

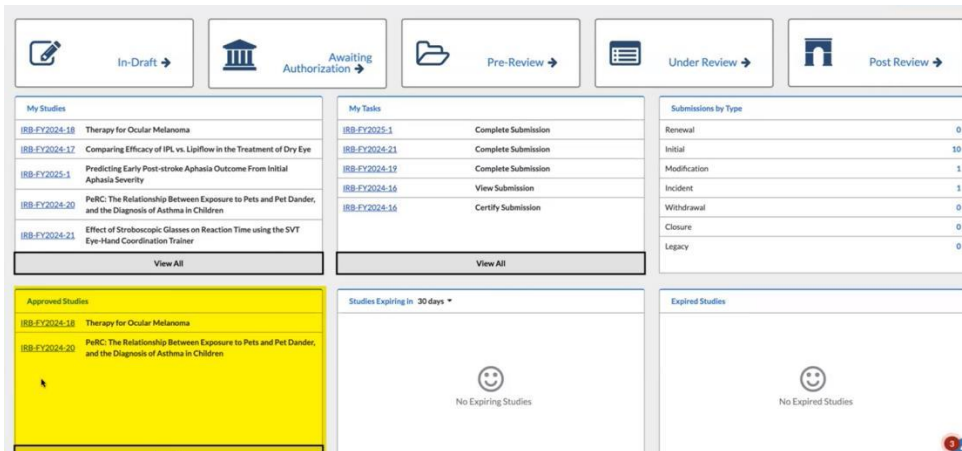
The Cayuse legacy transfer process involves importing basic shell data for approved human subjects studies, requiring PIs to complete a "Legacy Submission" to fill in detailed study information before submitting modifications, renewals, or closures. PIs must manually upload all historical documents from previous systems, verify personnel, and submit this information in Cayuse.

Important Considerations

- **Modifications/Renewals:** You must complete the legacy form before you can submit any amendments, renewals, or changes in Cayuse Human Ethics.
- **Exceptions:** Personnel updates or incident reports might not require the full backfill process in some configurations.
- **Documentation:** It is recommended to download all files from the old system (CAP) and name them: "CAP Study number PI Last name Type of document".

Key Steps

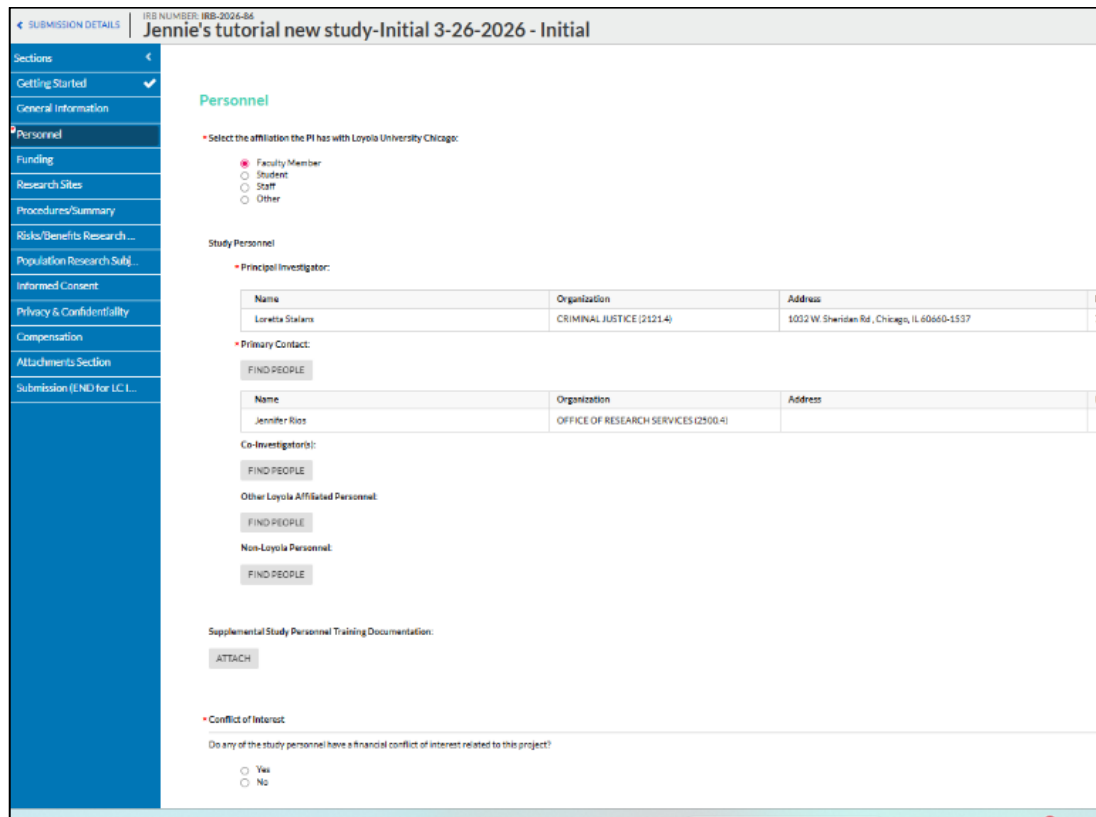
- 1) **Locate Study:** Active studies are migrated into Cayuse Human Ethics as a "legacy shell" under the original approval ID.



- 2) **Create Legacy Submission:** Select "+ New Submission" and choose "Legacy" to start the conversion.

**CAYUSE | HUMAN ETHICS
LEGACY TRANSITION PROCESS**

- 3) **Backfill Information:** Re-enter or update Study Personnel, study details, and upload all previously approved documents (protocols, consent forms).
- 4) **Verify Personnel:** Review and correct all staff in the Personnel Section, as the process may duplicate individuals.



Personnel

Select the affiliation the PI has with Loyola University Chicago:

Faculty Member
 Student
 Staff
 Other

Study Personnel

Principal Investigator:

Name	Organization	Address	P
Loretta Stalans	CRIMINAL JUSTICE (2121-4)	1032 W. Sheridan Rd., Chicago, IL 60660-1537	7

Primary Contact:

FIND PEOPLE

Name	Organization	Address	P
Jennifer Rios	OFFICE OF RESEARCH SERVICES (2500-9)		

Co-Investigator(s):

FIND PEOPLE

Other Loyola Affiliated Personnel:

FIND PEOPLE

Non-Loyola Personnel:

FIND PEOPLE

Supplemental Study Personnel Training Documentation:

ATTACH

Conflict of Interest

Do any of the study personnel have a financial conflict of interest related to this project?

Yes
 No

- 5) **Submit & Finalize:** Submit the legacy form. If only closing a study, this process can be bypassed in favor of a Closure submission.