

SUBMITTING A STUDY FOR REVIEW

After filling out all the SmartForms correctly and attaching relevant documents, take the following steps to move the study to the next state for review:

1. Log in to IRISS: <https://iriss.ucalgary.ca/IRISSPROD/login/>
2. Studies that are not submitted can be found under the **Inbox** tab.
3. Click on the name of the study in the ‘pre-submission’ state to open the submission workspace.

Important! Make sure the appropriate people are added to the sections found on the SmartForm “Getting Started – Study Identification” to receive email and see the study under the Inbox tab. The PI always receives system notifications. By default, the person who initiated the study will be added to the Study Coordinator section.

4. Depending on your role in the study:
 - If you are a member of the study team; you can edit and view the application but not submit.
 - If you are the Principal Investigator; you can edit, view and submit the application. Click **Submit Application** under My Activities on the left.



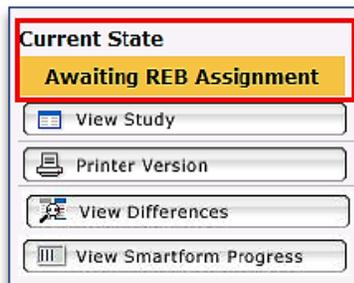
5. The system will conduct an ‘error check’ to identify if any required questions were missed.

Important! If any errors are shown, navigate to the indicated spaces and fill in the required information. When all the required items are complete, the PI must click **Submit Application**.

6. Click **OK** to agree and validate your submission.
7. The submission will transition to the next state for review.

AFTER SUBMITTING A STUDY FOR REVIEW

After the study is submitted a series of activities follow that may necessitate further action from you, such as requests for clarification or modification to your study. Whenever you need to act, you receive an email notification, and the study appears under the **Inbox** tab when you log into IRISS.



SUBMITTING OTHER ITEMS

After the initial application is submitted, the ability to submit other items associated with that study depends on your role on the study.

1 HIGHLIGHT
This indicates the role that is currently accessed and is reflected in the bold type under "My Roles."

2 MY ROLES
Every role that the user occupies is listed here.

3 FEATURES
This section changes to reflect the features of the role.

ACCESS BREAKDOWN		FEATURES			
		Start Application	Submit Application	Submit Changes	Writing/Editing
ROLES	Principal investigator	✓	✓	✓	✓
	Co-investigator	✓	✗	✗	✓
	Co-investigator (Student)	✓	✗	✗	✓
	Research Coordinator	✓	✗	✗	✓
	Research Assistant*	✓	✗	✗	✓

** Research Assistants are considered the primary administrative contact*