



## **STUDY ASSISTANT**

---

*Adding a New Study & Submitting to the Review Board*

Software Version: 12.01

Manual Version: P-1

Manual Published: 12/08/2020

## Contents

Introduction .....	1
Add a Study .....	1
Selecting an Application.....	1
1.0 General Information .....	2
2.0 Add Department(s) .....	3
3.0 Assign key study personnel (KSP) access to the study.....	5
Assign User(s) to Sections .....	13
Custom Application Sections .....	14
Notes regarding forms navigation .....	15
Study Drugs .....	16
Study Devices .....	18
Inclusion/Exclusion Criteria.....	20
Sponsor .....	21
Sponsor Contact.....	24
Key Personnel Bulk Addition .....	27
Initial Review Transition.....	28
Lay Summary.....	30
Application Attachment .....	31
Informed Consent Attachments.....	32
Study Document Attachments.....	39
Signoff and Submit.....	48
Responding to Corrections.....	58
Responding to Stipulations .....	59
Stipulations Linked to Forms or Documents.....	59
Addition of screen when adding documents to a form attached to a submission with documents previously attached .....	62
Stipulations Not Linked to Forms or Documents.....	67
Submission Components.....	68
Return the Form to the Review Board .....	71

## Add a New Study

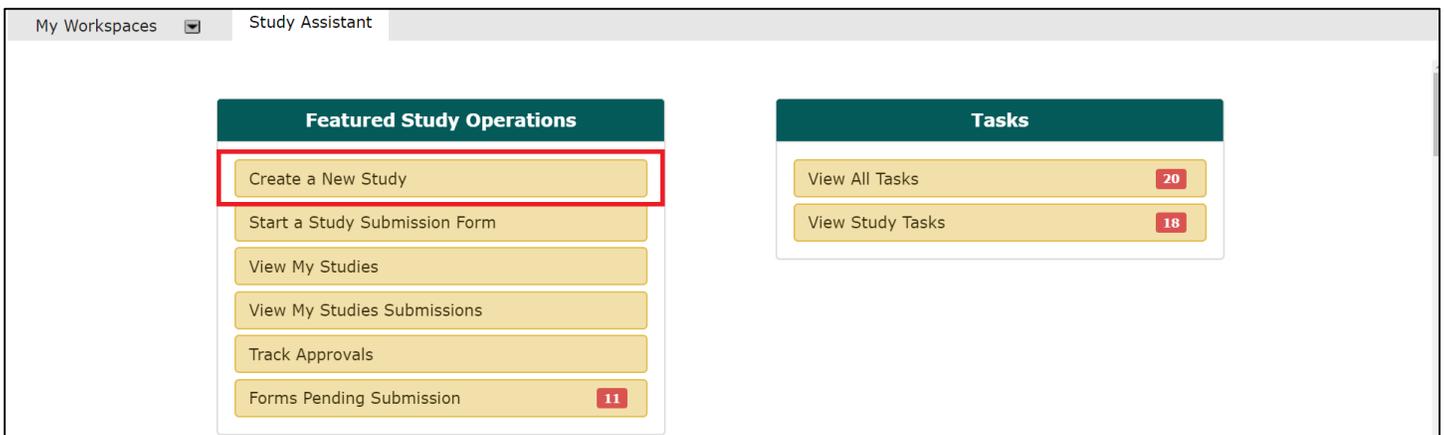
### Introduction

The basics of adding a study begin creating a Study Shell and filling out the Study Application. Once the Study Shell, Study Application and supporting documents are attached, submit your new study to an IRB for pre-review. Depending on how your system is setup, your new application may first be submitted to other review boards, such as an SRB or Radiation Safety committee before being reviewed by the IRB.

This manual will guide you through the process of adding a new study to the system and submitting that study to the IRB. This manual will also show user's how to respond to any corrections requested by the IRB.

### Add a Study

To begin, click the **Create a New Study** button in the Study Assistant menu group on the homepage of your iRIS software or from the tab from the My Workspaces tab.



### Selecting an Application

If your system has more than one application type available, you will be directed to a page that lists each application out, allowing you to select the application you need to complete. The number of applications available here depends on the number of modules being used. The name and form descriptions will be contingent on your institution and may not look the examples in the screens below.

Select the desired application, then click the **Start selected Application** button. If you do not need to create a new study at this time, click the **Cancel and Return** button to return to your iRIS homepage.

Form Name	Form Description
<input type="radio"/> IRB Application	Please use this application for use of Human Subjects in research.
<input type="radio"/> IBC APPLICATION (BIO-SAFETY)	Please use this application for your Bio-safety Committee
<input type="radio"/> IACUC APPLICATION (ANIMALS)	Please use this application for your Animal Research
<input type="radio"/> Simple MultiSite	Simple MultiSite

Selecting an application brings you to the first of three sections of the application, known as the Study Shell. After the first three initial screens of this application are complete, a new study record is created in the system. You can exit the application at any time and the application will save a Draft. Some of the fields in the application are required. In order to progress to the next section of the application, data must be entered into these required fields. Note that you may return to the application and edit these fields any time before submitting the form. After an application has been submitted, it can be viewed but cannot be edited.

### 1.0 General Information

The first of the Study Shell screens is the General Information screen. This section will capture the Study Title and Study Number.

**1.0 General Information**

\* Please enter the full title of your study:

\* Please enter the Study Number you would like to use to reference the study:

\* This field allows you to enter an abbreviated version of the Study Title to quickly identify this study.

Is this a multi-site study (i.e. Each site has their own Principal Investigator)?

Yes  No

If your system is using the Subject Management module, you will also be asked whether or not this study is going to be using Subject Management. If you indicate “Yes” you will have the ability to add subjects once the IRB approves your study.

Is this Study using Subject Management?

Yes  No

Click **Save and Continue to the Next Section** button in the upper right corner of the screen after the Study Title and Study Number have been added to this section as shown in the above image. You can also click the **Save Section** button to save your work. The page will refresh and save, but not continue to the next section.

## 2.0 Add Department(s)

The second section of the Study Shell screens involves the setting up of departments that will have access to this study. You want to select any department the study is involved with and note that the study will be linked to the department for report purposes. Department Administrators will be able to pull data from the study into certain reports based on the Department(s) associated to the study.

My Workspaces ▾ IRB Number: **IRB-19-189** Study Assistant **IRB Application (Version 1.0)** Back

Print Friendly Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

### 2.0 Add Department(s)

2.1 List departments associated with this study:

Is Primary?	Department Name	
<input type="checkbox"/>	<input checked="" type="radio"/> GUR - Pediatric	

Add Department Remove Department

The system will pull in your primary department as the potential primary department for the study. You can associate additional departments by clicking on the **Add Department** button.

When you add another department, the departments will display in a pop up within your window, as seen in the image below. Click the check box next to the desired department(s) and click the **Save** button when you are ready to add the selected departments to the study. You can also search for a particular department by entering all or part of the Department Name, Institution Name, Department Code and/or School Code and clicking the **Search** button.

Adding Department - Search Window

Select the Department(s) that you would like to filter by, then click Save.  
 You may also filter these results by searching for Institution Name, Department name, Department Code or School Code on the inputs below.  
Any Departments already added will not appear here.

Institution Name

School Code

Department Name

Dept Code

**Search**

**11** result(s) found... 1 - 10 ▶

Select	Institution	Department Name	School Code	Department Code
<input type="checkbox"/>	General Chicago Hospital	IBC	N/A	123
<input type="checkbox"/>	General Chicago Hospital	Office of Human Protection		
<input type="checkbox"/>	General Hospital Grants Office	Grants Office		
<input type="checkbox"/>	General Hospital Parnassis	Pediatric		
<input type="checkbox"/>	General Hospital Woodstock	General Hospital	7543	00999
<input type="checkbox"/>	General University of Hoth	Study Team		
<input type="checkbox"/>	General University of Redlands	Oncology		001
<input type="checkbox"/>	Hurricane Children's Research Hospital	Pediatric		
<input type="checkbox"/>	Jupiter Research Institute	Veterinary		
<input type="checkbox"/>	Miami Research Institute	Research Staff		800

If you do not need to add additional Departments, click the **Cancel** button to close the pop up.

Any added department(s) will now show in the department table. To remove a department, click the **checkbox** next to the appropriate department name then click the **Remove** button. You can change the primary department, if necessary. To do this, click the radio button for the department under the Primary Dept. column. Only one primary department can be selected at one time.

After adding the necessary departments, click the **Save and Continue to the Next Section** button, as seen in the image below.

