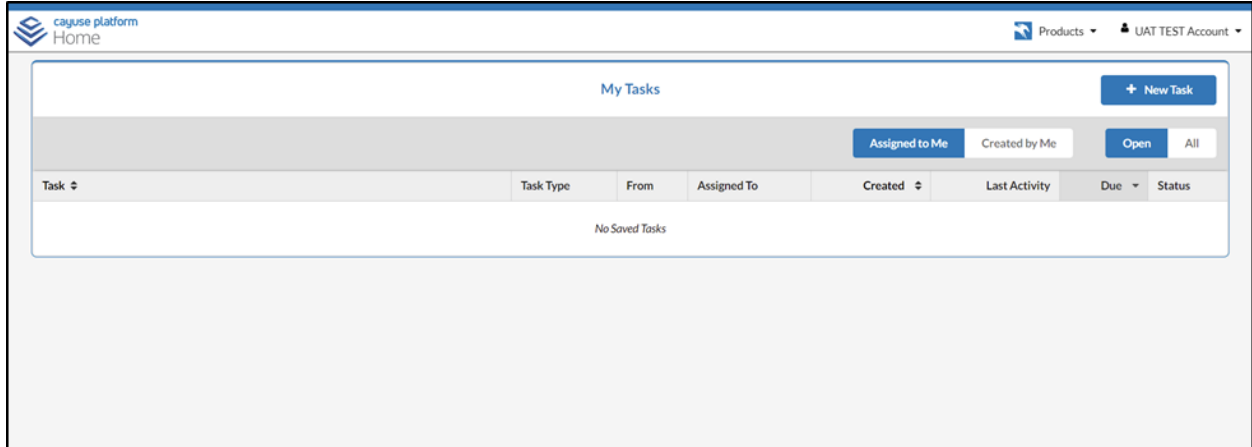
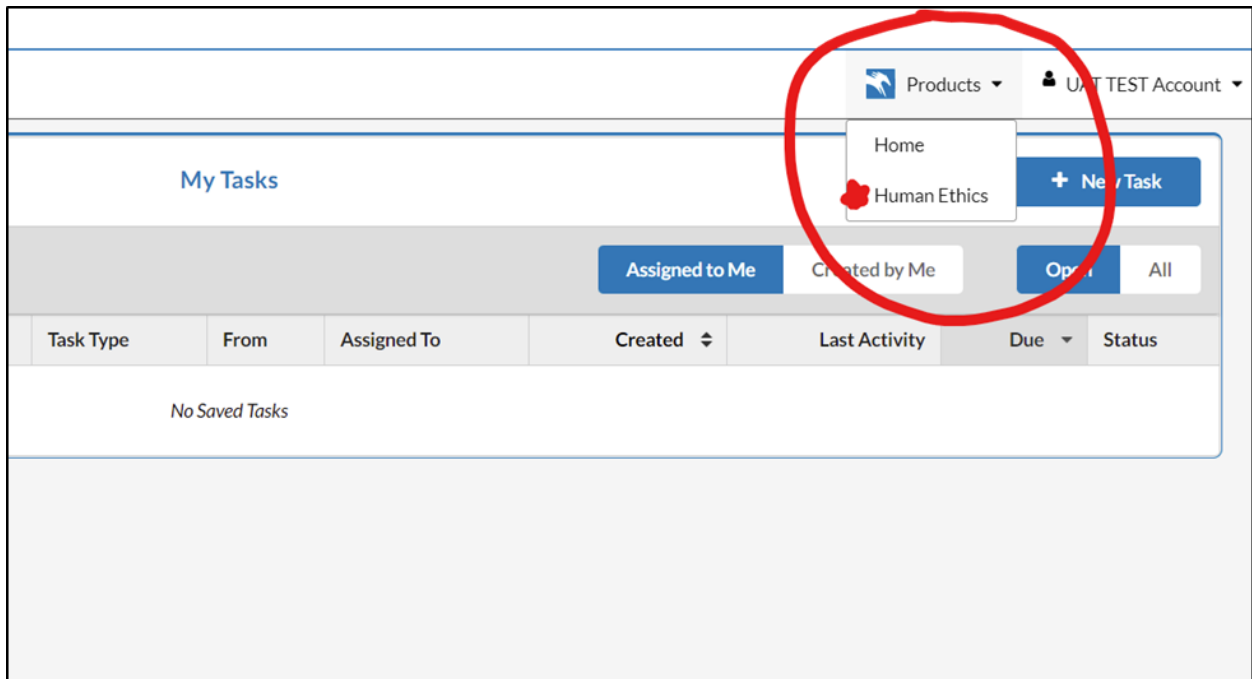


