ADD DOCUMENTS TO YOUR STUDY
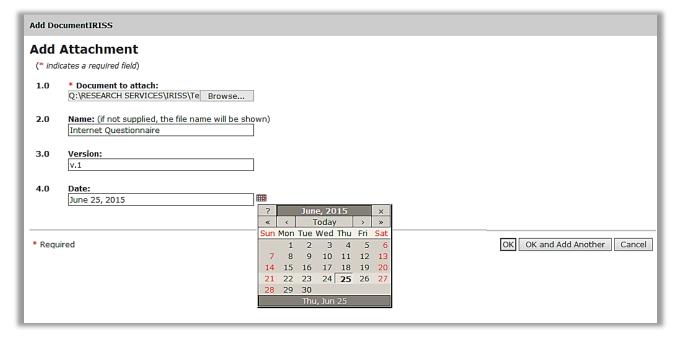
Key personnel noted on the study can add / update documents on a study:

1. Log in to IRISS: https://iriss.ucalgary.ca/IRISSPROD/login
2. Click on name of study in your Inbox to open study workspace. State will show as Pre-Submission.
3. Click Edit Study to open the application.
4. Use the Jump To menu to navigate to the Documentation page.
5. Go to the appropriate section and click on the Add button.

6. When the Add Document Box Opens:
   - Question 1.0 – click Browse to select the document you want to attach to the application (note will say Choose File if using a MAC).
   - Question 2.0 – type the name of document as you want it to appear on the Certificate of Approval.
   - Questions 3.0 – add the version # (i.e. v.1 or v.1.0 or version 1).
   - Questions 4.0 – click on the calendar icon to choose the document date.

7. Click OK or if you wish to add another document to this section, click OK and Add Another. The document will now show on the documentation page under the appropriate section.
8. Once all documents have been added, click Save or Continue to save the page.
9. If you cannot find an appropriate section, then add documents under Section 11.0 – Other Documents
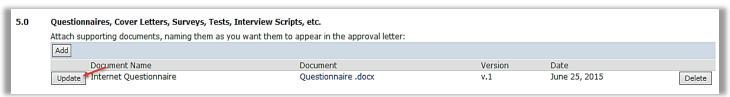
10. Do not add documents under Section 12 – Electronic Resubmission Documentation. This section is only used for paper applications that have been migrated to IRISS. HREBA has not started the migration process at this time.

11. If you are unsure what documents are required for your application, contact the REB Administration for the appropriate HREBA Committee.

Important! How you name, version and date your documents here will be reflected in the Certificate of Approval.

Do not add the version # and/or date as part of the Name in section 2.0 or it will show twice in your Certificate of Approval

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UPDATE INFORMATION ON CURRENT DOCUMENT

1. To change the information showing for a current document (i.e. added the wrong document date), click Update beside the document name to open the Edit Document box.

2. Make the appropriate change and click OK.

ADD A NEW VERSION OF A DOCUMENT

1. To add a new version of a document, click on the Update button beside the document name to open the Edit Document box.

- Questions 1.0 – click Browse to select the revised document you want attached to the application.
- Question 2.0 – the name of the document would remain the same.
- Question 3.0 – change the version # (i.e. v.1 to v.2).
- Question 4.0 – click on the calendar icon to choose the new document date.

2. Click OK in the bottom right hand corner. The new document will now show on the Documentation page.

3. Click the Save button to save this page or the Continue button to save and move to the next page.

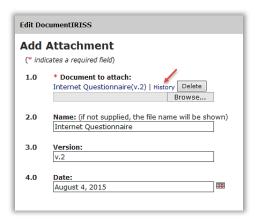**Important!** Do not delete the previous version of the document, it will remain in the document History.

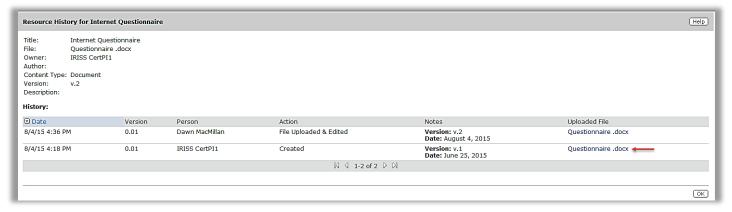HREBA | Health Research Ethics Board of Alberta

VIEW DOCUMENT HISTORY

To view the history of a document:

1. Click Update or View button beside the document name. When the Edit or View Document box opens, click on History.

5.0 Questionnaires, Cover Letters, Surveys, Tests, Interview Scripts, etc.

Attach supporting documents, naming them as you want them to appear in the approval letter:

[Add]

Document Name	Document	Version	Date	
[Update] Internet Questionnaire	Questionnaire .docx	v.1	June 25, 2015	[Delete]

Edit DocumentIRISS

Add Attachment

(* indicates a required field)

1.0 *** Document to attach:**
Internet Questionnaire(v.2) | History   [Delete]
[   ] [Browse...]

2.0 **Name:** (if not supplied, the file name will be shown)
[Internet Questionnaire]

3.0 **Version:**
[v.2]

4.0 **Date:**
[August 4, 2015]

2. To view a previous version, click on the appropriate link under Uploaded file. Click OK to go back to the previous screen.

Resource History for Internet Questionnaire   [Help]

Title:	Internet Questionnaire
File:	Questionnaire .docx
Owner:	IRISS CertPI1
Author:	
Content Type:	Document
Version:	v.2
Description:	

History:

Date	Version	Person	Action	Notes	Uploaded File
8/4/15 4:36 PM	0.01	Dawn MacMillan	File Uploaded & Edited	**Version:** v.2 **Date:** August 4, 2015	Questionnaire .docx
8/4/15 4:18 PM	0.01	IRISS CertPI1	Created	**Version:** v.1 **Date:** June 25, 2015	Questionnaire .docx

1-2 of 2

[OK]

QUESTIONS?

General Inquiries: info@hreba.ca
Technical ''how to'' Inquiries: iriss.support@ucalgary.ca