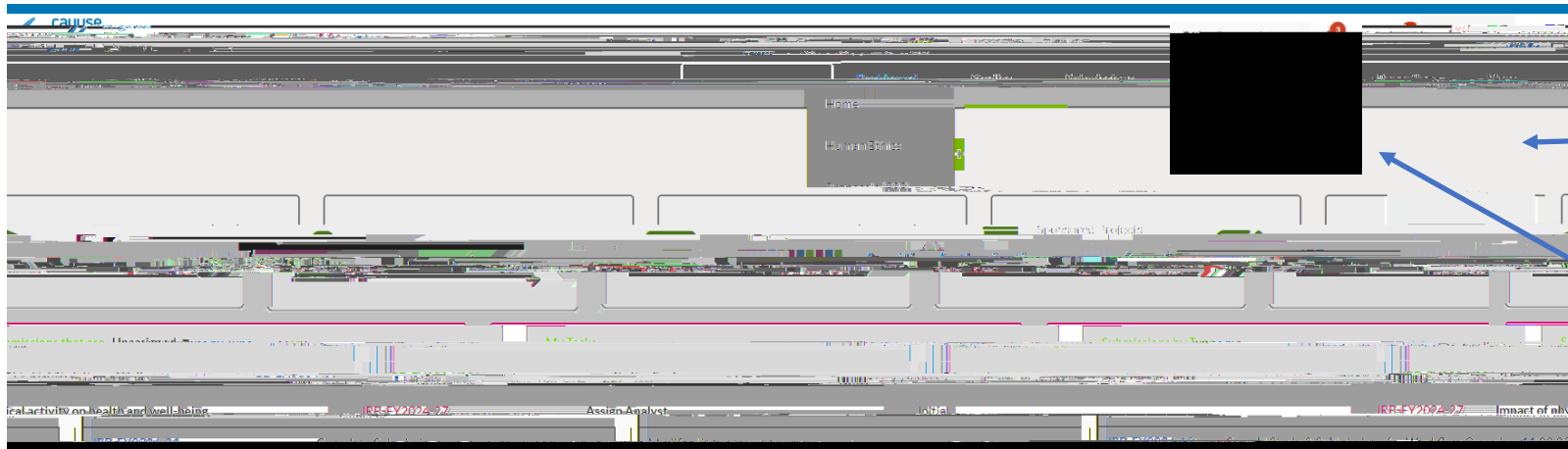




# Tutorial for Department Chair Approval of IRB Application in Cayuse

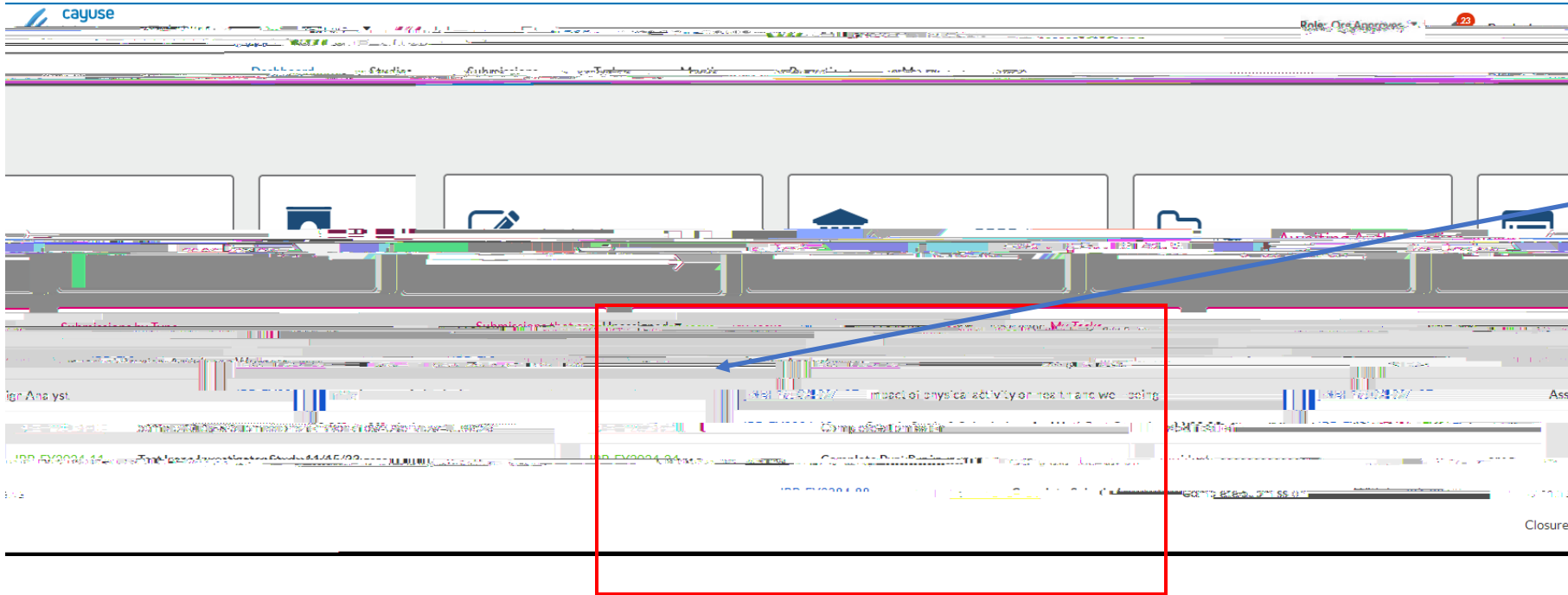