My Workspaces ▾
IRB Number: **IRB-19-189**
Study Assistant
IRB Application (Version 1.0)
Back

**Section view of Application**

- 1.0 General Information
- 2.0 Setup Department(s) Access

**Entire view of the Application**

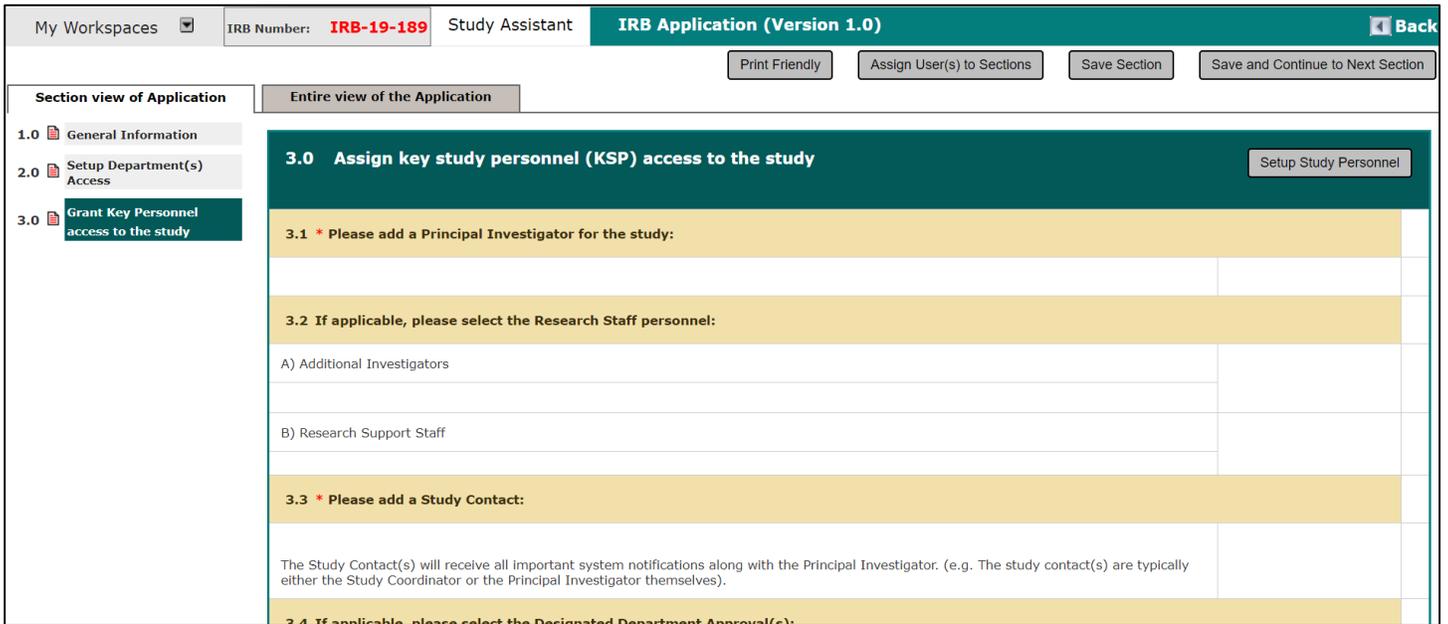
**2.0 Add Department(s)**

**2.1 List departments associated with this study:**

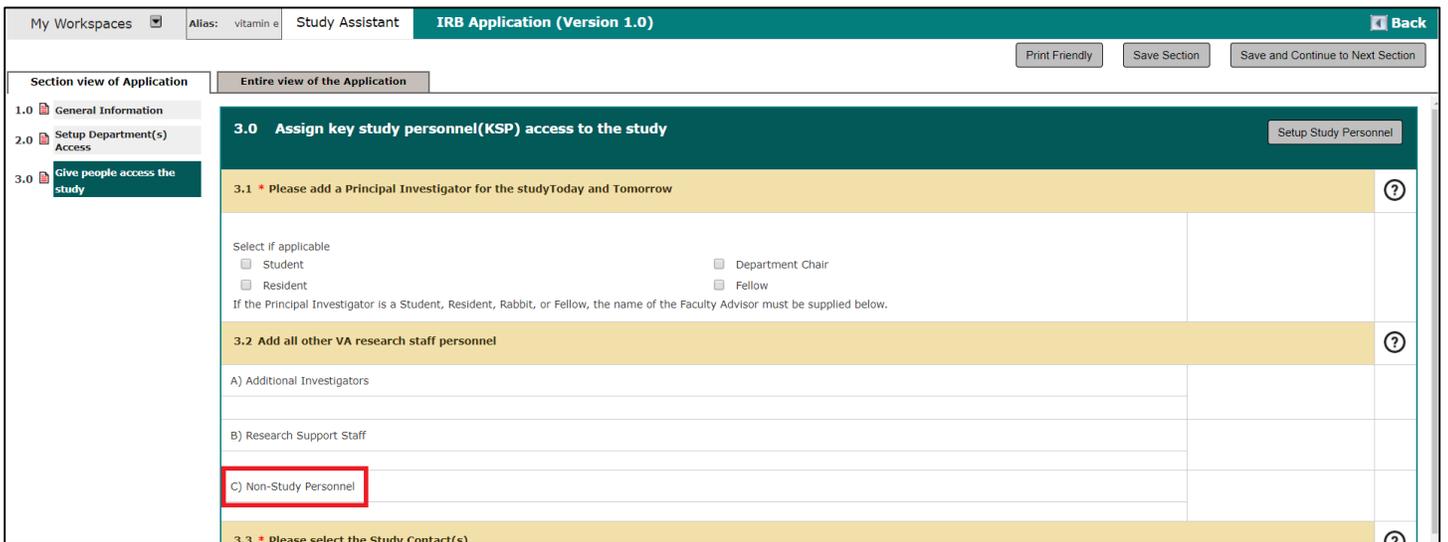
	Is Primary?	Department Name	
<input checked="" type="checkbox"/>	<input type="radio"/>	GUR - Pediatric	<input type="button" value="Add Department"/> <input type="button" value="Remove Department"/>
<input type="checkbox"/>	<input checked="" type="radio"/>	GHW - 7543 - General Hospital	

### 3.0 Assign key study personnel (KSP) access to the study

The third section of the Study Shell Screens involves assigning Key Study Personnel (KSP) to the study. The page will list the different roles available to assign a user to. Your system may or may not display all the roles, depending on how your system is configured.



In this version, users are also able to add Non-Study Personnel, if the property has been turned on from your System Administrator.



Any user added to the study will have the ability to access the study in iRIS.

To add any user to any role, click the **Setup Study Personnel** button next to the Section Title. Another screen will display in a pop up within your window with the study personnel list and the roles.

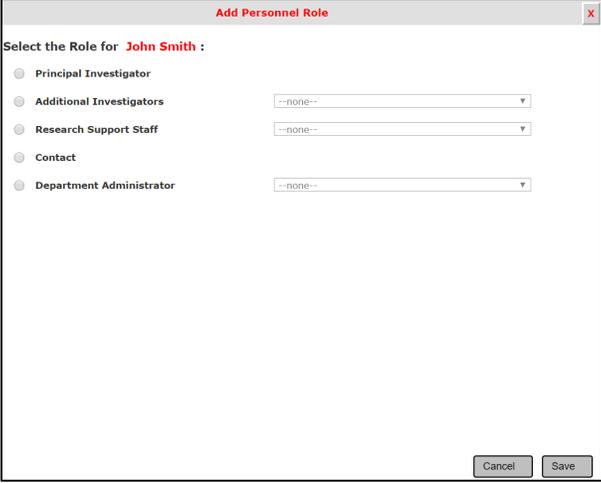
The screenshot shows a window titled "Setup Study Personnel" with a search interface. On the left is a "User Search" sidebar with options: "Study Personnel Pool", "Update My Personnel Pool", and "Delete My Personnel Pool". The main area contains search fields for "Last Name:" (empty), "First Name:" (empty), and "by Department:" (dropdown menu set to "All Departments"). A "Find User/Search Directory" button is on the right. Below the search fields is a table with columns: "Select", "Training?", "Name", "Department", and "Email". A message states "Your search criteria returned 0 results." Below this are three sections for "Selected Study Personnel": "Principal Investigator", "Investigator", and "Research Staff". Each section has a header table with "Name" and "Role" columns, followed by the text "No Personnel has been selected for this group."

Under the “User Search” tab, it will allow you to search the user directory by First name, Last name, or Department. Enter all or part of the criteria and click the **Find User/Search Directory** button, as seen in the image below.

This screenshot shows the same "Setup Study Personnel" window, but with search results. The "Last Name:" field contains "smith" and the "First Name:" field contains "john". The "Find User/Search Directory" button is now disabled. The table below the search fields now contains one row:
 

Select	Training?	Name	Department	Email
		Smith, John	General Hospital	

To select a user to add, click the icon under Select. This selects the user and another window will pop up to assign the user to their role.