OPENING A STUDY IN CAYUSE

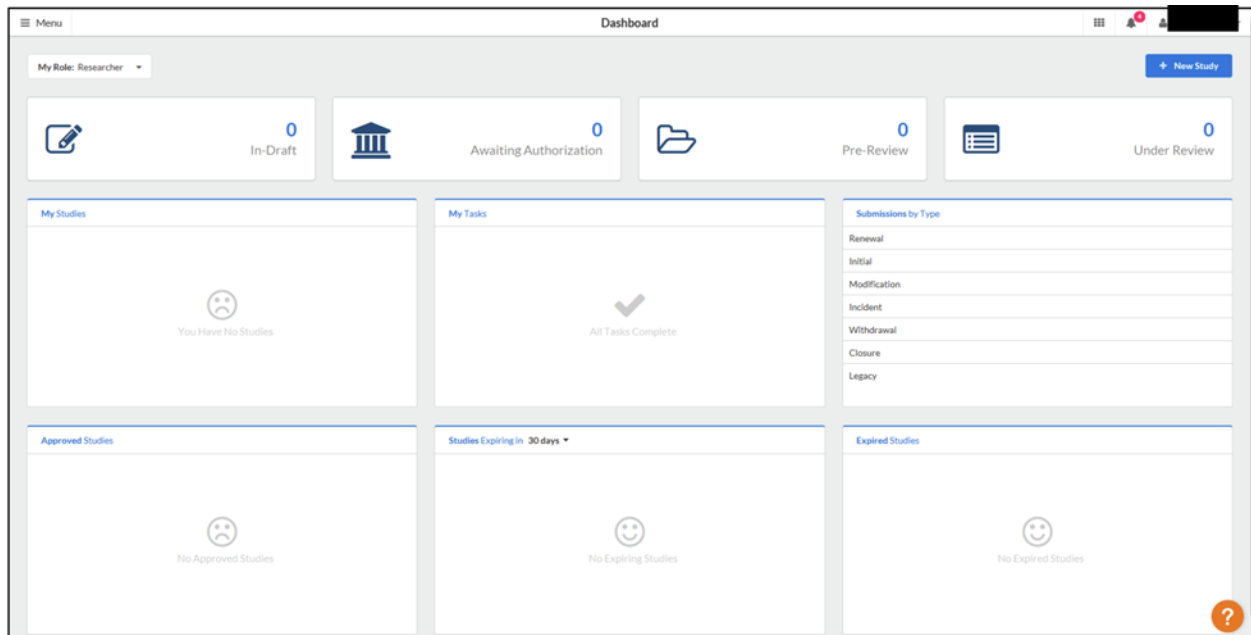
Franklin University uses single sign-on (SSO) to access Cayuse. Go to <https://franklin.app.cayuse.com> and log in using your Franklin credentials. After logging in, you will see your 'Home' page.



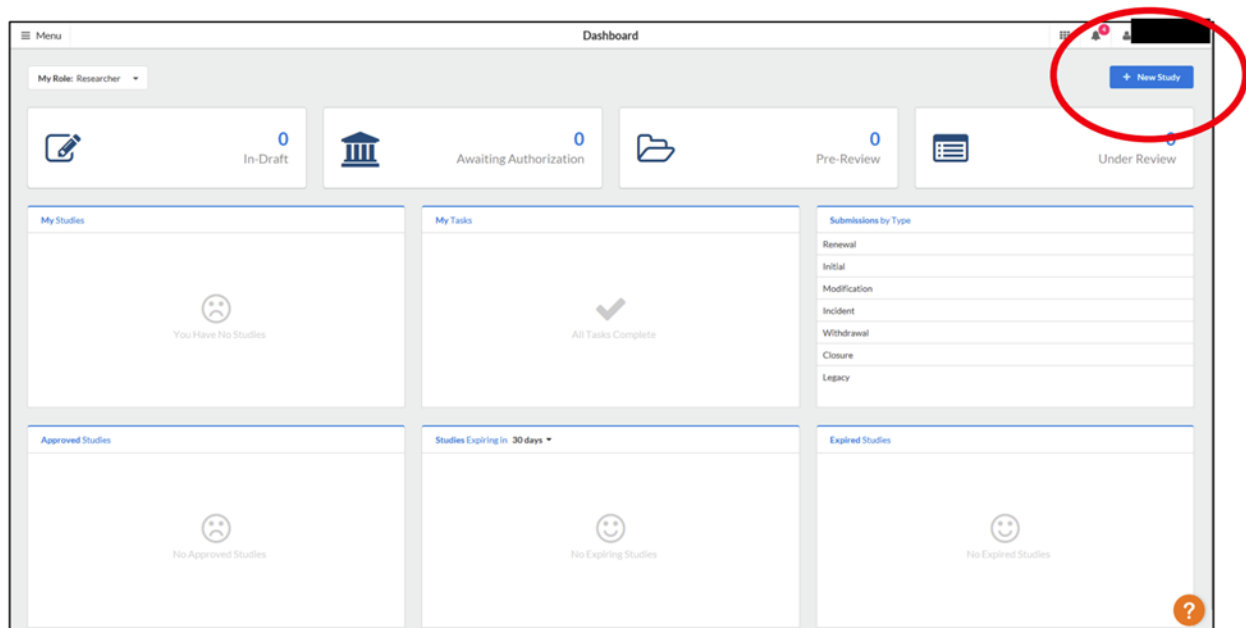
On your home page, go to the top of your screen, on the right, and click on 'Products'. You will have two choices: 'Home' and 'Human Ethics'. Click on 'Human Ethics' and you'll arrive at your dashboard.



