

REACTIVATE A DORMANT STUDY

During the study review process, the Principal Investigator (PI) / Study team may be asked to make changes to the application. If changes are not submitted, **3** reminder notifications are sent. After **30 days**, if no action is taken, the request will go **dormant**.

1. PI and Study team will receive a notification regarding the dormant file.

Clarifications or changes were not submitted within 30 days of the first notification. The file has therefore become dormant and a request for reactivation is required to move the file forward. If a request for reactivation is not submitted and approved, the file will be closed on **11 Mar 2018**.

Principal Investigator: <PI name>
Short Study Title: <Short title>
Long Study Title: <Long title>
Study Id: HREBA.CC-XX-XXXX

General guidance:

- Click the Study ID link or login to IRISS, under the REB tab, navigate to the study.
- Click on the "Request Reactivation" button under My Activities and provide a justification for the delay in response.

Once the request is reviewed, a notification of the decision will be provided.

2. Log in to IRISS.

3. Click on the name of the study under your **Inbox** tab to open the study workspace.

4. PI or study team can request reactivation. Under **My Activities**, click on the **Request Reactivation** button.



5. In order to submit the reactivation, you will need to provide a justification for the delayed response. Click **OK** in bottom corner.

Request Reactivation

The ID (HREBA,CC-XX-XXXX) and name (<Title of the study>) of this Certification will automatically be included in the generated email.

* Justify the reason for the delay in response:

Provide justification here....

Once the request is reviewed you will be notified of the decision.

(* indicates a required field)

OK Cancel

6. You will receive an email once the study has been reactivated.

Your request for reactivation has been approved, however, if no response is provided within 30 days another reactivation request will be required. The study team can prepare the response but only the PI can submit the changes for review.

Study Name: <Study Name>

Study ID: < Study ID>