# Working with Legacy Submissions

When a study is first imported from a previous IRB system into Human Ethics, it will not have any submissions associated with it. If the Principal (or Co-Principal) Investigator wishes to continue working with the study, they (or an Analyst) must first create a **Legacy** submission for the study. The Legacy submission is used in place of the **Initial submission**.

Once the Legacy submission is finalized, the PI can create additional submissions such as a modification, renewal, incident, or closure and work with the study as you would any other study in Human Ethics. **An initial or legacy submission must always be created first prior to any additional submissions.**

Note: An Analyst or Admin must set up and publish a template for Legacy submissions on the Submission Templates page before you can create a Legacy submission.

Creating a Legacy Submission

When you first open an imported study, the only available submission type will be Legacy submission. Click **Legacy** beneath **New Submission** to proceed.
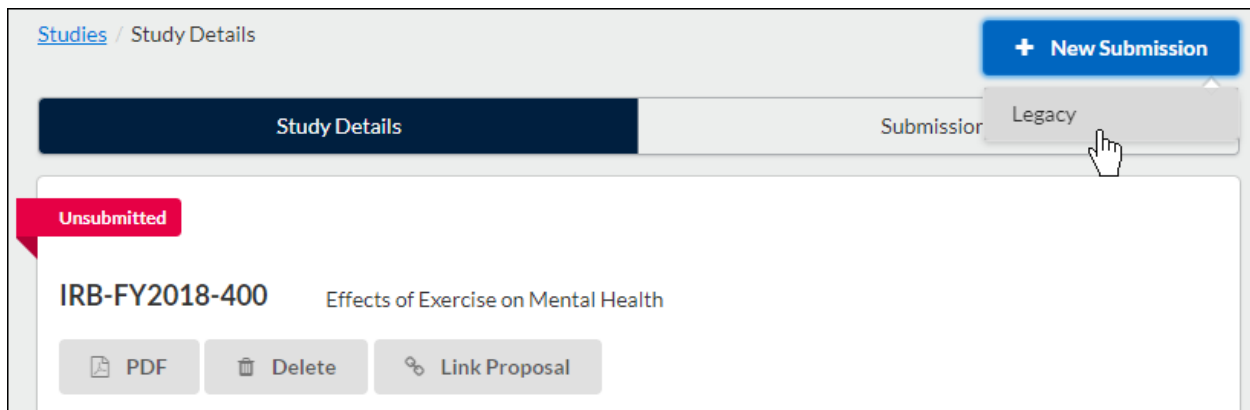
The Legacy submission is created similarly to the Initial submission, but will use a Legacy template instead of an Initial template. To access the Legacy forms, click **Edit**.
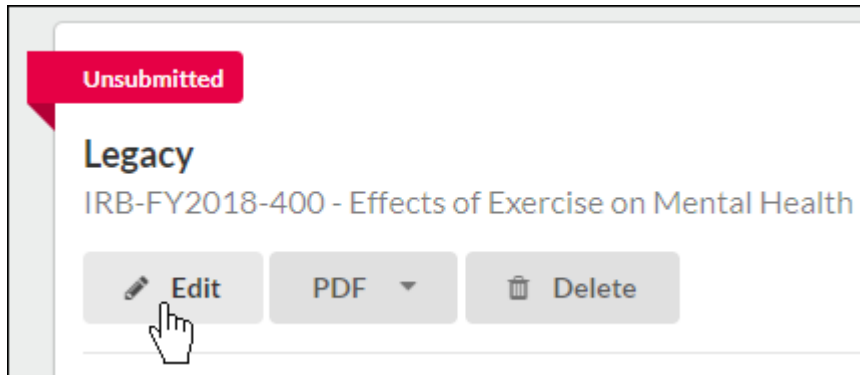
Note: You may see that some of the data, such as the Principal Investigator, is pre-populated within the submission form. You must save the form in order for these changes to be remembered.

When you are finished editing the forms and every section has a green check mark next to it, click **Complete** to finalize the Legacy submission. Learn more about completing submissions here. The PI can then create additional submissions for this study, such as renewal, modification, incident, or closure submissions. **Note:** after the Legacy submission has been activated via the steps above, the Analyst only has the option to create an Admin Closure submission. Only the PI can create renewal, modification, incident, or closure submissions.