IRB Legacy Protocols

If you are renewing, modifying, closing, or reporting an incident to a study approved before Cayuse IRB was implemented, it may appear as a =="Legacy"== record.   Previous studies determined to be exempt will not appear as Legacy protocols. To activate a protocol:

- Click the study labeled as "Legacy"
- Click "New Submission," in the top right corner, and select "Legacy"
- Be sure to verify the PI and PC, these are required to activate the legacy submission.
- If you are the sole researcher, you can fill both of those roles. Student applicants should be only ever be listed as PC, the PI must be a faculty or staff member.

- ❖ If you are a student who is also faculty on campus, then this line might be confusing. Are you doing research independently, not associated with your advisor's lab at all? Then you're ok to be both PC and PI. If you ARE doing research as a graduate student in your advisor's lab, then you are only the PC and NOT the PI. If you get an error in these assignments, see the warning below--

- <u>Warning:</u> **Make sure that you are listed as either Primary Contact (PC) or Principal Investigator (PI) or both before removing your name from any position. If you are not listed as either (PI) or (PC) you will be given a system error, locked out of the application, and <u>will have to start over</u>.**

- To add yourself (or anyone) as a PC, click "Find People". Then, start typing in your name or their name in the search bar. Once you see the correct name in the list, click on it then click on the green save diskette. After that, select how you are affiliated with the lab you work in. You can change this assignment if you need to by clicking the "x" next to your contact information under "Primary Contact" or "Principal Investigator/Faculty Advisor" on the right.
- You may attach original approved documents in the legacy form if you wish (this is not required), or just submit this by clicking "Complete Submission" on the form sections on the left.

If a study is not appearing as a legacy study, please contact the IRB office as soon as possible. This is something the vendor will need to add in and it might take a couple of business days.

Contact: irb@american.edu

Once a Legacy protocol has been activated, or to add modifications, renewals, or incidents to an approved study:

- Return to the home screen on Cayuse
- Click on the appropriate study once again, and in the top right, click the "New Submission" button. select the appropriate action (renewal, modification, incident, or closure).
- On the new submission, select "Edit." Complete the renewal form, then "Complete submission". If you are the faculty PI, you will then need to certify the submission to send it to the IRB for review. If you are not the PI, this will send the submission to the PI for certification.