What is a Legacy Study?

The IRB Analysts have added the legacy data (your approved studies) to Cayuse IRB. All Approved studies will be made available to Principal Investigator. At this point, the study will appear in the dashboard under **My Studies**.

When a study is first imported from a previous IRB system into Cayuse IRB, the study does not have any submissions associated with it. If an investigator wishes to continue working with the study, they (or an IRB Analyst) must first create a **Legacy** submission for the study. The Legacy submission is used in place of the Initial submission. Once the legacy submission is finalized, you can create additional submissions such as modifications, renewals, etc. and work with the study as you would any other study in Cayuse IRB.
Once logged in, you will see all of your studies under **My Studies**, including your Legacy Study(ies).

Click on the **Legacy Study** you plan to renew, modify, report incident, or close.

**NOTE:** Legacy Studies 'Protocol numbers will remain the same as before, when it was submitted in the to irb@memphis.edu.
When you click on the Legacy Study, you will arrive to that study’s **Study Details** page. You will see the approved legacy study’s summary.
In your **Study Details** page, click “**New Submission**”, then select “**Legacy**”.
At this point in the process, your Legacy Study is deemed **Unsubmitted**. To begin, click “**Complete Submission**”.

![Submission Details screenshot](image-url)
**Section 1 Investigators** allows you to make any changes to the contact persons, including Principal investigator, Co-PI, Primary Contact, Faculty Advisor (only if you are a student), and/or Other Investigators.

Click **Find People** to add people to the study.
Section 2. Legacy Uploads allows you to add your lastly approved protocol and its related document(s). You can also add any additional comments and/or notes.
Upload your approved documents here, including:
✓ IRB application
✓ Informed consent form(s)
✓ Data collection tools
Click **APPLY** to upload document(s).
Once this form is submitted, you may begin using Cayuse IRB for other types of submissions such as modifications, renewal, or study closure.

If you stop and would like to return to this form later, click **SAVE**.

When you are ready to proceed select **COMPLETE SUBMISSION** in the far-left section,
Make sure all last approved protocol documents have been attached before you proceed.

If so, select **CONFIRM**.
You will arrive back to your Submission Details page.

Click **Study Details** to begin a new renewal, modification, incident, or closure submission.
In the top right corner, select **New Submission** to After you have added their documents and completed their legacy document submission, you will be able to **Renew**, **Modify**, **Report Incident**, and/or **Close** their Legacy Study.

Renewal, Modification, Incident, or Closure will come to the IRB Analyst, per the usual process.
Questions?

For more information regarding Legacy Studies, contact the IRB Analyst at irb@memphis.edu or at (901) 678-2705 or visit http://www.memphis.edu/rsp/compliance/cayuse_irb.php for full step-by-step Cayuse IRB Guide for Researchers.