**Add Personnel Role**

Select the Role for **John Smith** :

Principal Investigator

Additional Investigators

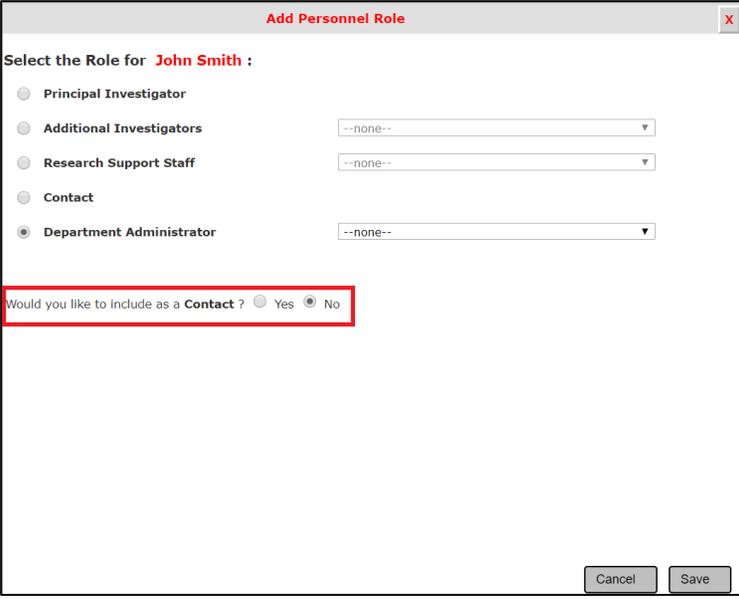
Research Support Staff

Contact

Department Administrator

Cancel Save

You may or may not see the same role options as presented in this manual, depending on your system configuration. When some of the roles are chosen, an option to make the role a Contact appears.



**Add Personnel Role**

Select the Role for **John Smith** :

Principal Investigator

Additional Investigators

Research Support Staff

Contact

Department Administrator

Would you like to include as a Contact ?  Yes  No

Cancel Save

Some of the roles available in this section include the following:

**Principal Investigator** – All study records must have a Principal Investigator. If you do not add a PI to this screen, you will not be able to progress to the next section. Also note that you can only have one Principal Investigator listed on the study. If additional PIs are needed on the study, you may add them in the Additional Investigator’s section, if available.

**Additional Investigators** – Any investigator roles for the study, aside from the Principal Investigator, can be listed here. You may have any number of Additional Investigator’s and after you add a user to this group, you will be able to specify which role they have.

**Research Support Staff** – This section is for any non-investigator users you need to list on the study. You may have any number of research support staff listed here and after you add a user to this group, you will be able to specify which role they have.

**Contact** – The user you add as the Principal Investigator will default to the Study Contact. You may add additional Study Contacts as needed. A Study Contact is a user on the study who will receive study related notifications from the system, such as Continuing Review notifications, Submission Correction notifications, Review Response notifications, etc. The Study Contact is usually also another role on the study, like a Research Coordinator, PI, etc.

**Department Administrator** – The users in the section will populate under the Designated Department Approval section in the form. You can add a user to Designated Department Approvals if you need to route your application to a department reviewer before the IRB will accept your submission. You can have any number of users listed here. At the end of your application process, you will have the ability to select this user for submission routing. More will be discussed later.

Under the tab “Study Personnel Pool”, users are able to select an existing pool from the drop-down menu. After a Pool has been selected, the personnel who are in that Pool will populate into the table below. Pools are groups of Personnel who are grouped together to save the user time, if the same team of people will be on studies together.

**Setup Study Personnel**

User Search

Select The Pool you want to Apply: --none--

Training?	Name	Role
No Personnel are available for use from the Personnel Pool.		

Study Personnel Pool

Create My Personnel Pool

Update My Personnel Pool

Delete My Personnel Pool

**Setup Study Personnel**

User Search

Select The Pool you want to Apply: General Pool Select All

Training?	Name	Role
	Investigator, John	Principal Investigator
	Investigator, John	Contact

Study Personnel Pool

Create My Personnel Pool

Update My Personnel Pool

Delete My Personnel Pool

Under the tab “Study Personnel Pool”, users are able to select an existing pool from the drop-down menu. After a Pool has been selected, the personnel who are in that Pool will populate into the table below. Pools are groups of Personnel who are grouped together to save the user time, if the same team of people will be on studies together.

**Setup Study Personnel**

User Search

Select The Pool you want to Apply:

Study Personnel Pool	Training?	Name	Role
No Personnel are available for use from the Personnel Pool.			

Create My Personnel Pool

Update My Personnel Pool

Delete My Personnel Pool

In this general pool, John Investigator and Jane Doe are in this Pool names “General Pool”.

**Setup Study Personnel**

User Search

Select The Pool you want to Apply:

Study Personnel Pool	Training?	Name	Role
		Investigator, John	Principal Investigator
		Doe, Jane B.S.	Contact

Create My Personnel Pool

Update My Personnel Pool

Delete My Personnel Pool

Under the “Create My Personnel Pool” tab, the user will be able to create a Pool of study Personnel, based off of the current KSP that have been chosen for this study. All the users who are chosen under the section “Selected Study Personnel” will be added to this Pool.

**Setup Study Personnel**

User Search

Study Personnel Pool

**Create My Personnel Pool**

Update My Personnel Pool

Delete My Personnel Pool

**Create My Personnel Pool** allows you to save the personnel defined in the **Selected Study Personnel** (section below) to a named pool for future reuse on other studies.

Reference name of the Pool you are creating:

Here, the user can fill out the section **Reference name of the Pool you are creating**, which will be the name of the group you are creating. Click **Save** to finish.

Setup Study Personnel
X

User Search

Study Personnel Pool

Create My Personnel Pool

Update My Personnel Pool

Delete My Personnel Pool

**Create My Personnel Pool** allows you to save the personnel defined in the **Selected Study Personnel** (section below) to a named pool for future reuse on other studies.

**Reference name of the Pool you are creating:** 2019 General Pool - Cardiology Dept.

Save

In this case, Abby Ack, Jane Investigator, John Researcher and the others (not seen in the screenshot), will be added to this new Pool, along with their roles assigned. These are KSPs that have been added under the “User Search” tab. They will be added into the new Pool, “2019 General Pool – Cardiology Dept.”.

Setup Study Personnel
X

User Search

Study Personnel Pool

Create My Personnel Pool

Update My Personnel Pool

Delete My Personnel Pool

**Create My Personnel Pool** allows you to save the personnel defined in the **Selected Study Personnel** (section below) to a named pool for future reuse on other studies.

**Reference name of the Pool you are creating:** 2019 General Pool - Cardiology Dept.

Save

**Selected Study Personnel:**

**Principal Investigator**

	Name	Role
X	Ack, Abby, MSN Ph.D.	Principal Investigator

**Additional Investigators**

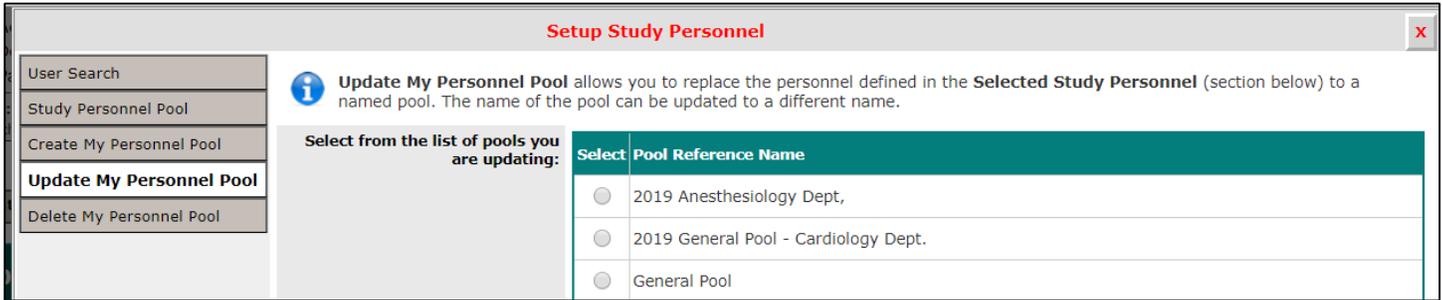
	Name	Role
X	Investigator, Jane jr, M.D. Brig. Gen.	Additional Principal Investigator

