



FREQUENTLY ASKED QUESTIONS



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Q: How can I access Cayuse Human Ethics (HE)?

A: Researchers who do not currently have access to [Cayuse Human Ethics \(HE\)](#) must complete the [Cayuse Access Request Form](#). When submitting the request, indicate Janet Badillo, Research Compliance Specialist, as Coordinator on the form. Access requests will be reviewed and processed accordingly.

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Q: What browser works best with Cayuse?

A: Cayuse recommends using the most recent versions of Google Chrome, Mozilla Firefox, or Safari for the best experience. Internet Explorer and unsupported or outdated browsers are not recommended and may result in limited functionality or performance issues.

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Q: I have existing projects on IRBManager. Do I need to do anything to have my data migrated?

A: No. Baruch College's Office of Research Compliance and Outreach (ORCO) has migrated all existing IRBManager protocols, as well as protocols previously migrated from the IDEATE system.

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Q: What should I do if I notice missing or incorrect information in my migrated protocol?

A: Please contact ORCO for guidance on how to update, correct, or add information within Cayuse. ORCO will advise on the appropriate process for making changes to migrated protocol records.

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Q: I am a faculty member. Do I have access to Cayuse?

A: Faculty members should generally have access to Cayuse. If the Human Ethics (HE) module is unavailable, please contact Janet Badillo, Research Compliance Specialist, or submit a [Cayuse Access Request Form](#) for assistance.

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Q: I did not migrate my IDEATE submissions into IRBManager. What should I do?

A: CUNY Central will contact researchers who did not migrate their projects from the former IDEATE system. Additional instructions and requirements will be provided directly to affected researchers.

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Q: I cannot find key personnel in Cayuse People Finder. How do I have them added to Cayuse HE?

A: Key personnel who require access to Cayuse HE must submit a [Cayuse Access Request Form](#). Personnel who do not require system access may still be listed within the application as study personnel when appropriate.

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Q: I am an undergraduate student and would like to serve as Principal Investigator. Is this allowed?

A: No. Under CUNY policy, undergraduate students may not serve as Principal Investigators (PIs) on new human subjects studies. Faculty Advisors must serve as PI and submit studies on behalf of undergraduate researchers. Undergraduate students previously approved as PIs will be grandfathered under the prior policy. Access to Cayuse HE is generally not provided unless a Faculty Advisor requires assistance with preparing or managing submissions.

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Q: Are there resources available for Cayuse?

A: Yes. Researchers can access guidance, training materials, FAQs, and support resources through the [ORCO Cayuse Help Library](#). Additional resources will be added as they become available.