

CAYUSE USER GUIDE:

How to make Modifications

HOW TO USE THIS MANUAL

This step-by-step guide is for Middle Tennessee State University staff, faculty, and students who need to submit requested changes to an existing IRB protocol. If you are preparing a new application, please use the “Quick User Guide: Initial Submission” instead.

When to Use This Guide

- You need to update study procedures, consent forms, recruitment materials, or other protocol elements.

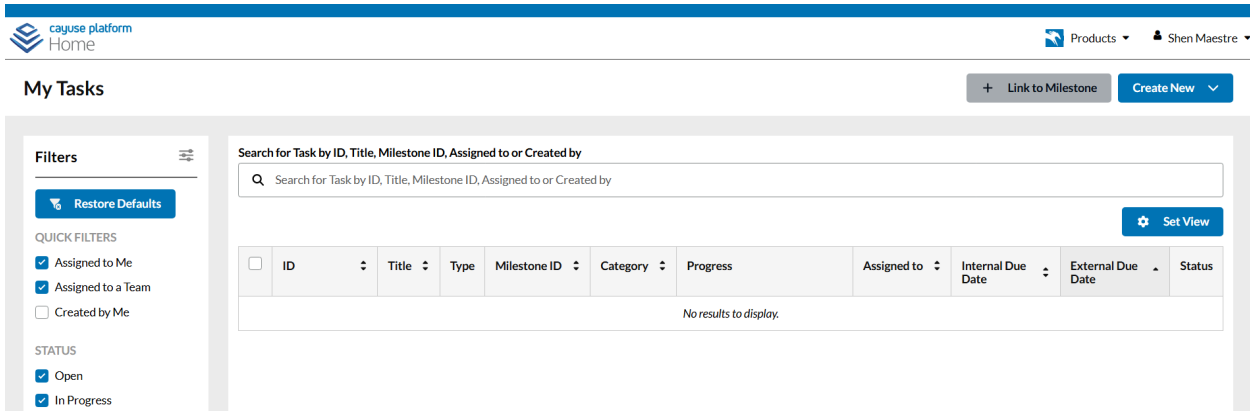
LOGIN INSTRUCTIONS

TIPS before you start, please read.

Gather Your Materials

- Any revised documents (consent template, survey instruments, recruitment flyers).

- Go to <https://mtsu.app.cayuse.com/>
- Enter your MTSU student email.
- Enter your password.
- Click **“Log In”**.
- Once you’ve logged into Cayuse. Your dashboard should look like this:

