

What Researchers Need to Know

RESEARCHER QUICK GUIDE

AWAITING CERTIFICATION / SIGNING

Awaiting Certification means one or more required certifications are incomplete. The submission will not move to HRPP Coordinator pre-review until all certifications are received. The PI must certify every submission; Co-Investigators and Faculty Advisors may also be required to certify.

ACTION Check My Tasks and confirm all required certifications.

IRBMANAGER vs. CAYUSE TERMS

IRBManager		Cayuse HE
Project / Protocol + xForm		Study + Submission
Submit / Sign		Awaiting Certification
Research Assistant		Investigator
N/A		Primary Contact
HRPP Coordinator Review		Under Pre-Review
Annual Check-in Form		Annual Check-In Email
Initial Application		Initial Submission
Amendment		Modification
Continuing Review		Renewal
Event Report		Incident
Final Report		Closure

CAYUSE

HUMAN ETHICS

NEW TERMS

NEW ROUTING

NEW ACCESS MODEL

STUDY + SUBMISSION

A Study is the overall project record. A Submission is an individual action within the Study, such as an Initial Submission, Modification, Renewal, or Incident Report.

ACTION Use the existing Study to add future submissions.

PERSONNEL + ACCESS

Only give Edit/View access to personnel who need to work directly in Cayuse. If students or others cannot be found in People Finder, they must [request access to Human Ethics](#) before they can be added through People Finder. Personnel who do not need Cayuse access may be added manually with training certifications attached.

ACTION Verify personnel, training, and access.

PI

UNDERGRADUATE STUDENTS CANNOT SERVE AS PI

A Full-Time Faculty member must serve as PI. Graduate students and postdocs may serve as PI with a Faculty Sponsor.

[VIEW CUNY HRPP PI POLICY](#)

RESOURCES AND SUPPORT

Researcher guidance and training:

[ORCO Cayuse Help Library](#)[Quick Guide for Cayuse HE Users](#)[Brightspace: Cayuse Human Ethics Training](#)[Create a New Study + Initial Submission](#)[Getting Started for PIs and Key Personnel](#)[Manage an Approved Study](#)