

The Funding Information Page has recently been updated to collect more information. Study Teams are being asked to complete/update this page for all new/active studies.

We strongly encourage that Study Teams update the funding page prior to January 19, 2017 by using the **Managing My Funding** activity button. After this date, a modification will be required.

**NOTE:** It is expected that funding information be updated prior to the 2017 renewal date.

**UPDATE A CURRENT STUDY**

Log in to IRISS: <https://iriss.ucalgary.ca/IRISSPROD/login/>

On your **Personal Home Page**, click on the **REB** tab to see a list of your studies. Click on the name of the study or the study icon to open the **Study Workspace**.



In the top left-hand corner of the Study Workspace, view the **Current State** of the study

- If Current State = Approved, follow step A below;
- If Current State ≠ Approved, follow step B below.



**A. CURRENT STATE = APPROVED**

Under **My Activities** on the left-hand side of the Study Workspace, click on the activity button



**Question 1.0:** Indicate whether or not the study is funded or unfunded.

**NOTE: Funded examples include:** Sponsor Driven, Grant, Sub Grant, Contract, Internal Funds, Donation or other sources of funding. **Unfunded examples include:** Funding not required or Using Personal Funds, etc.

**1.0** \* Proposed research is:

Unfunded

Funded

Clear

## How to Complete/Update Funding Information

**Questions 2.0:** Indicate the type of funding being used for your study. If there is more than one source of funding, please select all that apply. If you do not see the appropriate category, choose **Other** and then enter the source of funding in the white box in **question 2.1** (for example: Donations). If you are unsure which category to choose, go to: <http://hreba.ca/iriss-help-documents/hreba-funding-definitions/> to view HREBA's **Funding Definitions**.

**2.0** \* Type of Funding: *(select all that apply)*

Grant (external)

Contract (e.g. Industry sponsored / for-profit organization)

Internal Funds (e.g. start-up funds, operational)

Service Agreement (Funder pays for specific services, e.g., animal testing)

Cooperative Groups

Other

**2.1** Specify (if Other is selected):

**Questions 3.0:** Click the **Add** button to indicate the **Funding Agency/Sponsor** information.

**3.0** \* Funding Agency/Sponsor:

Funding ID	Title	Agency / Sponsor	Unlisted Agency / Sponsor	Funding Status

This will open a pop-up box where you will enter the appropriate information.

**NOTE:** If the box does not open, go to **Tools > Pop-up Blocker > Turn off Pop-up Blocker** and then click on the **Add** button.

**1.0** Funding ID:  ← Enter the Funding ID # (i.e. grant or award ID) or if no ID #, enter N/A.

**2.0** \* Funding Project Title:  ← Enter the Funding Project Title (i.e. grant or award title) or if no title, enter N/A.

**3.0** Agency/Sponsor:   ← Click on the Select button to search for the Agency/Sponsor name. When searching remember to add % before typing a portion of the name to show all sections.

**3.1 - Unlisted Agency/Sponsor (if not found above):**  ← If you cannot find the Agency/Sponsor, close the Select box and type the **full name** of the Agency/Sponsor in the white box under **Question 3.1**.

**4.0** Funding Award Status:

Pending ←

Awarded / Confirmed ←

Indicate if the Funding Award Status is pending or has been awarded/confirmed (i.e. grant, signed contract, etc.)

**How to Complete/Update Funding Information**

**Questions 4.0:** Indicate who is administering your funding by clicking on the box beside the appropriate office. If your study is not administered by one of the offices noted in this question, then choose **Other** and make a note in the white box under **question 4.1**.

**4.0** \* Indicate which office administers the funding:

University of Calgary – Research Services Office (RSO)

University of Calgary – Legal, Research Services, Cumming School of Medicine (CSM Legal)

Alberta Health Services

Covenant Health

University of Alberta – Research Services Office (RSO)

Other

**4.1** Specify (if Other is selected):

**Questions 5.0:** Indicate which organization/governmental body funds or oversees your research. If none apply, choose **Not Applicable**.

**NOTE:** The Principal Investigator is responsible for ensuring that the research complies with applicable regulations.

**5.0** \* Indicate if this research is sponsored or monitored by any of the following: *(select all that apply)*

Health Canada

United States Food and Drug Administration (US FDA)

United States Department of Health and Human Services (US DHHS - NIH, NCI, OHRP)

European Medicines Agency (EMA)

Not Applicable

**NOTE:** Please ensure all questions are completed, even if not required. The more information you provide, the easier it is for the appropriate Committee to approve your study.

**B. CURRENT STATE ≠ APPROVED**

If your new study is not in an approved state or if you have a Modification Open on an active study, you can make changes to the Funding Information page by clicking on the **Edit Study** button in the top left-hand corner of the study workspace.



## How to Complete/Update Funding Information

Use the **Jump To** feature to quickly navigate to the **Funding Information** page. Complete the page as per **Questions 1.0 to 5.0** in **Section A** above.



**NOTE:** If your study or Modification has already been submitted and is currently undergoing the review process, (i.e. Edit Study now shows as View Study), you can make the changes to the funding page when the study is sent back to you for changes.

If changes have already been made or are not required, once the approval has been completed, you can follow the steps in **Section A** above to update the Funding Information page.

For a **Modification**, you will update the Funding Information page on the **Certification Workspace**.

To navigate back to the **Certification Workspace**:

**NOTE:** If you currently have a renewal open, you can make the changes to the funding page on the Certification workspace once the renewal has been approved.



### Questions?

General Inquiries: [info@hreba.ca](mailto:info@hreba.ca)

Technical “how to” Inquiries: [iriss.support@ucalgary.ca](mailto:iriss.support@ucalgary.ca)