



Legacy Studies

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.

The screenshot displays the IRB Dashboard interface. At the top, it shows the 'Dashboard' title, a user profile 'Your Name', and a '+ New Study' button. Below this are four status cards: 'In-Draft' (0), 'Awaiting Approval' (0), 'Pre-Review' (0), and 'Under Review' (0). The main content area is divided into several sections. The 'My Studies' section is highlighted with a red circle and a blue arrow pointing to it from the left sidebar. It lists a study with protocol number '3677' and the title 'Suicide Experiences Study'. Below this list is a 'View All' button. To the right of 'My Studies' is the 'My Tasks' section, which shows 'All Tasks Complete' with a checkmark icon. Further right is a 'Submissions by Type' table with the following data:

Submission Type	Count
Initial	0
Withdrawal	0
Modification	0
Renewal	0
Incident	0
Closure	0
Legacy	0

Below the 'My Studies' section are three more sections: 'Approved Studies' (showing 'No Approved Studies' with a sad face icon), 'Studies Expiring in 30 days' (showing 'No Expiring Studies' with a happy face icon), and 'Expired Studies' (listing the '3677 Suicide Experiences Study' with a 'View All' button at the bottom).

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.

The screenshot shows the IRB Study Details page for a study titled "Suicide Experiences Study" with ID 3677. The page is marked as "Approved" and includes a navigation bar with "Study Details" and "Submissions" tabs. A "New Submission" button is visible in the top right. The study summary includes approval and expiration dates, organization, sponsors, and closed dates. A table of key contacts is also displayed.

