# Cayuse – Human Ethics Full Board Legacy Study Guidance

- This document covers what your full board protocols will look like in our IRB submission platform Cayuse – Human Ethics. We will be going over what has been transferred over from IRBWise and what steps the study team will need to take to review the information that has been transferred and how to update the study information accordingly.
- The images included in this document are for Example Only, please be sure to read and review all sections of the submissions and respond according to your submission.
- Please contact the Office of Research Integrity Assurance at irb@gatech.edu if you have any questions.

# Landing Page – Dashboard

This is the main page that allows you to see your different studies, tasks, and submission statuses. Your dashboard will also show you your approved studies, studies expiring within 30 days, and currently expired studies.

For further information please watch [Human Ethics Researcher Dashboard Overview Video](#)

# Locating your Legacy Study

- You can search for your protocol using your Protocol (Study) title or Protocol (Study) Number under the Studies Tab.

# Legacy Study Details

- You will be able to review a snapshot of the study under the details section after clicking on the study.



# Legacy Study Submissions

- You will be able to review the Legacy Submission completed by the IRB Team for your convenience.

# Legacy Submission Details

- You will be able to review all Legacy documents uploaded by the IRB Team once you are under the Legacy Submission.
  - Uploaded Documents: PDFs of the IRBWise Submissions excluding personnel only amendments, IRB approved study documents, and the most recent approval letter.
  - Should the study team want to add any documents you will be able to include them in the required modification.
- The study team will be asked to submit a modification to add in any missing information for your Study.

# Legacy Submission - View

- Once you have selected your Legacy Submission and click View, you will see the Getting Started Page, Project Personnel, Basic Information, and Legacy Attachments.

# Legacy Study – Modification Instructions

- Once you have reviewed the attached documents and submissions details, please go to the Study Details Page and select New Submission – Modification.

# Legacy Study – Modification Instructions Cont.

- Select Edit and you will be able to make changes to the study information that has been uploaded. This includes project personnel, basic information, and legacy attachments. We request the study team refrains from removing any uploaded approved documents unless they are no longer being used in the study.





Should the study team have any additional questions or concerns regarding modifications, please visit Creating a Modification Submission in Human Ethics.