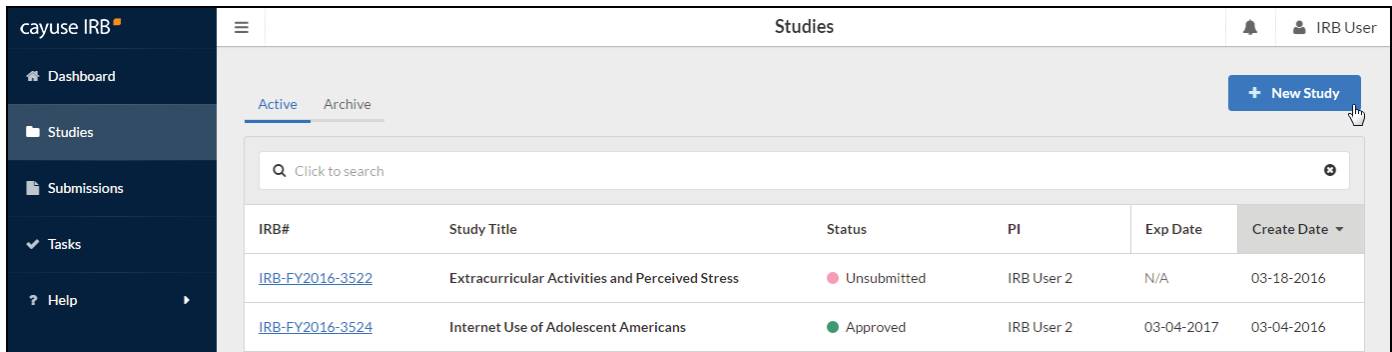
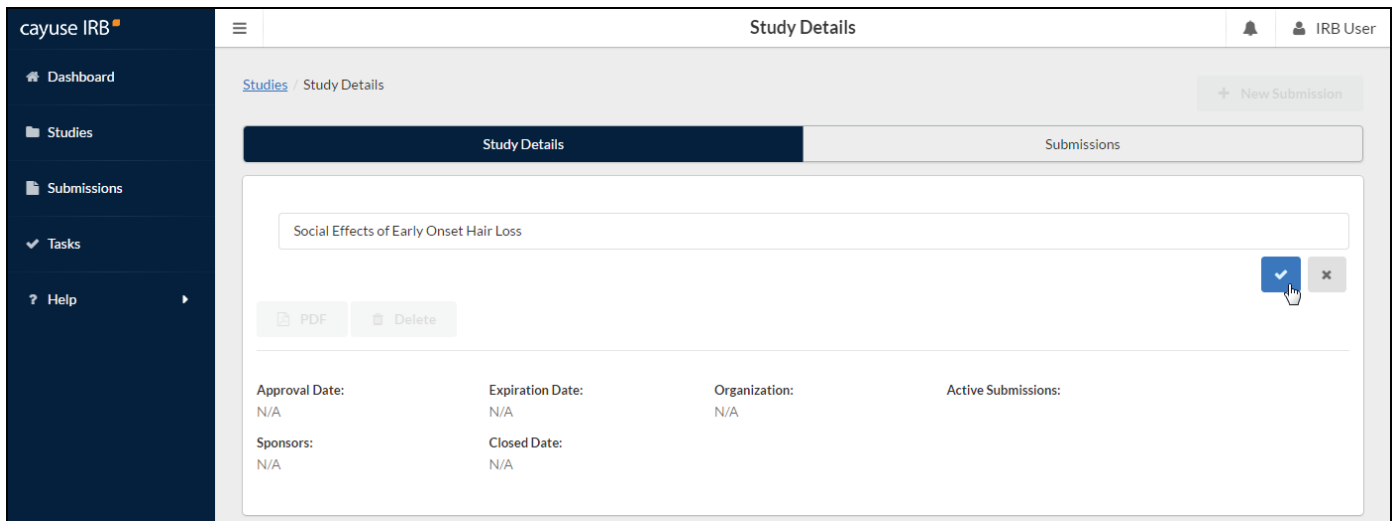


Creating a New Study

To create a new study, click the **New Study** button in the upper right of either the [Studies](#) page or your [Dashboard](#).



Enter a title for your study (up to 600 characters). Then, click the **Save** button.



After creating the new study, you will be taken to the Study Details page for that study, which displays important information regarding the study.

Editing Study Titles

You can choose to rename your study at any point up until the initial (or a withdrawal) submission has finished being reviewed. From the Study Details screen, click anywhere within the study title field to edit the title.

Creating the Initial Submission

To begin working on your study, click **New Submission** to add the Initial submission for your study.

The screenshot shows the 'Study Details' page in the Cayuse IRB system. The left sidebar contains navigation links: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled 'Study Details' and includes a 'Submissions' tab and an 'Initial' button. A 'New Submission' button is located in the top right corner. Below the tabs, there is a section for 'Unsubmitted' submissions, showing a submission for 'IRB-FY2016-3575 Social Effects of Early Onset Hair Loss'. It includes buttons for 'PDF' and 'Delete'. Below this is a metadata table with fields: Approval Date, Expiration Date, Organization, Active Submissions, Sponsors, and Closed Date. At the bottom, there is a 'Key Contacts' section with a table header: Team Member, Role, Number, Email. The table is currently empty, showing 'No Key Study Contacts.'

The initial submission appears below the study details. The person who creates the study is added as the PI by default. You can change this when editing the submission, if needed. Click the **Edit** button to begin working on the initial submission.

The screenshot shows the 'Submission Details' page in the Cayuse IRB system. The left sidebar contains navigation links: Dashboard, Studies, Submissions, Tasks, and Help. The main content area is titled 'Submission Details' and includes a progress bar with four stages: 1 In-Draft (Submission is with researchers), 2 Awaiting Approvals (Submission is awaiting certification or approval), 3 Pre-Review (Submission is being prepared for review), and 4 Under-Review (Submission is with reviewers). Below the progress bar, there is a section for 'Unsubmitted' submissions, showing an 'Initial' submission for 'IRB-FY2016-3575 - Social Effects of Early Onset Hair Loss'. It includes buttons for 'Edit', 'PDF', and 'Delete'. Below this is a metadata table with fields: PI, Current Analyst, Decision, Required Tasks, Review Type, Review Board, Meeting Date. The 'Required Tasks' section lists: Assign PI, Assign PC, and Complete Submission.

You will now be taken to your institution's initial submission form, where you can begin filling out information. Your study is saved, and you can return to the Study Details page at any time by clicking on the < **STUDY** link in the upper left of the screen.

The screenshot displays the Cayuse IRB web application interface. On the left is a dark blue sidebar with navigation links: Dashboard, Studies, Submissions, Tasks, and Help. The top navigation bar includes the Cayuse IRB logo, a hamburger menu, a notification bell, and the user name 'IRB User'. Below the navigation bar, the study title 'Social Effects of Early Onset Hair Loss - Init...' is shown, along with the IRB number 'IRB-FY2016-3575' and buttons for 'CREATE PDF', 'COMPARE', and 'SAVE'. A 'STUDY' link is visible in the upper left of the main content area. The main content area is titled 'Section 1 Assignments' and contains two sections: 'P1 Principal Investigator' and 'P2 Primary Contact'. The P1 section features a table with the following data:

Name	Organization	Address	Phone	Email	
IRB User	School of Medicine	440 Exchange, Irvine, CA	714 265 7841	irbuser@evisions.com	x

The P2 section includes a 'FIND PEOPLE' button. At the bottom right of the main content area, there are navigation arrows.