This is your dashboard:

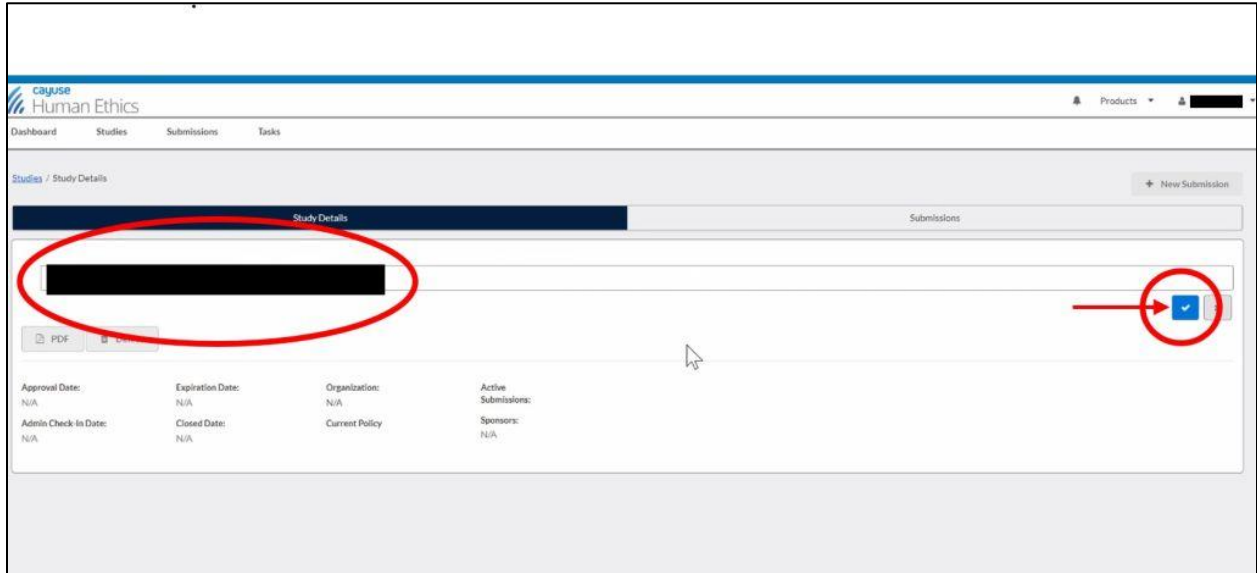


If you are opening a study in Cayuse, look for the blue '+ New Study' tab in the upper right corner of your dashboard. Click on the new study tab.

