START AN APPLICATION FOR HREBA APPROVAL

BROWSERS: **Supported Browsers - For Optimum Results:**	**If using a PC** - Microsoft **Internet Explorer 7.0** or higher. **If using a MAC** - for Apple products, IRISS is supported in **Safari 5.1** or higher. Other browsers, such as current versions of Netscape Navigator or Mozilla Firefox, may result in some functionality not being fully supported (i.e. date calendar, text formatting, scroll bars in pop up windows, login issues etc).
LOGIN TO IRISS: http://iriss.ucalgary.ca/irissprod/login **PLEASE NOTE:** If you have not yet received access to IRISS for the HREBA, please click on the following link to register: https://iriss.ucalgary.ca/HREBASelfRegistration	**Click**Commerce User Name: Password: Login NT Login Home ☐ Remember Me (Autologin) 20080211 Extranet By **Click**Commerce
START AN APPLICATION FOR HREBA APPROVAL Any Member of the study team can start an application in IRISS. **Step 1:** To start the application, click on the **REB Approval** activity button on your **Personal Home** page	**Study / Teaching Staff** **My Roles** Study / Teaching Staff **Start an application for:** ⊗ REB Approval Page for IRISS CertPI1 **Welcome to your Personal Page for** This page is the starting point for creati into the tabs below. ■ **Inbox** - Items appearing here red

Step 2:

In Question 1.0, choose the applicable HREBA Committee, and click the **Continue** button (found on the right hand side of the light blue navigation bar at the top or bottom of the page). Clicking the Continue button will automatically save the page you are on and bring you to the next page in the application.

Note: Clicking the **Back** button before saving the page will discard any changes (i.e. nothing has been created) and will take you back to your **Personal Home** page.

Once the first page has been saved, the navigation bars at the top and bottom of the page will change slightly:

- The ethics ID number is created

Edit: REB Certification - HREBA.CC-14-0401

- new options are available on the light blue navigation bar at the top and bottom of the page

This will open the application form to create a new certification file:

New: REB Certification

<< Back   Save | | Print...   Continue >>

Research Ethics Board

If your study involves disclosure of personal health information you are required to apply to either CHREB or HREBA. For University of Calgary applications, the Board of record is determined by the faculty or affiliation of the PI.

All questions preceded by a red asterisk (*) are required responses that map you to the application sections that are relevant to your study. All questions within the section to which you are mapped must be addressed.

1.0   * Select the appropriate Research Ethics Board:
       ⊙ HREBA- Health Research Ethics Board of Alberta - Cancer Committee:
         CC
            ▪ The Cancer Committee mandate is to provide ethical review of cancer related studies involving human participants and/or research requiring access to personal information in the custody or control of a data custodian defined under the Health Information Act of Alberta.

Save | Exit | Hide/Show Errors | Print... | Jump To: - Study Identification ▾

Step 3:

Adding Key Personnel

The Principal Investigator can name **Key Personnel** who can assist with the writing /editing of the application. **Key Personnel need to be registered in IRISS.**

Key personnel may consist of:
- Co-Investigator(s)
- Student Co-Investigator(s)/Medical Resident Co-Investigators
- A member of the team who is designated as the 'Primary Administrative Contact.' This is normally, but not limited to, the Research Coordinator, Research Nurse or Research Assistant.

To add personnel to the study, click the **Add** button beside the appropriate section. When the add box opens, click on the drop down arrow beside **Filter By** and choose either **First** or **Last** and in the white box put **%** and a portion or all of the first or last name of the person you want to add to the application. Click **GO** or press the **enter key**. Put a **check mark** in the box beside the appropriate name and then click **OK** in the bottom right hand corner of the screen.

The name will now show underneath the appropriate section.

5.0 Co-Investigators: can edit the application but do not receive system notifications:

[Add]

Last	First	Dept	E-Mail	Phone	Cell

There are no items to display

Study Team: Student, Medical Resident, Post Doctoral Fellow Co-Investigators, Co-Investigator: can edit the application and will receive all system notifications for this study:

[Add]

Last	First	Dept	E-Mail	Phone	Cell	Status

There are no items to display

6.0 Study Coordinator(s), Research Nurse or Research Assistant(s): can edit the application and will receive all system notifications for this study:

[Add]

Last Name	First Name

There are no items to display

Select One or More Persons

Filter by [Last ▾] %ss2 [Go] [Clear] Advanced

First
Last
Faculty Name
Department
Division

[Deselect]

Total Sele...   ◁◁ ◁ 1-7 of 7 ▷ ▷▷

First	⊞ Last	Faculty Name	Department	Division
☑ TRAIN	SS2			
☐ TRAIN	SS20			
☐ TRAIN	SS21			
☐ TRAIN	SS22			
☐ TRAIN	SS23			
☐ TRAIN	SS24			
☐ TRAIN	SS25			

Total Selected: 1   ◁◁ ◁ 1-7 of 7 ▷ ▷▷

[OK] [Cancel]

6.0 Study Coordinator(s), Research Nurse or Research Assistant(s): can edit the application and will receive all system notifications for this study:

[Add]

Last Name	First Name	
SS2	TRAIN	[Remove]

Step 4

Moving Through the Application

You can move through the Application two ways:

- **Continue button**

You can move through the application by clicking on the **Continue** button (found on the right-hand side of the light blue navigation bar at the top or bottom of the page). All required questions on the page (denoted by a red *****) must be completed before moving forward using the **Continue** button or an error message will be generated. Using the **Continue** button will automatically save the current page.