**Research Support Staff**

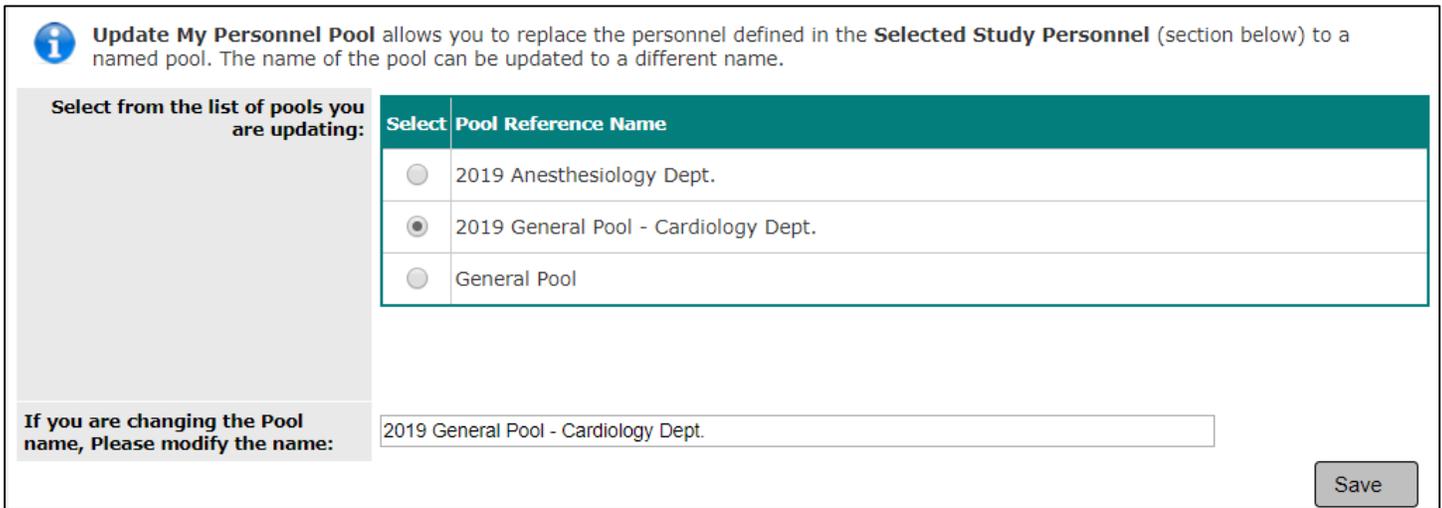
	Name	Role
X	Researcher, John, Ph.D.	Research Scientist

Clear Key Study Personnel
Close Setup of Study Personnel

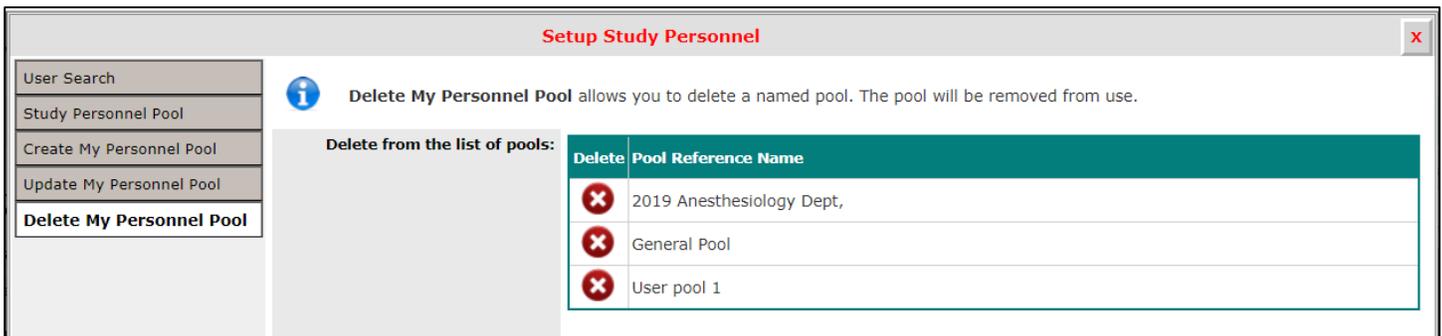
Under the “Update My Personnel Pool” tab, the user can update the name of an existing Pool. Select the Pool you wish to update, and another section will appear below.



Change the name of the Pool as desired and click **Save** to save the new Pool name. In this case, the user is editing “2019 Anesthesiology Dept,” into “2019 Anesthesiology Dept.”.

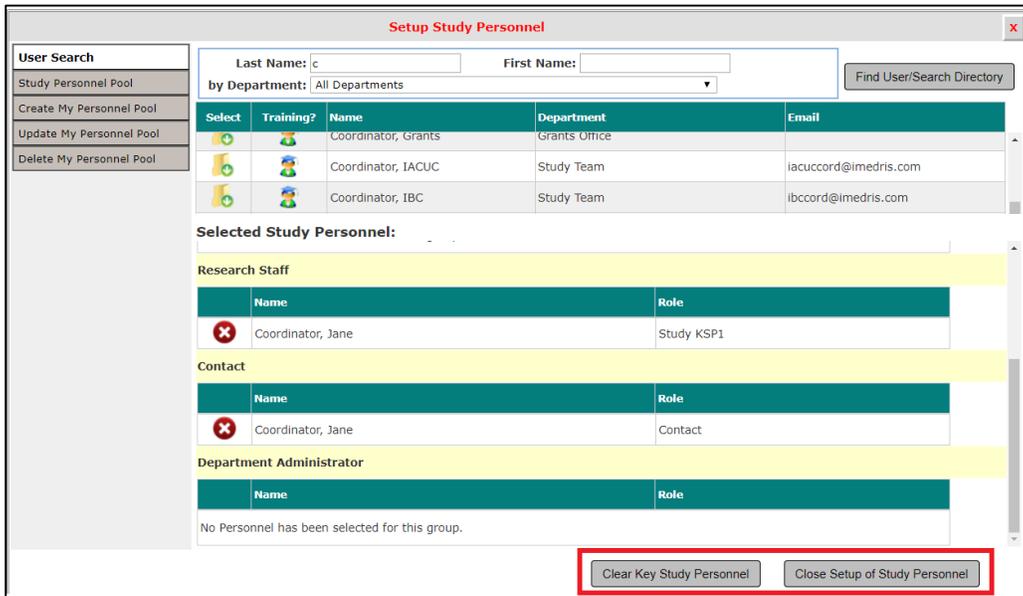


Under the “Delete My Personnel Pool” tab, the user can delete pre-existing Pools. Click on the  icon to remove the Pool.

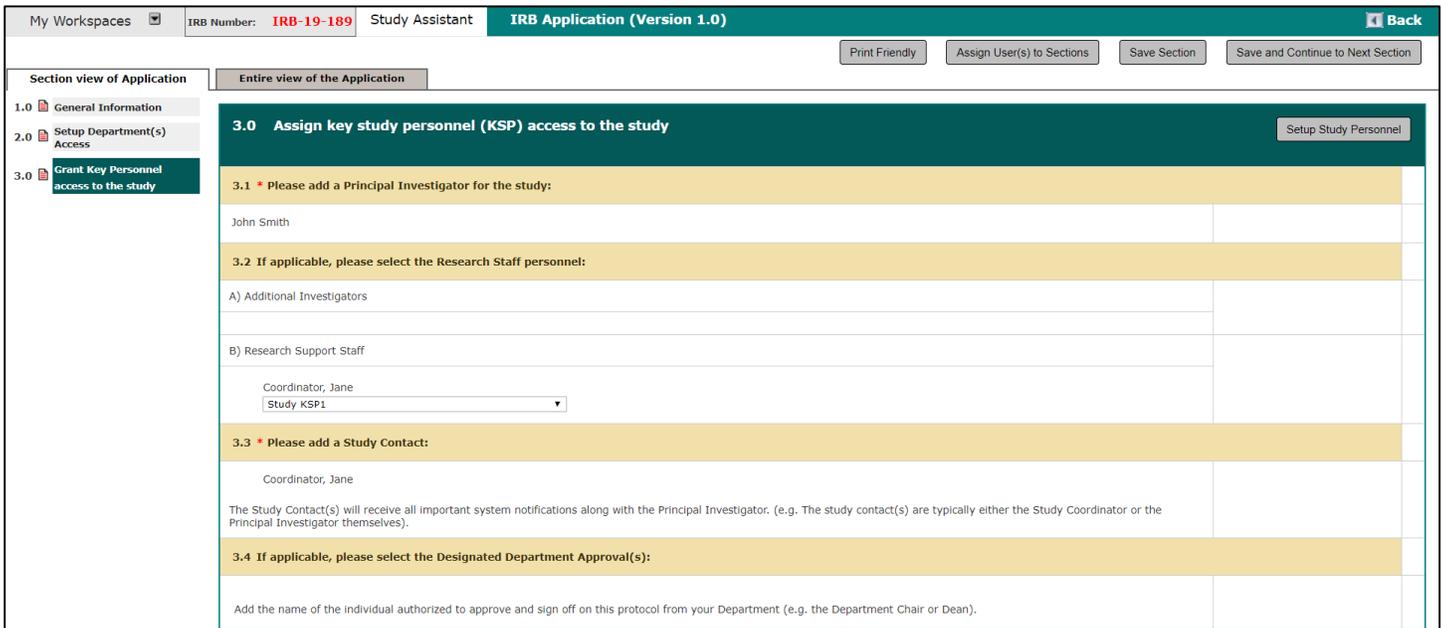


You can remove any user from the study by clicking the  icon next to their name. If you want to clear the whole list, you can click the button **Clear Key Study Personnel** to remove all users. If you need to remove the PI, you will have to

select a new user to take the PI’s place because a study record cannot be created without this information. When you have added all the Study Personnel, click the **Close Setup of Study Personnel** at the bottom to close the window.



