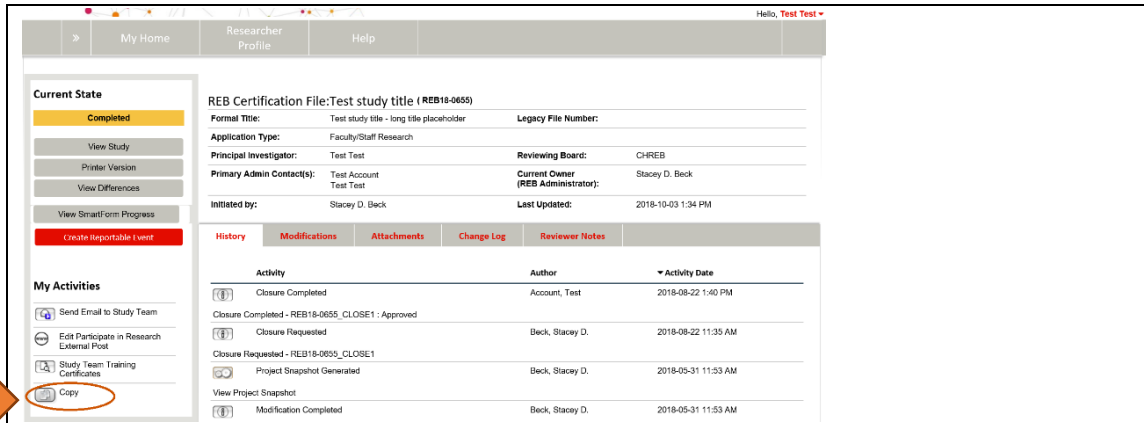


## CHANGE THE ETHICS ID FROM REB TO HREBA

If a University of Calgary ethics board is chosen when an IRISS file is first created, an ethics ID of “REB...” is assigned. If the board is later changed to HREBA, the ethics ID is not updated. As HREBA committees are unable to process files with a UofC ethics ID, the following steps need to be taken:

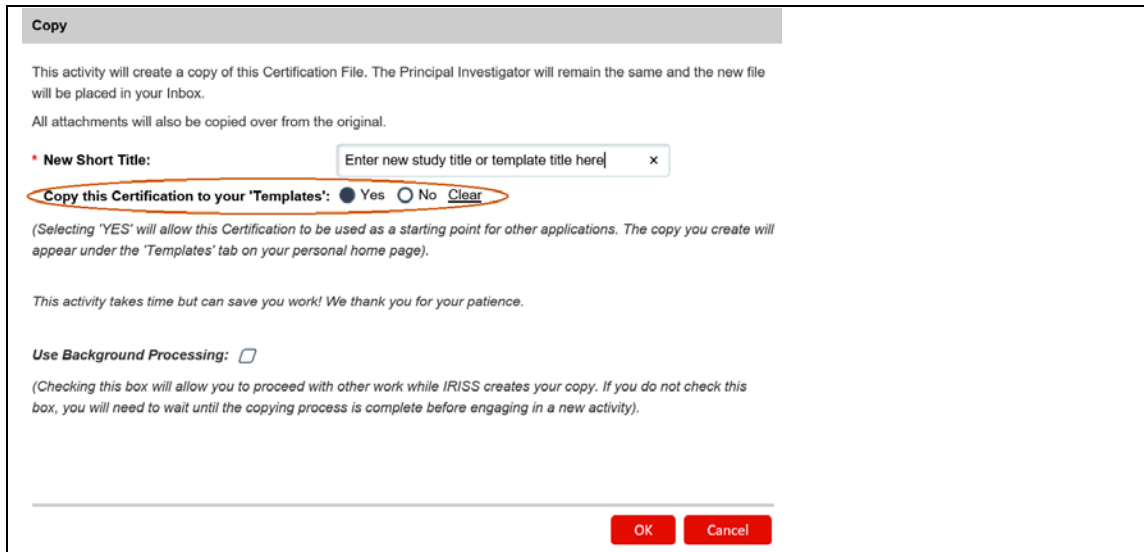
1. Log in to IRISS: <http://www.ucalgary.ca/iriss/>
2. Find the study in the **Inbox** tab and click on its name to open the Study Workspace.
3. Click on the **Copy** button found on the left-hand side of the page.



The screenshot shows the IRISS interface for a study workspace. On the left sidebar, under 'My Activities', the 'Copy' button is circled in red, with an orange arrow pointing to it. The main area displays study details for 'REB Certification File: Test study title (REB18-0655)'. Below the details is a table with tabs for 'History', 'Modifications', 'Attachments', 'Change Log', and 'Reviewer Notes'. The 'History' tab is active, showing a list of activities with columns for 'Activity', 'Author', and 'Activity Date'.

Activity	Author	Activity Date
Closure Completed	Account, Test	2018-08-22 1:40 PM
Closure Completed - REB18-0655_CLOSE1 - Approved		
Closure Requested	Beck, Stacey D.	2018-08-22 11:35 AM
Closure Requested - REB18-0655_CLOSE1		
Project Snapshot Generated	Beck, Stacey D.	2018-05-31 11:53 AM
View Project Snapshot		
Modification Completed	Beck, Stacey D.	2018-05-31 11:53 AM

4. This will open the following pop up window.



The screenshot shows a 'Copy' pop-up window. It contains the following text and controls:

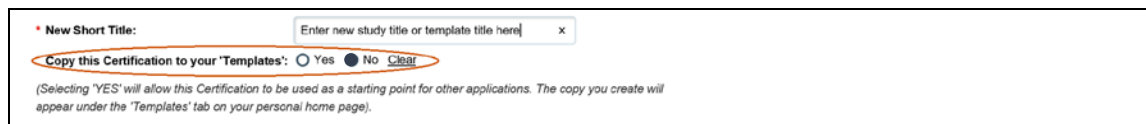
- Text: "This activity will create a copy of this Certification File. The Principal Investigator will remain the same and the new file will be placed in your Inbox. All attachments will also be copied over from the original."
- Text: "New Short Title: Enter new study title or template title here" (with a search icon and a close 'x' button).
- Text: "Copy this Certification to your 'Templates':  Yes  No [Clear](#)" (the 'Yes' radio button is circled in red).
- Text: "(Selecting 'YES' will allow this Certification to be used as a starting point for other applications. The copy you create will appear under the 'Templates' tab on your personal home page)."
- Text: "This activity takes time but can save you work! We thank you for your patience."
- Text: "Use Background Processing:
- Text: "(Checking this box will allow you to proceed with other work while IRISS creates your copy. If you do not check this box, you will need to wait until the copying process is complete before engaging in a new activity)."
- Buttons: "OK" and "Cancel" at the bottom right.

5. Select **Yes** to create a template of the study, then click **Ok**.
6. Click on **My Home** on the dark blue navigation bar at the top of the page to bring you back to your **IRISS Home Page**.

7. Find the study in the **Templates** tab and click on its name to open the Template Workspace.



8. Click on the **Edit Study** button to open the application.
9. Select the appropriate HREBA committee, then click **Save** and **Exit**.
10. Click on the **Copy** button found on the left-hand side of the page.
11. In the pop up window which appears select **No**, then click **Ok**.



12. Click on **My Home** on the dark blue navigation bar at the top of the page to bring you back to your **IRISS Home Page**.



- a. The study will now be in your inbox with a HREBA ethics ID – submit for review.
- b. Withdraw the study with the UofC ethics ID.