Study Details

Studies / Study Details + New Submission

Approved

3677 Suicide Experiences Study

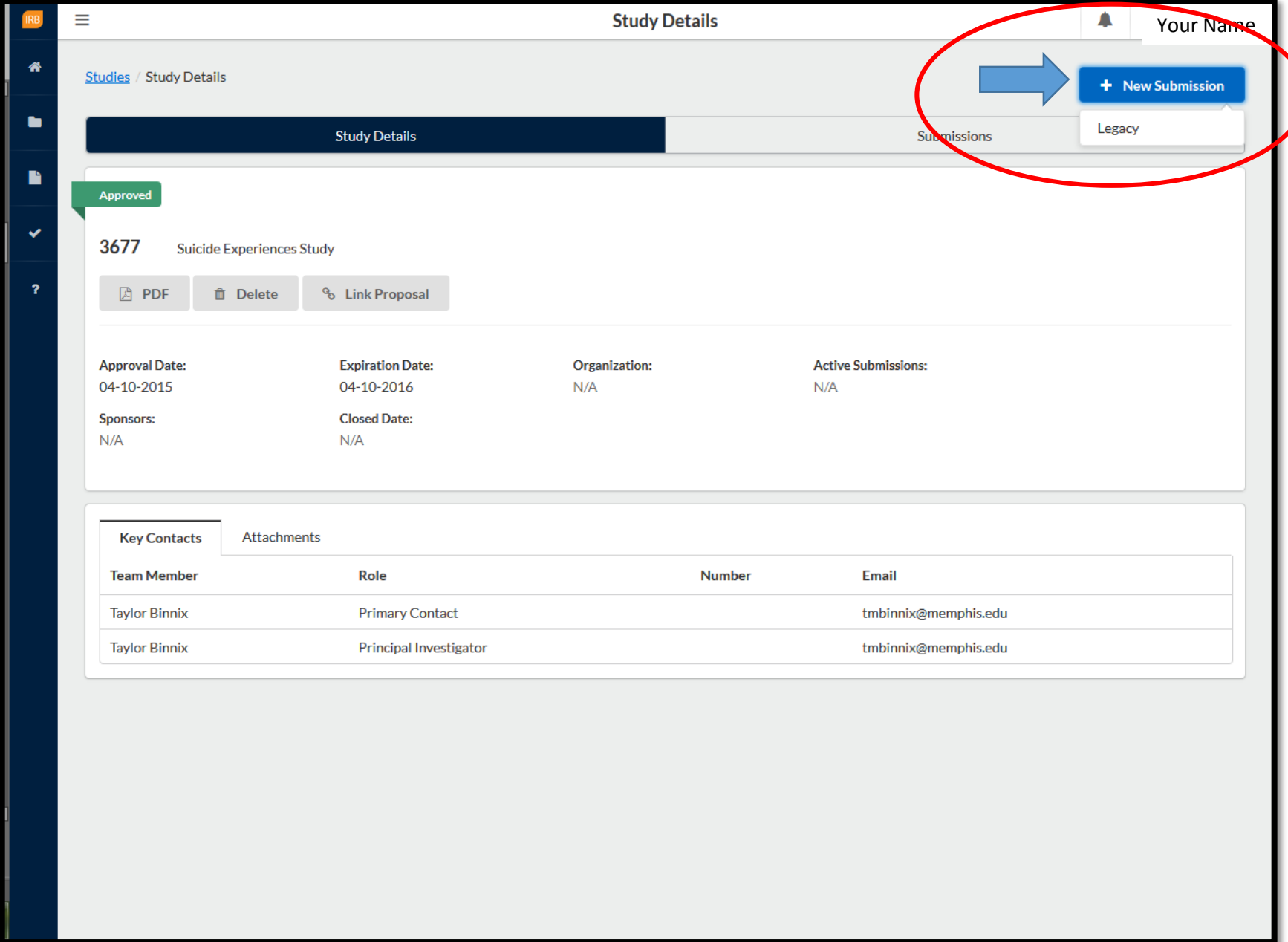
PDF Delete Link Proposal

Approval Date: 04-10-2015 Expiration Date: 04-10-2016 Organization: N/A Active Submissions: N/A

Sponsors: N/A Closed Date: N/A

Key Contacts		Attachments	
Team Member	Role	Number	Email
Taylor Binnix	Primary Contact		tmbinnix@memphis.edu
Taylor Binnix	Principal Investigator		tmbinnix@memphis.edu

In your Study Details page, click “**New Submission**”, then select “**Legacy**”.



The screenshot shows the IRB Study Details page for a study titled "Suicide Experiences Study" (ID 3677). The page is in an "Approved" state. A red circle highlights the "+ New Submission" button and the "Legacy" dropdown menu. A blue arrow points to the "+ New Submission" button.

Study Details

3677 Suicide Experiences Study

PDF Delete Link Proposal

Approval Date: 04-10-2015 Expiration Date: 04-10-2016 Organization: N/A Active Submissions: N/A

Sponsors: N/A Closed Date: N/A

Key Contacts Attachments

Team Member	Role	Number	Email
Taylor Binnix	Primary Contact		tmbinnix@memphis.edu
Taylor Binnix	Principal Investigator		tmbinnix@memphis.edu

At this point in the process, your Legacy Study is deemed **Unsubmitted**. To begin, click “**Complete Submission**”.

Submission Details

IRB

Studies / Study Details / Submission Details

1 **In-Draft**
Submission is with researchers

2 **Awaiting Approvals**
Submission is awaiting certification or approval

3 **Pre-Review**
Submission is being prepared for review

4 **Under-Review**
Submission is with reviewers

Unsubmitted

Legacy
3677 - Suicide Experiences Study

Edit PDF Delete

PI: Taylor Binnix
Review Type: N/A

Current Analyst: N/A
Review Board: N/A

Decision: N/A
Meeting Date: N/A

Required Tasks:
• [Complete Submission](#)

Approvals Task History

Research Team

Name	Role	Result	Date
No entries.			

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.

