

How to Submit Forms in Cayuse

Use this guide to log in, choose the correct form, complete the submission, and obtain required certification.

1

Log In

Open the CUNY Cayuse portal. Sign in with your CUNY Login credentials, then choose Human Ethics from the Cayuse dashboard.

2

Open the Study

Select an existing Study, or create a New Study if this is a new project. Confirm the Study title and Principal Investigator.

3

Choose the Form

Inside the Study, select New Submission and choose the form that matches the action you need to complete.

4

Complete & Certify

Answer all required questions, upload documents, resolve validation items, select Complete Submission, and obtain certification.

LOGIN → SELECT OR CREATE STUDY → CHOOSE FORM → COMPLETE QUESTIONS → UPLOAD → CERTIFY → ORCO REVIEW

CUNY LOGIN

CUNY Login username

Password

Sign In

CAYUSE DASHBOARD

Products

Human Ethics

HUMAN ETHICS

Studies

Submissions

Open Study



CHOOSE THE CORRECT FORM

Form-Specific Submission Pathways

Start with the action you need to take. Then choose the corresponding form inside the Cayuse Study.

1

Initial Submission

Start a new human-subjects research project or establish the first submission under a new Study.

2

Modification / Amendment

Request changes to an approved study before implementing the proposed changes.

3

Renewal

For continuing approval of submissions with expiration dates.

4

Closure

Submit this form to close the study when the research activity has ended.

5

Research Determination

Research determinations are requested and made through the Initial Submission.

6

Incident

Report any type of issue or problem related to the research by submitting an Incident form.

If you are unsure which form applies, contact ORCO before starting the submission.



Project Types Within the Initial Submission

Determinations are requested and documented through the Cayuse Initial Submission.

What are you requesting through the Initial Submission?

INITIAL SUBMISSION: RESEARCH DETERMINATION

Complete the Initial Submission when asking ORCO to determine whether the proposed activity requires IRB review. In Basic Information, choose “Project that does not involve human subjects research activities in which CUNY is engaged” as the Project Type to complete the Research Determination form. The determination is made within the Initial Submission.

INITIAL SUBMISSION: IRB REVIEW

Complete the Initial Submission when submitting a new human-subjects research project for IRB review under a Cayuse Study.

INITIAL SUBMISSION - 46.118 DETERMINATION

Complete the Initial Submission when requesting a 46.118 Determination. In Basic Information, choose “118 Determination/Proposal Lacking Definite Plans for Involvement of Human Subjects” as the Project Type to complete the 118 Determination form. The determination is made within the Initial Submission.

IMPORTANT | Determinations, including Research/118 Determinations, are made through the Initial Submission. Contact ORCO if you are unsure how to proceed.



FINAL STEP

Complete, Sign/Certify, and Submit

A submission is not ready for ORCO review until all required certifications are completed.

1

Complete Submission

Finish required questions and uploads. Resolve any validation messages, then select Complete Submission and confirm.

2

PI Certification

When the submission moves to Awaiting Authorization, the Principal Investigator selects Certify and confirms.

3

Faculty Advisor

For student-led research, the Faculty Advisor must complete the required Sign/Certify action in Cayuse.

4

ORCO Review

After all required certifications are complete, the submission can move forward for ORCO pre-review.

REMINDER | Principal Investigators and Faculty Advisors must Sign/Certify when required. Watch for certification requests in Cayuse.