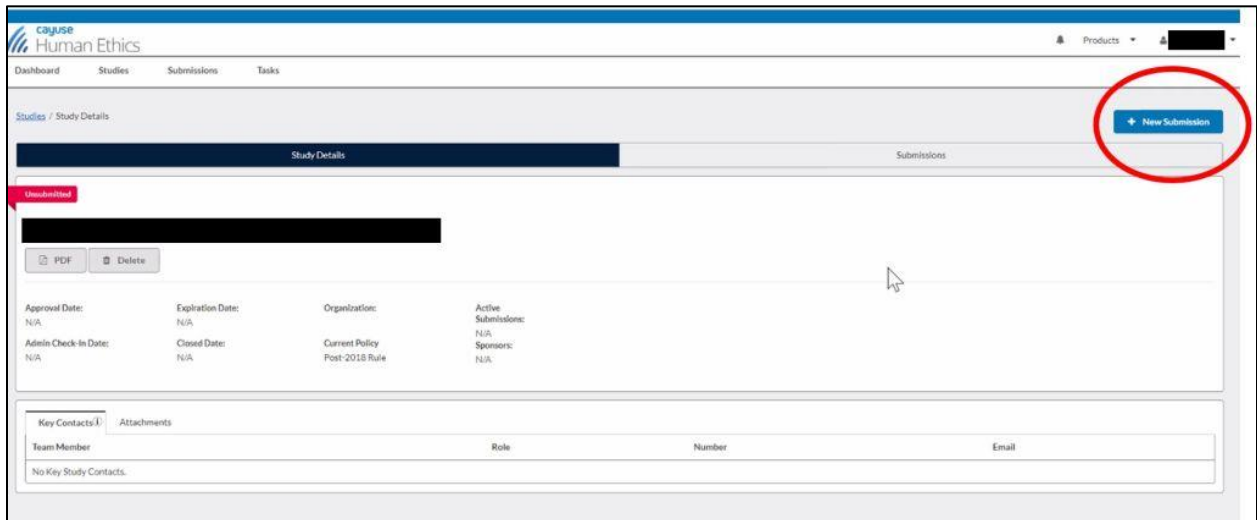


After you have clicked on the new study tab, you will see a screen that asks you to enter the title of your project. Once you enter a title, click on the checkmark.

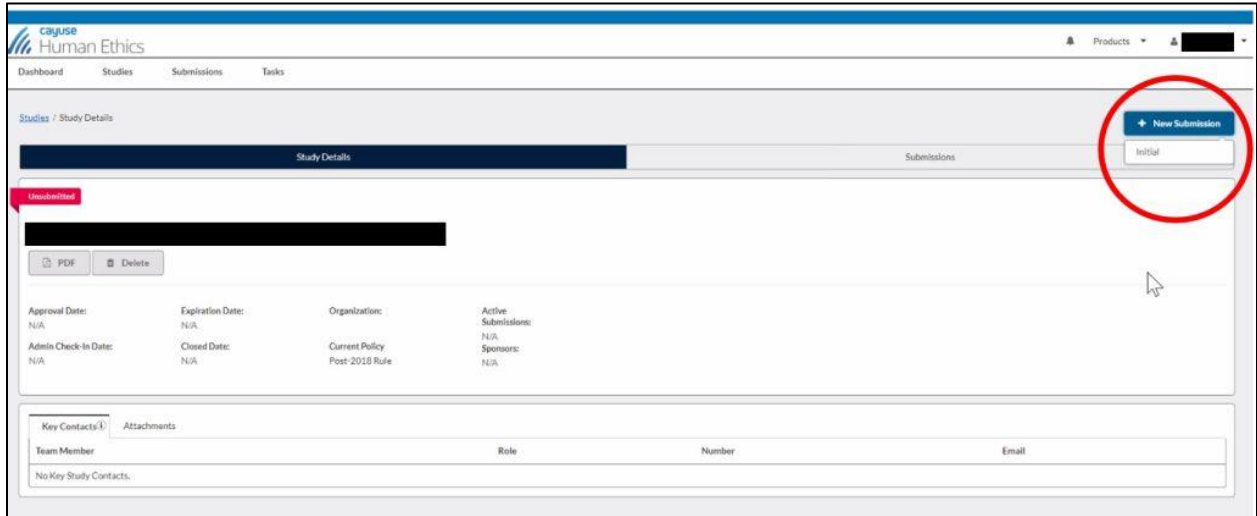
NOTE: Make sure this is the actual title of your study, as the title you enter will appear on IRB determination letters.