IRB NUMBER: 3677
Suicide Experiences Study - Legacy

CREATE PDF COMPARE SAVE

Sections

- Section 1 Investigat... ✓
- Section 2 Legacy Uploads

Section 1 Investigators

* 1. Principal Investigator

Name	Organization	Address	Phone	Email
Taylor Binnix	unknown			tmbinnix@memphis.edu

2. Co-Principal Investigator(s)

FIND PEOPLE

* 3. Primary Contact

Name	Organization	Address	Phone	Email
Taylor Binnix	unknown			tmbinnix@memphis.edu

4. Faculty Advisors

FIND PEOPLE

5. Other Investigators

FIND PEOPLE

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.

The screenshot shows the Cayuse IRB system interface for a study titled "Suicide Experiences Study - Legacy" (IRB NUMBER: 3677). The left sidebar contains a navigation menu with the following items: "Sections", "Section 1 Investigat..." (with a green checkmark), "Section 2 Legacy Upl..." (with a green checkmark), "Routing" (with a question mark and "Is the submission complete?"), and "COMPLETE SUBMISSION". The "Section 2 Legacy Uploads" menu item is circled in red. A blue arrow points from the "Routing" menu item to the "ATTACH" button in the main content area. The main content area displays a form with the following sections:

- Section 5: "Please upload your approved documents here, including:"
 - IRB application
 - Informed consent form(s)
 - Data collection tools
- "ATTACH" button
- Section 6: "Any other notes?"
- A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Text color, Background color, Bulleted list, Numbered list, Link, and Image.
- A text box for entering notes.
- A note at the bottom: "Once this form is submitted, you may begin using Cayuse IRB for other types of submissions such as modifications, renewal, or study closure."

The footer of the page includes the Evisions Research Suite logo and the text "Powered by Evisions, Inc. Copyright © 2015. All rights reserved." along with links for "Leave Feedback" and "Contact Support".

Upload your approved documents here, including:

- ✓ IRB application
- ✓ Informed consent form(s)
- ✓ Data collection tools

The screenshot displays the Cayuse IRB application interface. At the top, the user's name "Your Name" is visible in the top right corner. The main header shows "STUDY" and "IRB NUMBER: 3677". A "DOCUMENTS" modal is open, featuring a plus sign button and a message: "Click the plus button to upload files or add links." Below the plus sign, a dropdown menu is visible with options "Add Link" and "Add File". A blue arrow points to the plus sign button. The background interface includes a sidebar with "Sections" (Section 1 Investigator, Section 2 Legacy), "Routing" (Is the submission complete?), and "COMPLETE SUBMISSION". The main content area shows an "ATTACH" button and a text input field for "6. Any other notes?". The footer contains the "Evisions Research Suite" logo and "Powered by Evisions, Inc. Copyright © 2015. All rights reserved." text.

Click **APPLY** to upload document(s).

The screenshot displays the Cayuse IRB interface. At the top, the user is identified as Taylor Binnix. The main header shows 'STUDY' and 'IRB NUMBER: 3677'. A 'DOCUMENTS' modal window is open, titled 'Files to Upload', and contains a single file entry: 'irb_initial request form _tbinnix _v4.pdf'. Below the file list are two buttons: 'CANCEL' and 'APPLY'. A blue arrow points to the 'APPLY' button. The background interface includes a sidebar with 'Sections' (Section 1 Investig, Section 2 Legacy), 'Routing' (Is the submission complete?), and 'COMPLETE SUBMISSION'. The main content area has an 'ATTACH' button and a text area for '6. Any other notes?'. At the bottom, there is a footer with the Evisions Research Suite logo and contact information.

Once this form is submitted, you may begin using Cayuse IRB for other types of submissions such as modifications, renewal, or study closure.

