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<u>**Cayuse Human Ethics Overview**</u>

1. Accessing Cayuse Human Ethics (HE)

In order to submit to the Health Sciences North Research Ethics Board, you will need to access our Cayuse HE website, which is available [here](). If you do not have account, please reach out to reb@hsnsudbury.ca to request one.

Note: We recommend you clear your preferred browser cache to avoid any page loading issues. Click Ctrl + Shift + R to reload page ignoring cache, or Ctrl + Shift + Delete to clear cache.

a) *Cayuse Human Ethics Dashboard*

Once you have logged in, click on "Products" on the top right corner, then click on "Human Ethics." This will bring you to the Dashboard. The Dashboard includes at a glance information and tabs such as "Studies," "Submissions," and "Tasks."

<u>Studies</u>
This section highlights all of the studies that you are attached to, as either a Principal Investigator, Co-Investigator or Principal Contact. There is also an "Archive" tab, where past completed, withdrawn or closed studies can be viewed. Additionally, this tab is where you can select "New Study" to complete an initial submission.

<u>Submissions</u>
The "Submissions" tab contains all submissions regardless of the current status (ex. unsubmitted, pre-review, complete, etc.).

<u>Tasks</u>
This tab allows you to see at a glance your outstanding tasks.

2. Creating Submissions

This can be done through the Dashboard or the "Studies" tab, by selecting "New Study". Note: the study title is required at this stage before proceeding to the initial submission.

The Study Details page displays all of the important study information.

The individual who created the study will be added as the Primary Contact of the study by default, but this can be changed while completing the Initial Submission.

a) *Initial Submission*

Click on + New Submission in the upper right-hand corner of the Study Details page. This will bring down the option to fill out an Initial Submission.

Once you have clicked on "Initial," you may now click on "Edit" on the left-hand side to begin filling out your Initial submission.

To navigate the submission, use the arrow buttons on the top right or select a section name using the left-hand menu.

Person Finder

Every initial submission will require you to add a Primary Contact and a Principal Investigator, along with other members of the research team as needed. If you cannot find an individual within the Person Finder, please email the Research Ethics Office at reb@hsnsudbury.ca for them to be added.

Attachments

Upload one or more files to the study by clicking on the "Attach" button.
The Cayuse HE System supports the following file types:

File Type	Extension
Text	txt
Adobe	pdf
Raster image formats	png, bmp, gif, tif, tiff, jpg, jpeg, jp2, jpx
Vector image formats	wmf, emf, svg
Microsoft Word	doc, docx, docm
Microsoft Excel	xls, xlsx, xlsm
Microsoft PowerPoint	ppt, pps, pptx, pptm, ppsx, ppsm, sldx, sldm

Required Fields

A red asterisk indicates that a question is required. Incomplete sections will also have a red asterisk next to the section name.

Completing a Submission

Once there are check marks next to all of your sections, and the submission form is complete, then you are able to proceed to certification. *Certification – the submission is sent to the PI for confirmation that the submission is accurate and complete.*
If one of your sections does not contain a check mark, click on the section to search for any required questions that you may have missed.

Once the submission has been routed for certification, you will see the status of your submission change to "Awaiting Authorization" on the Submission Details page. The PI can then proceed to certify the project by selecting the Certify button.

Pre-Review

Once the submission is certified, it is automatically sent to the Analyst for pre-review. The pre-review includes confirming all required elements of the submission are complete.

An Analyst may return the submission to the researcher with feedback on any deficiencies. There may be comments attached to questions that requires a response. Please navigate to the section with the comments and provide updates/responses as needed.

Note - you will be required to mark all comments as "Addressed" before the submission can be re-certified.

Board Review

Next step in the process is for the Board to receive and review your submission. This can be done either via Full Board or Expedited review. You will be notified of the Board's decision and can view the corresponding letter in the Cayuse HE system.

Decision Letters
In the Submission details page there will be a Letters tab that will contain all REB Board decision letters. Click on the link associated with the letter you wish to view. We recommend you save a copy of your Approval Letters for your records.

b) *Submitting Subsequent Submissions*

In addition to the initial submission, there are five other types of submissions that may be submitted during the course of any research project. To create subsequent submissions, choose the study on the Dashboard and click on the study number. On the top right-hand corner of the Study Details page, click on New Submission, and select the appropriate submission type. Once selected, click on Edit to begin the submission. Once complete, click Complete Submission and follow the certification steps. Once certified, the submission will go through the required review process and you will be notified of the decision.

The subsequent submissions types are as follows:

- Modification: If the study requires amendments after it has been approved, a modification must be submitted and approved before the study can proceed with the updated information.

- Renewal: When a study is nearing its expiration date, the research team must submit a renewal request in order to continue with the research for another year.

- Incident: An incident report must be submitted when a reportable event occurs. A reportable event can include privacy breaches, local adverse events, and other unanticipated problems. Incident reports can be submitted any time, including after it has been closed.

- Withdrawal: A withdrawal can only be requested for an initial submission. The REB will be notified of the withdrawal and the study can no longer be modified. Note: If the initial submission has been approved, a closure must be submitted in order to close the study.

- Closure: A closure indicates that the study is complete. Closed studies are marked as finalized and can no longer be modified.

Additional guidance documents are available on our website:
www.hsnsudbury.ca/en/Research/Research-Ethics-Board-REB

c) *Legacy Studies*

Previously approved studies will be important in to the Cayuse HE system via the Legacy submission. The legacy submission form mirrors the initial submission. Once the legacy submission is finalized, additional submissions may be created, such as modifications, renewals, etc.

3. Deleting a Study or Submission

a) *Deleting a Study*

A study can only be deleted when the initial submission has not been submitted. To delete a study, click on Delete on the Study Details page.

b) *Deleting a Submission*

A submission can only be deleted when the submission (ex. renewal, modification, etc.) has not been submitted. To delete a submission, click on Delete on the Submission Details page.