



MODIFICATION GUIDANCE

for Legacy Projects in Cayuse



OVERVIEW

For legacy projects, Modifications must be submitted through the existing IRB protocol in Cayuse.

ACCESS TO CAYUSE



If you or your key personnel do not have access to the Cayuse Human Ethics (HE) Module, please complete the [Cayuse Access Request Form](#) and submit it for processing before starting your modification. All study team members who need to view, edit, certify, or participate in the submission process must have appropriate Cayuse access.



You can access the Cayuse system at <https://cuny.app.cayuse.com>.



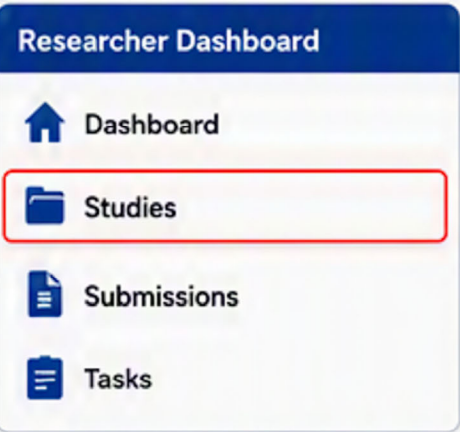
Use your CUNY Login credentials (e.g. 'firstname.lastname99@login.cuny.edu') to access the system.



Refer to the [Quick Guide for Cayuse Human Ethics Users](#) for login instructions.

1 STEP 1: CREATING A MODIFICATION

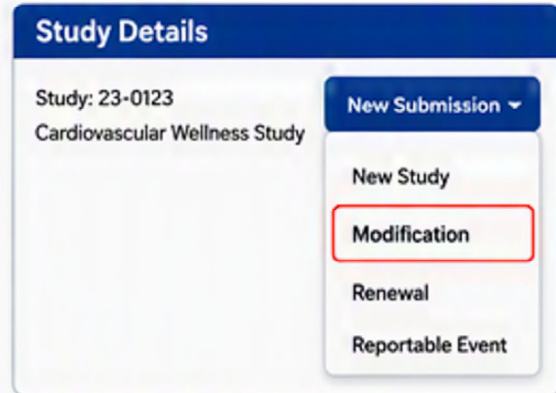
1 From your Researcher Dashboard, click on **Studies**.



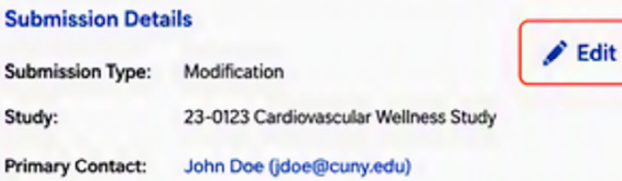
2 Search for the study for which you wish to create a modification and click on the study number. **Please note:** Study must be approved.

Studies		
Search by Study Title or ID		
Study Number	Study Title	Status
23-0123	Cardiovascular Wellness Study	Approved
22-0456	Healthy Minds Project	Approved
21-0789	Nutrition & You	In Review

3 In the top right-hand corner of the Study Details page, click on the New Submission drop-down menu, and click **Modification**.



Submission information will populate beneath the Submission Details tab. The person who creates the study is added as the Primary Contact by default, but this can be changed when editing the submission. Click **EDIT** to begin your submission.



2 STEP 2: SELECT THE APPROPRIATE MODIFICATION TYPE

When submitting a modification, you must indicate the type of Modification being submitted. Navigate to [Study Status Legacy](#) section of Legacy Application and select one of the following:

RESEARCH TEAM: MODIFICATION

Select this option for substantive changes to an approved study, including:

- Changes to the Principal Investigator (PI)
- Changes to approved research procedures
- Addition of new study materials
- Changes to recruitment methods
- Changes to consent procedures
- Addition of new participant populations
- Any other significant protocol modification

RESEARCH TEAM: ADMINISTRATIVE MODIFICATION (LIMITED SUBMISSION)

Select this option for administrative or non-substantive changes, such as:

- Typographical or minor wording edits to consent/recruitment documents
- Changes to study personnel (non-PI)
- Site contact information updates
- Administrative updates with no impact on participants or study procedures

3 STEP 3: REVIEW THE ENTIRE APPLICATION (FULL MODIFICATIONS ONLY)



Review every section of the application to ensure all information is accurate, complete, and reflects the proposed changes.

4 STEP 4: REVIEW ALL ATTACHMENTS (FULL MODIFICATIONS ONLY)



Review all uploaded attachments to ensure they are current, accurate, and include the proposed changes.

5 STEP 5: UPLOAD CURRENT CITI CERTIFICATES (FULL MODIFICATIONS ONLY)



Upload current CITI Program certificates for all study team members as required.