After all of the necessary users have been associated to the study, the information from the window will populate into the Study Shell Section 3.0.

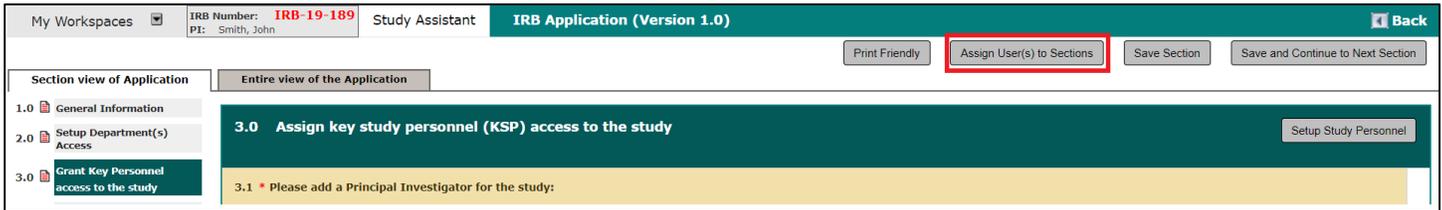


**Designated Department Approvals** – You can add a user to Designated Department Approvals if you need to route your application to a department reviewer before the IRB will accept your submission. You can have any number of users listed here. At the end of your application process, you will have the ability to select this user for submission routing. More will be discussed later.

Click the **Save and Continue to the Next Section** button to continue the application.

### Assign User(s) to Sections

After granting KSP access to the study, depending on the application form’s configuration, you may see the **Assign User(s) to Sections** button.

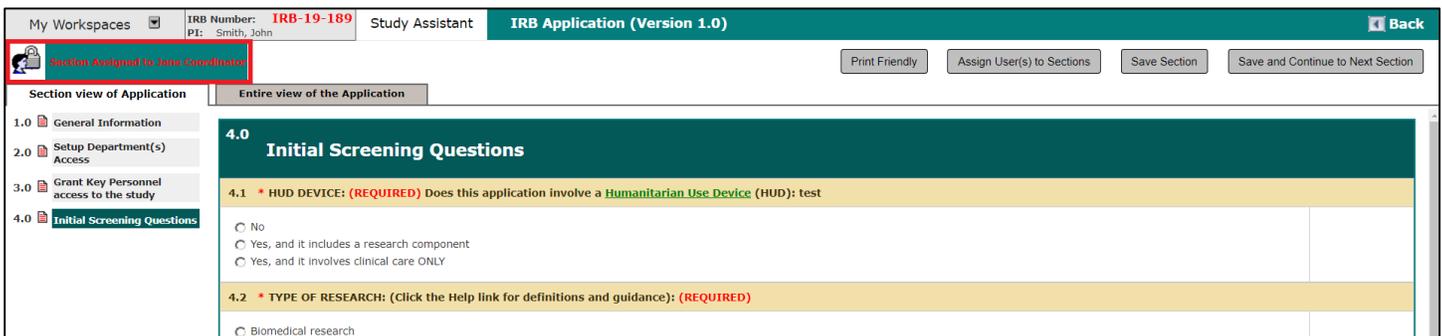


Click the button to open the Define Study Access screen. On this screen, you will see a list of the sections of the application and an option to assign users to complete each section. As you proceed through more sections of the application, you will see more sections listed on the page.



Select the user that you would like to assign to each section of the application and click Save Section Assignments to return to the application.

Upon returning to the application, if a section has been assigned to a user other than yourself, you will see the name of the assigned KSP in the corner of the screen. The section will be read-only for anyone other than that user, and he or she will receive a Form Section Assignment task.



The screen above is in read-only because the user who was not assigned the section has the section open. In the screen below, the user can edit and fill out the form because the section was not assigned to anyone.

### Custom Application Sections

The sections in the application following the initial three sections are customizable, based on the configuration of your Study Application.

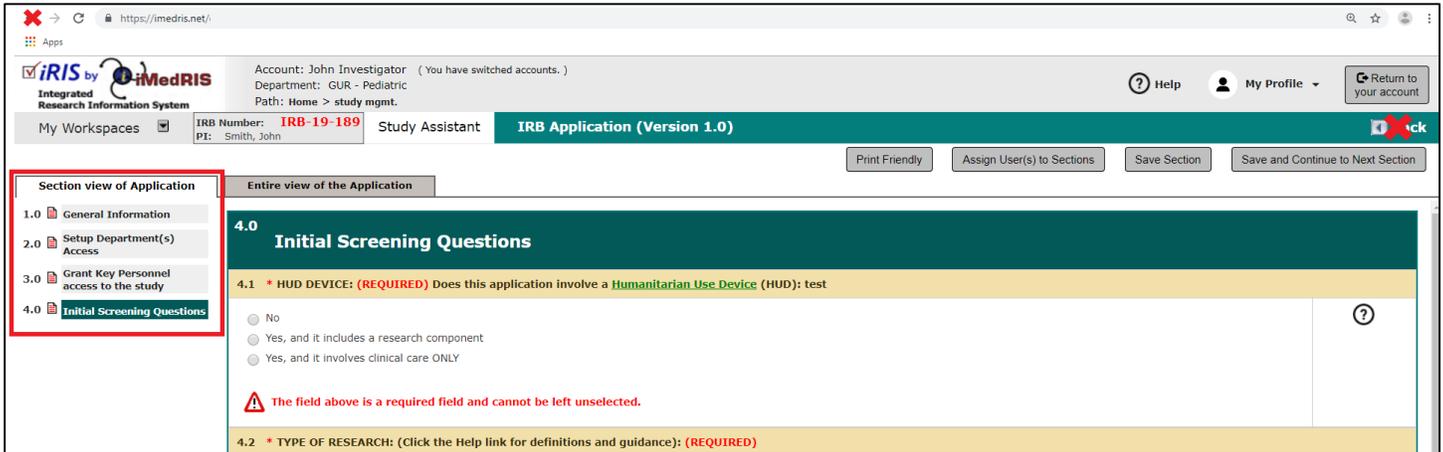
When you complete a section, click the **Save and Continue to Next Section** button. If a required field is left blank and you try to save and continue you will get an error message alerting you to the missing field.

Correct the missing field to save and continue, below is an example of a possible error message within the form.

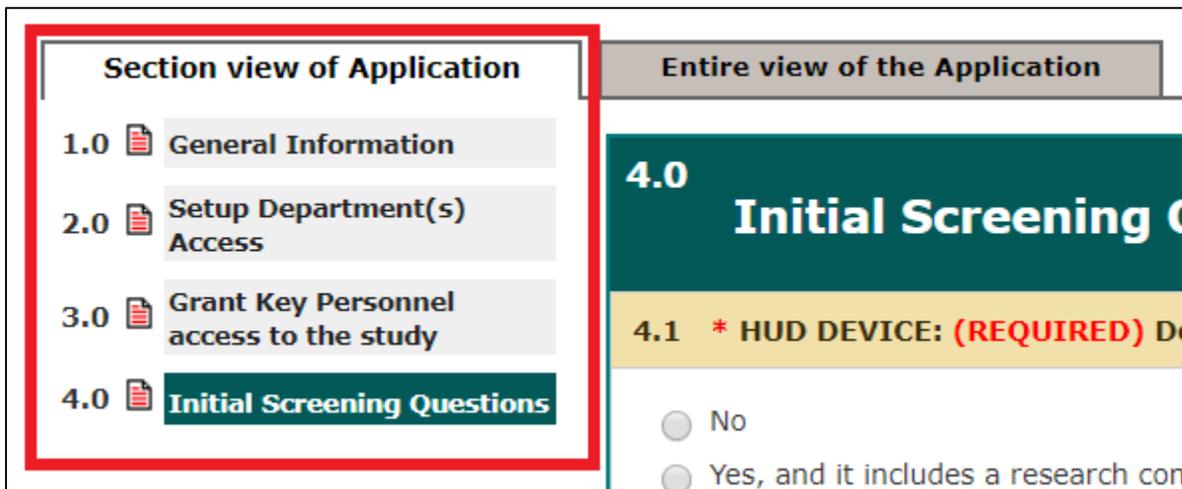
Throughout the application you may be asked to provide details for different aspects of the Study. Unique data values that capture this information are detailed below. These data values are defined in the form in the System Forms Designer by your System Administrator and may or may not be present in your form.

