

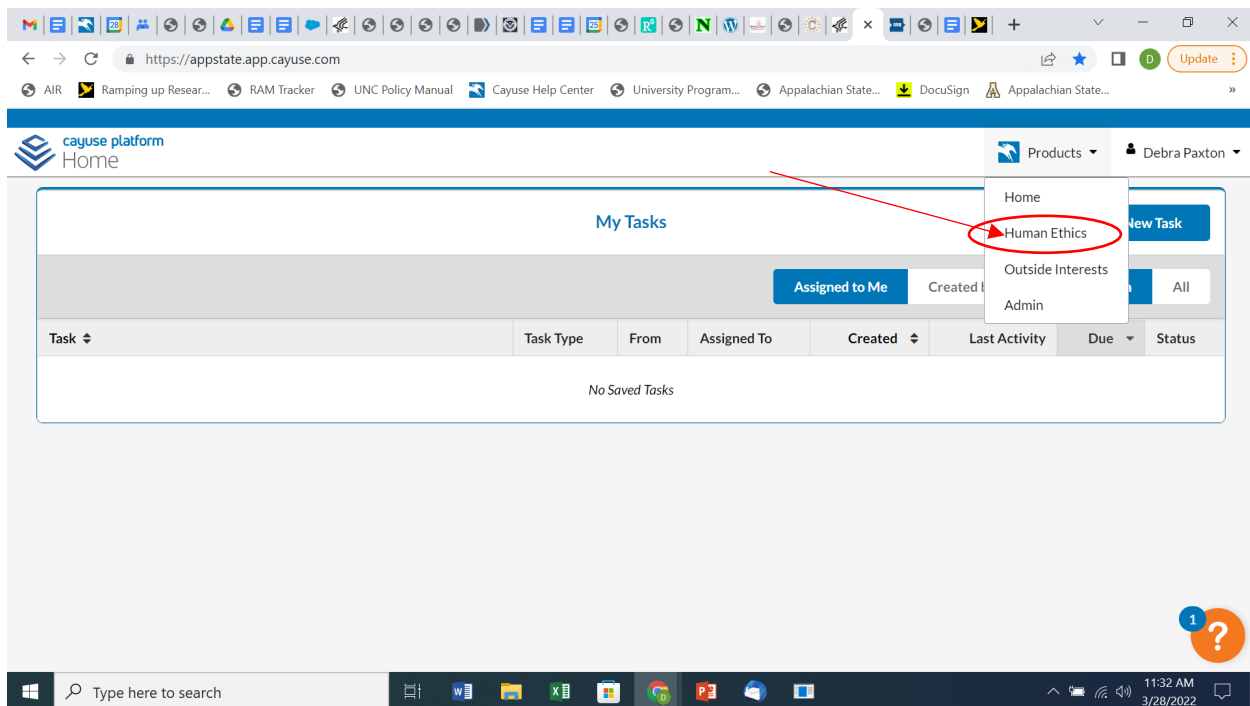
Submitting a legacy form for your legacy submission in Cayuse

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 need to submit a legacy submission form if your study will need modification, renewal, or closure after transferring to Cayuse. You will need to complete a legacy form before you can submit any other requests for the study in Cayuse (for example, if you need to modify your study you will submit a legacy form and then submit the modification request).

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](#) (note: this link will initiate a download of the guidance document). When saving documents, we recommend the naming convention of “Study number PI Last name Type of document”

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/> and go to the human ethics module:



2. Select "Studies" to view your studies

The screenshot shows the Cayuse Human Ethics dashboard. The 'Studies' tab is highlighted with a red circle and an arrow. The dashboard displays various study status counts: In-Draft (0), Awaiting Authorization (0), Pre-Review (2), and Under Review (2). Below these are sections for 'Submissions that are Unassigned', 'My Tasks' (All Tasks Complete), and 'Submissions by Type' (Renewal: 1, Initial: 4, Modification: 1, Incident: 2, Withdrawal: 0). The user is logged in as Debra Paxton with the role of Admin.

