

## CAYUSE | HUMAN ETHICS LEGACY STUDY TRANSITION PROCESS

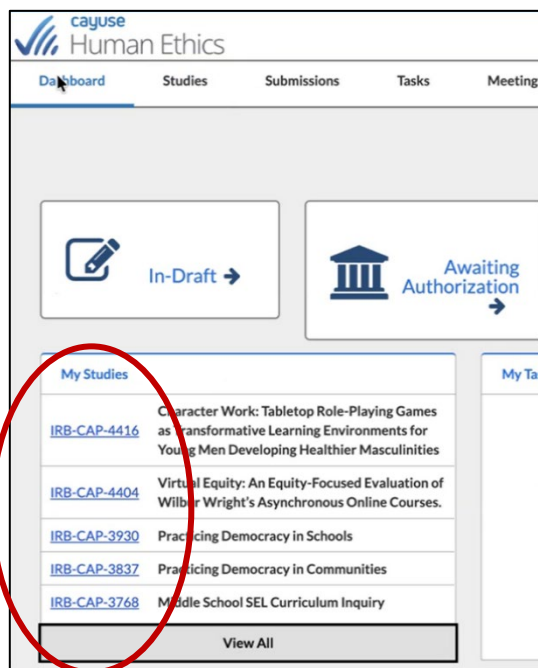
The Cayuse Legacy transfer process involves importing basic shell data for approved human subjects studies, requiring PIs to complete a Legacy Submission to fill in detailed study information before submitting modifications, renewals, or closures. PIs must manually upload all historical documents from previous systems, verify personnel, and submit this information in Cayuse.

### Important Considerations

- **Submission Initiation:** A study's PI or Faculty Sponsor may initiate a Legacy Submission
- **Modifications/Renewals:** A Legacy Submission must be completed before Modifications, Renewals, or any other submissions can be made on a study from CAP or Research Channel 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 or Research Channel), and save them under the format, "Legacy Study Number\_PI Last Name\_Type of Document" before uploading to the Cayuse Legacy Submission

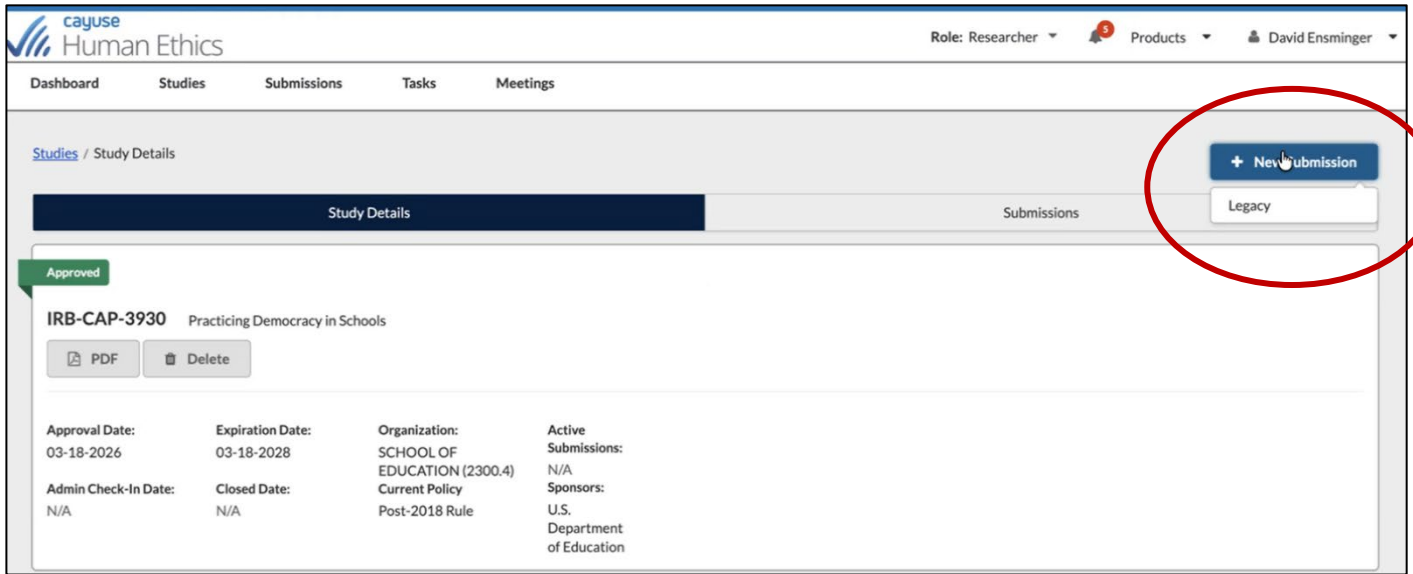
### Key Steps

- 1) **Locate Study:** Navigate to **My Studies** on the Human Ethics module Dashboard in Cayuse and identify the study to be migrated in from the legacy system; these are titled "IRB-[legacy system name]-####"



