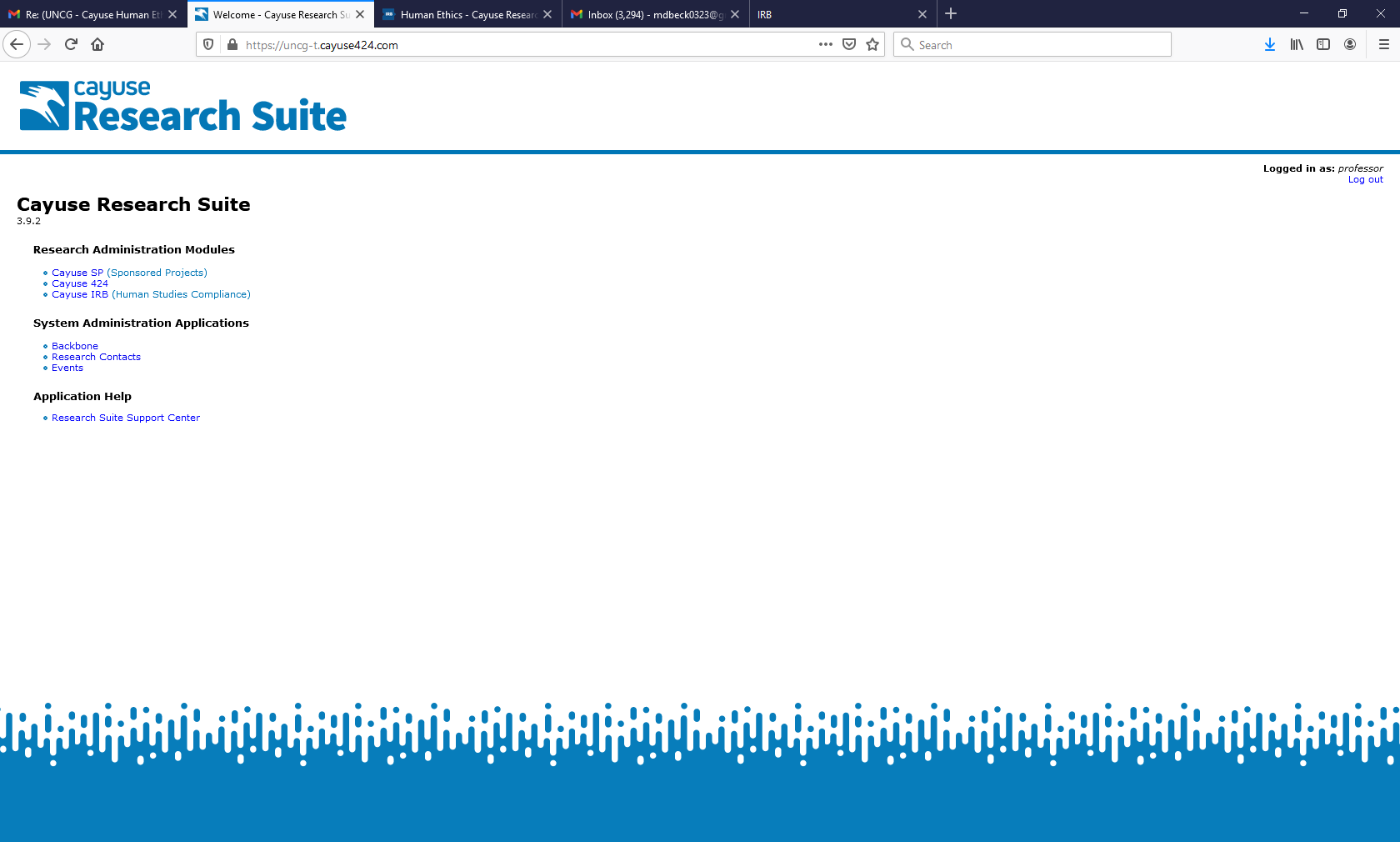
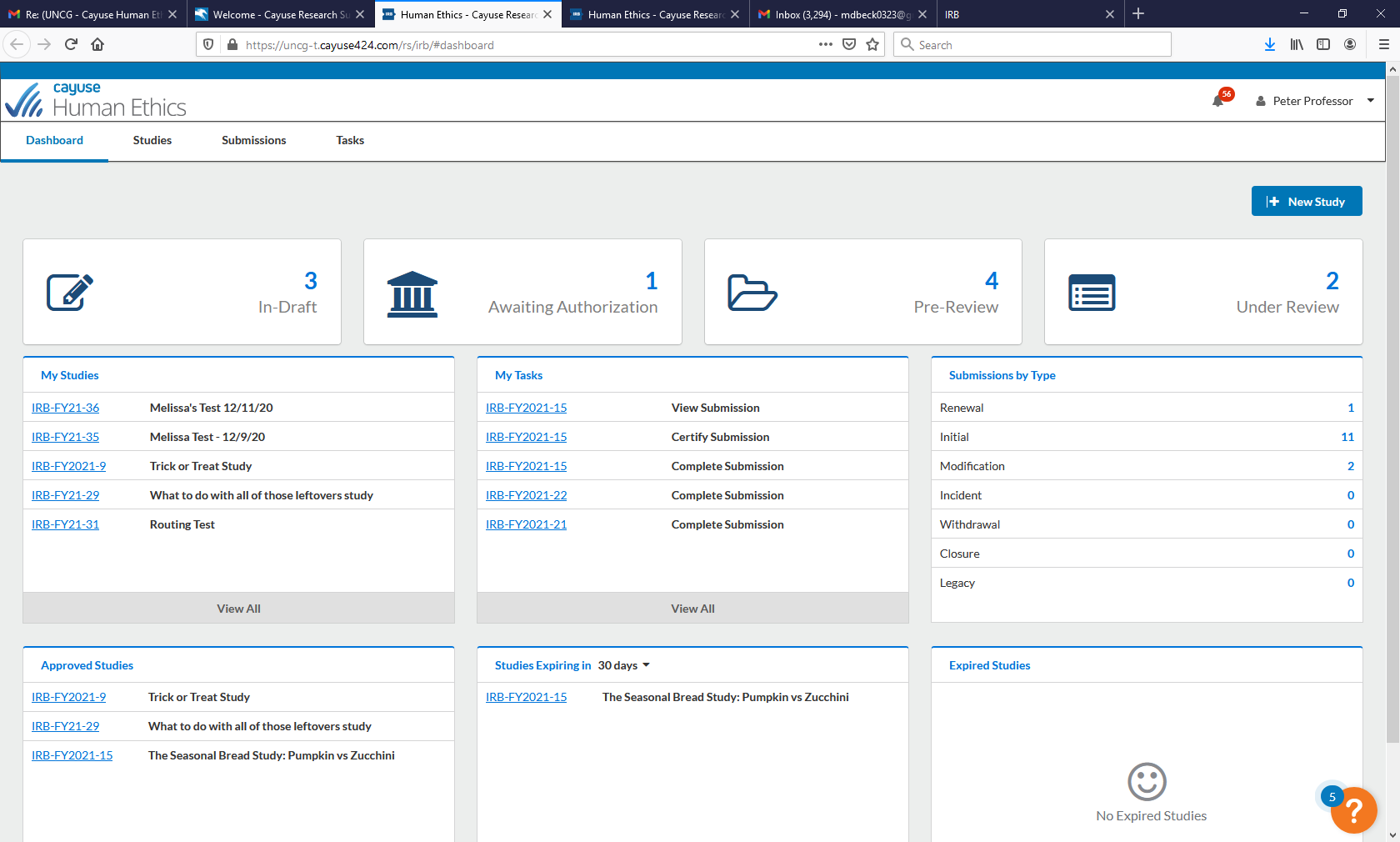
**New Study – Step-by-Step Instructions**

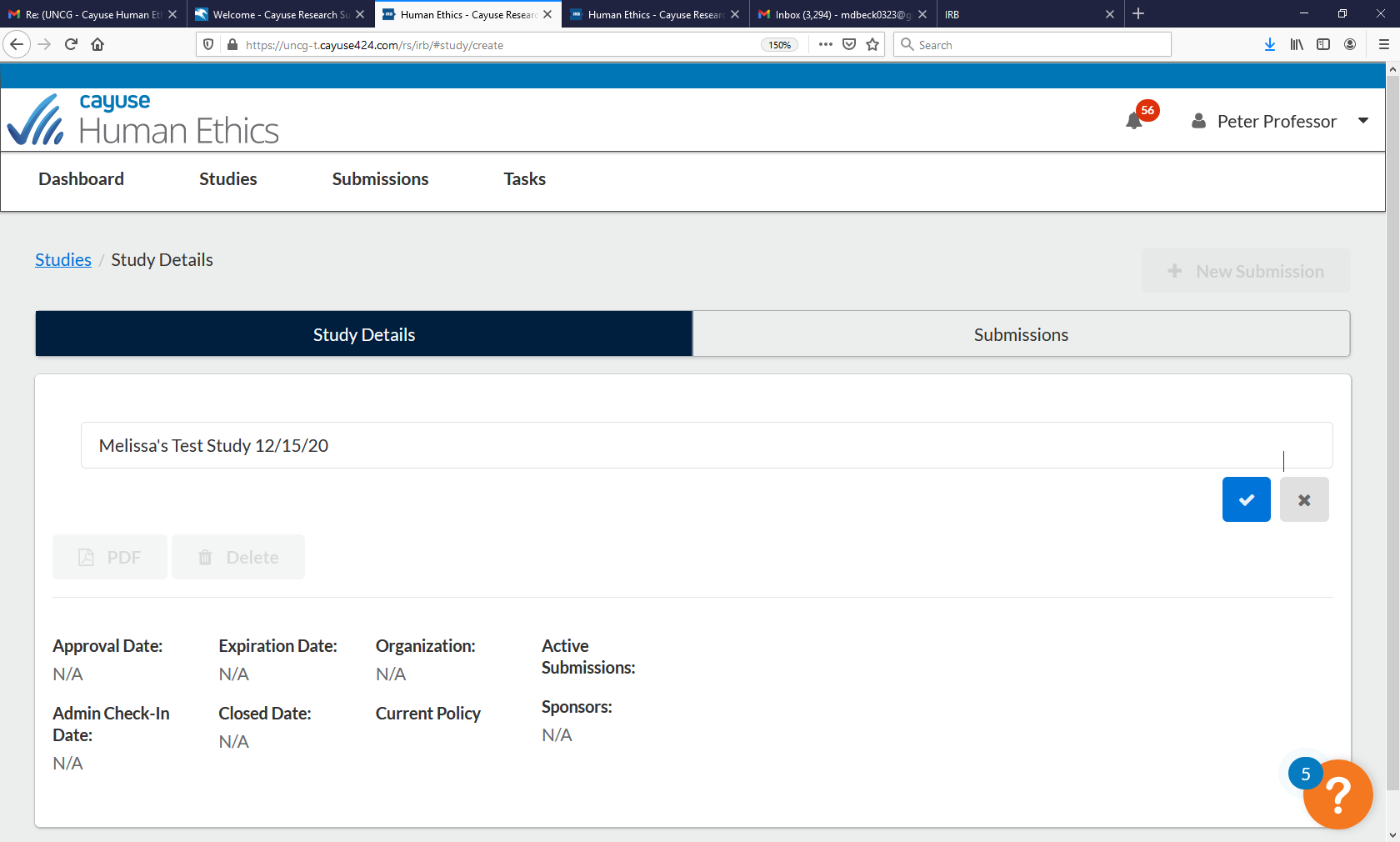
**Login to Cayuse Research Suite, click “Cayuse IRB”**



