Cayuse is HERE!

Cayuse is an electronic submission process that allows for streamlined submission, tracking, and reporting of research protocols to WCU’s IRB.

If you try to log on and see a message that your “account has been disabled”, please register for access to Cayuse here: NEW USER FORM

Seeing this message means your account has not been created yet.
Logging In

WCU’s Cayuse Research Suite can be found:

1. On the WCU IRB website
2. Directly linked here: https://wcupa.cayuse424.com/

Gain access by utilizing your WCU single sign on username and password.
Once you are logged into the Cayuse Research Suite, click the link for the Cayuse IRB.
Creating a NEW Protocol in Cayuse IRB
To begin a new application, click “New Study”
Step 1: Enter Study Title

Step 2: Click the check mark to create the new study
Click on the "New Submission" button again and then select "INITIAL" to start a new submission for your research study.
Remaining Tasks
(whoever starts the application is designated as the Primary Contact)

Click HERE to start editing your application
Red asterisked items are REQUIRED.

Once all required questions are answered – a green check mark will appear next to the section.
Select the role that you are functioning in for this study.

For example – if you are a WCU faculty member pursuing one of our doctoral degrees… And this proposal is for your doctoral capstone project/dissertation at WCU, select STUDENT.
Find all members of the research team by clicking FIND PEOPLE (under the appropriate role).
FIND PEOPLE will cause this Pop-Up Window

1. Search for Name,
2. Select the person,
3. and click SAVE

They will then show up like this below.
You can click VIEW to see CITI certificate integration & valid trainings.

(in the event that there are no trainings listed – this is an email agreement issue between WCU & CITI. Please update your CITI email OR upload your CITI certificate as an attachment.

Only the Primary Investigator, Primary Contact, & Co-Investigator(s) can access the IRB study in Cayuse

The application does NOT track changes by user
Once you have all GREEN check marks (and are ready to submit), the option “COMPLETE SUBMISSION” will appear and you can select it.

This will route the application to the PI to certify, and to the faculty supervisor as well in the case of student research.

Note: the attachments tab is just a landing page for all documents that you uploaded along the way. No NEW attachments are necessary at this phase.
The PI (and Faculty Supervisor when applicable) must CERTIFY the submission in order for it to be submitted to the IRB.
Once the application is certified, the application is submitted to the WCU IRB and placed in **Pre-Review**.