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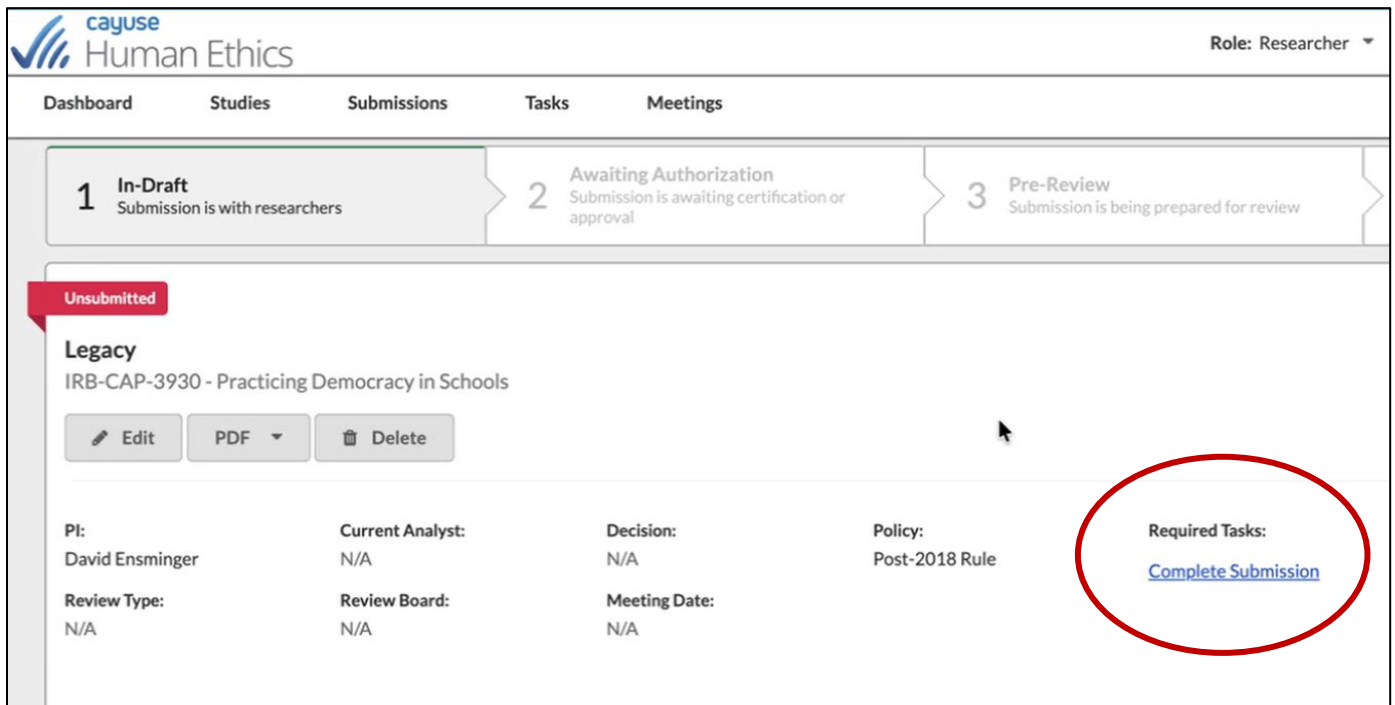
- 2) **Create Legacy Submission:** On the Study Details page, click **+New Submission** and then **Legacy** to start the migration



The screenshot shows the 'Study Details' page for 'IRB-CAP-3930 Practicing Democracy in Schools'. The page is divided into two tabs: 'Study Details' (active) and 'Submissions'. In the top right corner, there is a blue button labeled '+ New Submission' and a white button labeled 'Legacy'. A red circle highlights these two buttons. Below the tabs, there is a green 'Approved' badge and a table of submission details.

| Approval Date:       | Expiration Date: | Organization:                | Active Submissions:          |
|----------------------|------------------|------------------------------|------------------------------|
| 03-18-2026           | 03-18-2028       | SCHOOL OF EDUCATION (2300.4) | N/A                          |
| Admin Check-In Date: | Closed Date:     | Current Policy               | Sponsors:                    |
| N/A                  | N/A              | Post-2018 Rule               | U.S. Department of Education |