Notes regarding forms navigation

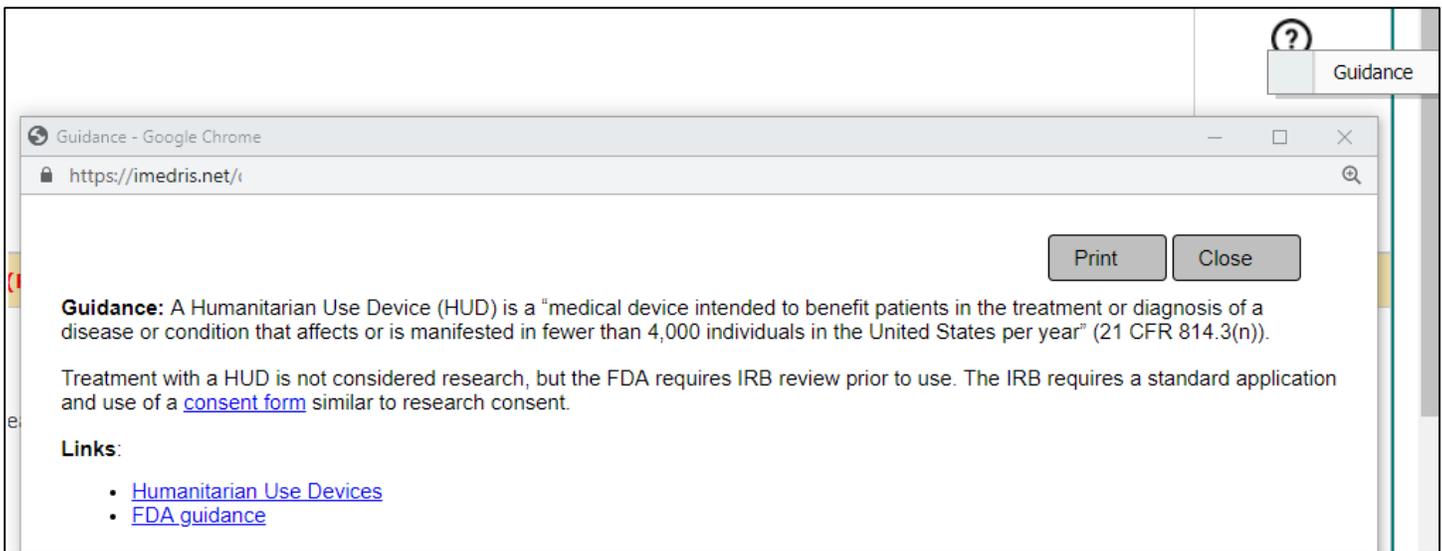
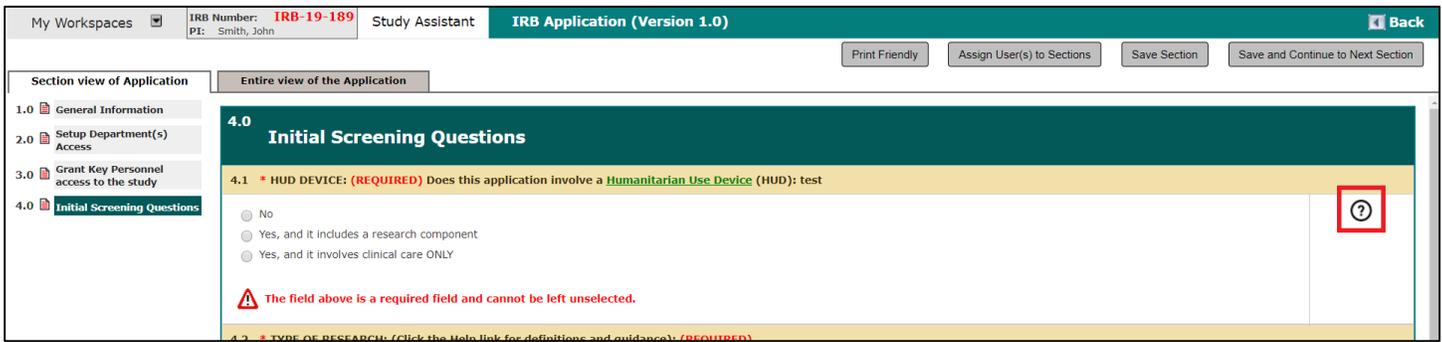
**Back Button:** When constructing the Study Application, it is important to remember that if you need to return to the previous section, DO NOT hit the Back button on your Internet Browser. To properly navigate to the previous section, click on the link for that section in the navigation pane.



**Navigation Pane:** On the left side of the screen, a navigation pane builds as you progress through the application. Click on the link of a section at any time to move to that section. The section you are in will appear blue, while the other sections will appear gray.



**Help Icons:** Some of the sections will contain help icons. Click or hover your mouse over the icon to open a window or see a small pop up. This will list available information about a certain question.



### Study Drugs

The Study Drug data value will allow you to search the iRIS database for a study drug to add to your study. You can have any number of drugs on the study. Follow the process described below to add each record.

Begin by clicking on the **Add a New Drug to the Study** button, as seen in the image below.



A popup window will open within your browser, as seen in the image below, allowing you to search the system for the drug you would like to add to the study. You can enter in all or part of the Drug Name or leave that field blank and click the **Find Drug** button to return all drugs in the system.

**Find a Drug: Search Options**

Drug Name:

Drug Browse/Find:

0 result(s) found... 0 - 0

Select	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
No Results found				

Once your search returns results, you can choose the drug you need to add by clicking on the icon in the **Select** column, as seen in the image below.

**Find a Drug: Search Options**

Drug Name:

Drug Browse/Find:

5 result(s) found... 1 - 5

Select	Internal Rec Num	Trade Drug Name	Generic Drug Name	Investigational Drug Name
	4	Amoxicillin	Amoxicillin A1	
	3	Benzocain	benzocaine 20% topical gel	
	5	Blaxar		
	1	Ibuprofen	Advil	
	2	Laxiom	LAX001	Laxiom 00989

If the drug you need to add to the study is not in the list, you can add a drug to the master list by clicking on the **Add a New Drug** button.

After you choose to add a new drug, the window will update, allowing you to specify the Trade Drug Name, Generic Name and/or Investigational Drug Name. You can enter the name for one or all of the fields. When you are finished, click the **Save Drug Info** button.

**Add a New Drug**

Trade Drug Name:

When you click **Save Drug Info**, the drug is added to the master list.

Whether you chose an existing drug by clicking on the icon in the **Select** column, or by adding a new drug to the master list, the next screen will be the Study Drug Details.

This screen allows you to enter the study-specific information for the drug. You may or may not see the same information listed on this page, depending on your system configuration.

Enter in the appropriate information and click on the **Save Drug Info** button.

You will be returned to the Study Application and the drug you added will appear in the table below the **Add a New Drug to the Study** button.

You can delete the drug by clicking the icon in the **Delete Drug** column. To edit the study-specific drug information, click the icon in the **Edit** column. You can also view the study-specific details by clicking the icon in the **View Details** column, as seen in the image below.

You can add additional drugs by clicking the **Add a New Drug to the Study** button and follow the steps listed above.

+ Add a New Drug to the Study						
Delete Drug	Edit	View Details	Trade Drug Name	Is the Drug FDA Approved	Is this a new drug or a new use of an already approved drug	IND Number
			Trade Drug Name: Claritin	Yes	Yes	

### Study Devices

The Study Device data value will allow you to search iRIS’ database for a study device to add to your study. You can have any number of devices on the study. Follow the process described below to add each record.

Begin by clicking on the **Add a New Device to the Study** button.

+ Add a New Device to the Study			
Delete Device	Edit	View Details	Device Name
No devices have been added to this Study			

A popup window will open within your browser allowing you to search the system for the device you would like to add to the study. You can enter in all or part of the Device Name, Device Mode and/or Device Serial Number or leave these fields blank and click the **Find Device** button to return all devices in the system.

**Find A Device: Search Options**

Device Browse/Find:

Device Name:  Find Device

Device Mode:

Device Serial Number:

0 result(s) found... 0 - 0

Select	Device Name	Device Mode	Device Serial Number
No Results found			

Once your search returns results, you can choose the device you need to add by clicking on the icon in the **Select** column.

If the device you need to add to the study is not in the list, you can add a device to the master list by clicking on the **Add a New Device** button.

**Find A Device: Search Options**

Device Browse/Find:

Device Name:  Find Device Add a New Device

Device Mode:

Device Serial Number:

2 result(s) found... 1 - 2

Select	Device Name	Device Mode	Device Serial Number
	Autoclave	4 Stainless Steel Trays	Autoclave
	Stent		

After you choose to add a new device, the window will update, allowing you to specify the **Device Name** (required field), **Device Mode** and **Device Serial Number**. When you are finished, click the **Save Device Info** button.

**Add a New Device**

\*Device Name:

Device Mode:

Device Serial Number:

Save Device Info

When you click **Save Device Info**, the device is added to the master list.

Whether you chose an existing device by clicking on the icon in the **Select** column, or by adding a new device to the master list, the next screen will be the Study Device Details.

This screen allows you to enter the study-specific information for the device. You may or may not see the same information listed on this page, depending on your system configuration.

Enter in the appropriate information and click on the **Save Device Info** button.

You will be returned to the Study Application and the device you added will appear in the table below the **Add a New Device to the Study** button.

