assign PI](#)
- ✓ [Assign PC](#)
- [Complete Submission](#)

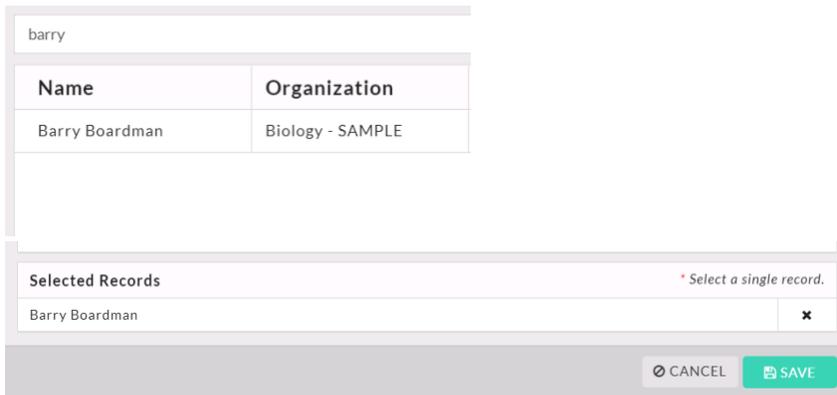
*\*IMPORTANT All faculty (tenured, tenure-track, research and clinical) are eligible to be Principal Investigators. Others requesting to submit proposals as the Principal Investigator for the first time must [obtain special approval](#).*

*A point of contact can a member of the research team (including the Principal Investigator) that will assist in updating the IRB protocol record. These assignments will be made within the application form. Students are not authorized to be Principal Investigators, but may be designated as the point of contact. \**

## Assigning Key Personnel

1. The first section of the application lists personnel on the study. Click on People Finder button. Purdue personnel currently listed in Cayuse IRB will appear for selection as Key Personnel. Investigators external to Purdue University will not appear. When using the People Finder, type the person's name into the search bar and click enter. Select the correct person/people and click Save.

Include the name of the PI at the external, non-Purdue site. We do not need all of the names of their personnel, only their PI.



The screenshot shows a search interface with a search bar containing 'barry'. Below the search bar is a table with two columns: 'Name' and 'Organization'. The table contains one row: 'Barry Boardman' under 'Name' and 'Biology - SAMPLE' under 'Organization'. Below the table is a 'Selected Records' section with a red asterisk and the text '\* Select a single record.' The 'Selected Records' section contains one entry: 'Barry Boardman' with a close button (x). At the bottom of the interface are two buttons: 'CANCEL' and 'SAVE'.

Name	Organization
Barry Boardman	Biology - SAMPLE

Selected Records \* Select a single record.

Barry Boardman ✕

CANCEL SAVE

*\*If you cannot find the name of a person using the People Finder, the Purdue HRPP will work with you to add the user to the system. New automated updates are added to the system daily. We will work to get your entry added as soon as possible.*

2. If human subjects research training through the CITI Program research is linked to a Purdue e-mail address, the training should appear automatically. If not, please login to CITI and link your account to your Purdue University e-mail address. (See [www.irb.purdue.edu/training](http://www.irb.purdue.edu/training) for guidance).



The screenshot shows a navigation bar with two buttons: 'Trainings' and 'View'. Both buttons are in a light blue color with a white border.

[Trainings](#) [View](#)

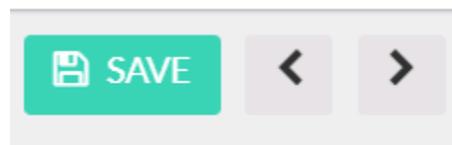
## Completing the Request for Reliance Application

1. The application is designed to populate relevant sections/questions based on the study type. Be certain to review these initial sections carefully and answer as accurately as possible.

Fields with an asterisk (\*) are required. When a section is complete, a checkmark will appear to indicate that the required questions are answered.



2. Click the arrows at the top or the bottom of the page to move between sections. Throughout your submission, please remember to regularly click the save button!



2. When you are at the Getting started with your submission section, scroll to the bottom of the page and select:

- I would like to request that another IRB Review this study. (Request for Purdue IRB to defer to another site).

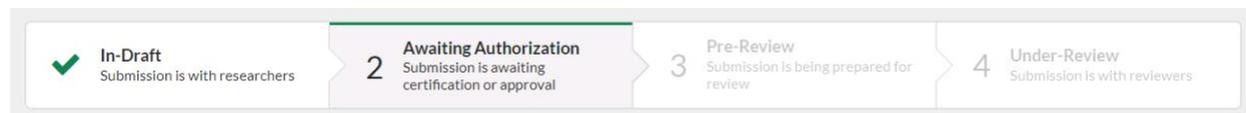
*When Purdue University will be engaged in human subject research with one or more institutions, investigators may submit a Request for Deferral asking that the review be deferred to one institution's Institutional Review Board (IRB).*

3. In the **Other Attachments** section, include a copy of the protocol submitted/approved at the external site and approval memo. If you are recruiting and/or consenting, upload copies of the consent form(s), recruitment material(s).

4. When the submission is complete (all sections show a check), click "Complete Submission".



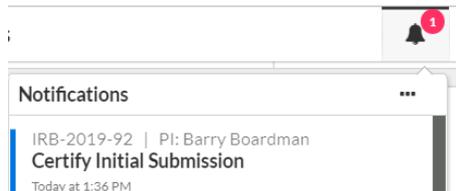
5. After completing the submission, the study status bar will change to "Awaiting Certification". The Principal Investigator must login to Cayuse IRB, review the submission, and certify.



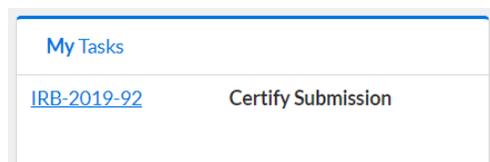
## **Principal Investigator (PI) Certification**

*\*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.\**

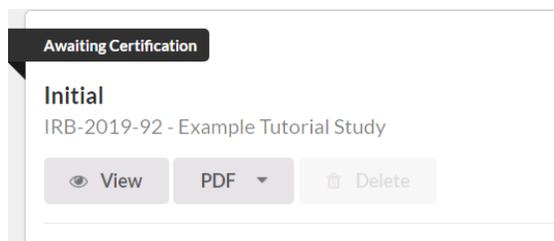
**1. Login to Cayuse IRB (see Logging in to Cayuse IRB above). Notifications appear at the top of the page.**



**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”).**



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



**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**

5. If the PI believes that the submission is ready for review, click the certify button. Once PI certification steps are complete, the study status will change to Pre-Review. The Purdue HRPP has received the submission!



6. The Principal Investigator and Point of Contact will be notified by e-mail about the status of the submission. Please be certain that spam filters are set to allow e-mails from [do-not-reply@cayuse.com](mailto:do-not-reply@cayuse.com) and [irb@purdue.edu](mailto:irb@purdue.edu). You can also login to see the status of your review at any time.

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

Contact information and meeting/training requests: [www.irb.purdue.edu/contact](http://www.irb.purdue.edu/contact)

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