

Cayuse – Human Ethics Expedited Legacy Study Guidance

- This document covers what your expedited 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 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](#)

The dashboard interface includes a top navigation bar with a 'Menu' icon, the title 'Dashboard', a notification bell, and the user name 'Bruce Banner'. A '+ New Study' button is located in the top right corner. The main content area is divided into several sections:

- Summary Cards:** Four cards showing counts for different study stages: In-Draft (29), Awaiting Authorization (7), Pre-Review (4), and Under Review (3).
- My Studies:** A list of studies with details such as IRB number and title. Visible entries include IRB-FY2019-1479 (Bone-anchored hearing aids), IRB-FY2019-1473 (Strengthening habitual behaviors), IRB-FY2019-1407 (Personality changes after frontal lobe operations), and IRB-FY2019-912 (An analysis of spinal muscular atrophy). A 'View All' link is at the bottom.
- My Tasks:** A list of tasks with IRB numbers and actions. Visible entries include IRB-FY2019-1407 (View Submission, Certify Submission), IRB-FY2019-354 (Complete Submission), IRB-FY2019-912 (Complete Submission), and IRB-FY2019-911 (Complete Submission). A 'View All' link is at the bottom.
- Submissions by Type:** A table showing the count of submissions for various types: Initial (25), Withdrawal (5), Modification (4), Renewal (10), Incident (1), Closure (1), and Legacy (0).
- Approved Studies:** A list of approved studies, showing IRB-FY2019-1473 (Strengthening habitual behaviors with measurement).
- Studies Expiring in 30 days:** A list of studies expiring soon, showing IRB-FY2019-1473 (Strengthening habitual behaviors with measurement).
- Expired Studies:** A section for studies that have expired.

Locating your Legacy Study

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

The screenshot shows the Cayuse Human Ethics web application interface. At the top, the logo for Cayuse Human Ethics is visible on the left, and the user's name 'Irene Investigator' and a 'Products' dropdown menu are on the right. Below the header, there are navigation tabs for 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. The 'Studies' tab is selected. Underneath, there are sub-tabs for 'Active' and 'Archive', with a '+ New Study' button on the right. A search bar contains the text 'All: Legacy-2'. Below the search bar is a table with the following data:

IRB#	Study Title	Status	PI	Exp Date	Admin Check-in Date	Create Date
Legacy-2	Legacy Title - 2	Approved	Irene Investigator	10-31-2024	N/A	04-01-2021

Below the table, it shows '1-1 of 1' and a pagination control with a left arrow, the number '1', and a right arrow. At the bottom, there is a dropdown menu set to '25 per page'.

Legacy Study Details and New Legacy Submission

- You will be able to review a snapshot of the study under the details section after clicking on the study.
- You will be able to create a Legacy Submission under the New Submission button.

The screenshot displays the Cayuse Human Ethics web application. At the top, the logo 'cayuse Human Ethics' is visible on the left, and a user profile 'Irene Investigator' is on the right. A navigation bar includes 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. The main content area is titled 'Studies / Study Details' and features a '+ New Submission' button. Below this, a tabbed interface shows 'Study Details' as the active tab, with 'Submissions' and 'Legacy' as other options. A green 'Approved' badge is present. The study is identified as 'Legacy-13' with 'Sample-12'. Two buttons, 'PDF' and 'Delete', are available. A metadata table provides the following information:

Approval Date:	Expiration Date:	Organization:	Active Submissions:
01-01-2024	11-30-2024	Biological Sciences	N/A
Admin Check-In Date:	Closed Date:	Current Policy	Sponsors:
N/A	N/A	Post-2018 Rule	ADVANCED TECHNOLOGY

Legacy Submission Details

- You will be able to upload approved documents, consent forms, and approval letters. The IRB Team would also like for study teams to create PDF's of all your IRB Wise Submissions except for the Personnel Only Amendments.

The screenshot displays the Cayuse Human Ethics interface. At the top, the logo and navigation menu are visible. The main content area shows a submission workflow with four stages: 1. In-Draft (Submission is with researchers), 2. Awaiting Authorization (Submission is awaiting certification or approval), 3. Pre-Review (Submission is being prepared for review), and 4. Under-Review (Submission is with reviewers). Below this, a red 'Unsubmitted' tag is present. The submission details for 'Legacy-13 - Sample-12' are shown, including buttons for 'Edit', 'PDF', and 'Delete'. A table of metadata is provided at the bottom.

PI:	Current Analyst:	Decision:	Policy:	Required Tasks:
Irene Investigator	N/A	N/A	Post-2018 Rule	Complete Submission
Review Type:	Review Board:	Meeting Date:		
N/A	N/A	N/A		

Legacy Submission Details - Edit

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

The screenshot shows the Cayuse Human Ethics interface. At the top, there's a navigation bar with 'Dashboard', 'Studies', 'Submissions', and 'Tasks'. Below that, a breadcrumb trail shows 'SUBMISSION DETAILS' for 'Sample-12 - Legacy' under IRB NUMBER: Legacy-13. Action buttons for 'CREATE PDF', 'COMPARE', and 'SAVE' are visible. The left sidebar lists various submission stages, with 'Legacy Attachments' selected. The main area displays 'Legacy Attachments' with two sections: 'Legacy Protocol' and 'Legacy Amendments'. Each section has an 'ATTACH' button and a file upload field. The 'Legacy Protocol' field contains a file named 'Legacy Document - Training - P...'.

- You will be required to provide a response to all questions at which point in time you can select Complete Submission.

This screenshot is similar to the previous one but shows a different state of the interface. The left sidebar now includes 'Routing' and 'COMPLETE SUBMISSION' at the bottom. The 'Legacy Attachments' section is still active, showing the same 'ATTACH' buttons and file upload fields for 'Legacy Protocol' and 'Legacy Amendments'.

Once you have completed your legacy submission, you will be able to create any new modifications, continuing reviews, incidents, and closures.

Should you have any questions please contact the Office of Research Integrity Assurance at irb@gatech.edu.