ADDING A CO-INVESTIGATOR TO A LEGACY STUDY
General Information

- Legacy studies show up on the Dashboard using the paper numbering system (EX. 505851).
- Adding an existing Co-Investigator to the Legacy study requires a modification.
- Co-Investigators that are not found under FIND PEOPLE should complete a User Access Request form found on the HRPP website.
  http://www.depts.ttu.edu/vpr/irb/forms/cayuse-user-access-request.php
- Only those submissions where the Principal Investigator, the Primary Contact and the Co-Investigator(s) are listed have access to view and/or make changes to that study.
The study may already be posted on the PI’s dashboard. The table will only list 5 active studies. If the study you are seeking does not show, click on “View All”. If the study still does not show up, a search should be conducted from the Studies screen. Contact the HRPP if the study cannot be located.
Under the main menu, select **Studies** and enter the researcher’s name or the protocol number.
Cayuse IRB Dashboard

- Clicking on the protocol number produces the Study Details screen.
Creating the Modification

- Click on + New Submission and then Modification.
The Submission Details screen is created. Notice the Modification label.

Click on the Edit button.
The Modification screen displays automatically.

The modification submission menu indicates that each section has been completed because this is your original proposal.

Complete the summary information screen.

**Modification**

List the changes you are requesting. Make the changes in the appropriate section(s).

Adding the existing co-investigator from the approved protocol.
Adding a Co-Investigator to a Legacy Protocol

- Click on the Research Team section.
- Under 2.3, select the appropriate box.

**NOTE:** Co-Investigators must appear in the Find People system. If the name does not appear in the search, the co-investigator needs to complete the Cayuse IRB User Access Request form.

http://www.depts.ttu.edu/vpr/irb/forms/cayuse-user-access-request.php
Adding a Co-Investigator to a Legacy Protocol

- Entering the last name will produce records that exist in the system.
- Highlighting the name will move it to Selected Records at the bottom. Multiple names may be selected.
- Click on Save.
The name will post back to the screen.

**NOTE:** Only those individuals who appear as the Principal Investigator, the Primary Contact or as a Co-Investigator will have access to the study.
When all changes have been completed, ensure each section has a green check mark next to it.

At the bottom of the menu, click on 

Once confirmed, the modification moves forward for certification.

Once certified, the modification submission moves to the HRPP for pre-review.
Using the Compare Feature

- Any changes to the protocol made in Cayuse IRB can be tracked through the use of the Compare feature.
- Click on the COMPARE button at the top right corner of the Modification screen.
- The bubbles opposite the section indicate the number of changes made.
- The green highlighted fields under each section indicate only where changes were made.
Cayuse IRB User Request Form

- From the HRPP Website click on .
- Complete the form. It normally takes 1-2 days for the name to post back to the system.
Thank you!

If you have any questions, please contact the HRPP:

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