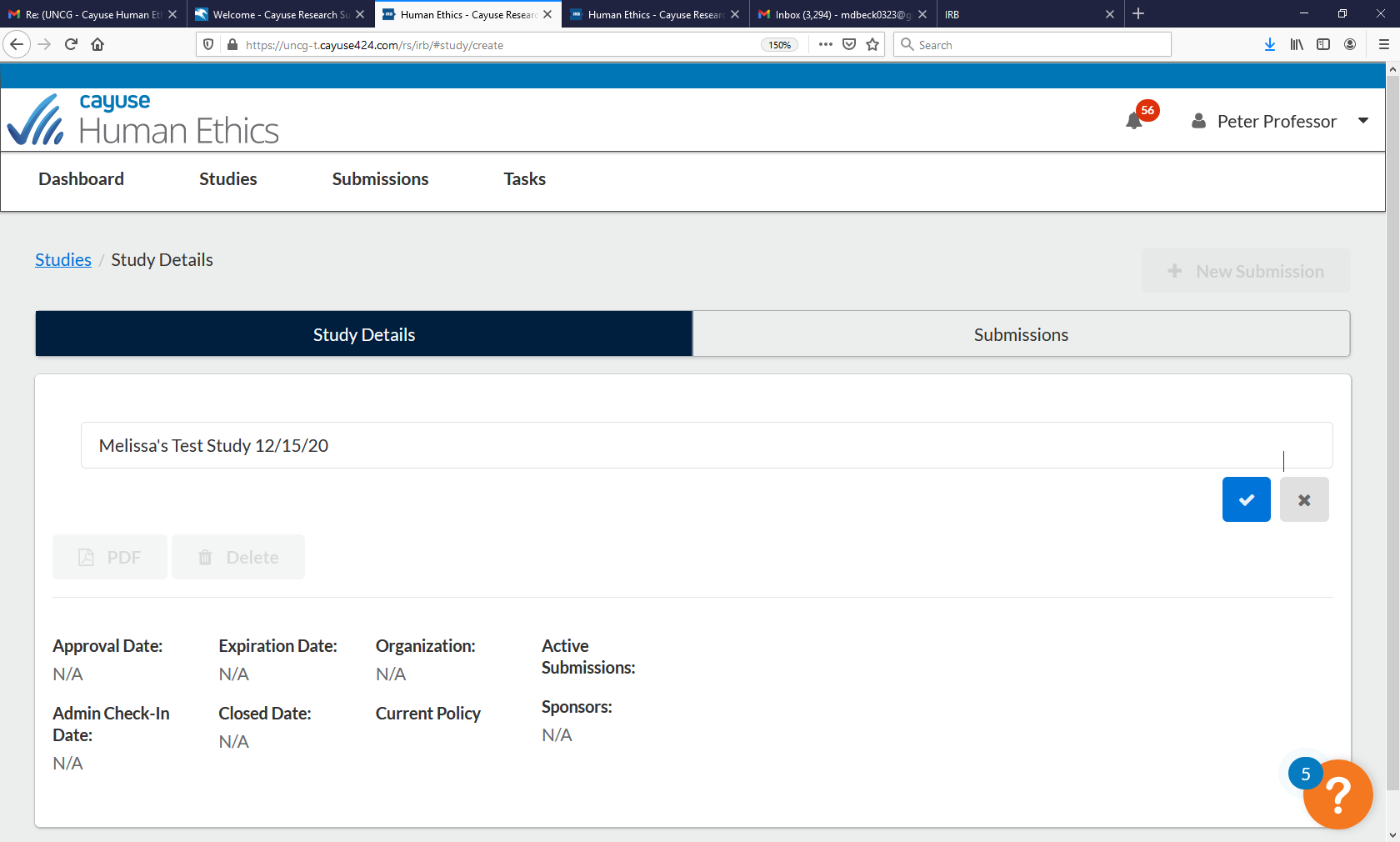
**Once on Dashboard – click “New Study”**



