



IRB Legacy Protocol Conversion

Hello,

The UMBC Human Research Protections and Integrity office is in the process of updating our IRB application in the coming year, and to be able to do this, we need to convert all protocols that were grandfathered into Kualu in 2020, from the legacy format to a full protocol. This will make amendments for you more seamless moving forward.

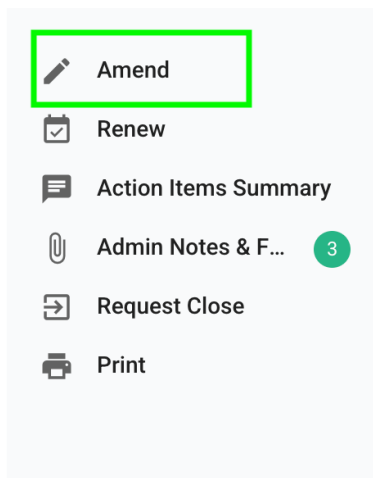
The legacy conversion process is fairly straightforward, and does not require IRB review, but protocols will be reviewed by the HRPI office to ensure your submission matches the legacy file as of 2020, and incorporates all approved amendments that have been submitted in Kualu over the last 6 years. If you are making any changes in addition to the conversion, these may need to be reviewed by the IRB prior to approval.

If you have completed all data collection, are no longer in contact with participants with no planned follow up, and all data have been de-identified, you may choose to close your protocol.

All legacy protocol conversions need to be submitted to our office for review by 12/31/2026. If we have not received it by then or you have not communicated with our office by 12/31/2026, we will consider the protocol abandoned and will be closing it out in January 2027.

Legacy Protocol Conversion Instructions:

1. Open your legacy protocol in Kualu
2. On the right hand menu, you will click "Amend".



3. The amendment will open a new version of the protocol. Proceed to complete all of the amendment submission questions. Many will be "No Change", and in the summary of changes, please indicate that this is a legacy conversion.
4. Scroll down to the "General Questionnaire" section

Jump to:

Amendment

General Information ✓

People ✓

General Questionnaire

Expedited Categories

Protocol Information

Participant Selection

Attachments ✓

Investigator Assurance ✓

5. Change the Legacy question from “Yes” to “No”.

General Questionnaire

* For Legacy Protocol (data conversion record) only, select "Yes"

?

Yes

No

* Existing Protocol Number

Y17XX12083

General Questionnaire

* For Legacy Protocol (data conversion record) only, select "Yes"

?

Yes

No

* Indicate which type of review you believe this protocol will require. Final review type designation will be assigned by the IRB office.

For more information- <https://research.umbc.edu/umbc-irb-protocol-submission-forms-and-procedures/>

* Is this application associated with a Planning and Development activity?

?

Yes

No

* Is this protocol supported by external funding

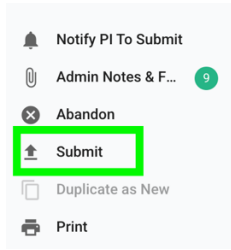
?

Yes

No



6. This will open the entire protocol as if you submitted a new protocol in Quali. Select your review category (Exempt/Expedited/Full Board/Secondary Data) and you can continue through the protocol. It may be helpful to paste the protocol from the legacy file attached to the new version of protocol.
7. Once the information from the legacy file as been entered, we recommend opening a second window with the protocol, and go through all versions of your protocol to incorporate ALL changes.
8. If all information has been incorporated, click “Submit” on the right hand menu.



Things to keep in mind:

- Sections that likely will not require revisions: People section and Attachments.
- If you currently have a consent waiver, in the “General Questionnaire” section on the question asking if you will be using the IRB’s consent, you will select “Yes, but I will be requesting a waiver of consent.”

* Will you using the IRBs standard informed consent for your participants?

- Yes
- Yes, but I will be requesting a waiver of consent
- N/A

- If anyone on your protocol needs to renew their CITI training, please have them complete this prior to submission.

If you need any assistance with this process, please reach out to our office – irb@umbc.edu. We can set up some time to walk you through the process or answer any questions you may have.