**Morehouse School of Medicine Cayuse Human Ethics Quick Start Guide**

Sign in to Cayuse HE by clicking the following link: [https://msm.app.cayuse.com/](https://msm.app.cayuse.com/)

*If you do not have access, fill out an Access Request form at [https://redcap.msm.edu/redcap/surveys/?s=9TE9WW93WANEJEKY](https://redcap.msm.edu/redcap/surveys/?s=9TE9WW93WANEJEKY)*

1. To create a new study, click the **New Study** button in the upper right of either the Studies or Dashboard page.

2. Enter the title of your study in the field provided (up to 600 characters), then click the **blue checkmark**.

3. Click **New Submission** at the top right, then **Initial**.

4. You can then click “Edit” to begin filling out the study application.

5. Complete each section listed in the menu on the left. A checkmark will appear when you have completed that section. Required questions will be marked with a red asterisk. Make sure to periodically click [Present at the top of the page to save the application.](https://msm.app.cayuse.com/)

**Notes:**
- There will be multiple smart forms in the application. Sections appear based on the answers you provide.
- You can return to the Study Details page at any time by clicking on the Submission Details link in the upper left corner of the screen.
- Only the study PI and the Primary Contact can make edits to the application and create modifications.

6. Once all sections are completed, route the submission by clicking on COMPLETE SUBMISSION and CONFIRM.

7. The PI is required to Certify the submission prior to the application reaching the IRB for review. The PI can either Return it to In-Draft mode for edits, or Certify it to send it to the IRB team for review.