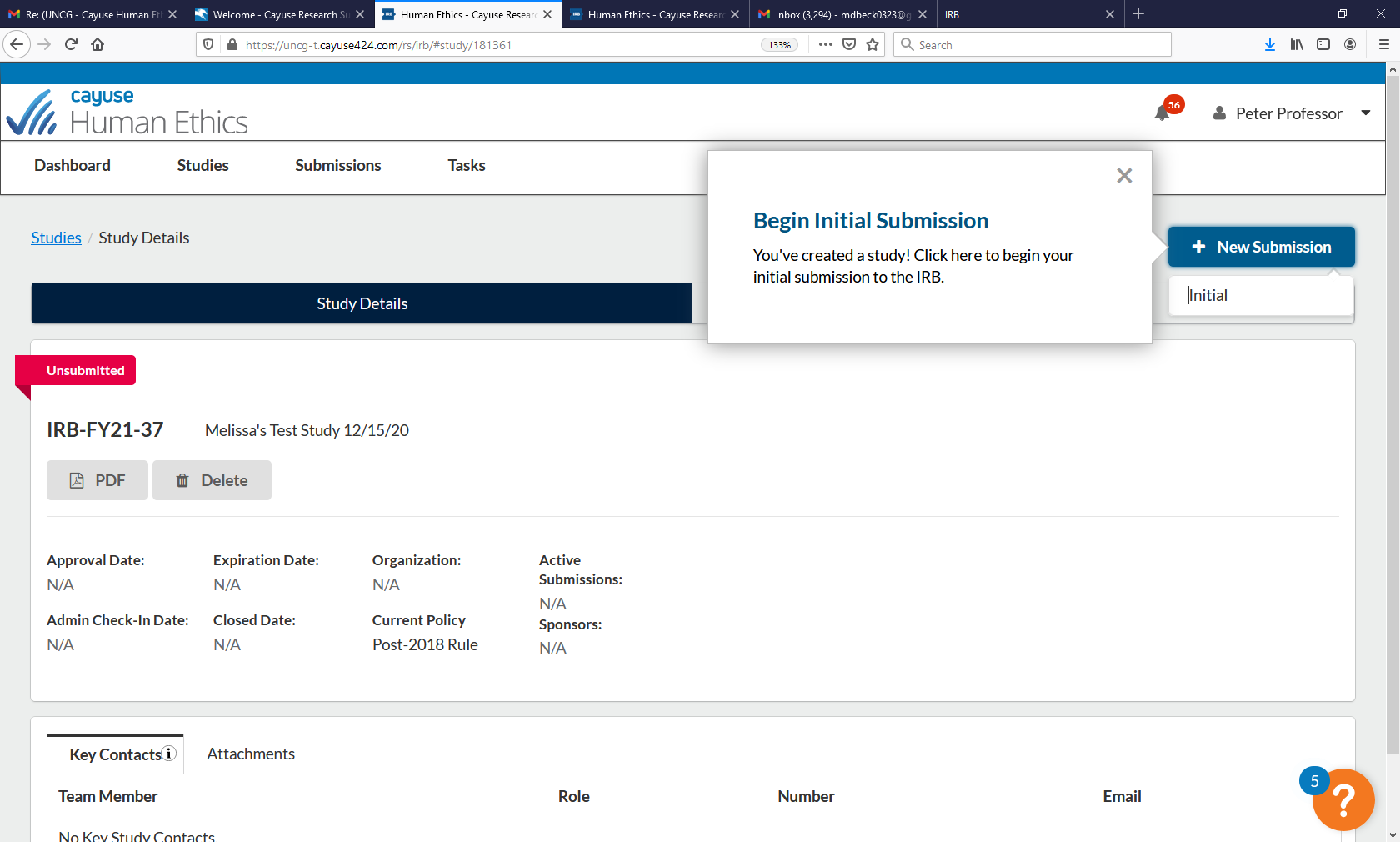
**Add Study Title**



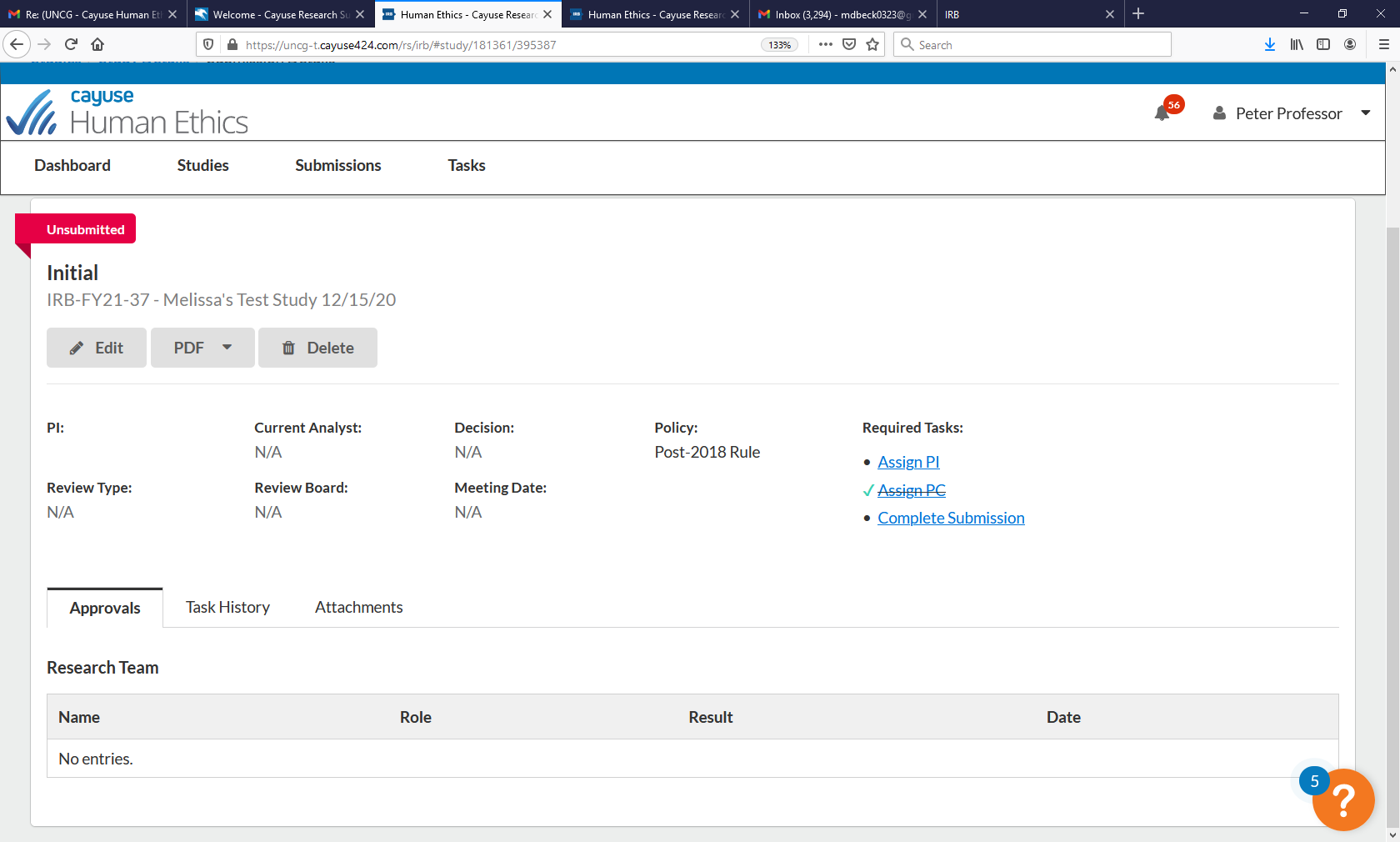
**Click blue check mark on right-hand side of page**



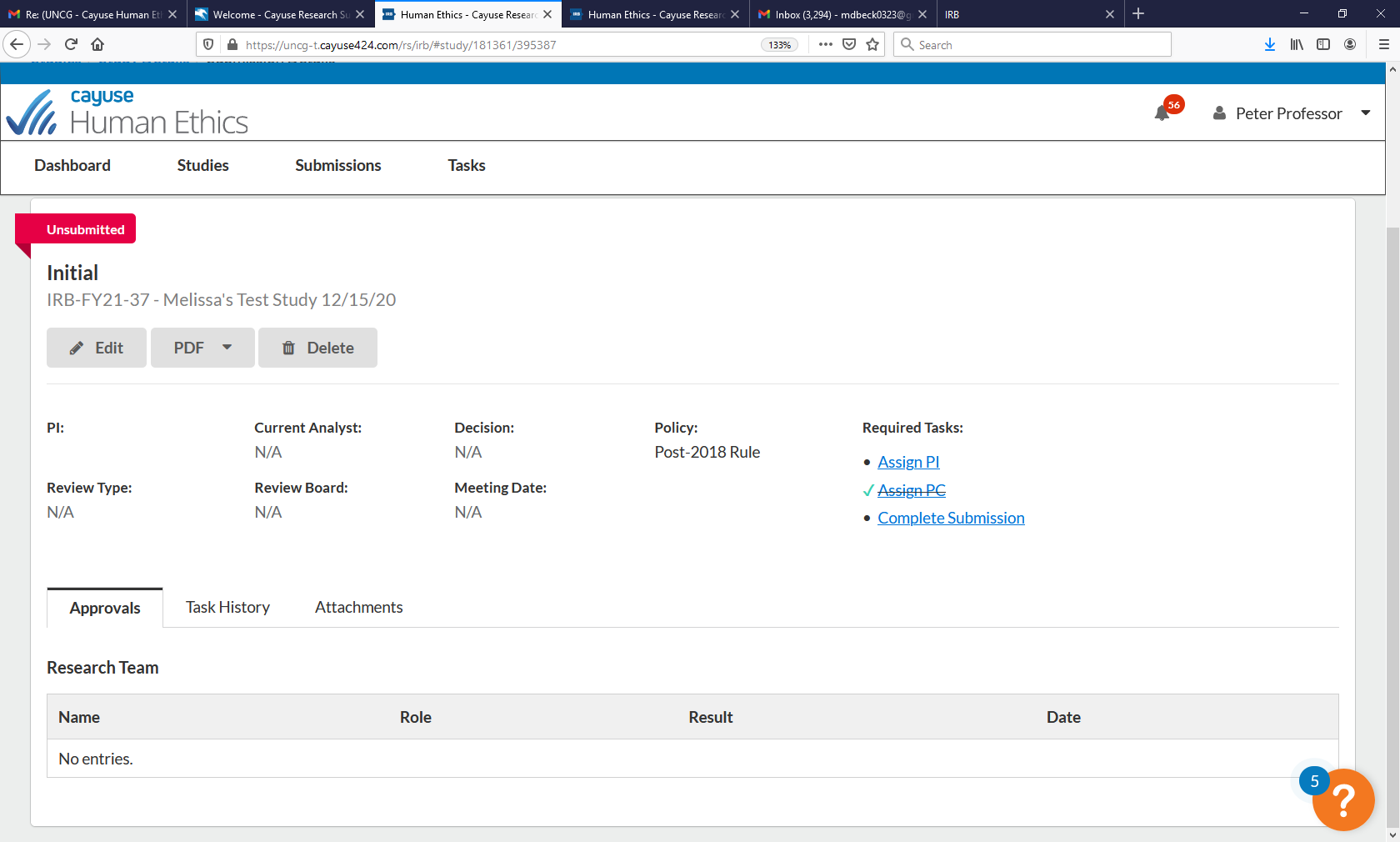
**Click “New Submission”, then “initial”**



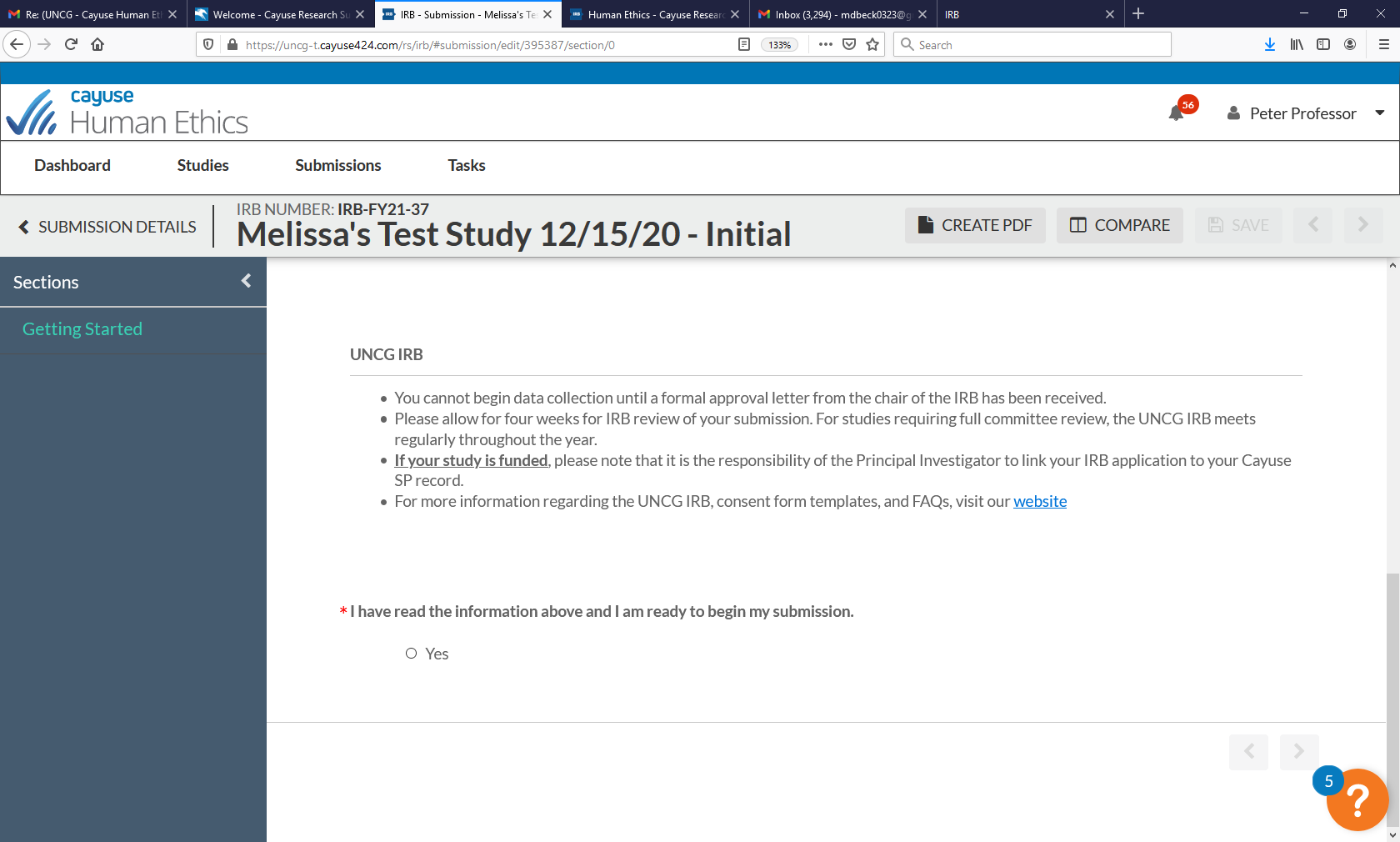
**If you are completing the study application on behalf of the PI, click either “assign PI”**



