Uploading study attachments in Cayuse without a legacy form

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 information about creating and submitting a legacy submission form, please see our separate guidance.

To upload study attachments to your main study page unassociated with a legacy submission, follow the instructions 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/ 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. That will take you to the main study page. At the bottom of the main study page, select “Attachments”:

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