You can delete the device by clicking the icon in the **Delete Device** column. To edit the study-specific device information, click the icon in the **Edit** column. You can also view the study-specific details by clicking the icon in the **View Details** column.

You can add additional devices by clicking the **Add a New Device to the Study** button and follow the steps listed above.

+ Add a New Device to the Study			
Delete Device	Edit	View Details	Device Name
			Sinus Pressure Aid

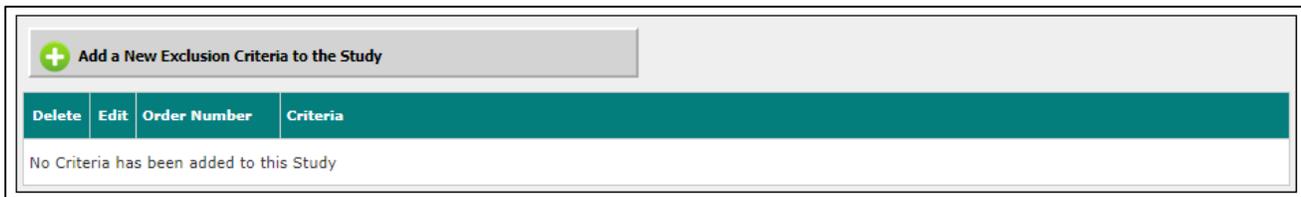
### Inclusion/Exclusion Criteria

The Inclusion Criteria and Exclusion Criteria data values allow you to enter your inclusion/exclusion criteria for potential subjects on the study. You can add the criteria to your Study Application for IRB review, and later, when you begin to enroll subjects on the study you will be able to flag which criteria the subject meets or does not meet.

Adding criteria works the same way for both Inclusion Criteria and Exclusion Criteria and is described below using Inclusion Criteria as an example.

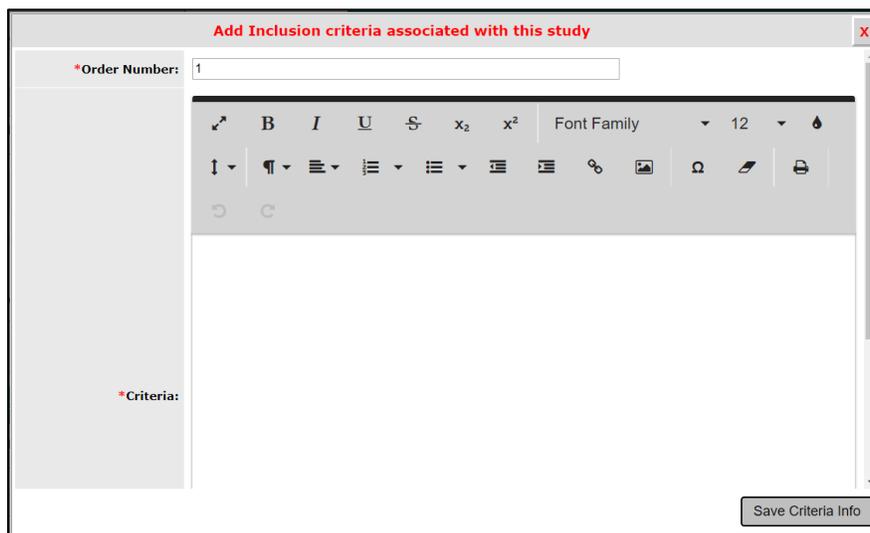
Begin by clicking on the **Add a New Inclusion Criteria to the Study** button.

+ Add a New Inclusion Criteria to the Study			
Delete	Edit	Order Number	Criteria
No Criteria has been added to this Study			

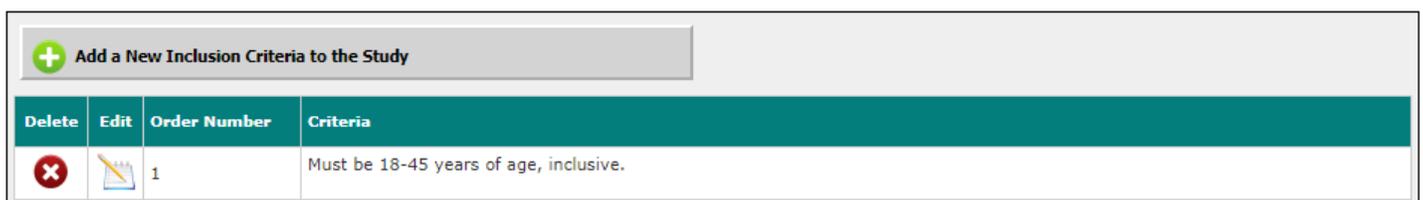


A popup window will open within your browser allowing you to specify the Inclusion Criteria Order Number and the wording for the Criteria. The Order Number will default to 1. You can change the Order Number if you have more than one Inclusion Criteria listed and would like to change the order the criteria presented in the data value.

The required Criteria field allows you to copy and paste or type in the text for your criteria.



When you are finished, click the **Save Criteria Info** button. You will return to the Study Application and the Inclusion Criteria will be listed in the table.



You can have additional Inclusion Criteria, as needed. Click the **Add a New Inclusion Criteria to the Study** button and repeat the steps above. You can delete an Inclusion Criteria record by clicking the icon in the Delete column. You can modify existing records by clicking the icon in the Edit column.

## Sponsor

The Sponsor data value will allow you to search iRIS' database for a sponsor to add to your study. Depending on your system settings, you may be able to list more than one sponsor or only one sponsor. Follow the process described below to add a sponsor record.

Begin by clicking on the **Add a New Sponsor to the Study** button.

**Find a Sponsor: Search Options** [X]

Sponsor Browse/Find:

Sponsor Name:  Find Sponsor

Familiar Name:

Legal Name:

0 result(s) found... 0 - 0

Select	Sponsor ID	Sponsor Name	Familiar Name	Legal Name
No Results found				

A popup window will open within your browser allowing you to search the system for the sponsor you would like to add to the study. You can enter in all or part of the Sponsor Name, Familiar Name and/or Legal Name, or leave these fields blank and click the **Find Sponsor** button to return all sponsors in the system.

If you cannot find the sponsor in the master list, you can add a new sponsor by clicking on the **Add a New Sponsor to the Master List** button.

**Find a Sponsor: Search Options** [X]

Sponsor Browse/Find:

Sponsor Name:  Find Sponsor Add a New Sponsor to the Master List

Familiar Name:

Legal Name:

158 result(s) found... 1 - 10 ▶

Select	Sponsor ID	Sponsor Name	Familiar Name	Legal Name
		[9025] Clinical Science R&D	Clinical Science R&D	Clinical Science R&D
		[9111] Natl Inst of Child Health & Human Dev	Natl Inst of Child Health & Human Dev	Natl Inst of Child Health & Human Dev
		[9113] Natl Inst of Dental and Craniofacial Research	Natl Inst of Dental and Craniofacial Research	Natl Inst of Dental and Craniofacial Research

After you choose to add a new sponsor, the window will update, allowing you to specify the Sponsor Abbreviation, Sponsor Name (required field), Sponsor Type (required field) and information for the sponsor’s location. When you are finished, click the **Save Sponsor and Add to Study** button.

Add Sponsor to Master List Details:
X

<b>Sponsor Abrv:</b>	<input type="text"/>
<b>*Sponsor Name:</b>	<input type="text"/>
<b>*Sponsor Type:</b>	--none-- ▾
<b>Street 1:</b>	<input type="text"/>
<b>Street 2:</b>	<input type="text"/>
<b>City:</b>	<input type="text"/>
<b>County:</b>	<input type="text"/>
<b>State:</b>	--none-- ▾
<b>Province:</b>	<input type="text"/>
<b>Country:</b>	--none-- ▾
<b>Zip/Postal Code:</b>	<input type="text"/>

Whether you chose an existing sponsor by clicking on the  icon in the Select column, or by adding a new sponsor to the master list, the next screen will be the Study Sponsor Details screen.

Study Sponsor Details:
X

<b>Sponsor Name:</b>	[9025] Clinical Science R&D
<b>Sponsor Type:</b>	Department of Veterans Affairs
<b>Sponsor Role Modified:</b> (Check all that apply)	<input type="checkbox"/> Funding <input type="checkbox"/> Data Coordination <input type="checkbox"/> Monitoring <input type="checkbox"/> Auditing <input type="checkbox"/> Passthrough <input type="checkbox"/> CRO <input type="checkbox"/> Payor <input type="checkbox"/> Subrecipient
<b>Project Period:</b>	From: <input type="text"/>  to: <input type="text"/> 
<b>Funding Through:</b>	--none-- ▾
<b>Is Institution the Primary Grant Holder:</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>if "No", then who is the Primary Grantee?</b>	<input type="text"/>
<b>Project Number:</b>	<input type="text"/>

This screen allows you to enter the study-specific information for the sponsor. You may or may not see the same information listed on this page, depending on your system configuration.

