

PERSONAL HOME PAGE

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IRISS

Welcome to IRISS | My Home | Researcher Profiles

Page for IRISS CertPI3

Study / Teaching Staff

My Roles

Study / Teaching Staff

Start an application for:

REB Approval

Quick Links

Page for IRISS CertPI3

Welcome to your Personal Page for IRISS Certifications

This page is the starting point for creating and viewing all submissions for studies that you are involved in as a team member. Information has been organized into the tabs below.

- Inbox** - Items appearing here require action by a member of your team.
- REB** - allows you to view the current status of the studies you are involved in.
- Templates** - allows you to view, select and manage copies of submissions you have set aside as templates for future use.

Inbox **REB** **Templates**

Filter by ID

- 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

Study / Teaching Staff

My Roles

Study / Teaching Staff

Shows the role(s) you have in IRISS – Study/Teaching Staff – for all Research team members.

Start an application for:

REB Approval

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

Welcome to IRISS My Home Researcher Profiles
REB > How diet contributes to disease

Current State

Pre Submission

REB Certification File: How diet contributes to disease (HREBA.CC-14-0001)

Formal Title: Looking at the correlations between diet and disease in cancer patients

Application Type: Faculty/Staff Research

Principal Investigator: IRISS CertP11

Primary Admin Contact(s): There are no items to display

Initiated by: IRISS CertP11

Reviewing Board:

Current Owner (REB Administrator):

Last Updated: 5/3/2014 7:21 PM

My Activities

- Send Email to Study Team
- Edit Guest List
- Edit Email List
- Log Comment to REB Admin
- Copy
- Withdraw
- Submit Application

History Attachments Change Log Reviewer Notes

Activity	Author	Activity Date
Study Created	CertP11, IRISS	2/15/2014 12:45 PM MST

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

Printer Version

View Differences

View Smartform Progress

Edit Study: click to re-enter the application

IRISS

Date: Saturday, May 03, 2014 7:30:26 PM
ID: HREBA.CC-14-0001

Research Ethics Board

If your study involves disclosure of personal health information you are required to apply to either CHREB or HREBA. For University of Calgary applications, the Board of record is determined by the faculty or affiliation of the PI.

All questions preceded by a red asterisk (*) are required responses that map you to the application

Print Close

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 Attachments Change Log Reviewer Notes

Activity Author

Progress Help

Section	Description	Progress
Study Staff, Funding, Location		Complete
Study Summary		Complete
Risks and Benefits Assessments		Complete
Participant Information, Recruitment, and Informed Consent		Complete
Research Methods and Procedures		Complete
Data Privacy and Confidentiality		Complete
Documentation		Complete

Close

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

Personal Home Page & Navigation

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.**

5.0 Co-Investigators: can edit the application but do not receive system notifications:

cert

First	Last	Faculty Name	Department	Division
IRISS	CertCo11			
IRISS	CertCo12			

5.0 Co-Investigators: can edit the application but do not receive system notifications:

Last	First	Dept	E-Mail
CertCo11	IRISS		iriss@ucalgary.ca

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

4.0 * Name of Principal Investigator:

6.0 Study Coordinator(s), Research Nurse or Research Assistant:

Last Name

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.

Select Person

Filter by Last

Total Selected

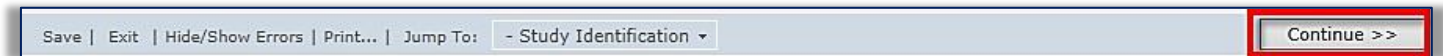
First	Last	Faculty Name	Department	Division
IRISS	CertPI1			
IRISS	CertPI2			
IRISS	CertPI3			

4.0 * Name of Principal Investigator:

IRISS CertPI1

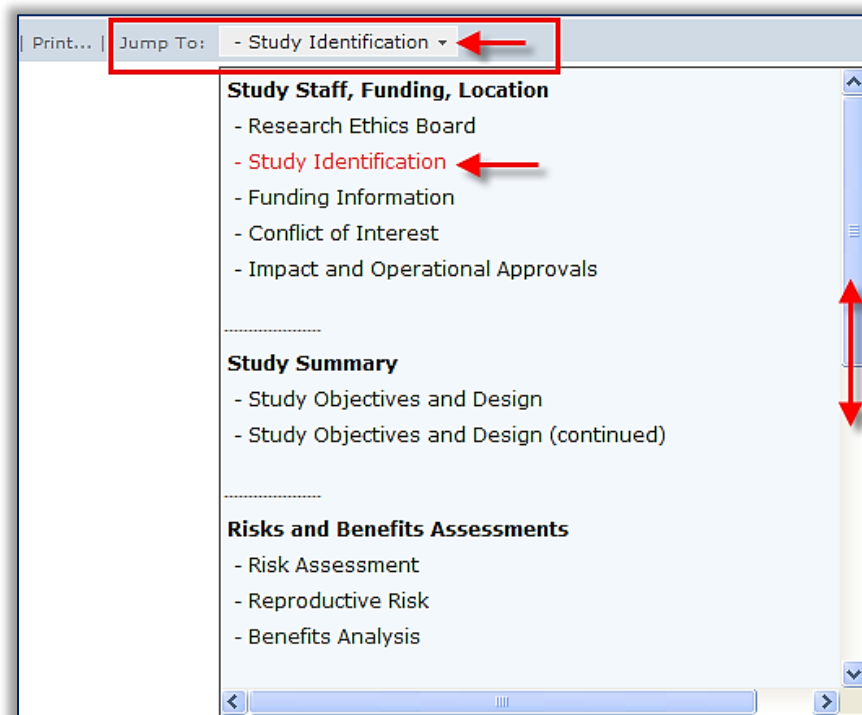
CONTINUE BUTTON

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.



Personal Home Page & Navigation

MY ACTIVITIES

 Send Email to Study Team	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-Is 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 .
 Edit Email List	This activity gives the PI/Research Team the ability to add the Co-Is noted on the study to the email list so they would receive all system emails regarding the study.
 Edit Guest List	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.
 Log Comment to REB Admin	This activity gives the PI/Research Team the ability to send a comment/question to the REB Administrator (REB) looking after their study.
 Copy	This activity gives the PI/Research Team the ability to copy a study one time or as a template to be used as a bases for future studies.
 Withdraw	This activity gives the PI only the ability to withdrawal 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.
 Submit Application	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.
 Submit Changes	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.

QUESTIONS?

General Inquiries: info@hreba.ca

Technical "how to" Inquiries: iriss.support@ucalgary.ca