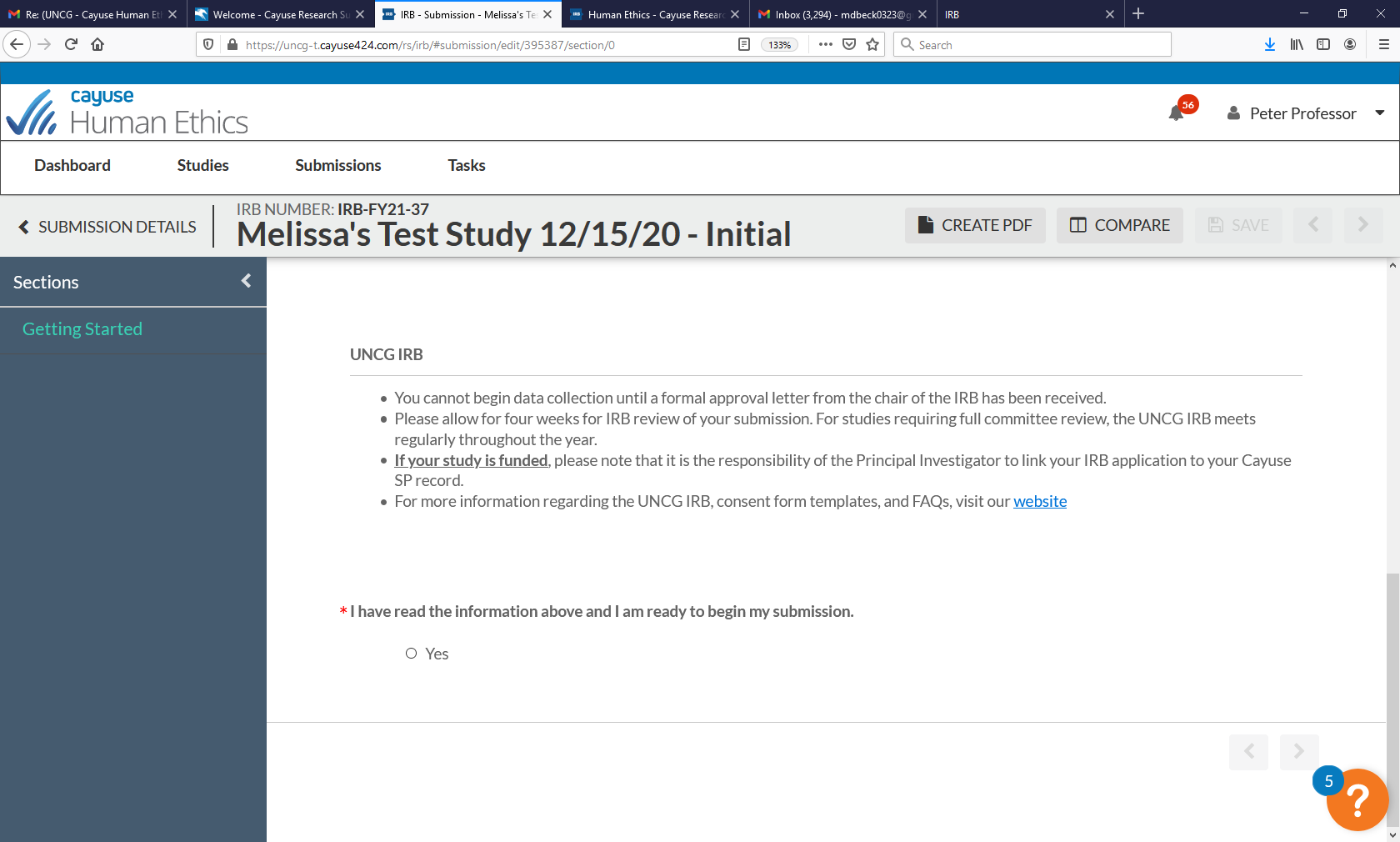
**If you are the PI, click either “Complete Submission” OR Edit**



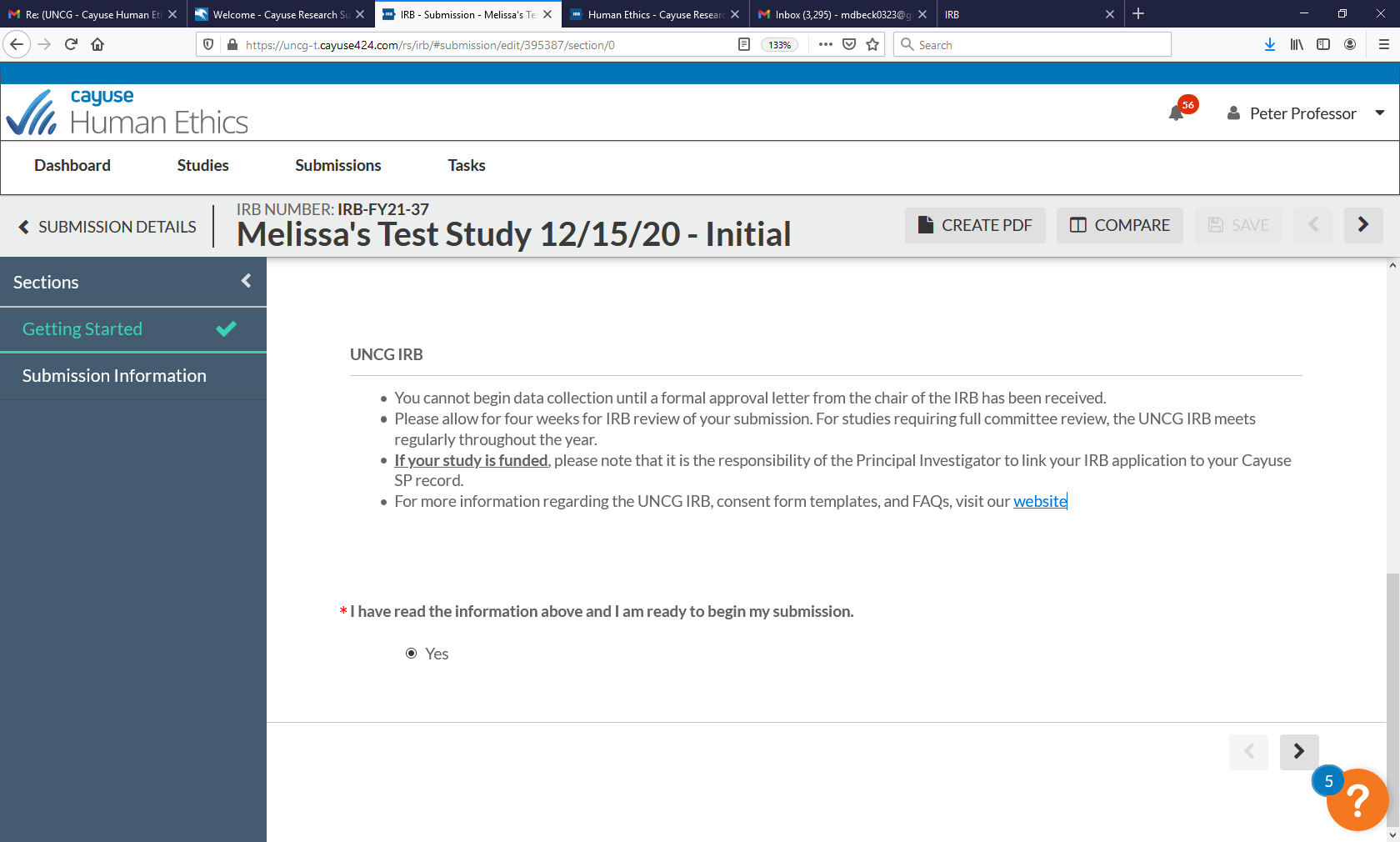
**Read the information under UNCG IRB – important info!**