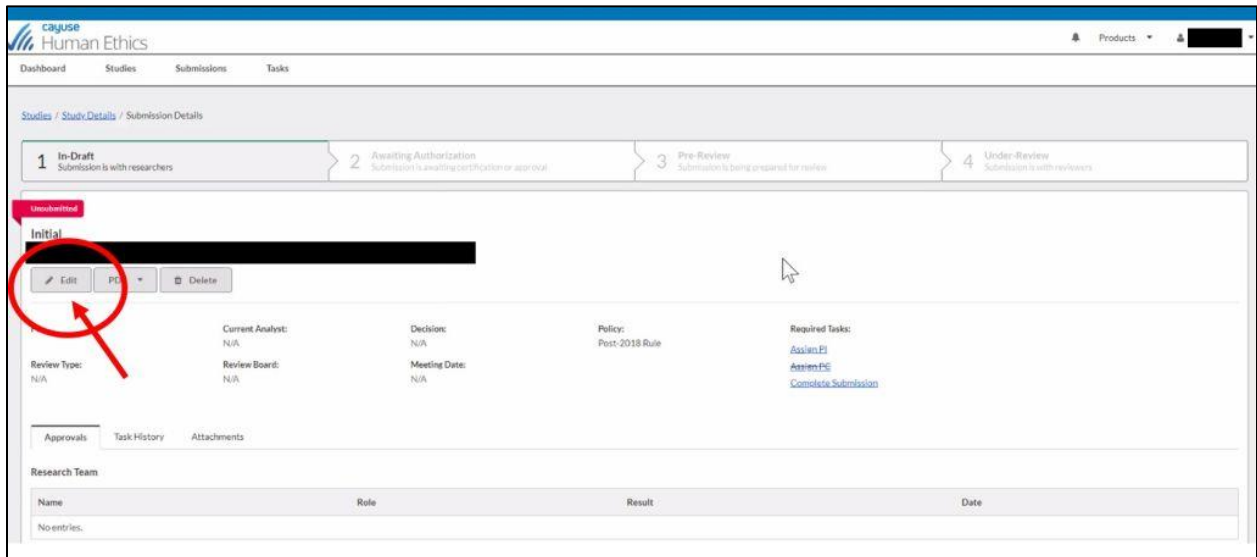
After the title of your study has been entered, you are now ready to open a submission. Click on the blue '+ New Submission' tab.



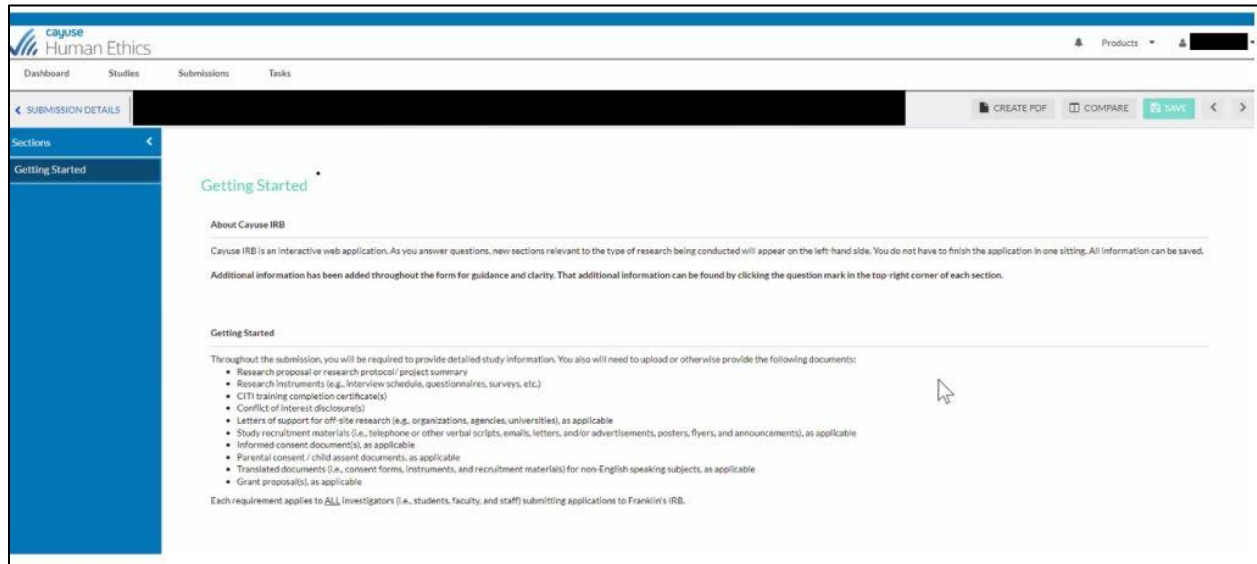
Your only choice will be to select 'Initial'. This initial submission is your IRB application.



On the initial submission page that opens, click on the 'Edit' tab on your left.



After you click on the 'Edit' tab, you will see the first section of your IRB application.



Any additional submissions you open in Cayuse, such as a 'Modification' or 'Closure', are started the same way. You will open your study in Cayuse and click on the blue '+ New Submission' tab. Once your initial submission has been approved by the IRB, clicking on the new submission tab will present additional submission choices (Modification, Incident, or Closure).