

What is deemed a "Legacy" study:

- Protocols that were approved through IRBNet and are currently active are labeled "Legacy" studies in Cayuse.
- The only information that was transferred from IRBNet to Cayuse were the PI name, title, approval date, and expiration date.
- The PI is the **only** person who has access to the "legacy" study in Cayuse therefore the online Legacy submission form will need to be completed, submitted, and certified (guidance below).
- By completing the online Legacy submission form, the PI will then have access to the other online forms such as the Modification Request form, Continuing Review Form, Closure Form, Incident Form, and Withdrawal Form.

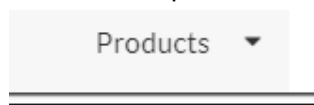
Step-By-Step Guidance to Complete & Submit the online Legacy Submission Form:

THE INFORMATION ENTERED DURING THE LEGACY PROCESS MUST EXACTLY MATCH THAT FROM IRBNET. CHANGES ARE NOT PERMITTED DURING THIS PROCESS.

Reminder: the PI is the only person who can complete the online Legacy Submission Form.

Please note that primary contacts other than the PI can not be added during the legacy process. A modification is required to be submitted after the Legacy submission has been completed to add additional primary contacts

1. Log into Cayuse
2. At the top right select "Products" and then in the dropdown list that appears select "Human Ethics"



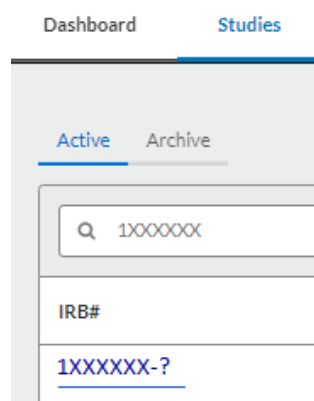
Home

Human Ethics

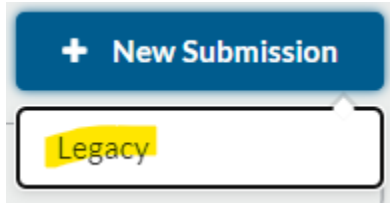
3. Once in the Human Ethics page at the top right select "Studies"



4. Once in the "Studies" page do a search for the study using the IRBNet ID# it was assigned. Once the study displays under IRB# select the blue link to open up the page. **Note:** If two of the same IRBNet ID# displays, please contact ORI-HS at IRB@unlv.edu.



- Once in the study page, in the top right corner select the blue "New Submissions" button on the left side, then select Legacy.



- Complete, submit, and certify the online Legacy Submission form. Be sure **all of the sections have a check mark** next to them in order for the Complete Submission button to appear after the last section you completed. If all sections have a check mark, select the "Complete Submission."

Note: The legacy submission form which is essentially the application form. Answer the questions that are specific to the study and must be based on the last IRB approved protocol submission form that was submitted in IRBNet. In addition, the last IRB approved documents should be attached in the online legacy form such as any consent forms, advertisements, questionnaires, etc.

Image 1.

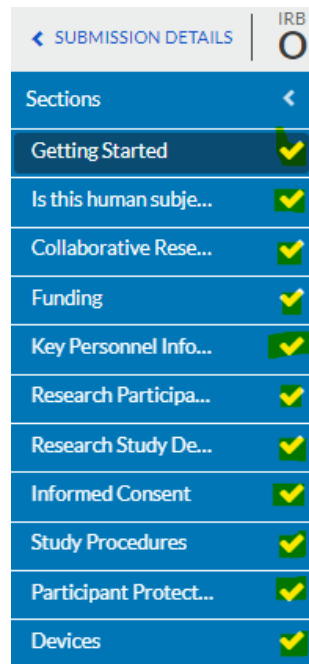


Image 2

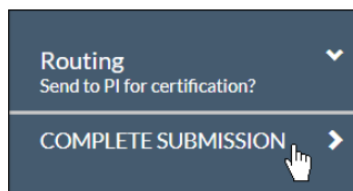
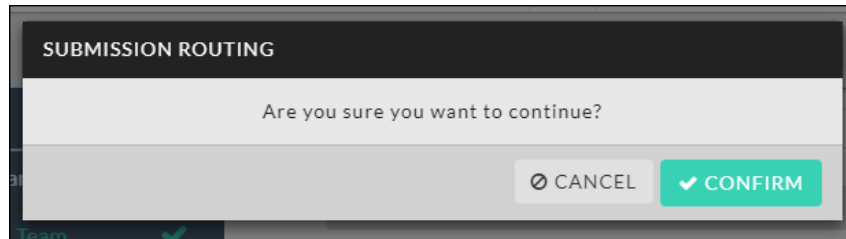


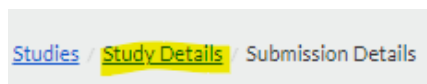
Image 3: After clicking Complete Submission, you will be prompted to **Confirm**




Notes:

- The PI will only need to answer the questions that are specific to the study and attach the documents that are part of the study such as any consent forms, advertisements, questionnaires, etc.)
- IRB review is not required after the legacy online submission form is submitted.

7. After the online Legacy Form is confirmed, in the top right select the blue font Study Details.



8. Once in the Study Details page, select . A list of online documents will appear which includes the Modification Request form, Renewal Form, Closure Form, Incident Form, and Withdrawal Form. Select the online form that will need to be completed.

Note(s):

- If there are any research team members that require access to a "Legacy" study in Cayuse, then the PI will need to complete an online Modification request form to add them as Primary Contact. Follow the directions described above (steps 1-8, **Note:** Step 7 the PI must **Certify** after confirming submission).
- The recommendation is for the PI/ researcher to download all the applicable documents from IRBNet for the current active studies and save them for the PI records.
- IRBNet will no longer be available as of October 2022.

Please contact the ORI-HS department if you have additional questions at email: IRB@unlv.edu.