

Submitting a legacy form for your legacy submission in Cayuse

For studies that were initially approved in IRBIS, shell data for the study were transferred to Cayuse but detailed study information was not transferred. If you need to submit a modification, renewal, closure, or other report in Cayuse for a study that was originally approved in IRBIS, you will first need to complete a legacy submission form.

IMPORTANT: You are not permitted to make any changes to the study in the legacy application. The purpose of a legacy application is to replicate the study record from IRBIS. Legacy applications are automatically approved by the system without review by the IRB or IRB office. Any changes you wish to make to the study must be made as part of a subsequent modification request.

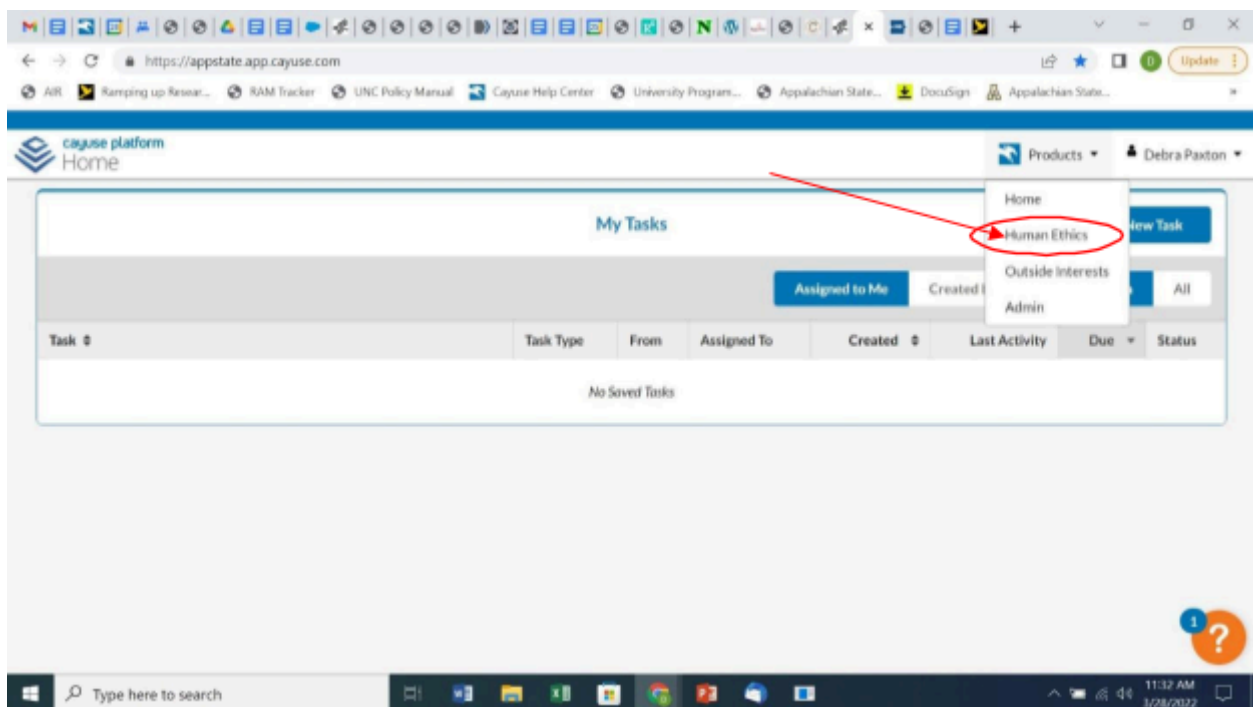
The legacy form requires that you upload all documents associated with the mostly recently approved or exempted IRB application, along with a PDF of the approval or exemption letter and a PDF of the most recently approved or exempted application form.