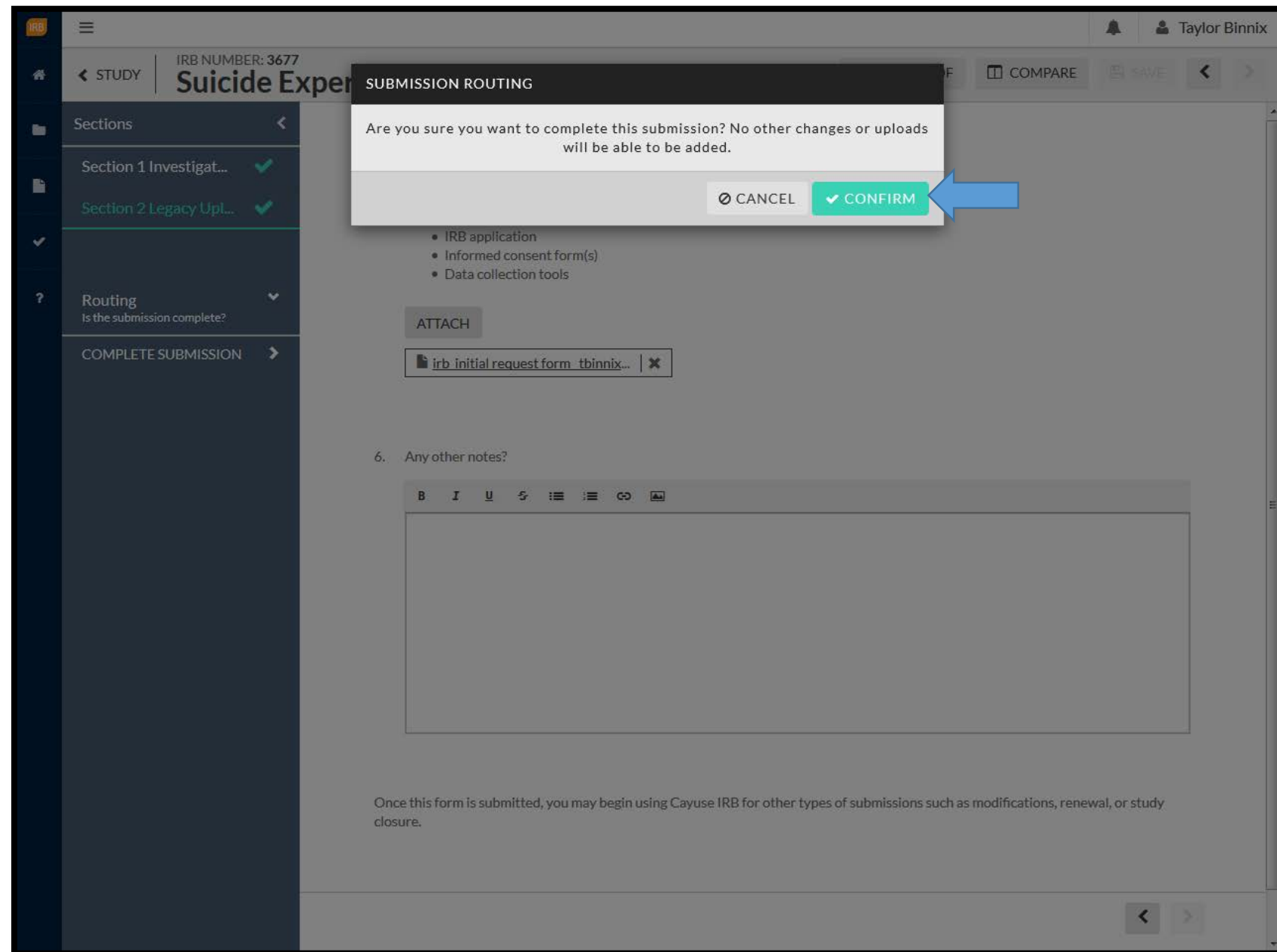
If you stop and would like to return to this form later, click **SAVE**.

