

Important! The **Create a Renewal** button will show on the Certification Study Workspace **30 days** 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.
5. Moving to the next page will create the Renewal Number:

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

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Renewal Questions

1.0 If this renewal request is for a clinical trial, indicate the recruitment status:

No recruitment to date

Currently recruiting participants

Recruitment complete (check all that apply)

Clear

Participants receiving study treatment

Participants undergoing protocol mandated interventions that are not part of standard care

Post-intervention follow-up and data collection only

Intervention and follow-up complete – analysis, data clarification, data transfer ongoing

1.1 Date recruitment completed:

2.0 Provide the following information:

2.1 Total number of participants approved to recruit:

2.2 Number of participants recruited in the last 12 months:

3.0 If this renewal request is for a clinical trial, provide the following information:

		Lead Site	Participating Site
3.1	Number of participants consented locally	<input type="text"/>	<input type="text"/>
3.2	Number of participants consented locally but did not meet inclusion criteria	<input type="text"/>	<input type="text"/>
3.3	Number of participants withdrawn from the study	<input type="text"/>	<input type="text"/>
3.4	Number of participants in follow-up	<input type="text"/>	<input type="text"/>
3.5	Number of participants who have completed follow-up	<input type="text"/>	<input type="text"/>

4.0 * Have all protocol violations or deviations been reported?

Yes

No

N/A

Clear

Note: Enter '0' if there are no participants in the category

Note: Provide information only for the 12 months immediately prior to current anniversary date and do not aggregate data since the start of the study unless specifically requested by the ERO for your study.

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