

Last updated August 19, 2026

CayuseHE

Quick Start Guide



A startup module for Human Ethics
By Middle Tennessee State University



IMPORTANT REMINDER

Remember to check out <https://www.mtsu.edu/irb/> for updated procedures, forms, and links.

NEW Website Update (June 2026)

A sidebar feature with quick links has been added to the IRB page for easy and accessible navigation.

For the latest updates and notices about CAYUSE,
please read “**Check Here for Important Cayuse Notes**” on the HOME page.

For student/faculty/staff who started on or before August 2022. Kindly fill out the **access request** form.

Are you having trouble accessing Cayuse or the IRB Module?

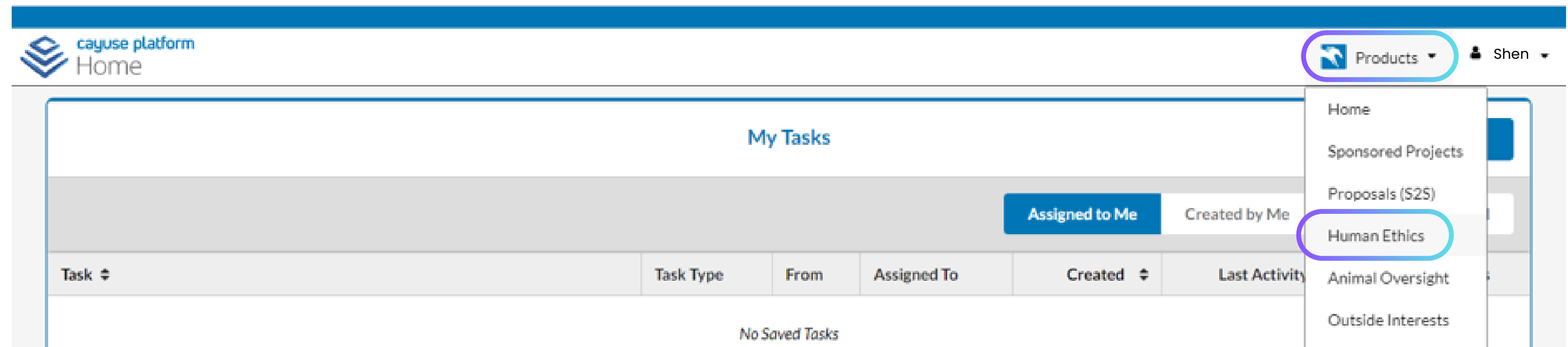
Please send a screenshot or describe what happened to **Emily.Badger@mtsu.edu** so that we can assist you. For questions regarding the IRB or the process, please email **irb_information@mtsu.edu**.



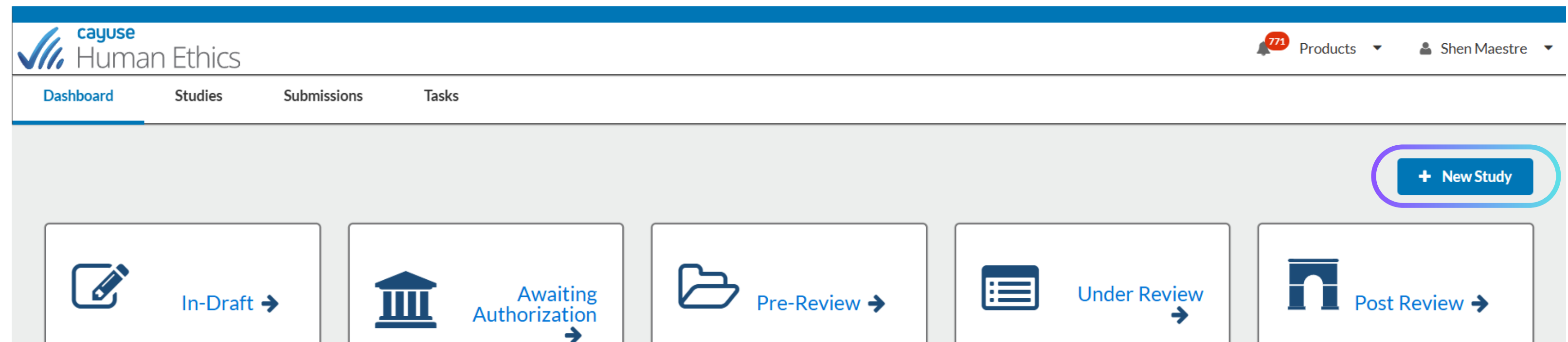
Log in to Cayuse

<https://mtsu.app.cayuse.com/>

On the Cayuse homepage, go to **Products**, then select **Human Ethics** from the dropdown menu.



You're now on the Human Ethics (HE) module. Click **New Study** in the upper right corner of your screen.



Enter your study title (it is possible to change this later), then click the blue check mark to save.