When you are ready to proceed select **COMPLETE SUBMISSION** in the far-left section,

The screenshot shows the Cayuse IRB system interface for a study titled "Suicide Experiences Study - Legacy" (IRB NUMBER: 3677). The interface includes a top navigation bar with a "SAVE" button highlighted by a blue arrow. A left sidebar contains a "COMPLETE SUBMISSION" button, also highlighted by a blue arrow. The main content area displays "Section 2 Legacy Uploads" with a list of required documents: IRB application, Informed consent form(s), and Data collection tools. An "ATTACH" button is visible, and a file named "irb_initial request form tbinnix..." is shown in the upload area. Below this is a text area for "Any other notes?". At the bottom of the page, a note states: "Once this form is submitted, you may begin using Cayuse IRB for other types of submissions such as modifications, renewal, or study closure."

Make sure all last approved protocol documents have been attached before you proceed.

If so, select **CONFIRM**.



The screenshot shows the Cayuse IRB submission routing interface. A modal dialog box titled "SUBMISSION ROUTING" is displayed, asking: "Are you sure you want to complete this submission? No other changes or uploads will be able to be added." The dialog has two buttons: "CANCEL" and "CONFIRM". A blue arrow points to the "CONFIRM" button. The background shows the submission details for IRB NUMBER: 3677, "Suicide Exper". The left sidebar lists sections: "Section 1 Investigat..." (checked), "Section 2 Legacy Upl..." (checked), "Routing" (Is the submission complete?), and "COMPLETE SUBMISSION". The main content area shows a list of attachments: "IRB application", "Informed consent form(s)", and "Data collection tools". Below this is an "ATTACH" button and a file upload area containing "irb_initial request form tbinnix...". A text area for "6. Any other notes?" is visible, along with a rich text editor toolbar. At the bottom, a note states: "Once this form is submitted, you may begin using Cayuse IRB for other types of submissions such as modifications, renewal, or study closure."

You will arrive back to your **Submission Details** page.

Click **Study Details** to begin a new renewal, modification, incident, or closure submission

The screenshot shows the IRB Submission Details page. At the top, there is a navigation bar with the IRB logo, a menu icon, the title "Submission Details", and a user profile icon labeled "Your Name". Below the navigation bar is a breadcrumb trail: "Studies / Study Details / Submission Details".

A progress bar at the top of the main content area shows four stages, each with a green checkmark:

- In-Intent**: Submission is with researchers
- Awaiting Approvals**: Submission is awaiting certification or approval
- Pre-Review**: Submission is being prepared for review
- Under-Review**: Submission is with reviewers

A blue arrow points from the "Study Details" link in the breadcrumb trail to the "In-Intent" stage of the progress bar.

Below the progress bar, a green notification bubble says "Review Complete". The main content area is titled "Legacy" and shows the study ID "3677 - Suicide Experiences Study". There are three buttons: "View", "PDF", and "Delete".

Key information is displayed in a grid:

- PI: Taylor Binnix
- Current Analyst: N/A
- Decision: N/A
- Review Type: N/A
- Review Board: N/A