Documents required for the legacy form include:

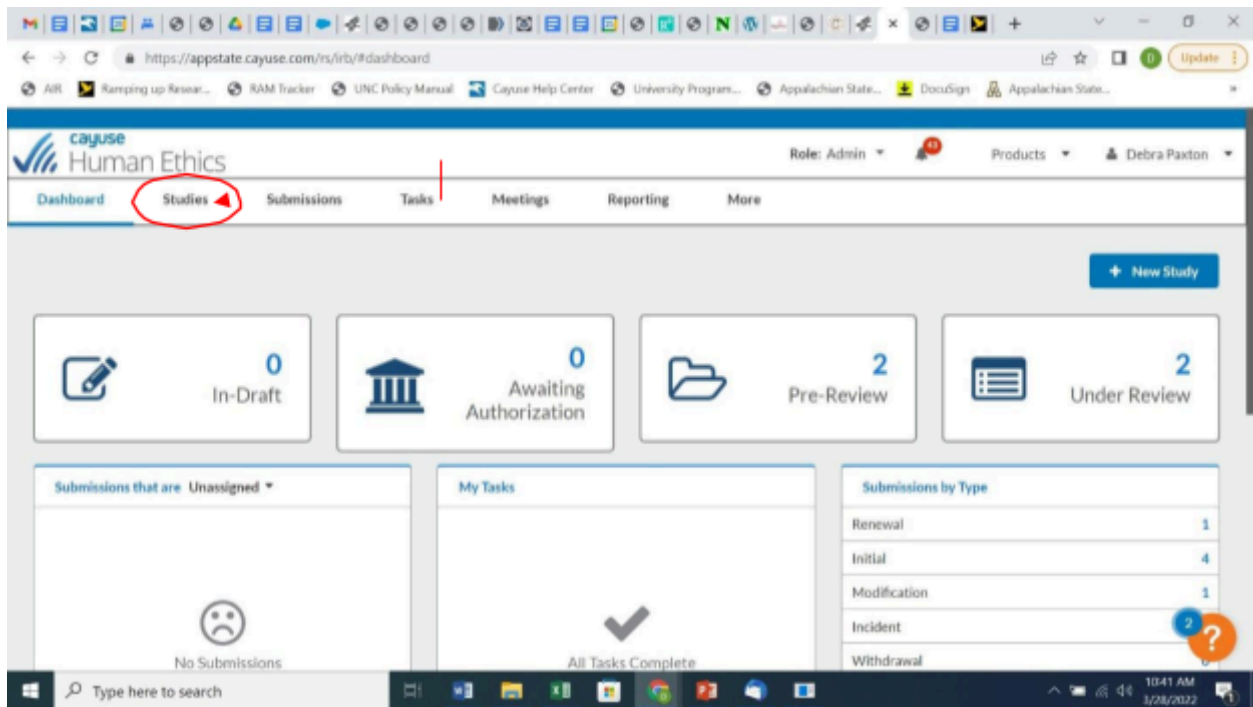
- The finalized version of the most recently approved or exempted IRB application associated with your study.
- All study documents that were attached to the most recently approved or exempted IRB application.
- A PDF of the most recent approval or exemption letter for the study.

We encourage you to use the naming convention of “Study number PI Last name Type of document” for the documents attached to your legacy submission. Since these documents comprise the entirety of the study record, you are not required to fill in the body of legacy form (unless you wish to).