The screenshot shows the Cayuse Human Ethics interface. At the top, there's a blue header with the Cayuse logo and 'Human Ethics' text. To the right, there's a notification bell with '771', a 'Products' dropdown, and a user profile for 'Shen Maestre'. Below the header is a navigation bar with 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. The main content area is titled 'Studies / Study Details'. On the right, there's a '+ New Submission' button. Below this, there's a tabbed interface with 'Study Details' (active) and 'Submissions'. The 'Study Details' tab contains a text input field with the placeholder 'Enter study title here', which is highlighted with a blue and green border. To the right of the input field is a blue square button with a white checkmark, also highlighted with a blue and green border. Below the input field are 'PDF' and 'Delete' buttons.

You're now on the Study Details page. Click **New Submission** in the upper right corner of your screen, and select **Initial**.

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Select **Assign PI** in the required task.

cayuse
Human Ethics

771

Products ▾

Shen Maestre ▾

DashboardStudiesSubmissionsTasks

Studies / Study Details / Submission Details

1 In-Draft
Submission is with researchers

2 Awaiting Authorization
Submission is awaiting certification or approval

3 Pre-Review
Submission is being prepared for review

4 Under-Review
Submission is with reviewers

Unsubmitted

Initial

IRB-FY2027-30 - Enter study title here

Edit

PDF ▾

Delete

PI:

Current Analyst:

Decision:

Policy:

Required Tasks:

Review Type:

Review Board:

Meeting Date:

Assign PI

Assign PC

Complete Submission

Approvals

Task History

Attachments

Research Team

Name	Role	Result	Date
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Products ▾

Shen Maestre ▾

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[Assign PI](#)

[Assign PC](#)

[Complete Submission](#)

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Name	Role	Result	Date
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You are now on the **Getting Started** section, which will guide you through the process and information you need to help you fill out the form. After reading and understanding the details, select **Yes**, then click **Save**.

 cayuse
Human Ethics

771

Products

Shen Maestre

DashboardStudiesSubmissionsTasks

< SUBMISSION DETAILS

IRB NUMBER: IRB-FY2027-30

Enter study title here - Initial

CREATE PDFCOMPARESAVE

Sections

1- Getting Started

Finding Help

Help button text

- Some questions may have help text available.
- That information can be found by clicking the question mark in the top right corner of a section.

Contact information

- OHRP website: <https://www.hhs.gov/ohrp/regulations-and-policy/index.html>
- IRB website: <https://www.mtsu.edu/irb/>
- Email: irb_information@mtsu.edu
- Phone: 615-494-8918

* Attestation

I have read the information above and I am ready to begin my submission.

Yes

You are now on the **Submission Information** section. Please select your **Research Activity Type**. This form contains logic; new sections or questions will appear based on your selected response. When you are finished, click **Save**.

The screenshot shows the cayuse Human Ethics interface. At the top, the logo and navigation tabs (Dashboard, Studies, Submissions, Tasks) are visible. The user is logged in as Shen Maestre. The current section is '2- Submission Information', indicated by a green header and a white checkmark in the left sidebar. The 'Research Activity Type' section is highlighted with a blue rounded rectangle and contains a list of radio button options. The 'SAVE' button in the top right corner is highlighted with a blue circle.

IRB NUMBER: IRB-FY2027-30

Enter study title here - Initial

CREATE PDF COMPARE SAVE

Sections

- 1- Getting Started ✓
- 2- Submission Information

2- Submission Information

Question marks at the top right corner of a section indicate that additional information and guidance is available. Click the question mark to access this information.

* Research Activity Type

- ☐ Research study
- ☐ Clinical trial
- ☐ Single patient, treatment use, continued access drug/device study
- ☐ Emergency (or compassionate) use of investigational drug or device
- ☐ Activities without a plan to conduct research (class or quality improvement project)

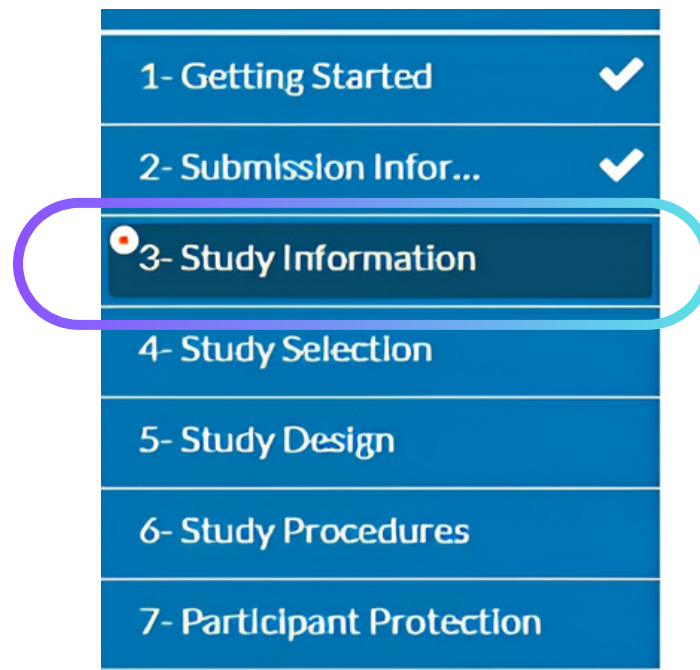
Upon completing a section, a **white checkmark** will appear. If it doesn't appear after saving, you likely missed a question. All items must be checked before submission, and **required fields are marked with an asterisk (*)**.



