

IRIS GUIDE

Review A Study Submission

Respond to a request to review a study submission.

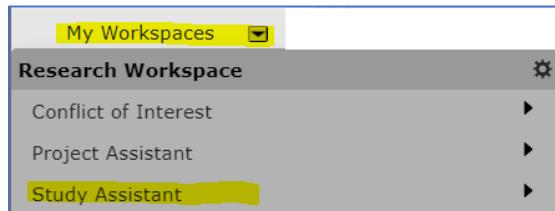
iRIS Guide

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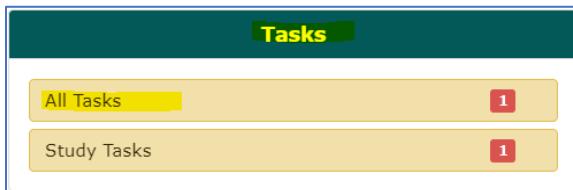
Study submissions must be signed by several individuals before they can be submitted to the regulatory compliance committee for final review. These individuals include additional investigators, study staff, the Department Chairperson/Director, and the Dean/Associate Dean for Research.

The iRIS system will notify these individuals by email when they are asked to review a study submission. The system will send email reminders every 2 days until the review is complete. The information below details the study submission review process.

1. Log into iRIS. Ensure that you are viewing the **Study Assistant workspace**.
 - a. Under the iRIS logo is a **My Workspaces** dropdown. Hover over the dropdown and select **Study Assistant**.



2. From the workspace, find the Tasks panel and select either **All Tasks** or **Study Tasks** to access the All Tasks/Study Tasks Panel.



3. From the All Tasks/Study Tasks panel, find a line item with "Submission Routing Signoff" in the **Task Type column**. Click on the notebook icon in the **Click to open column**.

All Tasks **Outstanding** **Completed**

All Tasks **Study Tasks**

Task List : All
Filter By : --none--

1 result(s) found... 1 - 1

	Click to open	Task Type	Date Received	Description	Priority	Complete By
<input type="checkbox"/>		Submission Routing Signoff	07/20/2023 12:14:28 PM EDT	Iris Imedris as Department Chair review and apply signoff	> No Priority	

1 result(s) found... 1 - 1

Study Tasks **Outstanding** **Completed**

All Tasks **Study Tasks**

Search for RB Number, Title, Alias **Search**

Task List: All
Review Board: All
Filter By: --none--

1 result(s) found... 1 - 1

	Click to open	Task Type	Date Received	Study Status	Study Title Study Alias	Principal Investigator	Review Board	RB Number	RB Expiration	Priority	Complete By
<input type="checkbox"/>		Submission Routing Signoff	07/20/2023 12:14:28 PM EDT	Pending - Submitted for Initial Review	Exclusion Test	Exclusion Test Smith, Leeroy A.	Howard University IRB	IRB-2022-0295		> No Priority	

1 result(s) found... 1 - 1

4. The **Submission Routing Signoff** page will be displayed. This page includes the Submission forms and all associated documents. Review the submitted items by selecting the icon in the **View in Separate Window** column.

Multiple submission forms can be compiled into one PDF document. Check the box in the **Include in PDF packet column** for each item to include in the PDF, then click on the **Create PDF Packet** button. This PDF may be printed or saved to a computer.

Study Title: Exclusion Test
Submission Reference Number: 000438

Include in PDF Packet Compare to Last Approved View in Separate Window Submission Component Name - Version

Submission Form(s)

<input type="checkbox"/>			Initial Review Submission - (Version 1.0)
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Application

<input type="checkbox"/>			IRB Application - (Version 1.0)
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Consent Form(s)

<input type="checkbox"/>			Consent Form (English) - (Version 1.0)
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Document(s)

<input type="checkbox"/>			CITI Training Certification
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Save Signoff

- Once the submission forms and additional documents have been reviewed, scroll down to find the approve/deny option. Select the option based on the review and click on the **Save Signoff** button to complete the process.

When denying a submission, to send comments to the PI, click on the **Click here to add comments button** and enter the comments in the textbox. Save the comments and complete the approval or denial process explained above.

Iris Imedris as Department Chair Do you Approve or Deny this submission?

Approve Deny **Comments:** Click here to add comments.

Save Signoff

View Other Comments:

Leeroy A. Smith	Principal Investigator	Approved
Comments:		

The review is complete the submission will automatically be forwarded to the next step in the review and approval process. The task item will be removed from the list of tasks.

Questions and concerns may be forwarded to:

Office of Regulatory Research Compliance

Email: theorrc@howard.edu

Phone: (202) 865-8597