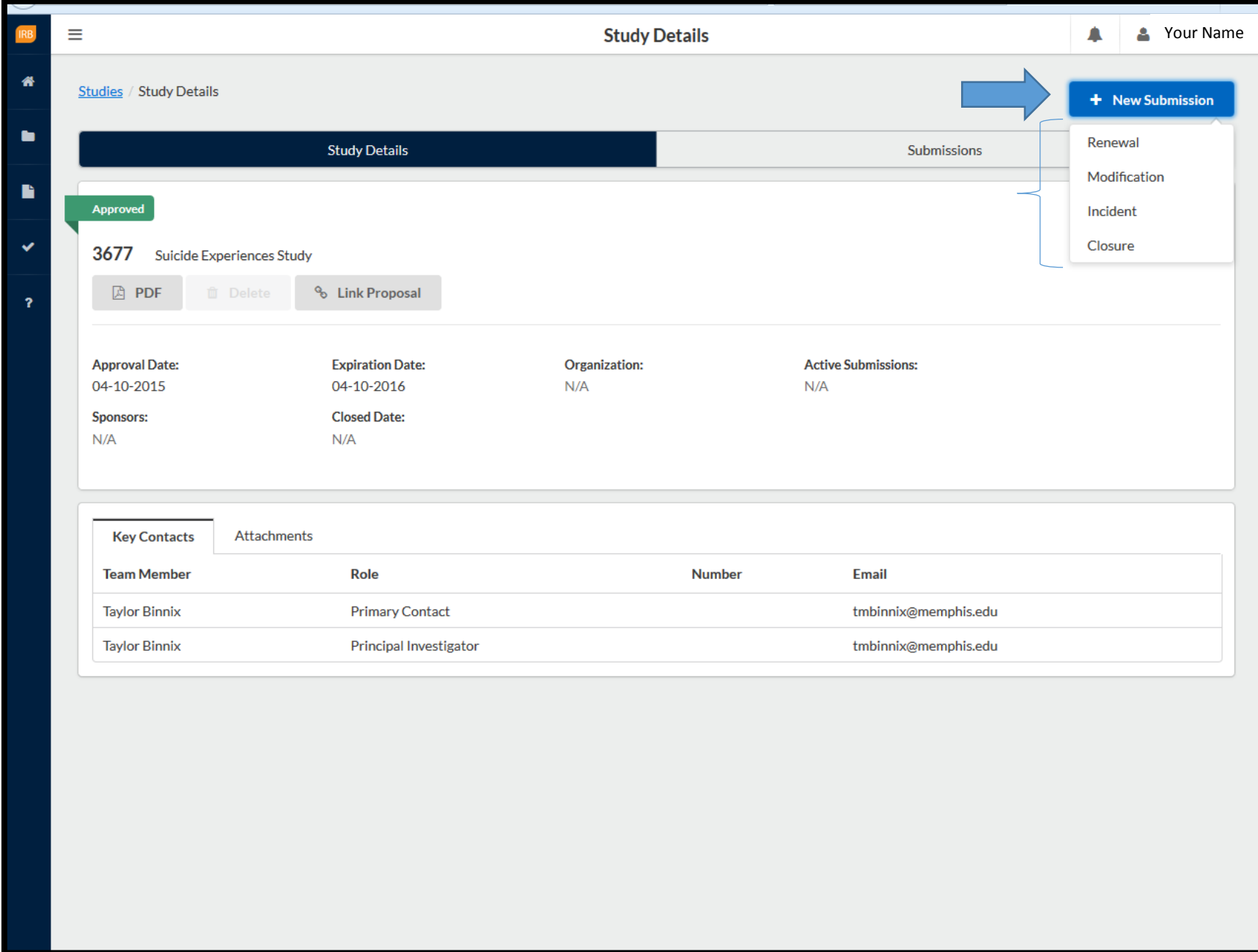
There are two tabs: "Approvals" (selected) and "Task History".

Below the tabs is a section titled "Research Team" with a table:

Name	Role	Result	Date
No entries.			

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.



The screenshot displays the IRB Study Details interface. At the top right, there is a navigation bar with a bell icon, a user profile icon labeled 'Your Name', and a blue button labeled '+ New Submission'. A blue arrow points to this button, which has a dropdown menu open. The dropdown menu contains four options: 'Renewal', 'Modification', 'Incident', and 'Closure'. Below the navigation bar, the page title is 'Study Details' and the breadcrumb is 'Studies / Study Details'. The main content area shows a tabbed interface with 'Study Details' selected. A green 'Approved' badge is visible. The study ID is '3677' and the study name is 'Suicide Experiences Study'. There are three buttons: 'PDF', 'Delete', and 'Link Proposal'. Below this, there are four key metrics: 'Approval Date: 04-10-2015', 'Expiration Date: 04-10-2016', 'Organization: N/A', and 'Active Submissions: N/A'. At the bottom, there is a 'Key Contacts' section with a table listing team members and their roles.

Team Member	Role	Number	Email
Taylor Binnix	Primary Contact		tmbinnix@memphis.edu
Taylor Binnix	Principal Investigator		tmbinnix@memphis.edu

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.