

FINDING APPROVAL LETTERS & STAMPED FORMS

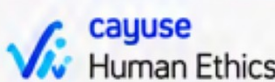


Approved documents are available in Cayuse Human Ethics (HE) once your study receives final approval.

1 OPEN YOUR STUDY

Open **View All** under **My Studies**.

 Click **View All** to see your studies.



Role: Researcher 10 Products

Dashboard Studies Submissions Tasks Meetings Reporting More + New Study

In-Draft +

Awaiting Authorization +

Pre-Review +

Under Review +

Post Review +

My Studies

IRB-22-292 Testing

View All

My Tasks

IRB-22-292 Complete Submission

Submissions by Type

Renewal	0
Initial	1
Modification	0
Incident	0
Withdrawal	0
Closure	0
Legacy	?

2 SELECT STUDY

Open the approved study workspace.

 Select the **approved study workspace**.

Studies / Study Details + New Submission

Study Details

Submissions

Submission Type	Review Type	Status	Decision
Initial	Expedited	Review Complete	Approved 06-11-2024
Modification	Expedited	Review Complete	Approved 06-11-2024

25 per page 1 - 2 of 2 < 1 >

3 OPEN DOCUMENTS

Go to **Letters** or **Attachments**.

-  **Letters**
-  **Attachments**

 **DOCUMENT LOCATIONS**

- Approval letters are stored in **Letters**.
- Stamped documents are stored in **Attachments**.

Studies / Study Details

Study Details

Submissions

Approved

HE-2024-205 Test Study for Bridget

PDF

Delete

Approval Date: 01-07-2025

Expiration Date: N/A

Organization: IRB - Office of VP for Research

Active Submissions: Yes

Population Flags: —

Additional Flags: —

Admin Check-in Date: 01-07-2030

Closed Date: N/A

Current Policy: Post-2018 Rule

Sponsor: N/A

Key Contacts

Letters

Attachments

Flags

Team Member	Role	Number	Email
Diane Director-IRB	Principal Investigator	503-297-2108	rsdemo@cayuse.com
Diane Durant	Primary Contact	972-883-7508	irb@utdallas.edu

4 LOCATE STAMPED FORMS

Find and open the stamped form in **Attachments**.

 **LOOK FOR THE STAMP ICON**

Stamped forms display a stamp icon in **Attachments**.

Approval Task History Letters Participants Attachments

Filter by name

+ Upload Attachments

View

Filename	Uploaded By	Date Uploaded
☐ Internal Consent IRB protocol.docx	Nat Kresdorian	06-11-2024 12:14 PM
☐ Sample stamped ICF.pdf	Natasha Kresos	06-11-2024 12:18 PM Stamped

10 per page 1 - 2 of 2 < 1 >

BEST PRACTICES

-  Use only the most current approved documents in Cayuse HE.
-  Do not use draft, superseded, withdrawn, or expired versions.
-  Check the **Letters** and **Attachments** tabs regularly for newly issued approval documents.

NEED HELP?

- If you cannot locate an approval letter or stamped document:
-  Contact the [Office of Research Compliance and Outreach \(ORCO\)](#).
 -  Visit the [Cayuse Human Ethics Help Library](#).