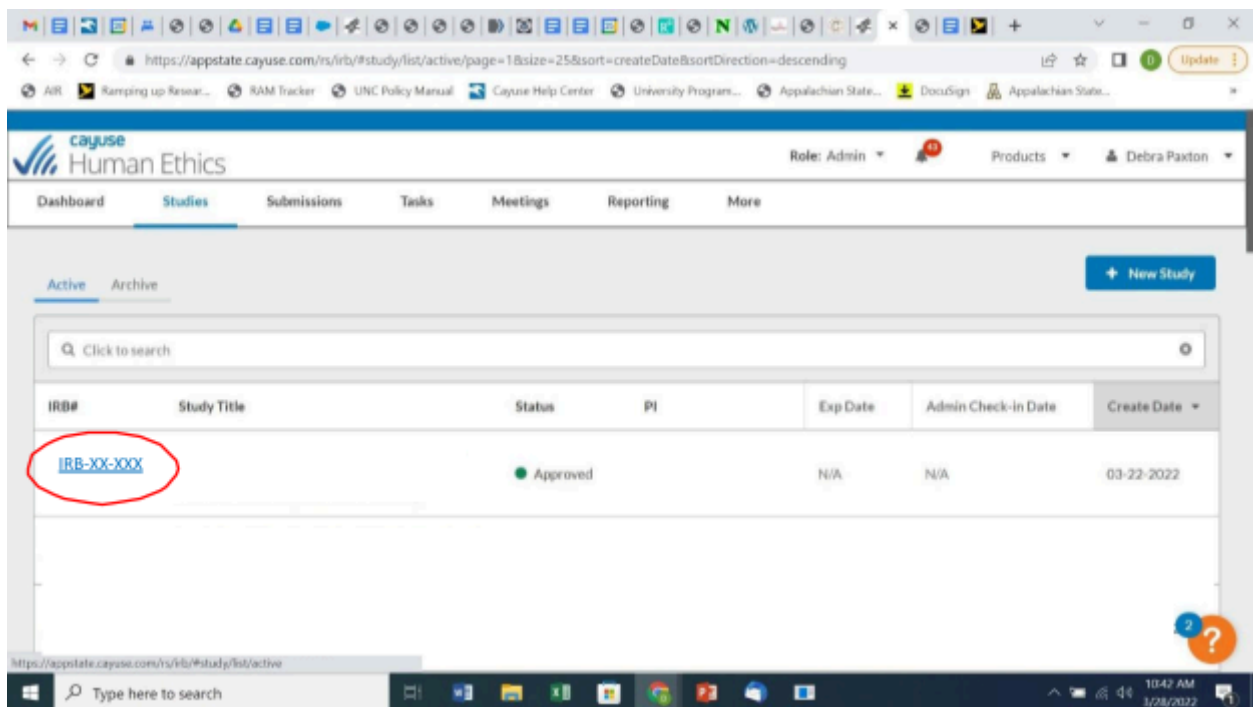
1. Log in to the Cayuse system at <https://appstate.app.cayuse.com/> and go to the human ethics module:



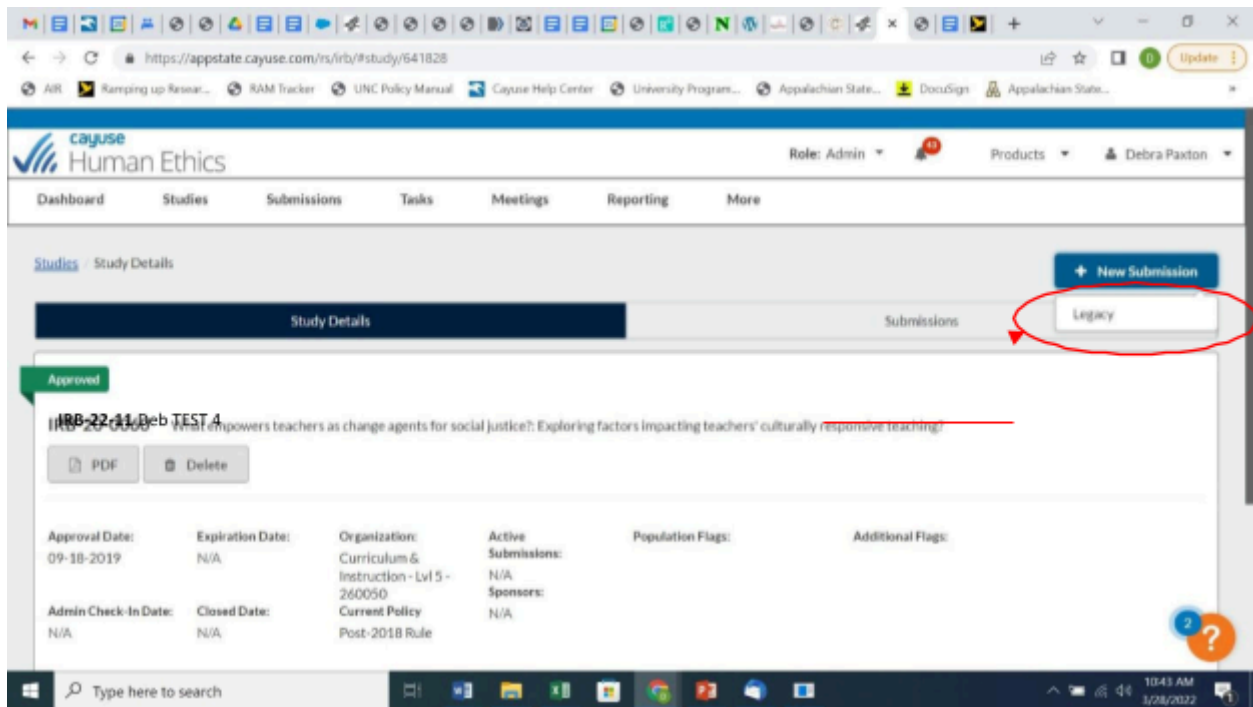
2. Select "Studies" to view your studies