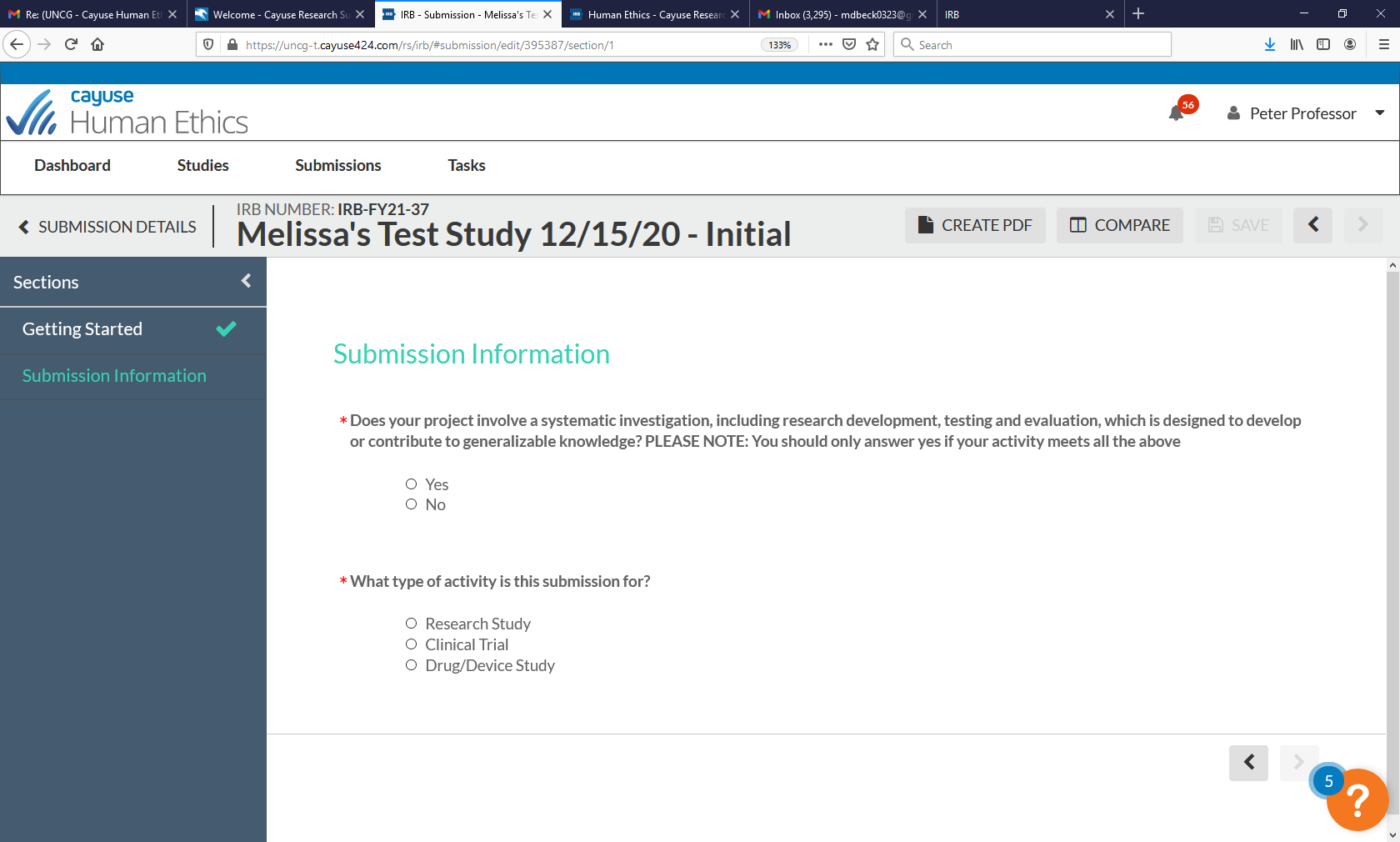
**Click the “yes” button to begin the application**



**Click “Submission Information” on the left-hand side of the page under “Submission Details**”



**Respond to the screening questions as is applicable to your study – the responses to these questions will determine which sections of study application will appear – NOTE: There is no longer a separate exempt application – the full application will be completed for all review types – exempt, expedited, and full board. The exceptions are the IRB Determination Form (NHSR Form) and the multi-institutional research application where UNCG is not the IRB of record (UNCG is relying on the IRB review of another institution)**

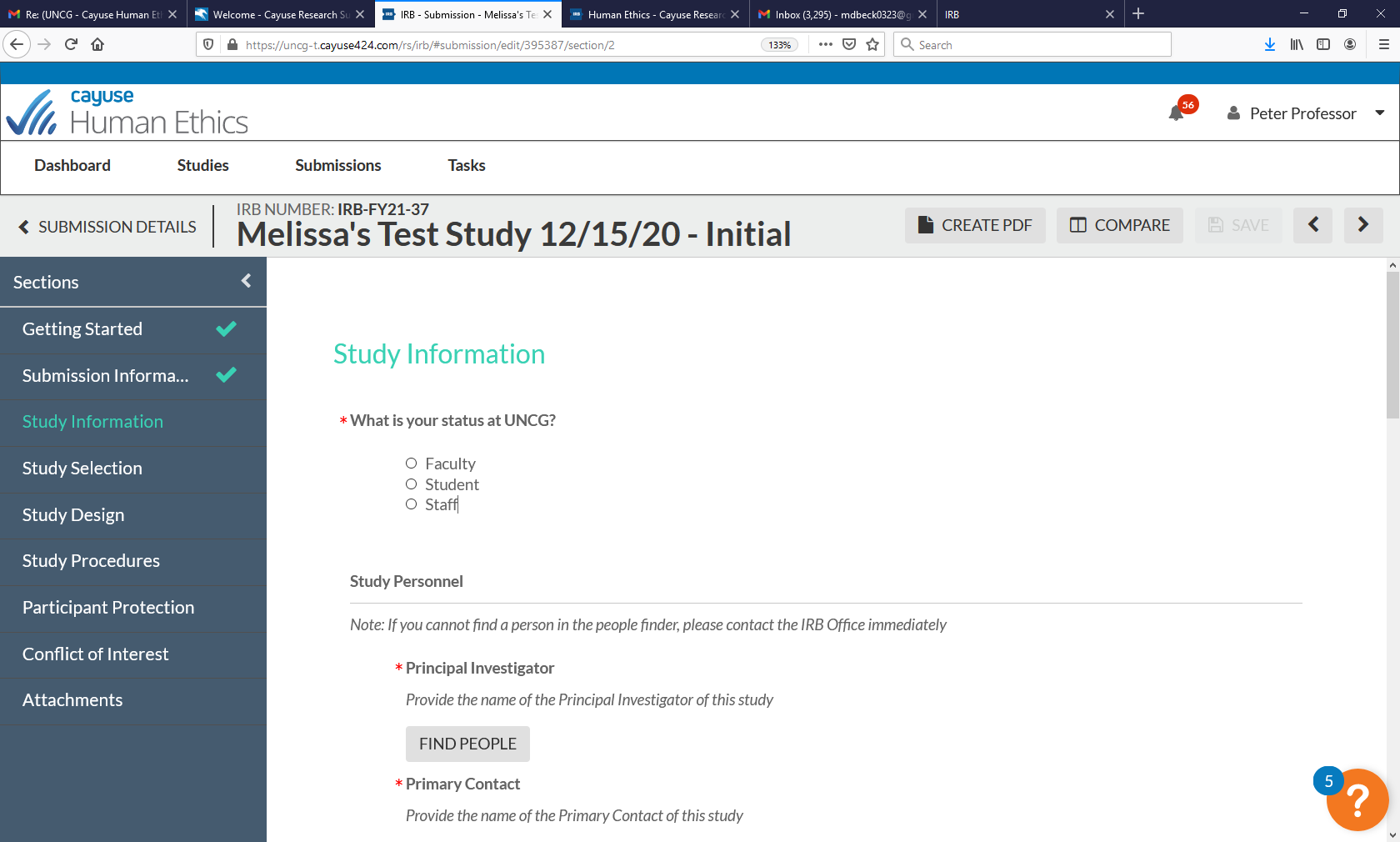


Depending on the response to the first screening question, other questions may appear

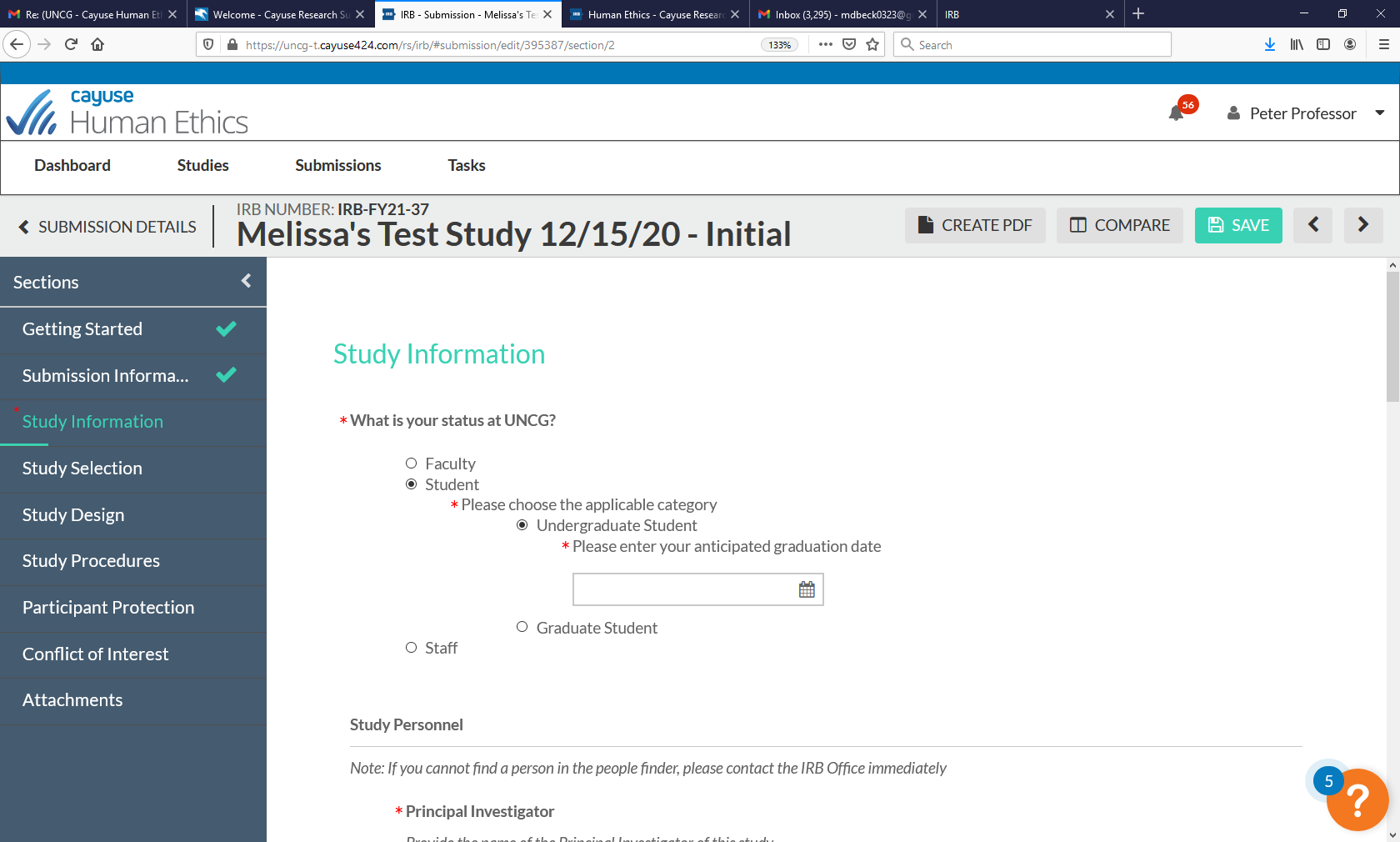
**You can navigate to the next page by clicking the arrow button on the bottom of the page or by clicking the next section header on the left-hand side of the page**