- **Jump To Menu**

If you are unable to answer all the questions on a page; however, would like to continue filling out the application form, you can move through the application form by using the **Jump To** menu (skipping over the required questions). The **Jump To** menu can be found on the light blue navigation bar at the top or bottom of the page). Click on the drop down arrow to the right of the **Jump To** menu to see the full menu. The page you are currently on will show in red. Use the scroll bar to move up or down the menu and click on the subheading of the appropriate page.

CONTINUE BUTTON

JUMP TO MENU
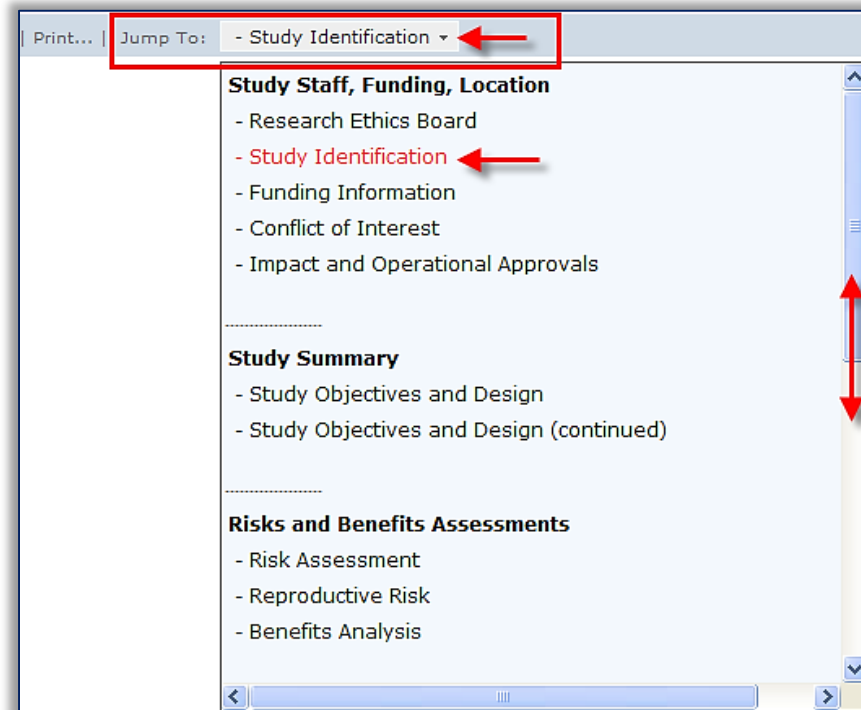
Step 6

Required Questions:

All questions denoted with a **red *** are required questions and need to be completed before you can submit your application. However, please complete all questions that apply to your research as this will provide the HREBA with complete information in order to make an approval decision. It will also eliminate unnecessary back and forth between the committee and the research team requesting additional or clarifying information.

Step 6

Intuitive Branching

In IRISS, pages will be added or hidden in the application depending on how certain questions are answered.

i.e. On the **Research Methods and Procedures** page, if **Chart Reviews** is checked; in the first screenshot, you will note that a Chart Reviews page has been added to the **Jump To menu.**

In the second screenshot, the **Chart Reviews** page is not checked, however, the **Use of deception or partial disclosure page** is checked. After the page is saved, when you look at the **Jump To menu**, you see that the **Chart Reviews** page is no longer showing and the **Use of Deception or Partial Disclosure of Information** page is now showing.

PLEASE NOTE: All additional pages must be completed.

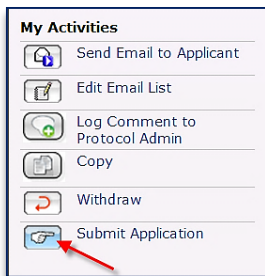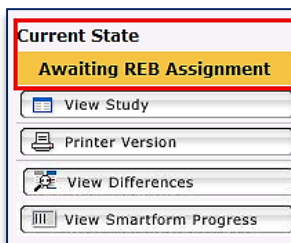|	
Step 7 **Adding Documents to your application** For complete instructions, see user guide: **Adding Documents to your HREBA Application**	
Step 8: **Submitting the Application** The PI is the only person who can submit an application for HREBA Approval. The completion of the **Submit Application** activity equals the signature of the PI and confirms his/her agreement with the completeness of the information in the application and the attestations on **the Submit Application** activity. On the **Study Workspace**. Click on the **Submit Application** button under **My Activities** (left hand side of the page).	The system will check to make sure there are no errors or omissions with your application. This may take a few minutes, please do not close the window. When you see the attestions page, please read and check the box beside *I agree with the above statement.* Click **OK** in the bottom right hand corner.
HOW DO I KNOW MY APPLICATION HAS BEEN SUBMITTED? You will know your application has been submitted when the **Current State** of the application changes from **Pre Submission** to **Awaiting REB Assignment,** you see **Application Submitted** in your **History Tab** and you will receive an system email indicating the submission has been successful.	**If you have any, please contact the IRISS Help Desk: email: iriss.hreba@ucalgary.ca Toll Free: 1-855-222-2345 (select option 1)**