Opening screen after logging in with SSO credentials.

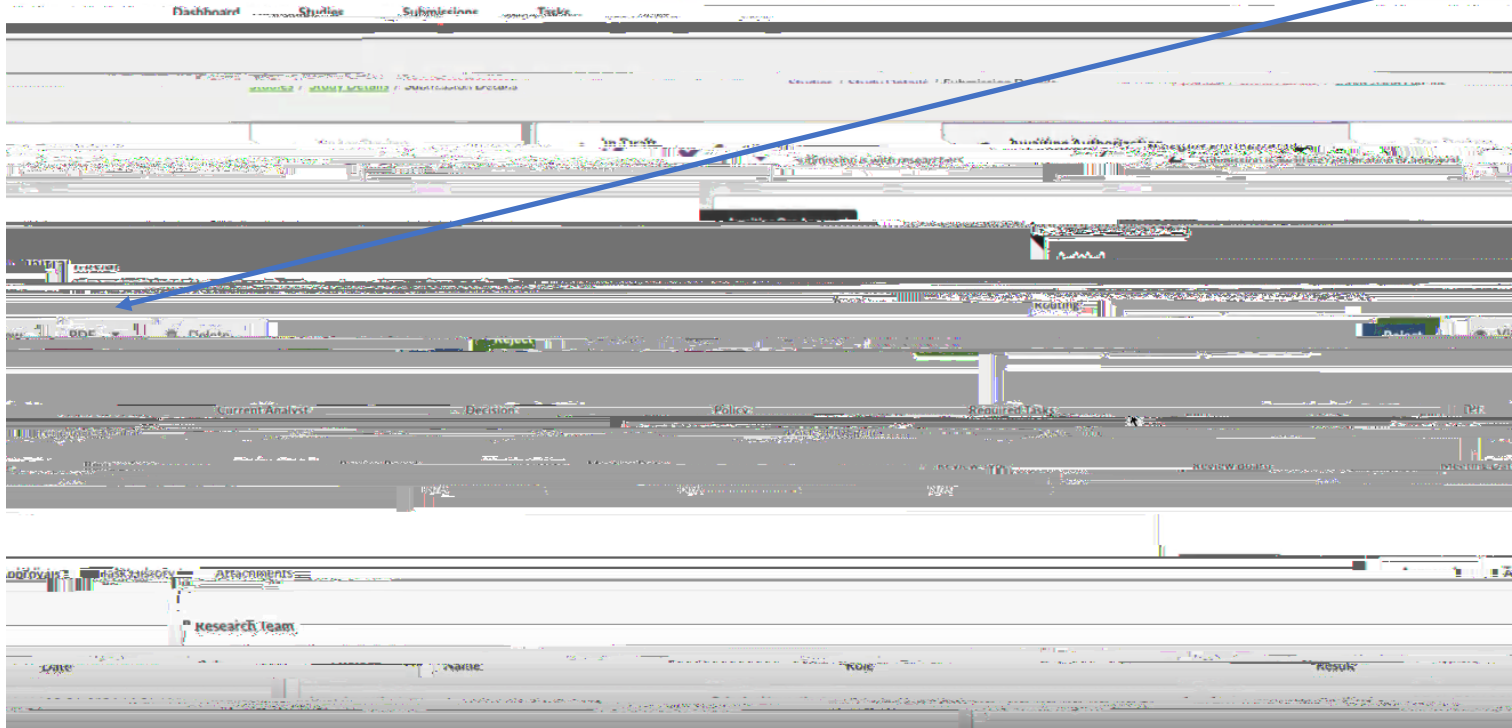
To review a new application, select Human Ethics.

