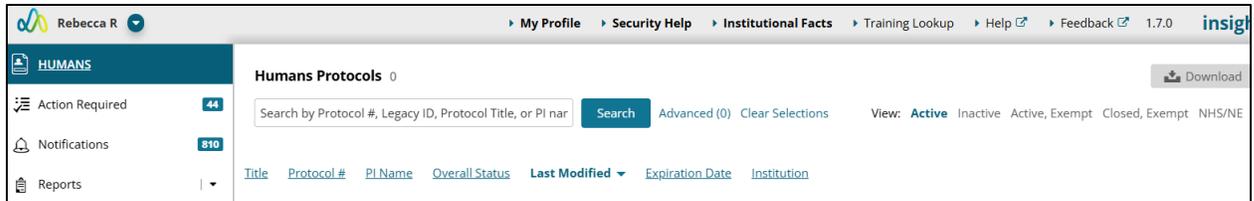
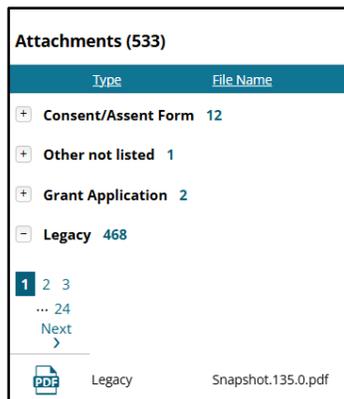


## Accessing Legacy-System Study Materials in Insight *Attachments* for Studies that Migrated to Insight from eIRB (*Former IRB System*):

- Navigate to the study you wish to work on in the Humans module.
  - Enter eIRB study ID or Insight Study ID in the “Search” field, choosing appropriate “View” type on right side of Search field, e.g. Active or Active, Exempt, etc; then click “Search”).



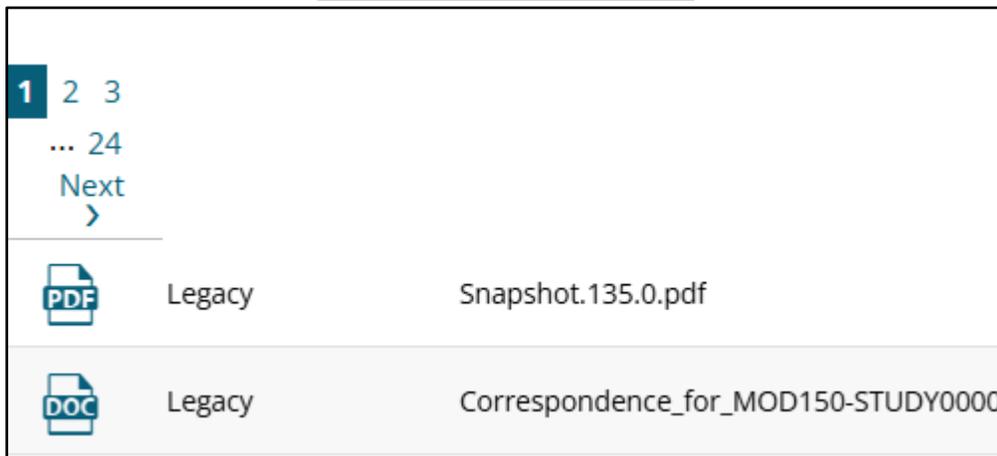
- Once in the study workspace: on the left panel, under *Forms*, click *Attachments*. You will see all attachments grouped by category type.



- Consent/Assent Forms, Protocols, Recruitment Materials and Grant Applications will appear under their respective category.
- All other migrated documents are labeled as “**Legacy.**”
  - “**Snapshots**”: These are prior versions of submission forms from eIRB
    - Snapshots with whole numbers (e.g. “2.0”) are past approved versions of forms, from initial review and subsequent Modifications. **Rely on these for your source of historical approved study records.**
    - Snapshots with decimal numbers (e.g. “0.4”) are submissions in a draft state (i.e. versions submitted back with requested changes, prior to the

final version). **Do not rely on these as they do not reflect the final approved version of study records.**

- Legacy approval documents should include “**Correspondence...**” in the file name: These are past final Approval letters, denoted with MOD# or CR# and the legacy Study ID.
- **All other documents** that could not be mapped to a specific category in Insight: These will appear with the same file name as in eIRB.
  - **Note:** these include active, approved versions of documents as of the system transition. If still the active version, you may move to a more appropriate category when you do an Amendment.
- There may be multiple pages of Legacy documents. Those at the top are the most recent.
- Click “Next” to page through them.



- The date the document was last modified is to the right of the file name.
- If you need assistance locating a document, contact the IRB at [IRB@emory.edu](mailto:IRB@emory.edu).