



FREQUENTLY ASKED QUESTIONS

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Q: How can I access Cayuse Human Ethics (HE)?

A: Researchers who do not currently have access to [Cayuse Human Ethics \(HE\)](#) must complete the [Cayuse Access Request Form](#). When submitting the request, indicate the [Local HRPP Coordinator](#) as Coordinator on the form. Access requests will be reviewed and processed accordingly.

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Q: What browser works best with Cayuse?

A: Cayuse recommends using the most recent versions of Google Chrome, Mozilla Firefox, or Safari for the best experience. Internet Explorer and unsupported or outdated browsers are not recommended and may result in limited functionality or performance issues.

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Q: I have existing projects on IRBManager. Do I need to do anything to have my data migrated?

A: No. All existing IRBManager protocols, including protocols previously migrated from the IDEATE system, have already been migrated to Cayuse Human Ethics.

If you have questions regarding a migrated submission or need assistance determining next steps, please contact your [Local HRPP Coordinator](#) for guidance.

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Q: What should I do if I notice missing or incorrect information in my migrated protocol?

A: Please contact your [Local HRPP Coordinator](#) for guidance on updating, correcting, or adding information within Cayuse. Your Local HRPP Coordinator can assist in identifying the appropriate process for resolving issues associated with migrated protocol records.

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Q: I am a faculty member. Do I have access to Cayuse?

A: Faculty members should generally have access to Cayuse. If the Human Ethics (HE) module is unavailable, please contact your [Local HRPP Coordinator](#) or submit a [Cayuse Access Request Form](#) for assistance.

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Q: I did not migrate my IDEATE submissions into IRBManager. What should I do?

A: CUNY Central will contact researchers who did not migrate their projects from the former IDEATE system. Additional instructions and requirements will be provided directly to affected researchers.

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Q: I cannot find key personnel in Cayuse People Finder. How do I have them added to Cayuse HE?

A: Key personnel who require access to Cayuse HE must submit a [Cayuse Access Request Form](#). Personnel who do not require system access may still be listed within the application as study personnel when appropriate.

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Q: I am an undergraduate student and would like to serve as Principal Investigator. Is this allowed?

A: No. Under CUNY policy, undergraduate students may not serve as Principal Investigators (PIs) on new human subjects studies. Faculty Advisors must serve as PI and submit studies on behalf of undergraduate researchers. Undergraduate students previously approved as PIs will be grandfathered under the prior policy. Access to Cayuse HE is generally not provided unless a Faculty Advisor requires assistance with preparing or managing submissions.

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Q: Are there resources available for Cayuse?

A: Yes. Researchers can access the following resources:

- [Getting Started for Investigators](#)
- [Quick Guide for Cayuse Human Ethics Users](#)
- [Researcher Desk Guide: Creating a New Study and Initial Submission](#)

Additional resources and training materials will be added as they become available.