To review a new application in your queue, ensure the role selected is that of Org Approver.

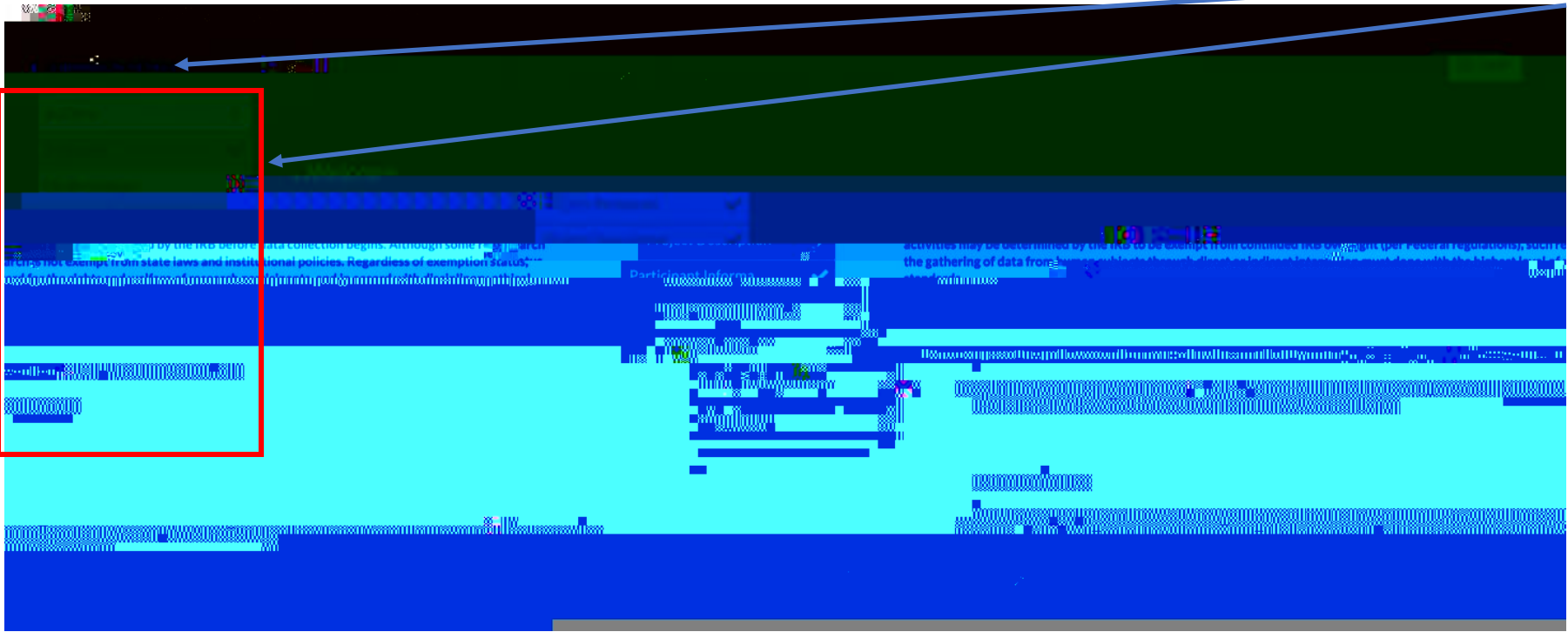


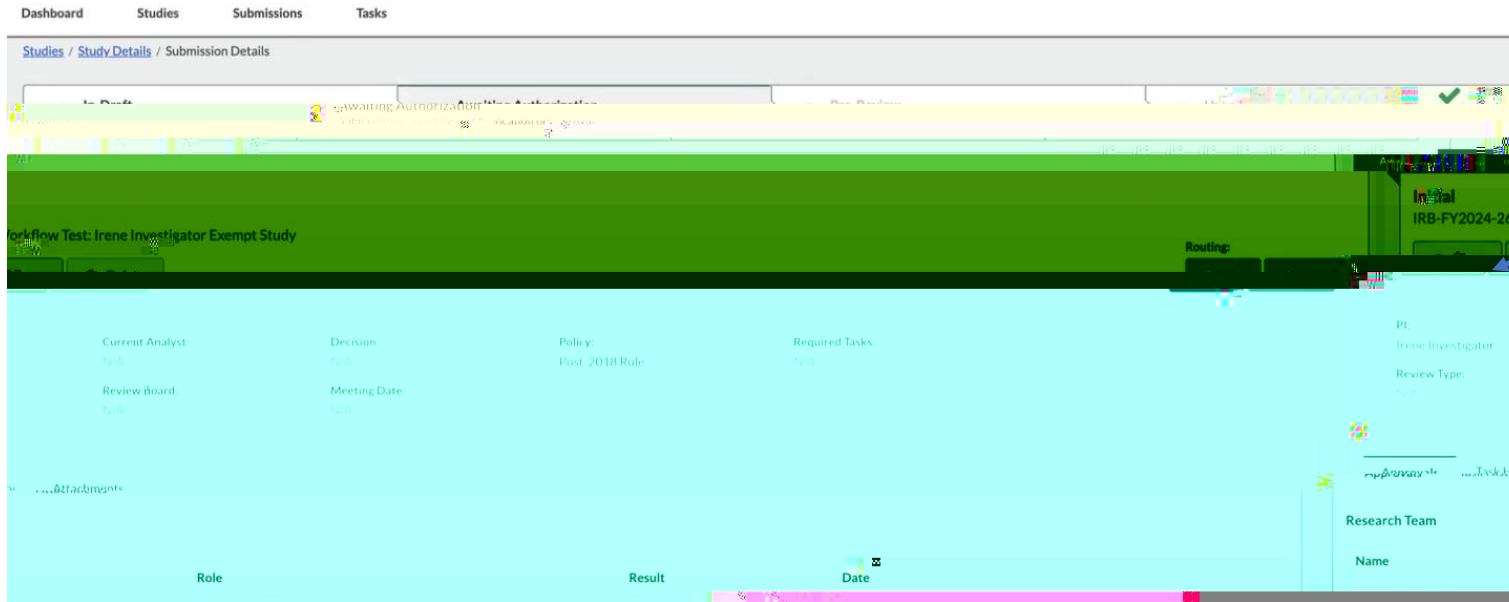
Click on the one that you want to review under the "My Tasks" section to open the application.

To review the application, click the "View" button to open the application.

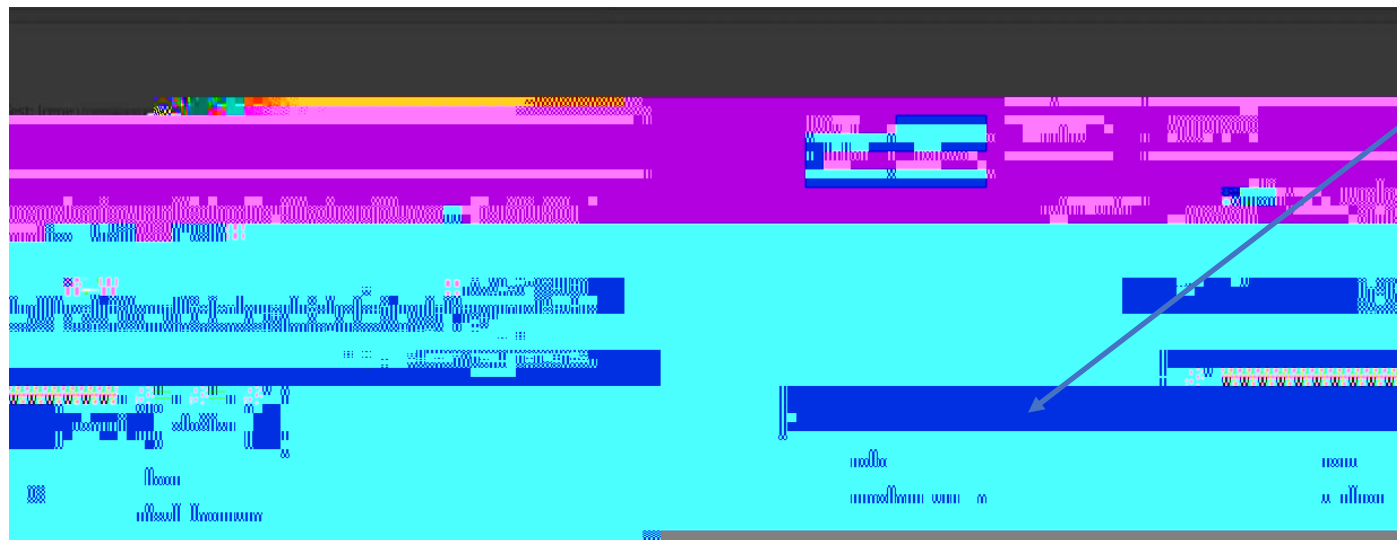


After reviewing all sections if they all look fine, then click on "SUBMISSION DETAILS".





Select the "Approve" button.



After selecting the "Approve" button, the confirmation message pops up asking if you want to confirm. Click on the "Confirm" button.

Now, the application is under "Pre-Review".

The application is sent to the IRB for determination.

