

Important! The **Create a Renewal** button will show on the Certification Study Workspace <u>30 days</u> prior to the expiry date.

If you have a modification open at the time your renewal is due to be completed, you will not see the **Create a Renewal** button on the Certification Study Workspace. In order to complete the renewal, either withdraw the modification (if in the state PreSubmission) or wait until the modification has been approved.

FIND THE STUDY YOU WANT TO RENEW

When your study is to be renewed, you will receive reminder notifications from IRISS 30 days prior to the expiry date.

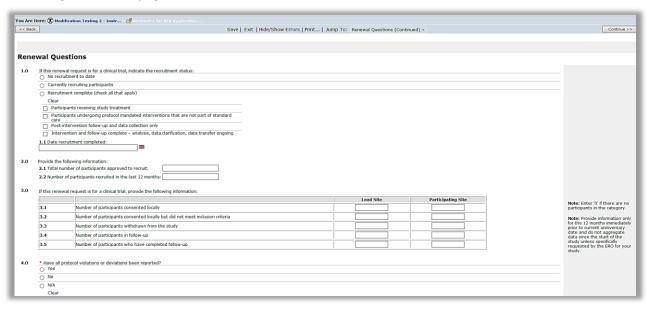
- 1. Log in to IRISS: https://iriss.ucalgary.ca/IRISSPROD/login/
- 2. You will find the study under your REB Tab. Click on the name of the approved study to open the Study Workspace.
- 3. Click on the Create a Renewal activity button found on the left hand side of the page.



4. This will open the Renewal Request form. Click **Continue** to move to the next page.

Edit: REB Renewal - HREBA.CC-14-0014_REN1

5. Moving to the next page will create the Renewal Number:



Version 2016.12 Page 1 of 2



Important!

Questions 1.0 and 3.0 only need to be completed if your study is a clinical trial.

Question 2.0 – for studies that are not a clinical trial, the term 'participants; should be interpreted as charts and/or biological samples accessed, as appropriate.

- 6. Complete the questions on the following pages using the **Continue** button or **Jump To** menu to move through the form
- 7. Once you have completed all the questions, click **Save** & **Close** on the final page to return to the Study Workspace.

SUBMIT THE RENEWAL FOR REVIEW

Depending on your role on the study:

- 1. If you are a member of the study team; you can create, edit and view the renewal, but not submit.
- 2. If you are the Principal Investigator; you can create, edit, view and submit the renewal. Click on **Submit Renewal** under My Activities on the left side of the page.
- 3. The system will conduct an 'error check' to identify if any required questions were missed.

Important! If any errors are shown, navigate to the indicated questions and fill in the required information. When all the required items are complete, the PI must click **Submit Renewal**.

- 4. Read attestations in Submit Application box and check box beside "I agree with the above statements:"
- 5. Click **OK** to agree and validate your submission.
- 6. The submission will transition to the next state for review.
- 7. You will receive an email indicating the submission was successful.

SUBMIT OTHER ITEMS

After the renewal has been submitted, the ability to submit other items associated with that renewal depends on your role on the study.

QUESTIONS?

General Inquiries: info@hreba.ca

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

Version 2016.12 Page 2 of 2