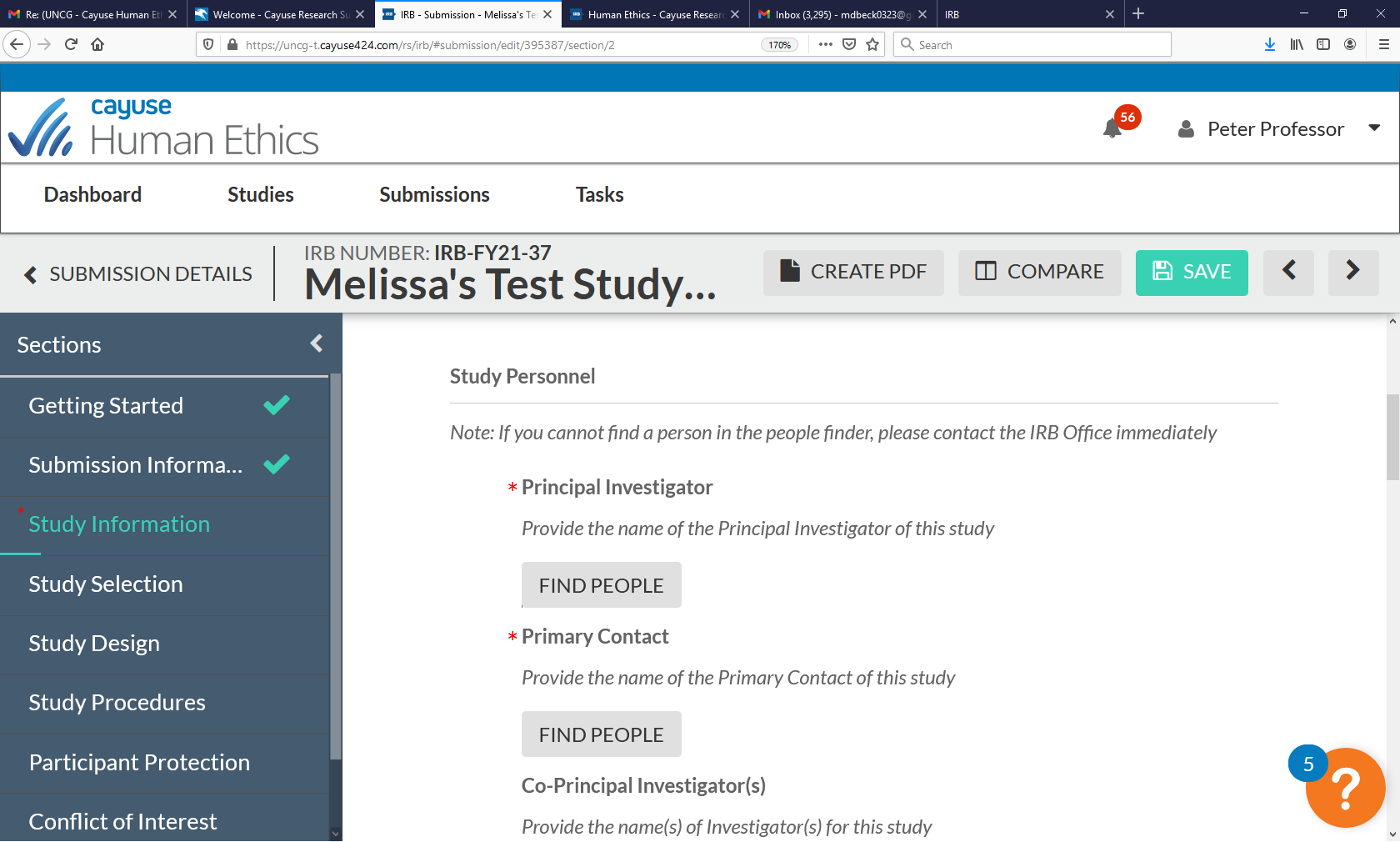
**Indicate the status of the “PI” of the study**



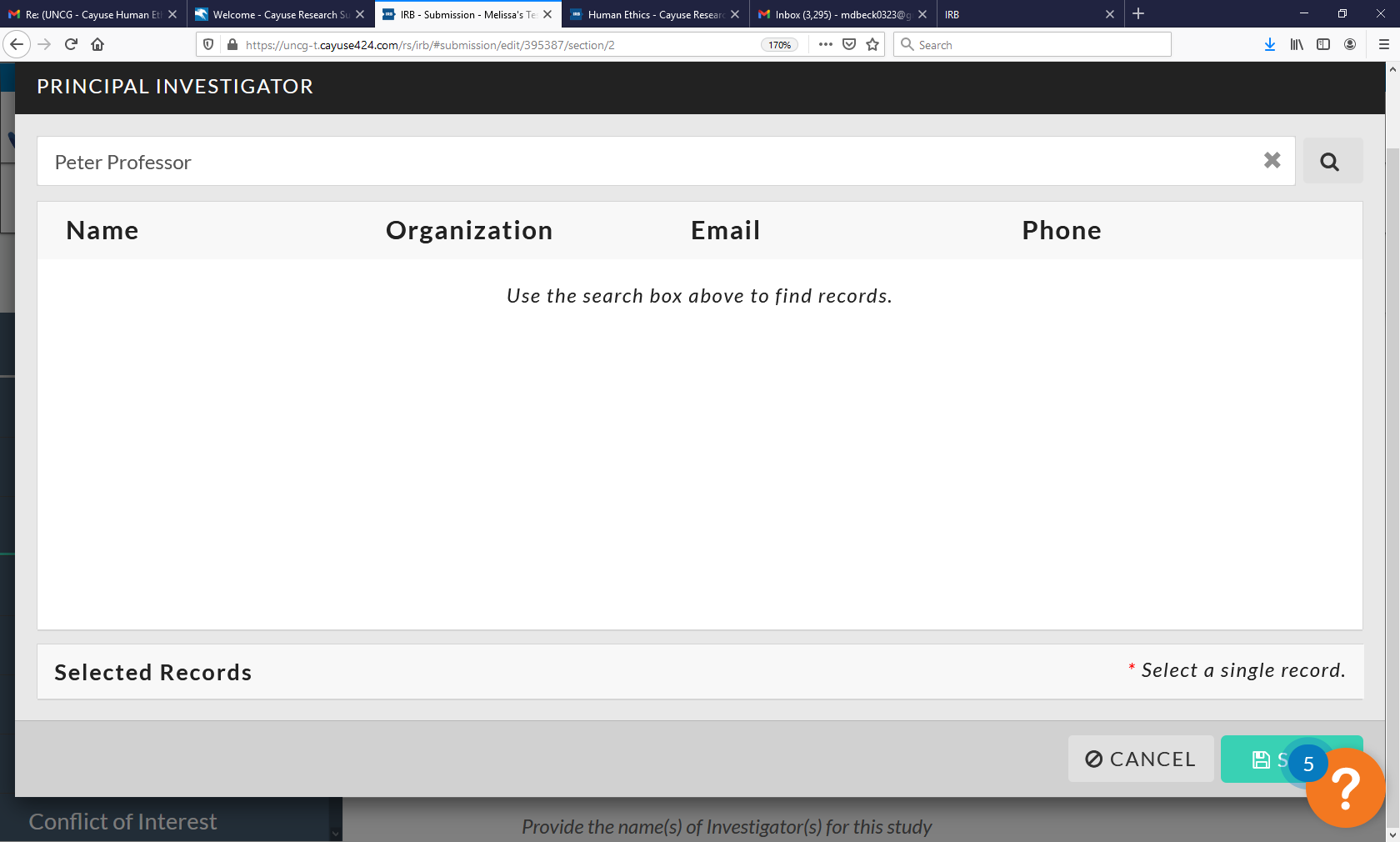
**Note: If a student: both undergrad and graduate students are required to input their anticipated graduation date – this is so a reminder can be sent to them to close out the study**



