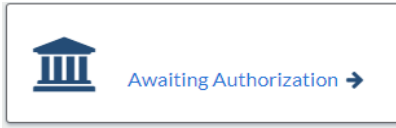


## Cayuse Dashboard Quick Reference Guide

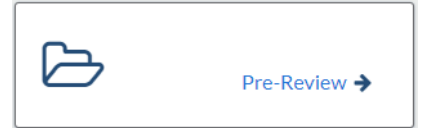
Dashboard view will vary depending on your role assignment. Toggle role in the top right to ensure you're on the page.



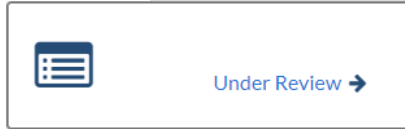
Select **In-Draft** to view all unsubmitted protocols associated with your profile.



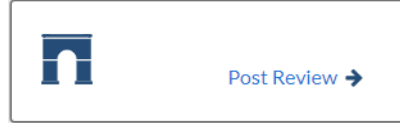
Select **Awaiting Authorization** to view protocols awaiting submission authorization from the PI.



Select **Pre-Review** to view protocols awaiting review by the IRB Analyst/Administrator.



Select **Under Review** to view protocols currently being reviewed by the IRB Chair or the full IRB.



Select **Post Review** to review projects where a decision has been made but is pending notification send out.

My Studies	
<a href="#">IRB-FY2024-2</a>	Test 1
<a href="#">IRB-FY2023-10</a>	DB Practice
<a href="#">IRB-FY2023-7</a>	Test Submission

[View All](#)

The **My Studies** section shows all protocols with you listed as PI, Co-I, or Research staff in chronological order from newest to oldest.


My Tasks	
<a href="#">IRB-FY2024-2</a>	Complete Submission

[View All](#)


The **My Tasks** section shows all outstanding items that must be completed such as completing an unfinished submission, reviewing, and certifying submissions prior to review, or other tasks as assigned by an IRB administrator or fellow research team members.

Submissions by Type	
Renewal	0
Initial	3
Modification	0
Incident	0
Withdrawal	1
Closure	0
Legacy	0

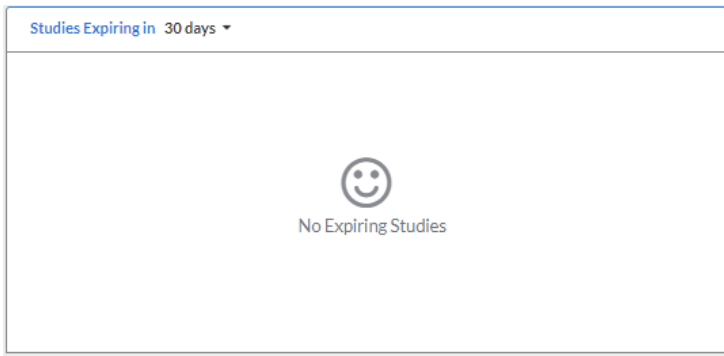
The **Submission by Type** section categorizes all submissions you made. You can select any of the listed categories to see a list of submissions that meet the designated criteria.

Approved Studies
 No Approved Studies

The **My Studies** section shows all approved protocols with you listed as PI, Co-I, or Research staff in chronological order from newest to oldest.

Expired Studies
 No Expired Studies

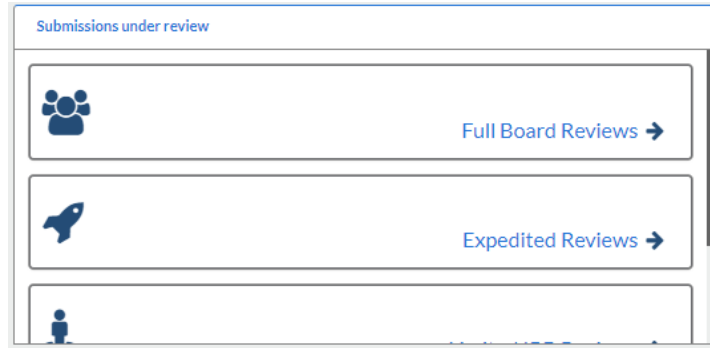
The **Expired Studies** section shows all expired protocols with you listed as PI, Co-I, or Research staff in chronological order from newest to oldest.



The **Studies Expiring** section shows all protocols expiring within the next 30, 60, or 90 days. Utilize the drop-down arrow to view other expiration time frames.

November 2023								
<	Sun	Mon	Tue	Wed	Thu	Fri	Sat	>
	29	30	31	01	02	03	04	
	05	06	07	08	09	10	11	
	12	13	14	15	16	17	18	
	19	20	21	22	23	24	25	
	26	27	28	29	30	01	02	
	03	04	05	06	07	08	09	

The **My Meetings** section is only viewable if you have been assigned the Admin or Analyst Role. Here IRB members and IRB staff will be able to view upcoming convened IRB meetings and select current meeting dates to view agendas.



The **Submissions Under Review** section is only viewable if you have been assigned the Admin or Analyst role. Click any review type to see all protocols that meet the selected criteria.