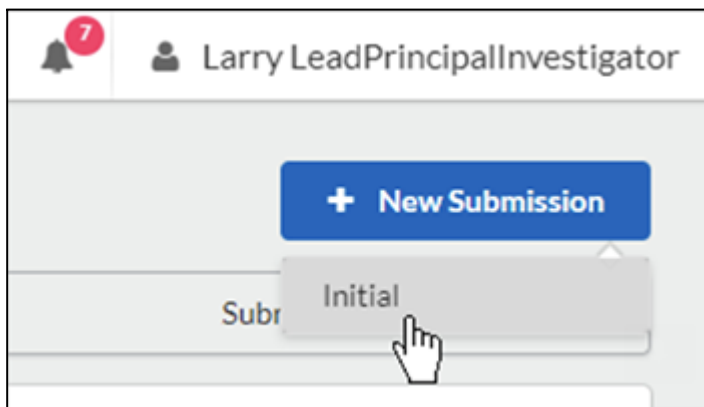# Cayuse FAQ

Q: How do we add additional reviewers?

A: If you're assigning multiple reviewers to a submission, I would recommend assigning one person as the "Primary Reviewer" when assigning reviewers. You can assign other reviewers if needed by selecting the toggle next to their name under the "Reviewers" section when assigning reviewers.

Those assigned as reviewers when there's a primary reviewer listed, won't be able to make a decision, but they will be able to view the submission and leave comments on the submission.

Q: Create a New Submission?

A: In order to create a new submission, you would need to make your initial submission by clicking on **New Submission**, and then clicking **Initial** from the drop-down menu.

Here is a link to a help article that provides more detail about how to create a new submission.

Link:

https://support.cayuse.com/hc/en-us/articles/115013626827-Creating-an-Initial-Submission

Q: Create a Modification?

A: You can create a modification by navigating over to your studies tab (as a researcher), and selecting the study that you would like to modify. Then, you would go over to the study details page and click "New Submission" and select Modification from there.

Link:

https://support.cayuse.com/hc/en-us/articles/360045647674-Creating-a-Modification-Submission

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Q: How to Close a Study?

A: You can close a study by completing a "Study Closure Submission", which you can do by going to the Study Details page and clicking on "New Submission". In the dropdown menu, you should see the option to close a study at the bottom.

Link:

https://support.cayuse.com/hc/en-us/articles/360052709533-Closing-a-Study

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Q: Continue Reviews?

A: If a person is assigned a reviewer role by an analyst, they will receive an email alerting them to pending review that is required. From there, they would need to navigate over to their "My Tasks" tab in order to access the submission and complete the review.

Link:

https://support.cayuse.com/hc/en-us/articles/115013786528-Reviewing-and-Commenting-on-Submissions