- 3) **Enter Submission:** The Legacy record is now migrated; select **Complete Submission** to proceed

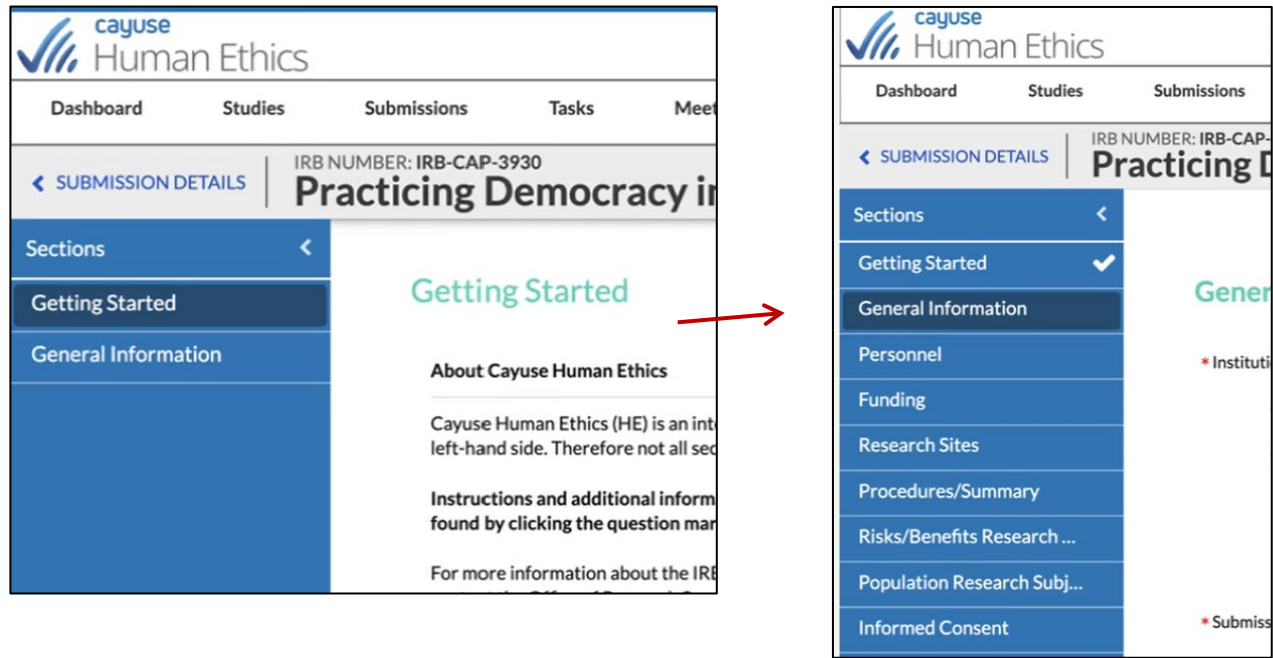


The screenshot shows the 'Legacy' submission page for 'IRB-CAP-3930 - Practicing Democracy in Schools'. The page is divided into three sections: '1 In-Draft Submission is with researchers', '2 Awaiting Authorization Submission is awaiting certification or approval', and '3 Pre-Review Submission is being prepared for review'. Below these sections, there is a red 'Unsubmitted' badge and a table of submission details. A red circle highlights the 'Complete Submission' link under the 'Required Tasks' section.

| PI:             | Current Analyst: | Decision:     | Policy:        | Required Tasks:                     |
|-----------------|------------------|---------------|----------------|-------------------------------------|
| David Enslinger | N/A              | N/A           | Post-2018 Rule | <a href="#">Complete Submission</a> |
| Review Type:    | Review Board:    | Meeting Date: |                |                                     |
| N/A             | N/A              | N/A           |                |                                     |

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- 4) **Fill Getting Started & General Information Pages:** Following completion, a full submission menu will populate on the left side of the screen



- 5) **Complete Submission:**
- Prepare:** Locate legacy application information from CAP, Research Channel, or elsewhere
  - Backfill Information:** Re-enter or update Study Personnel, study details, and upload all previously approved documents (e.g., protocols, consent forms)
  - Verify Personnel:** Review and correct all staff in the Personnel Section, as the process may duplicate individuals.
- 6) **Submit & Certify:** Submit and certify when complete; Only if closing a study can this process be bypassed in favor of a Closure submission.