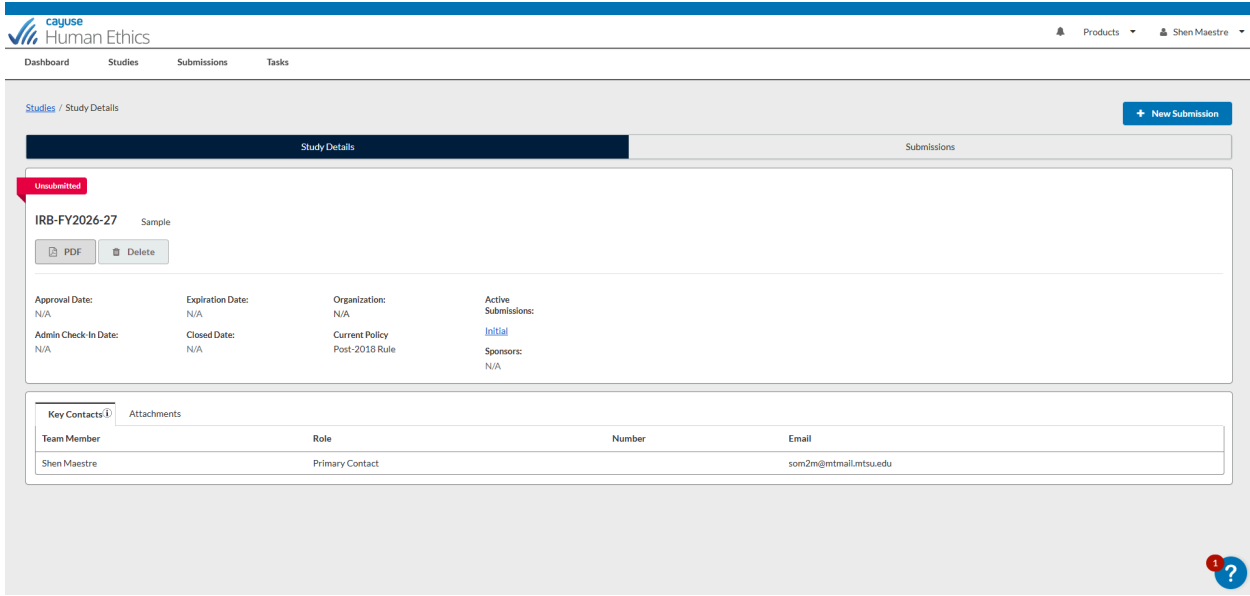


CREATE AN IRB APPLICATION

- Go to **“Products”**
- Select **“Human Ethics”**

IMPORTANT: If you are a faculty or staff member of MTSU, please ensure that you are using your RESEARCHER role status. Before proceeding to the next step.

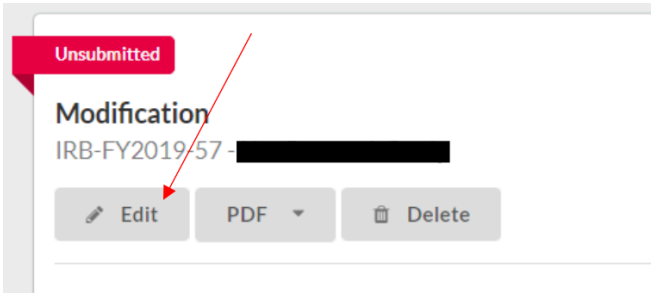
- Under “My Studies” select on your protocol that requires modification.
- Upon selection a Study Details page will appear in your screen that should look like this:



HOW TO MODIFY

- Click on **+ New Submission** in the upper right-hand corner.
- Select **“Modification”** from the drop-down menu.

12. Click on the “**Edit**” button to open the Modification Submission.



13. Follow the instructions to complete the form, submit and then **certify**.

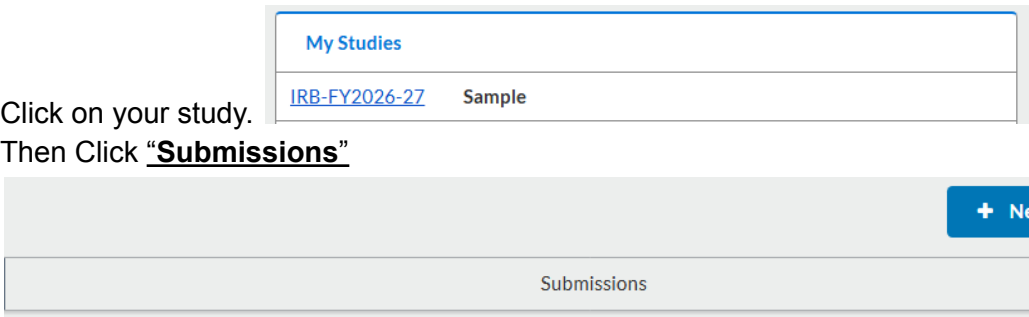
IMPORTANT: Must click save at all times to save your progress.

IMPORTANT: Remember to certify after completion.

IMPORTANT: To help speed up the review, please **highlight** or underline the changes you make to your revised attached documents / materials.

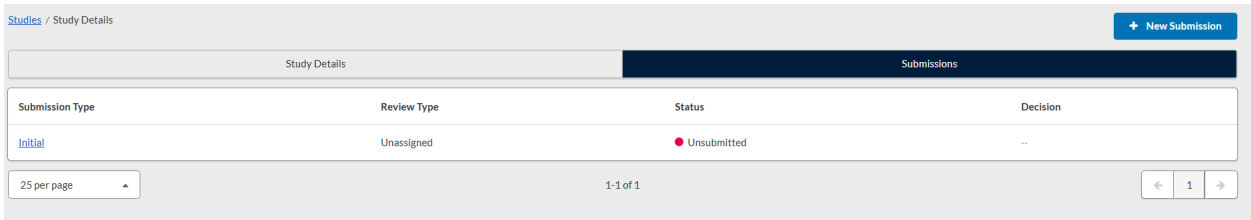
Congratulations! You have submitted your Modified Form! The form will automatically route to approvers, the IRB office, and the committee. You will receive emails from do-not-reply@cayuse. com when /information requests/comments/decisions are made.

- **If you’d like to continue where you’d left while completing the tabs/questions.** Go to Products > Human Ethics. You should see you study under “**My studies**”.



Click on your study.
Then Click “**Submissions**”

Your dashboard should look like this:



Lastly, select “**Modification**”. This should direct you to your application.

If you have further questions regarding Cayuse please feel free to reach out to us:

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