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](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](https://iriss.ucalgary.ca/HREBASelfRegistration)

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.

Page for IRISS CertPl1

**Welcome to your Personal Page for**

This page is the starting point for creating into the tabs below.

- **Inbox** - Items appearing here read
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
- new options are available on the light blue navigation bar at the top and bottom of the page
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.
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.
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 attestations 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.