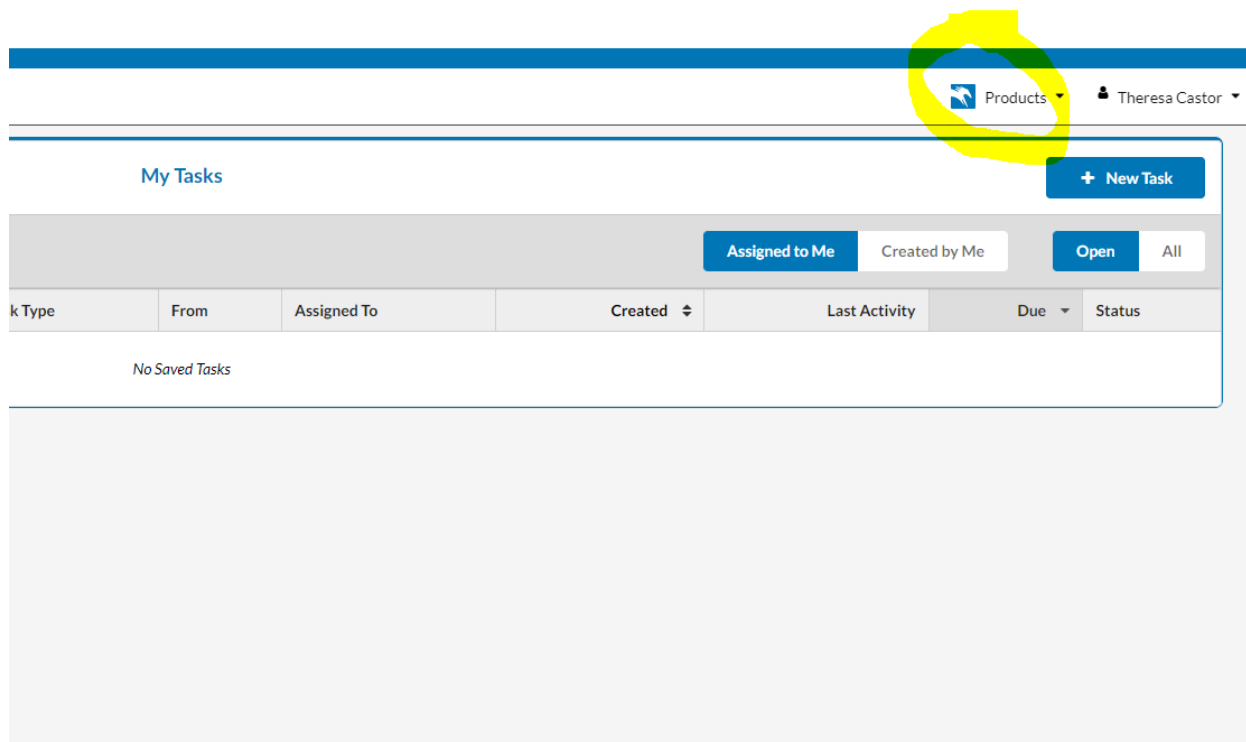**Overview of New Cayuse Interface**
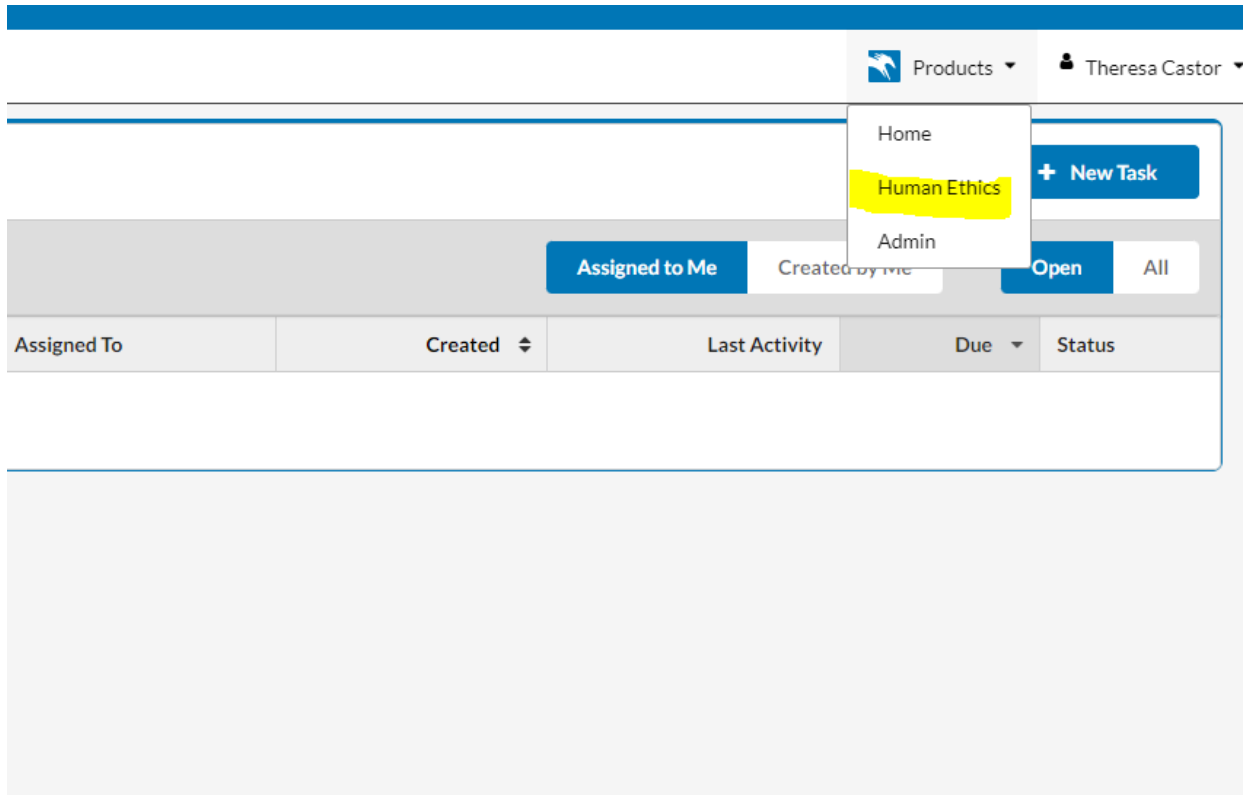
University of Wisconsin-Parkside

Human Subjects Research Submission System Updates, October 21, 2022

The university's human subjects research submission system, Cayuse, recently went through a system upgrade. From the researcher perspective, this will mainly affect how you log in to the submission system and your initial user-interface view.

1. You will be receiving an email to reactivate your account. That email will include your user login id and a temporary password.
2. You may log in to Cayuse through the link of the UWP Institutional Review Board website (https://www.uwp.edu/explore/offices/researchadmin/irb.cfm) or through https://uwp.app.cayuse.com/
3. When you log in initially, you will see the below screen. Click on "Products" for a drop-down menu.

4. Under "Products," click "Human Ethics"

5. If you are submitting a proposal, your role should be as a "Researcher." You will be able to submit or modify proposals as you did previously in Cayuse. If you are an Organizational approver, such as department chairs and deans, to approve studies, you will need to change your Role in order to approve studies.

If you have any questions or problems, please contact irb@uwp.edu