**Cayuse IRB**

Version: 09/08/2020

Directions for Researchers that had an approved eIRB application that was transferred over to Cayuse IRB (Legacy studies in Cayuse IRB)

Researcher Legacy Submission (Legacy, Renewal, Modification, and Closure) Steps in Cayuse

1. Log into Cayuse Research suite
2. Enter Rowan University network username and password
3. Click on Cayuse IRB (Human Studies Compliance)
4. From the Dashboard, locate your legacy study under the ‘My Studies’ box. Note: Legacy studies were converted with the same protocol ID used in Huron eIRB.
5. Click on the legacy study you want to work on (for example, need to submit a continuing review or modification). If the legacy title is not present in Cayuse, contact your IRB Administrator.
6. Either click on the Edit button or Complete Submission link. If the legacy submission does not yet exist, click on the New Submission button to insert the legacy submission.
7. Verify individuals listed on the legacy study and add any individuals if they are not listed
	1. Use the Find People button to add other individuals
		1. Note: You will only be able to add individuals that have a requested and obtained a Rowan Cayuse IRB account
		2. Note: You have to contact IRB administration to initiate the Cayuse IRB account creation process
8. Upload all attachments if they are not present in the Legacy study:
	1. PDF eIRB application
	2. Non-Rowan University institutions support letters and approvals
	3. Study Protocol
	4. Interview questions
	5. Survey questions
	6. Measures
	7. Scales
	8. Data collection instruments
	9. Recruitment texts, flyers, letters and/or other recruitment document
	10. Consent forms
	11. Debriefing forms and other study documents
	12. Administrative documents as necessary:
		1. Financial disclosure forms
		2. OC-41 (NJDOH studies Only)
		3. CV (NJDOH studies Only)
		4. Non-Rowan University CITI training records
9. Click on Complete Submission and verify legacy study has a status of Review Completed
10. Go back to the Dashboard and select the legacy study just changed to Review Completed status and open it up
11. If you need to submit a continuing review or modification, click on the New Submission link and select the applicable option in the drop down box
12. Complete applicable submission form and upload pertinent and important documents
13. For additional support, visit the Cayuse support site and login to access the following article: [Working with Legacy Submissions](https://support.cayuse.com/hc/en-us/articles/115013627007-Working-with-Legacy-Submissions)