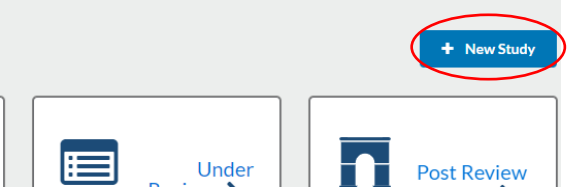
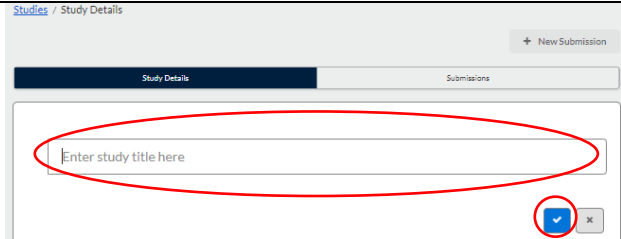
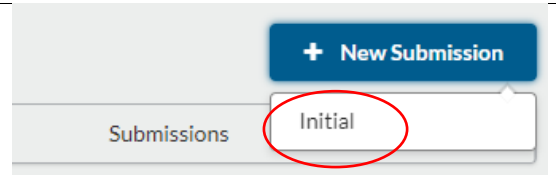
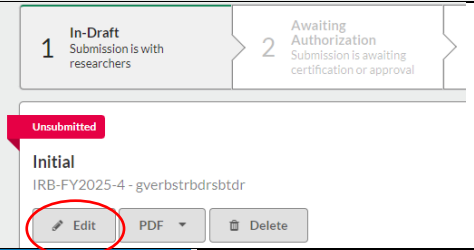

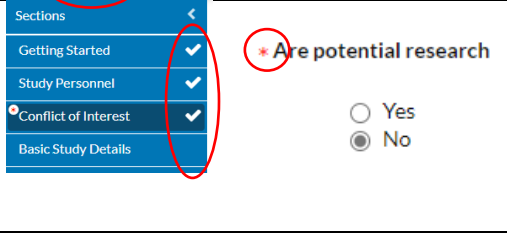



Morehouse School of Medicine Cayuse Human Ethics Quick Start Guide

Sign in to Cayuse HE by clicking the following link: <https://msm.app.cayuse.com/>

*If you do not have access, fill out an Access Request form at
<https://redcap.msm.edu/redcap/surveys/?s=9TE9WW93WANEJEKY>

<p>1. To create a new study, click the + New Study button in the upper right of either the Studies or Dashboard page.</p>	
<p>2. Enter the title of your study in the field provided (up to 600 characters), then click the blue checkmark.</p>	
<p>3. Click + New Submission at the top right, then Initial.</p>	
<p>4. You can then click "Edit" to begin filling out the study application.</p>	
<p>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  at the top of the page to save the application.</p>	
<p>Notes:</p> <ul style="list-style-type: none"> • There will be multiple smart forms in the application. Sections appear based on the answers you provide. • You can return to the Study Details page at any time by clicking on the Submission Details link in the upper left corner of the screen. • Only the study PI and the Primary Contact can make edits to the application and create modifications. 	
<p>6. Once all sections are completed, route the submission by clicking on COMPLETE SUBMISSION and CONFIRM.</p>	
<p>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.</p>	