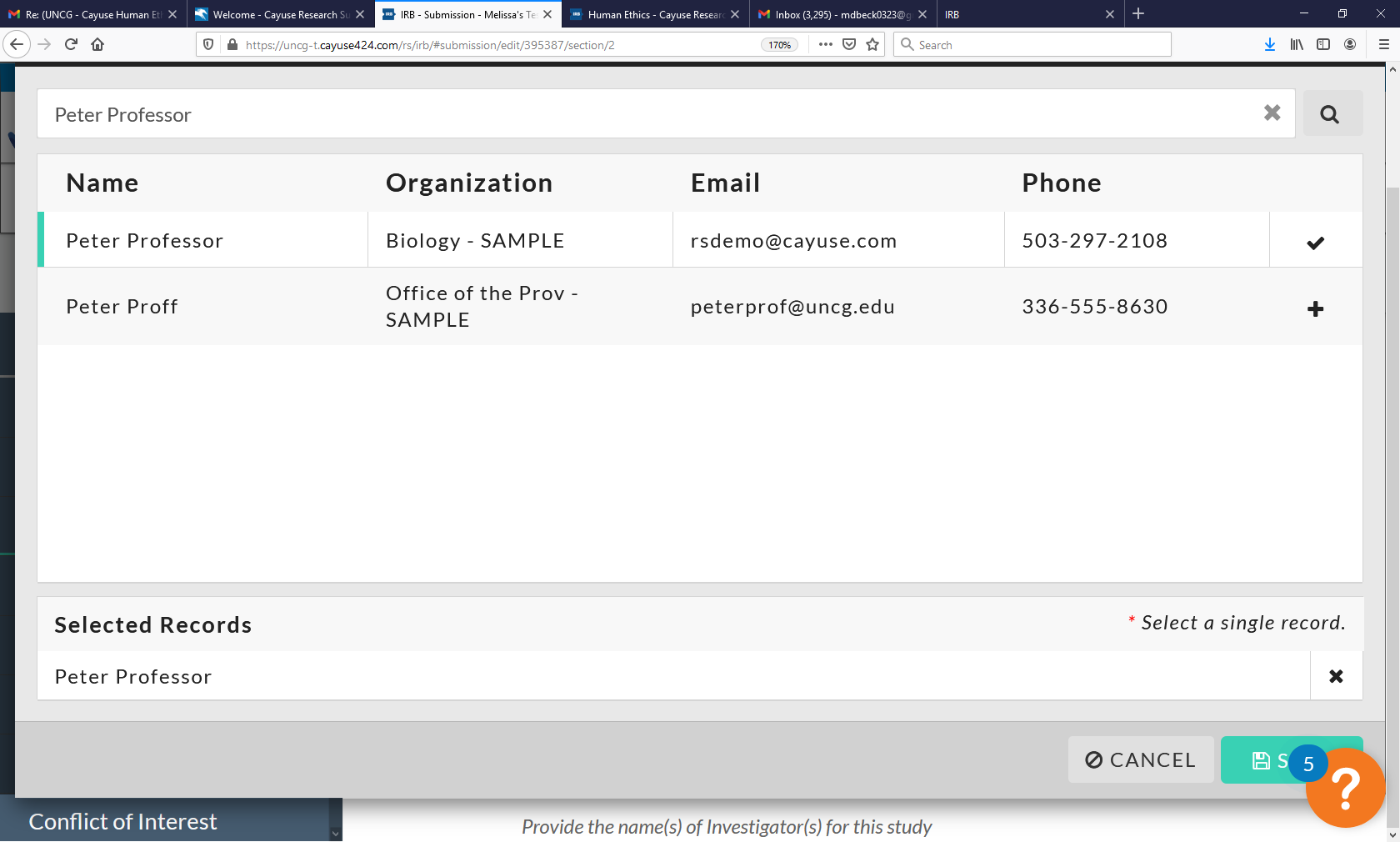
**Use the “Find People” button to find UNCG-affiliated personnel**



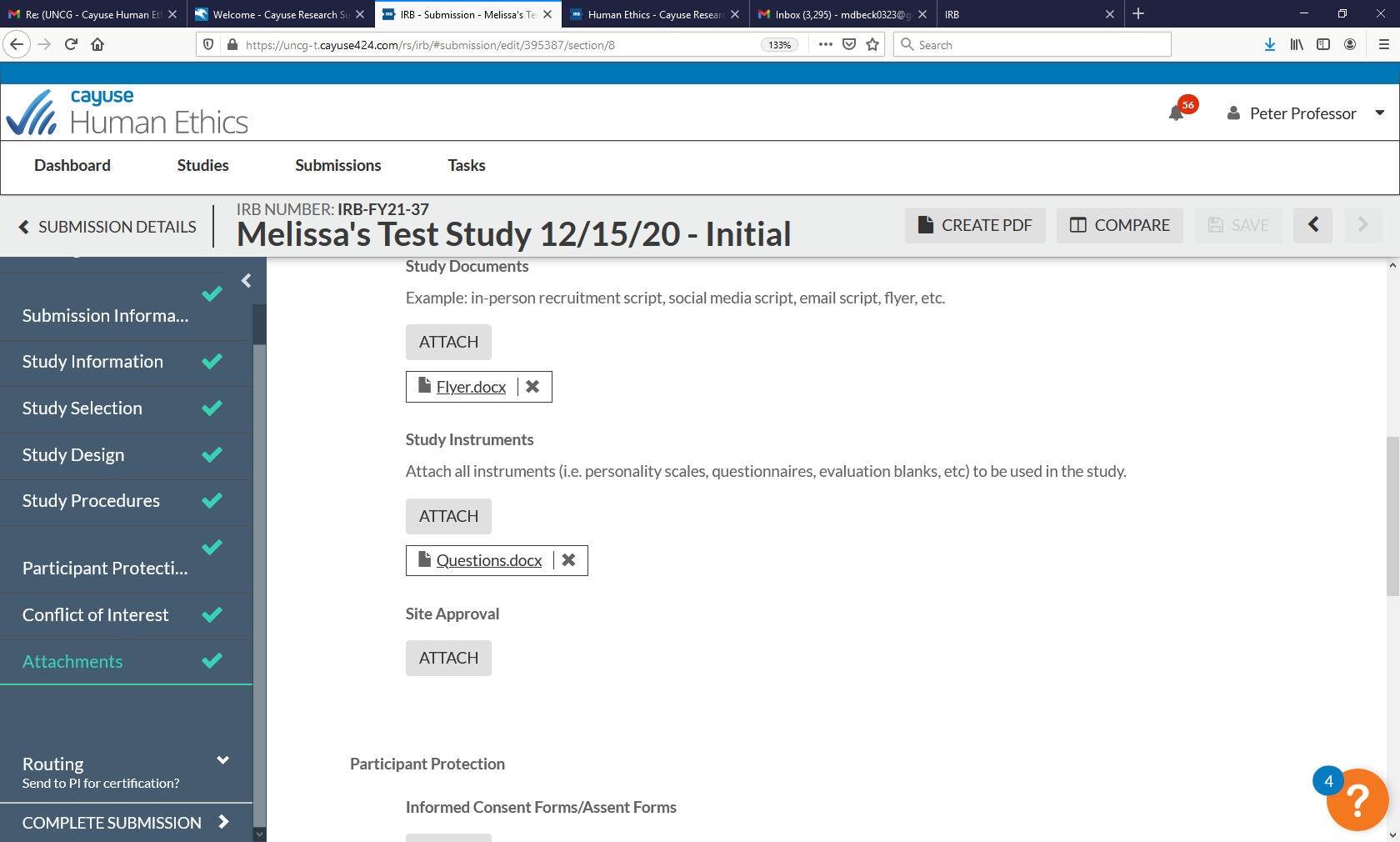
**Type the person’s name into the search box, then hit either “enter” or the magnifying glass to the right of the search box**



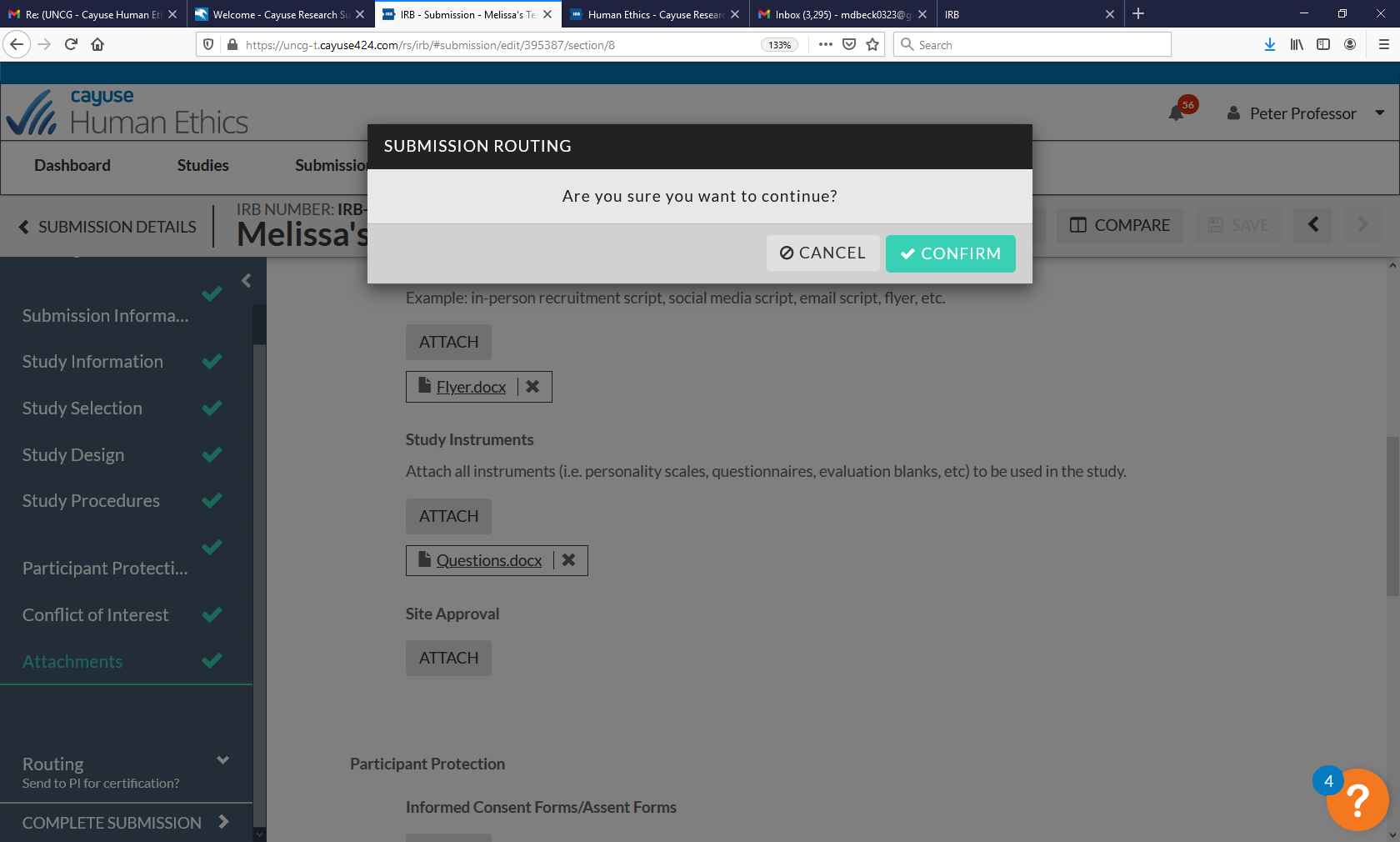
**Select staff member(s) and hit save (Note: CITI and Cayuse will interface, so CITI training will reflect when the study team member is added)**