BONUS

How to add Principal Investigator (PI)
or Faculty Sponsor (FA) Information?

Go to **Section 3 – Study Information**, then navigate to **Study Personnel** and click **Find People**.



■ Study Personnel

Note: If you cannot find a person in the people finder, please contact the IRB Office immediately.

■ Principal Investigator

Provide the name of the Principal Investigator of this study.

FIND PEOPLE

■ Primary Contact

Provide the name of the Primary Contact of this study.

FIND PEOPLE

A search box will appear.

Enter the **person's email** or **name** in the search bar and press **enter**. Select the **+ button** to add, then click **save**.

Make sure the information appears in the form. If not, kindly repeat the steps above and make sure to click the + button and save.

Remember to save your progress. Add details accordingly and repeat these steps as needed.

A screenshot of the 'PRINCIPAL INVESTIGATOR' form. At the top, there is a search bar containing 'Shen Maestre' with a magnifying glass icon. Below the search bar is a table with four columns: 'Name', 'Organization', 'Email', and 'Phone'. The first row contains 'Shen Maestre' in the 'Name' column and 'Research and Sponsored Programs' in the 'Organization' column. To the right of the table is a blue circle with a white plus sign. At the bottom of the form, there is a 'Selected Records' section with a note '* Select a single record.' and two buttons: 'CANCEL' and 'SAVE' (highlighted with a blue circle).



NOTES

For Students,

Please list your details as the Primary Investigator (PI) and primary contact. You are **required** to provide a faculty sponsor.

*Your faculty advisor carries final oversight responsibility for the protocol. They must be an **MTSU** faculty member who is directly supervising your research project. (e.g., your Research Advisor, Thesis/Dissertation Chair, Course Director, Instructor)*

Note on advisors: It does not have to be your academic advisor; it must specifically be the faculty member responsible for the oversight of your protocol.

For Faculty and Staff,

Please list your details as the Primary Investigator (PI) and primary contact. You are **not required** to provide a faculty sponsor.

Once you've completed all of the sections in the form and all the menu items have check marks. Click **Complete Submission**, then **Confirm**.

The screenshot shows a sidebar on the left with a list of sections, each with a checkmark: 5- Study Design, 6- Study Procedures, 7- Participant Prot..., 9- Conflict of Inter..., and 10- Attachments. Below these is a 'Routing' section with a dropdown arrow and the text 'Send to PI for certification?'. At the bottom of the sidebar, the 'COMPLETE SUBMISSION' button is highlighted with a red circle. The main content area on the right is titled 'Attach recruitment materials' and contains a paragraph of instructions: 'Attach recruitment materials as a separate file for each type of recruitment (e.g., flyer, email). If you indicated a data source above that has site-specific recruitment statements (e.g., MTurk HIT statements), include those in these attachments. No additional attachment is needed for recruitment from the psychology department research pool.' Below the text is a grey 'ATTACH' button. A back arrow is visible on the right side of the main content area.

The screenshot shows a 'SUBMISSION ROUTING' dialog box overlaid on the submission form. The dialog box has a title bar 'SUBMISSION ROUTING' and a message 'Are you sure you want to continue?'. At the bottom of the dialog box are two buttons: 'CANCEL' and 'CONFIRM'. The 'CONFIRM' button is highlighted with a red circle. The background shows the submission form with a sidebar on the left containing sections 2- Submission Infor..., 3- Study Information, and 4- Study Selection. The main content area has a title 'Enter Study' and a section 'Study Selection' with the text 'Review attachments from the Study Selection section.'.

·Once the protocol is submitted, all study personnel **must** certify the submission.

When study personnel log into Cayuse, they will see studies requiring certification under the **My Tasks** section of their dashboard.

Click the row for **Certify Submission** to click the **Certify** button.

Your protocol is not submitted to the IRB until all study personnel have clicked Certify.

My Tasks	
IRB-FY2023-6	View Submission
IRB-FY2023-6	Certify Submission
View All	

Initial

IRB-FY2023-6 - Enter study title here

View

PDF ▾

Delete

Checklist

Routing:

Return

Certify

PI:
William Langston

Current Analyst:
Emily Badger

Decision:
N/A

Policy:
Post-2018 Rule

Required Tasks:
N/A

Review Type:
N/A

Review Board:
N/A

Meeting Date:
N/A

Congratulations!

You have submitted your IRB 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.





Office of
**Research and
Sponsored Programs**

Drafted by Shen Maestre

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