Submitting a legacy form for your legacy submission in Cayuse

When a study is transferred from IRBIS into Cayuse, shell data for the study have been transferred but detailed study information needs to be added manually. This includes any study documents. You only need to submit a legacy submission form if your study will need additional review (e.g., your study will need modification or renewal) after transferring to Cayuse. If you do not believe that your study will need modification, renewal, or closure in Cayuse, you do not have to complete a legacy form unless you wish to. You will need to complete a legacy form before you can submit any other requests for the study in Cayuse (for example, if you end up needing to modify your study you will submit a legacy form and then submit the modification request). For more information about how to attach study documents and IRBIS submissions to your study without creating and submitting a legacy submission form, please see our separate guidance.

To create a legacy study (which needs to be done before you can submit a renewal or modification), please follow the guidance below.

Begin by downloading all study attachments from the study record in IRBIS. Also print a .pdf copy of any IRBIS submissions – those copies will be uploaded to Cayuse as well. Instructions for how to do that can be found [here](#).

Then, you will log in to Cayuse to complete the legacy form:

1. log in to the Cayuse system at [https://appstate.app.cayuse.com/](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 at least the first section of the legacy form to provide a study PI and primary contact, and to upload study documents:

7. You do not have to complete the full sections of the legacy form if you don’t wish to. You may complete the submission and route to the IRB after completing the first section.
8. You may also upload study documents, including .pdfs of IRBIS submissions, on the bottom of the main study page by clicking “Attachments”:

9. Upload study attachments. You may upload more than one attachment at a time.
10. We recommend the naming convention of “Study number PI Last name Type of document”