Role: Admin | Products | Debra Paxton

Dashboard | **Studies** | Submissions | Tasks | Meetings | Reporting | More

+ New Study

In-Draft 0 | Awaiting Authorization 0 | Pre-Review 2 | Under Review 2

Submissions that are Unassigned

My Tasks: All Tasks Complete

Submissions by Type

Type	Count
Renewal	1
Initial	4
Modification	1
Incident	2
Withdrawal	0

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

The screenshot shows the 'Studies' list page. The 'Active' tab is selected. A table lists active studies. The first study, with IRB# IRB-XX-XXX, is circled in red. It has a status of 'Approved' and a create date of 03-22-2022. The user is logged in as Debra Paxton with the role of Admin.

Role: Admin | Products | Debra Paxton

Dashboard | **Studies** | Submissions | Tasks | Meetings | Reporting | More

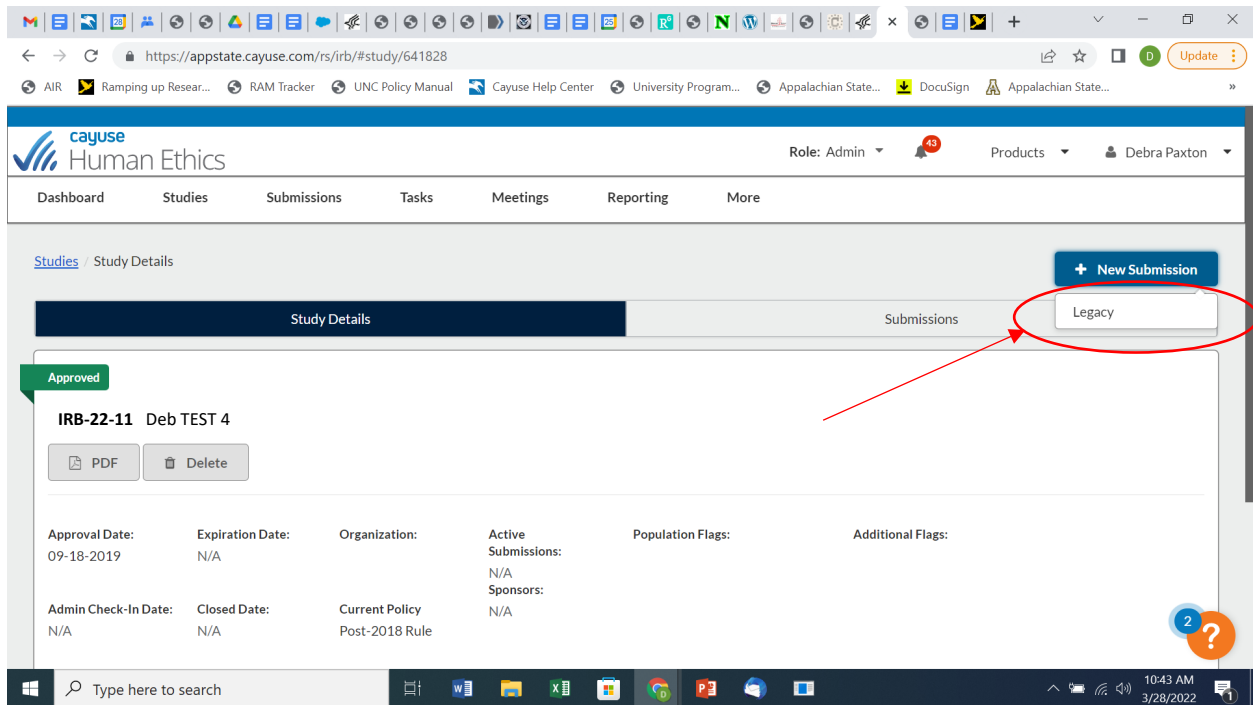
Active | Archive

+ New Study

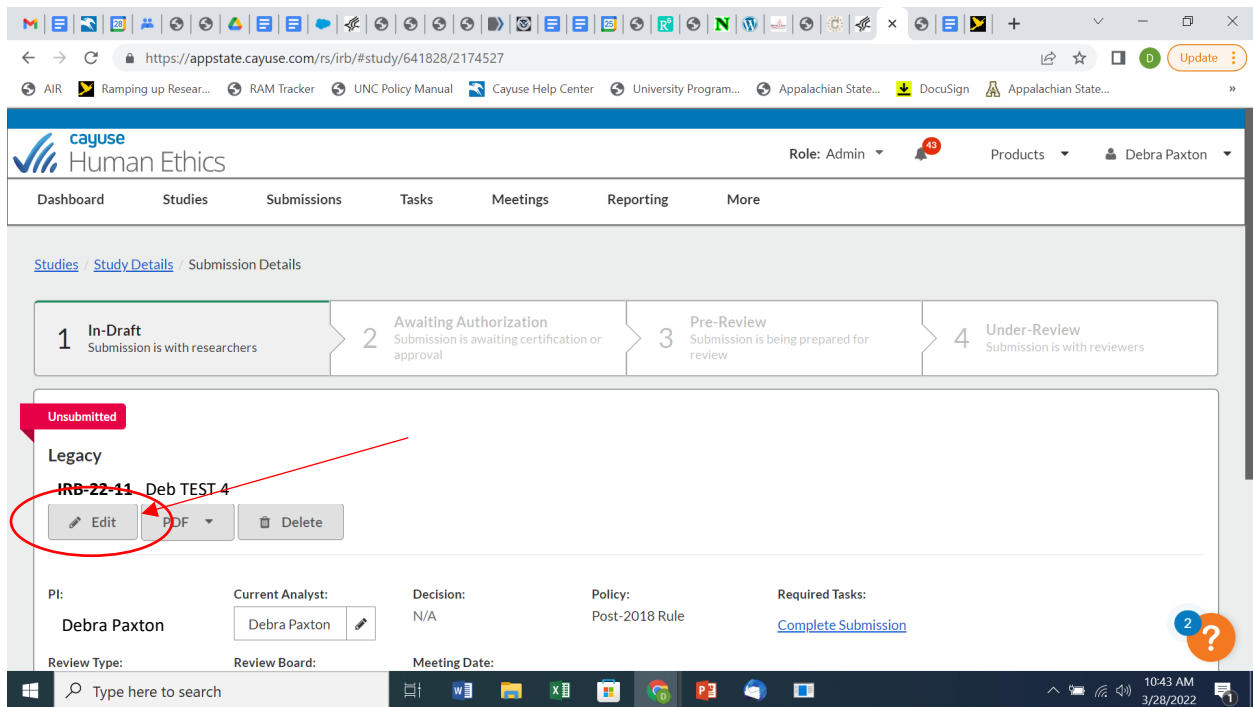
Click to search

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
<u>IRB-XX-XXX</u>		Approved		N/A	N/A	03-22-2022

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 Cayuse Human Ethics web application. The user is logged in as 'Debra Paxton' with the role of 'Admin'. The navigation menu includes Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The 'Legacy' section is active, and the 'Study Information' section is selected in the left-hand menu. The main content area displays the 'Study Information' form, which includes fields for selecting a Principal Investigator and a primary contact, each with a 'FIND PEOPLE' button. There is also a section for 'Study documents' with an 'ATTACH' button. The browser address bar shows the URL: https://appstate.cayuse.com/rs/irb#template/preview/2113525/revision/1/section/0. The system clock indicates 10:58 AM on 3/28/2022.

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 Cayuse Human Ethics web application, specifically the 'Submission Details' section. The user is logged in as 'Debra Paxton' with the role of 'Admin'. The navigation menu includes Dashboard, Studies, Submissions, Tasks, Meetings, Reporting, and More. The 'Submission Details' section is active, and the 'Submission Information' section is selected in the left-hand menu. The main content area displays the 'Submission Details' form, which includes fields for identifying the Principal Investigator (PI) and a primary contact. The form also includes a table for 'Project Personnel' and a section for identifying a primary contact other than the PI. The browser address bar shows the URL: https://appstate.cayuse.com/rs/irb#submission/edit/2174598/section/1. The system clock indicates 11:05 AM on 3/28/2022. Red circles highlight the left-hand menu and the navigation arrows at the top right of the form.

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

*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:

IRB NUMBER: HS-22-11
Deb TEST 4 - Legacy

Project Personnel

This section only applies to personnel affiliated with App State. You can add external personnel in a different section of this application.

* Please identify the Principal Investigator (PI) for this project.

Name	Organization	Address	Phone	Email	Trainings
Debra Paxton	Office of Research - Lvl 5 - 282000	Office of Research 382 John E. Thomas Hill, 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

COMPLETE SUBMISSION

And you should be done!