

Instructions for Transitioning Studies into Human Ethics

Ver date 08-06-2025

Shell data of previously RIRC-approved studies are considered **Legacy Studies**. They are denoted with an IRB# starting with "L-RA-". We ask that you update your legacy studies with the latest IRB-approved renewal study information and documents OR subsequent IRB-approved modifications before any new submission can be submitted through the Human Ethics system.

IMPORTANT: Attach ONLY the most recently approved version of study documents

Here are the instructions for updating your Legacy Study

1. Activate Cayuse account per email instructions. If you have not received your activation account from do-not-reply@cayuse.com, contact RIRC@queens.org to request a new activation email.
 - a. Once you receive your Cayuse account activation email, you will have 30 days from the date of the email to activate your account with the provided temporary password.
2. Review instructions on HE website: <https://ord.queens.org/rro/irb-protocol-submission/>
3. Log in to your Cayuse account at: <http://queens.app.cayuse.com>
4. Check for the following (instructions can be found in the RIRC protocol submission website here: <https://ord.queens.org/rro/irb-protocol-submission/>):
 - a. Check Profile to ensure all information provided is accurate
 - b. Check Dashboard for active studies you are associated
5. Once you entered into the study, check that all personnel listed on study accurately reflects personnel as of the latest RIRC-approved/RRO-approved submission.
6. Create a new modification request to complete your HE Submission Form. Upload the most recently IRB-approved study documents (i.e., protocol, study documents, ICFs, etc.) AND update personnel (with training materials – CV, Research HIPAA, non-QMC CITI training certificates, investigator LOAs).
 - a. Please note: at first, only existing Primary Contacts listed on the study will see the study in their Dashboard. To add new Primary Contacts so that they can access and edit the study, a Modification that adds the personnel must be submitted AND IRB processed before they can see the study.
7. If you have several studies, prioritize the studies that are closest to approaching expiration dates or in need of a modification.
 - a. Please see [Tip Sheet](#) for detailed instructions.
 - b. For uploading attachments, please see below for attachment name equivalence and placement:

RIRC Approved Documents	HE Attachment Section
CV, CITI, Research HIPAA	Study Personnel Training Documentation
Letter of Agreements – investigators	Study Personnel Training Documentation
Letter of Agreement – external or departmental support	Documentation of Support (under Basic Information)
Form 9s	Financial Conflict-of-Interest Disclosure Forms (only for prospective studies)
QI, Not Human Subjects Research Proposal, Evidence-Based Proposal	Not Human Subjects Research

Protocol	Protocol Documents
RIRC Application Form	Protocol Documents
Recruitment Materials such as Flyers, Script	Recruitment Documents
Data Collection Tools, Surveys, Interview Questions	Study Instruments
Informed Consent Forms (including parental consent/assent, information sheet)	Consent & Assent Form(s)
Regulatory Documents such as delegation log	Study Instruments
Data Use Agreement	Business Associate Agreement/Data Use Agreement/MTA
Budget	Budget (under Basic Information)

8. Once submitted to RRO and approved, RRO will attach legacy RIRC approval letters up to the last approval submission.
 - a. Only the study documents and information approved since the last renewal (or initial) approval should be attached to the current modification. RRO maintains study file that contains all previously approved versions, but will not include versions prior to the last continuing renewal (for non-minimal risk studies) and last modification into HE, unless otherwise requested from SC.
9. Once you have received approval for this initial modification, please submit your new submission (modification or renewal) through HE.