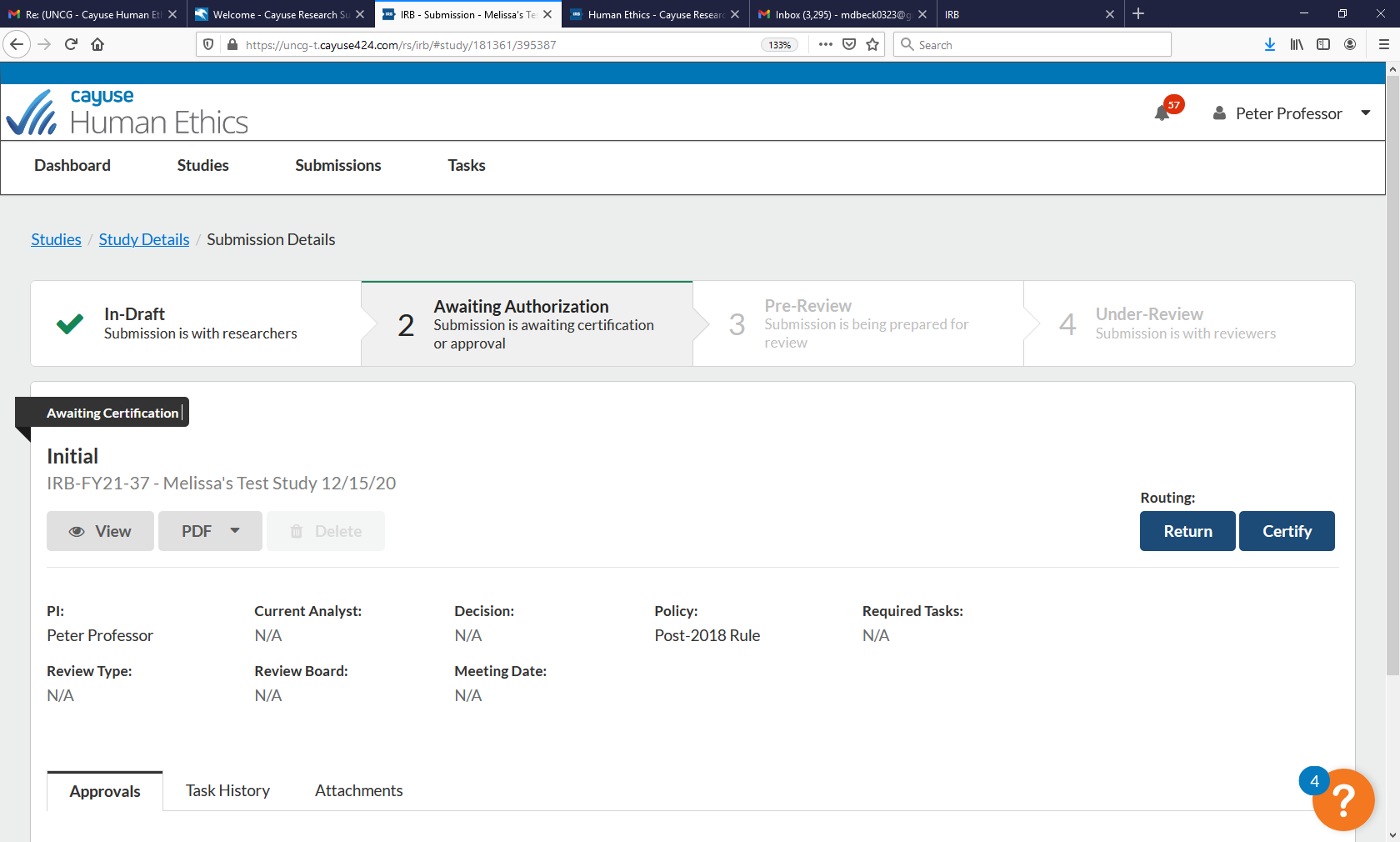
**Complete all remaining application sections - when finished, click “Complete Submission” on the left-hand side of the page**



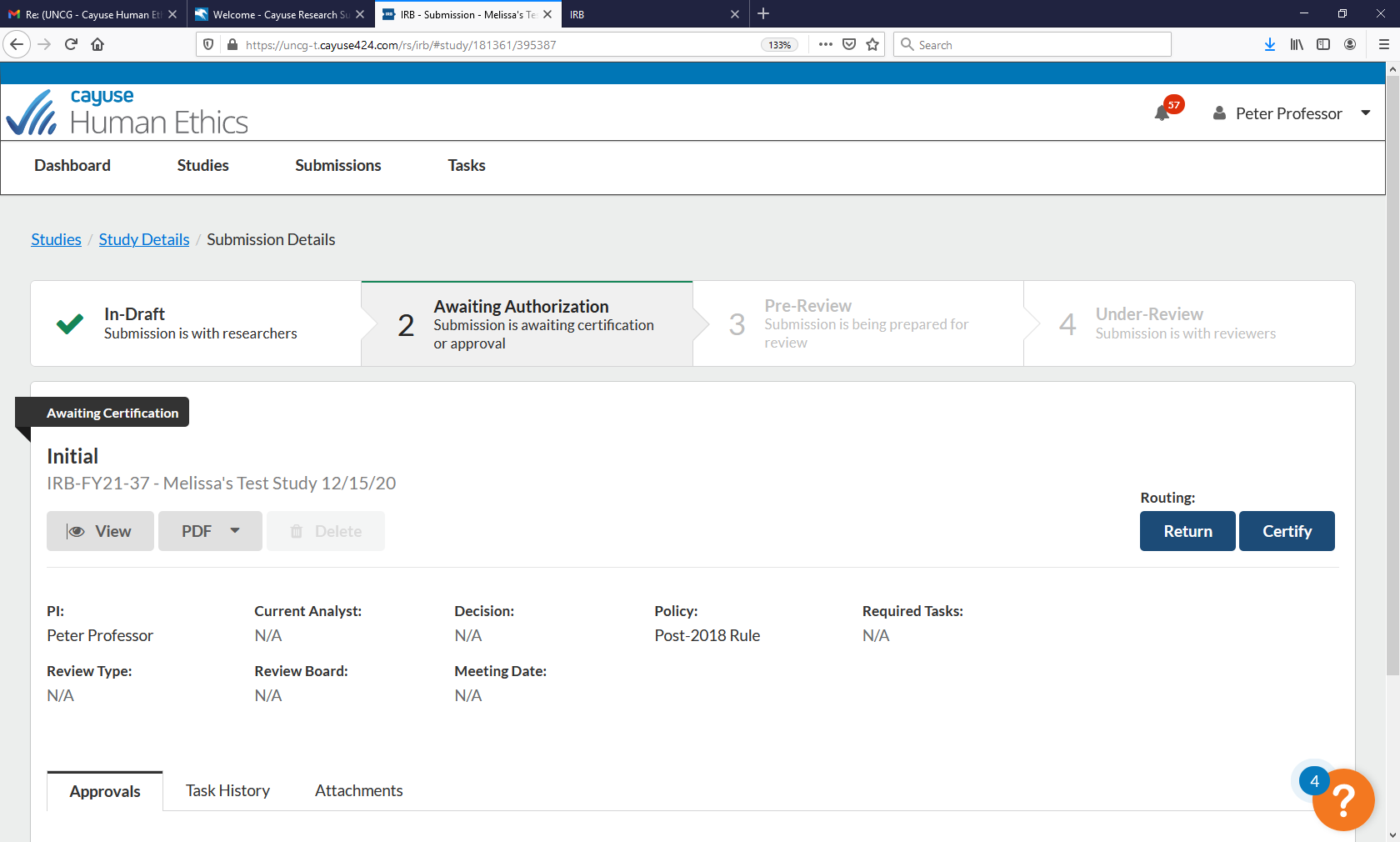
**Click “confirm” to continue**



**The study will move to the “Awaiting Authorization” status**



**Click “certify” - \*\*Please also see the “Certification Instructions”**



**Read the certification attestation and click “confirm” to certify the study, your study will then go to “pre-review”**

