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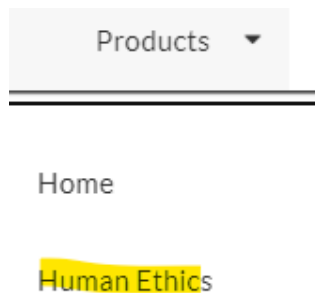
- Protocols that were approved through IRBNet and are currently active are labeled "Legacy" studies in Cayuse.
- The only information that was transferred from IRBNet to Cayuse were the PI name, title, approval date, and expiration date.
- The PI is the only person who has access to the "legacy" study in Cayuse therefore the online Legacy submission form will need to be completed, submitted, and certified (guidance below).
- By completing the online Legacy submission form, the PI will then have access to the other online forms such as the Modification Request form, Continuing Review Form, Closure Form, Incident Form, and Withdrawal Form.

Step-By-Step Guidance to Complete & Submit the online Legacy Submission Form:

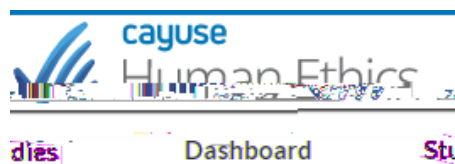
THE INFORMATION ENTERED DURING THE LEGACY PROCESS MUST EXACTLY MATCH THAT FROM IRBNET. CHANGES ARE NOT PERMITTED DURING THIS PROCESS.

Reminder the PI is the only person who can complete the online Legacy Submission Form

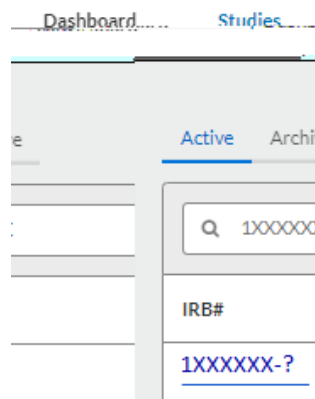
1. Log into Cayuse
2. At the top right select "Products" and then in the dropdown list that appears select "Human Ethics"



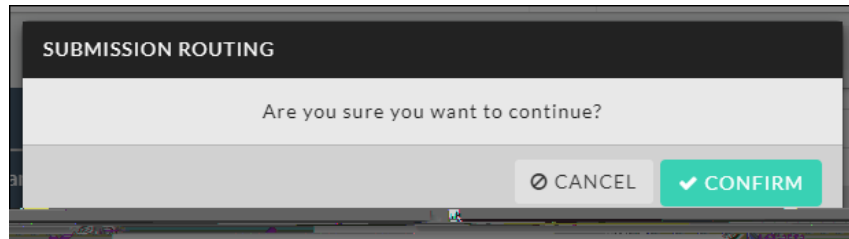
3. Once in the Human Ethics page at the top right select "Studies"



4. Once in the "Studies" page do a search for the study using the IRBNet ID# it was assigned the study displays under IRB# select the blue link to open up the page. Note: If two of the same IRBNet ID# displays, please contact OHRIS at [IRB@unlv.edu](mailto:IRB@unlv.edu)



5. Once in the study page, in the top right corner select the blue "New Submissions" button on the left side, then select Legacy.



## Notes

- The PI will only need to answer the questions that are specific to the study and attach the documents that are part of the study such as any consent forms, advertisements, questionnaires, etc.)
- IRB review is not required after the legacy online submission is submitted