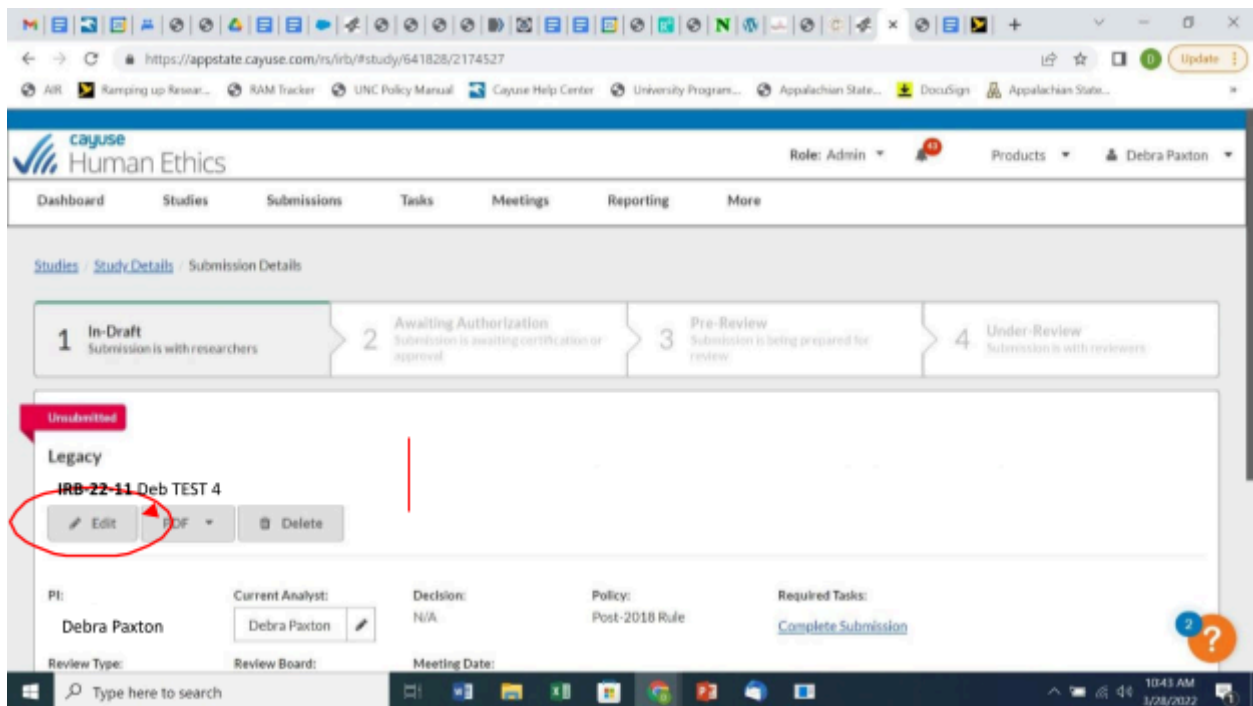
3. Select the study you wish to provide information about:



