PERSONAL HOME PAGE

INBOX: Studies that require action by a member of the research team

REB: All human ethics studies that you are involved in

TEMPLATES: Studies that a member of the research team copies as a template to use as a base for a future submissions

SHOWS THE ROLE(S) YOU HAVE IN IRISS – STUDY/TEACHING STAFF – FOR ALL RESEARCH TEAM MEMBERS.

REB APPROVAL = RESEARCH ETHICS BOARD
(REB review and approval is required for research involving human participants and research involving human biological materials, as well as human embryos, fetuses, fetal tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals [TCPS2 Article 2.1]
STUDY WORK SPACE – REB

Current State
Pre Submission

View the current state of the study in the yellow box on the top left-hand side of the study workspace.

Edit Study: click to re-enter the application

Printer Version: view/print a copy of the application

View Differences: view the differences between the current version and the requested changes or amendments made to the application

View Smartform Progress: view your progress when completing the application

History: Records a history of all activities you have completed on the study

Attachments: Shows all files attached in the application

Change Log: Shows all the pages/changes made to the application after the initial submission

Reviewer Notes: Records a list of clarifications/changes requested by the Reviewing Committee
ADD KEY PERSONNEL

Key personnel can be added to Questions 4, 5 and 6 on page 2 of the application. Key personnel can assist the Principal Investigator with creating/writing/editing the initial application/modification(s) or renewal(s)/closure.

This can be done two ways:

1. Type the first or last name of the person in the white box beside the appropriate section and then click on the name of the person in the list below. The name will show underneath the appropriate section. All personnel must be registered in IRISS.

2. Click the Select or Add button beside the appropriate section. All personnel must be registered in IRISS.

Click on the drop down arrow beside Filter by and choose the appropriate option. In the white box type in the name of the person you are looking for – preceded by a % (wildcard symbol) and click Go or press the enter key to bring up a list of personnel with that name. Check the box to the left of the appropriate name and click OK in the bottom right hand corner.
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.
## MY ACTIVITIES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Send Email to Study Team</strong></td>
<td>REB - This activity gives the Owner (REB Administrator) and the PI/Research Team the opportunity to send an email to the Study Team (includes, PI, Student, Medical Resident and Post-Doctoral Fellow Co-I, Study Coordinator(s) or Research Assistants). Co-I's will also be included if they have been added to the email list. Type your message in the white box and click OK. The message will be sent to the email address the person used when registering for IRISS and will also be logged in the History tab on the Study Workspace.</td>
</tr>
<tr>
<td><strong>Edit Email List</strong></td>
<td>This activity gives the PI/Research Team the ability to add the Co-I's noted on the study to the email list so they would receive all system emails regarding the study.</td>
</tr>
<tr>
<td><strong>Edit Guest List</strong></td>
<td>REB - This activity gives the PI/Research Team the ability to give view access to the study to someone outside of the Research Team. Note: this person must be registered in IRISS.</td>
</tr>
<tr>
<td><strong>Log Comment to REB Admin</strong></td>
<td>This activity gives the PI/Research Team the ability to send a comment/question to the REB Administrator (REB) looking after their study.</td>
</tr>
<tr>
<td><strong>Copy</strong></td>
<td>This activity gives the PI/Research Team the ability to copy a study one time or as a template to be used as a base for future studies.</td>
</tr>
<tr>
<td><strong>Withdraw</strong></td>
<td>This activity gives the PI only the ability to withdraw the study from consideration. This activity is only available in certain states; otherwise, the PI can Log a comment to request the study be withdrawn on their behalf.</td>
</tr>
<tr>
<td><strong>Submit Application</strong></td>
<td>This activity gives the PI the ability to submit their application for review. This is the PI's electronic signature and can only be completed by the principal investigator noted in Question 4.0 on page 2 of the application.</td>
</tr>
<tr>
<td><strong>Submit Changes</strong></td>
<td>This activity gives the PI the ability to submit requested changes to the application. This is the PI's electronic signature and can only be completed by the principal investigator noted in Question 4.0 on page 2 of the application.</td>
</tr>
</tbody>
</table>

## QUESTIONS?

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