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/](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.
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.

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

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.
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.

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.

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.
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
Technical “how to” Inquiries: iriss.support@ucalgary.ca