4. Under that main study page, click on “New Submission” and select “Legacy”



5. That will create a new legacy submission form for the study. Select “Edit” to go to the form and provide necessary information.



6. Complete the first section of the legacy form to provide a study PI and primary contact, and to upload study documents:

The screenshot shows the 'Study Information' section of the Cayuse Human Ethics Legacy form. The left sidebar contains a menu with sections: Study Information, Submission Inform..., Study Design and P..., Study Design and P..., Research Subjects ..., Risks and Benefits, Data Protections, Data and Safety mo..., and Consent Process. The main content area has two prompts: 'Please select a Principal Investigator for this study' with a 'FIND PEOPLE' button, and 'Please select a primary contact for this study' with a 'FIND PEOPLE' button. Below these is a 'Study documents' section with an 'ATTACH' button. The top navigation bar includes 'Dashboard', 'Studies', 'Submissions', 'Tasks', 'Meetings', 'Reporting', and 'More'. The user is logged in as 'Debra Paxton' with the role of 'Admin'.

7. You do not have to complete the full sections of the legacy form if you don't wish to. However, you will need to navigate through each section of the form using either blue menu on the left of the screen, and/or the arrows to the right:

The screenshot shows the 'Submission Details' section of the Cayuse Human Ethics Legacy form. The left sidebar menu is circled in red, showing sections: Submission Inform..., Exemptions, Study Design and P..., Research Subjects ..., Risks and Benefits, Data Protections, Consent Process - ..., Routing, and COMPLETE SUBMISSION. The main content area is titled 'Deb TEST 4 - Initial' and includes a 'CREATE PDF' button, a 'COMPARE' button, a 'SAVE' button, and navigation arrows. Below this is the 'Project Personnel' section, which includes a table for personnel and a form for identifying a primary contact.

Name	Organization	Address	Phone	Email	Trainings
Debra Paxton	Office of Research - Lvl 5 - 282000	Office of Research 382 John E. Thomas H8, Boone, NC 28608-9999	1-828-262-2692	paxtonda@appstate.edu	View

Do you want to identify a primary contact other than the PI?
☐ Yes
☒ No

* Will this project be led by a STUDENT (undergraduate, graduate) or TRAINEE (resident, fellow, postdoc)?
☐ Yes

*Note that, if you do not complete the rest of the legacy form sections, all sections will be displayed for your study, including sections for both exempt studies and non-exempt studies. Don't be alarmed by this; those sections are displayed simply because

you have not entered any logic into the form. If/when you answer the detailed questions in the sections the form will display appropriately.

8. Once you've navigated through all the sections and each section has a checkmark in the blue menu, you may complete the submission:

The screenshot shows the Cayuse Human Ethics submission details page. The left sidebar contains a list of sections with checkmarks, indicating that all sections have been completed. The 'COMPLETE SUBMISSION' button is circled in red. The main content area shows the 'Project Personnel' section, which includes a table of personnel and a question about identifying a primary contact.

Name	Organization	Address	Phone	Email	Trainings
Debra Paxton	Office of Research - Lvl 5 - 2B2000	Office of Research 382 John E. Thomas Hl, Boone, NC 28608-9999	1-828-262-2692	paxtonda@appstate.edu	View

Do you want to identify a primary contact other than the PI?

☐ Yes
☒ No

* Will this project be led by a STUDENT (undergraduate, graduate) or TRAINEE (resident, fellow, postdoc)?

☐ Yes
☒ No

And you should be done!