Morehouse School of Medicine Cayuse Human Ethics Quick Start Guide		
Sign in to Cayuse HE by clicking the following link: <a href="https://msm.app.cayuse.com/">https://msm.app.cayuse.com/</a>		
*If you do not have access, fill out an Access Request form at		
1.	To create a new study, click the <b>+ New Study</b> button in the upper right of either the Studies or Dashboard page.	+ New Study
2.	Enter the title of your study in the field provided (up to 600 characters), then click the <b>blue checkmark</b> .	Studies 7 Study Details  Hew Submission  Source Study Details  Enter study title here  V  X
3.	Click <b>+ New Submission</b> at the top right, then <b>Initial</b> .	New Submission Submission
4.	You can then click "Edit" to begin filling out the study application.	1   In-Draft Submission is with researchers   2   Awaiting Authorization Submission is waiting certification or approval     Unsubmitted     Initial     IRB-FY2025-4 - gverbstrbdrsbtdr     IRB-FY2025-4 - gverbstrbdrsbtdr
5.	Complete each section listed in the menu on the left. A checkmark will appear when you have completed that section. Required questions will be marked with a red asterisk. Make sure to periodically click save at the top of the page to save the application.	Sections Getting Started Study Personnel Conflict of Interest Basic Study Details Sections Study Personnel Study Personnel Study Personnel Study Details Study Details Study Details Study Details Study Details Study Details Study Details Study Details
Notes:	the state had to care and all and all and all and all and all all all all all all all all all al	
•	There will be multiple smart forms in the application. You can return to the Study Details page at any time l corner of the screen. Only the study PI and the Primary Contact can make	Sections appear based on the answers you provide. by clicking on the Submission Details link in the upper left edits to the application and create modifications.
6.	Once all sections are completed, route the submission by clicking on COMPLETE SUBMISSION and CONFIRM.	Routing Send to PI for certification? COMPLETE SUBMISSION
7.	The PI is required to Certify the submission prior to the application reaching the IRB for review. The PI can either Return it to In-Draft mode for edits, or Certify it to send it to the IRB team for review.	Routing: Return Certify