The **Sponsor Role** field allows you to indicate what this sponsor’s role is for this study. If you indicate this is the Funding sponsor and you are using the Finance portion of iRIS with Subject Management, later in the project you will be able to generate invoices to the sponsor when study events and milestones are triggered.

Enter in the appropriate information and click on the **Save** button.

When you select a sponsor to add them to a study, the table for Sponsor Information will populate with that sponsor and any additional details available for the sponsor. You can delete the sponsor from the study by clicking on the  icon in the Delete column. If your system is setup to allow only one sponsor per study, the button to add sponsors to the study will not appear, as seen in the image below. If you delete the sponsor, the button will reappear, allowing you to add a different sponsor.

Sponsor Selection Data Value:

Delete	Edit	View Details	Sponsor Name	Sponsor Type	Funding Through	Project Number	Award Number Modified
			[9025] Clinical Science R&D	Department of Veterans Affairs			

If your system does not restrict the number of sponsors allowed per study, you can add additional sponsors to the study by clicking on the **Add a New Sponsor to the Study** button and following the same steps above.

You can view additional details related to the sponsor by clicking on the expand icon in the **View Details** column.

Sponsor Selection Data Value:

Delete	Edit	View Details	Sponsor Name	Sponsor Type	Funding Through	Project Number	Award Number Modified
			[9025] Clinical Science R&D	Department of Veterans Affairs			
<p><b>Sponsor Name:</b> [9025] Clinical Science R&amp;D</p> <p><b>Sponsor Type:</b> Department of Veterans Affairs</p> <p><b>Sponsor Role Modified:</b></p> <p><b>Project Period:</b> From: to:</p> <p><b>Funding Through:</b></p> <p><b>Is Institution the Primary Grant Holder:</b> No</p> <p><b>if No, then who is the Primary Grantee?</b></p> <p><b>Project Number:</b></p> <p><b>Award Number Modified:</b></p> <p><b>Grant Title:</b></p> <p><b>Award Recipient:</b> (If Award Recipient is not the same as identified on the study.)</p> <p><b>Explain Any Significant Discrepancy:</b></p>							

### Sponsor Contact

After adding a Sponsor to a study, you will also be able to specify contacts associated to the sponsor.

The data value for Sponsor Contacts will allow you to add as many contacts to the study for the sponsor as necessary. Click on the **Add a New Contact(s) to the Study** button.

Delete	Edit	View Details	Sponsor Name	Division	Contact Name	Title	Primary Phone	Email
No Prime Recipient Contact has been added to this Study								

A new popup will display within the browser allowing you to search for existing sponsor contacts. Any contact already associated to the Sponsor can be searched using the Last Name, First Name and/or Division search fields. You can enter all or partial information in any of these fields or leave these fields blank and click the **Find Sponsor Contact** button to return all sponsor contacts associated to the sponsor you added to the study.

**Find a Sponsor Contact: Search Options**

Sponsor Contact

Browse/Find:

Sponsor Name: [9025] Clinical Science R&D

Last Name:

First Name:

Division:

Find Sponsor Contact

0 result(s) found... 0 - 0

Select	Sponsor Name	Division	First Name	Last Name
No Results found				

If you cannot find the sponsor contact in the list, you can add a new sponsor by clicking on the **Add a new Contact to the Master List** button.

**Find a Sponsor Contact: Search Options**

Sponsor Contact

Browse/Find:

Sponsor Name: [9025] Clinical Science R&D

Last Name:

First Name:

Division:

Find Sponsor Contact

Add a new Contact to the Master List

3 result(s) found... 1 - 3

Select	Sponsor Name	Division	First Name	Last Name
	[9025] Clinical Science R&D	div 12	John	Kerry
	[9025] Clinical Science R&D	div 16	Anu	Mathur
	[9025] Clinical Science R&D	II	Iliana	Turner

After you choose to add a new contact, the window will update, allowing you to specify the Contact Category, **Division** (required field), **First Name** (required field), Middle Initial, **Last Name** (required field) and information for the sponsor contact. When you are finished, click the **Save Sponsor and Contact Info** button.

Sponsor Contact: Details
X

Contact Category:	<input type="text" value="--none--"/>
* Division:	<input type="text"/>
* First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
* Last Name:	<input type="text"/>
Prefix:	<input type="text"/>
Suffix:	<input type="text"/>
Title:	<input type="text"/>
* Primary E-mail:	<input type="text"/>
Secondary E-mail:	<input type="text"/>
* Primary Phone:	<input type="text"/>
Secondary Phone:	<input type="text"/>
Street 1:	<input type="text"/>
Street 2:	<input type="text"/>
City:	<input type="text"/>
County/Parish:	<input type="text"/>
State:	<input type="text" value="--none--"/>
Province:	<input type="text"/>
Country:	<input type="text" value="--none--"/>

Whether you chose an existing sponsor contact by clicking on the icon in the **Select** column, or by adding a new sponsor contact to the master list, the contact will be added to the study and you will return to the Study Application. Any sponsor contact you added will display in the table for Sponsor Contacts section.

You can add any number of contacts, so to add another, click on the **Add a New Sponsor Contact(s) to the Study** button again. You can delete a contact from the study by clicking on the icon in the **Delete** column.

+ Add a New Contact(s) to the Study

Delete	Edit	View Details	Sponsor Name	Division	Contact Name	Title	Primary Phone	Email
			[9025] Clinical Science R&D	II	Turner, Iliana		222-333-4444	iturner@test.com

You can view additional details related to the sponsor contact by clicking on the expand icon in the **View Details** column. Your system may or may not have the fields shown in the screenshot below, depending on system settings.

+ Add a New Contact(s) to the Study

Delete	Edit	View Details	Sponsor Name	Division	Contact Name	Title	Primary Phone	Email
			[9025] Clinical Science R&D	II	Turner, Iliana		222-333-4444	iturner@test.com

<b>Contact Category:</b>	Fiscal
<b>Contact Name:</b>	Turner, Iliana
<b>Title:</b>	
<b>Division:</b>	II
<b>Primary Phone:</b>	222-333-4444
<b>Secondary Phone:</b>	
<b>E-mail:</b>	iturner@test.com

### Key Personnel Bulk Addition

Another submission data value has been added that is a Dynamic Table. If the first column has the KSP Personnel Selection data value, then the Dynamic Table will show the button “Load Initial Personnel from Study” in the form.

Dynamic Table Data Value:

Load Initial Personnel from Study
Add a new row

Column Header 1	Column Header 2
No records have been added	

When **Load Initial Personnel from Study** is clicked, a popup window will display when the user clicks the button. The window will show the list of Personnel on Study Selection previously inputted from the Study Shell.

Add Key Study Personnel

Select the Key Study Personnel to Add to the table:

Select	Name
<input type="checkbox"/>	Ack, Abby, MSN Ph.D.
<input type="checkbox"/>	Anderson, Douglas Stuart, Dr.
<input type="checkbox"/>	Broadwater, Christy
<input type="checkbox"/>	Chen, James Y
<input type="checkbox"/>	Doe, Jane

For example, five personnel will add five rows to the dynamic table because five KSP were added from the study shell.

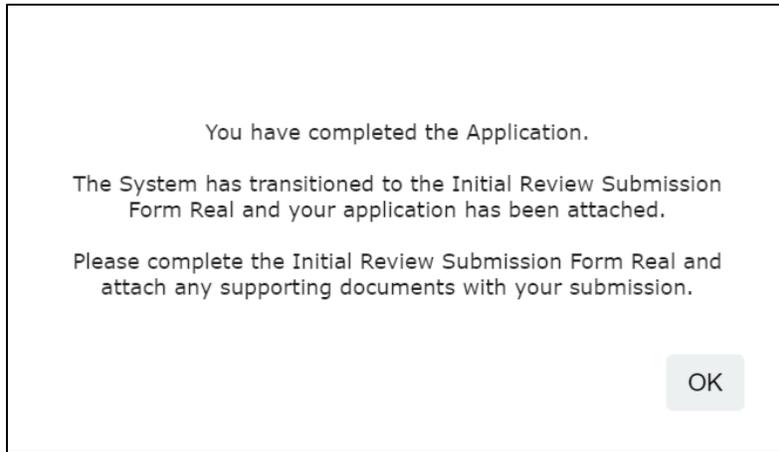
**Dynamic Table Data Value:**

	Column Header 1	Column Header 2
<input type="checkbox"/>	Ack, Abby, MSN Ph.D. ▼	<input type="text"/> <input type="button" value="⊞"/>
<input type="checkbox"/>	Anderson, Douglas Stuart, Dr. ▼	<input type="text"/> <input type="button" value="⊞"/>
<input type="checkbox"/>	Broadwater, Christy ▼	<input type="text"/> <input type="button" value="⊞"/>
<input type="checkbox"/>	Chen, James Y ▼	<input type="text"/> <input type="button" value="⊞"/>
<input type="checkbox"/>	Doe, Jane ▼	<input type="text"/> <input type="button" value="⊞"/>

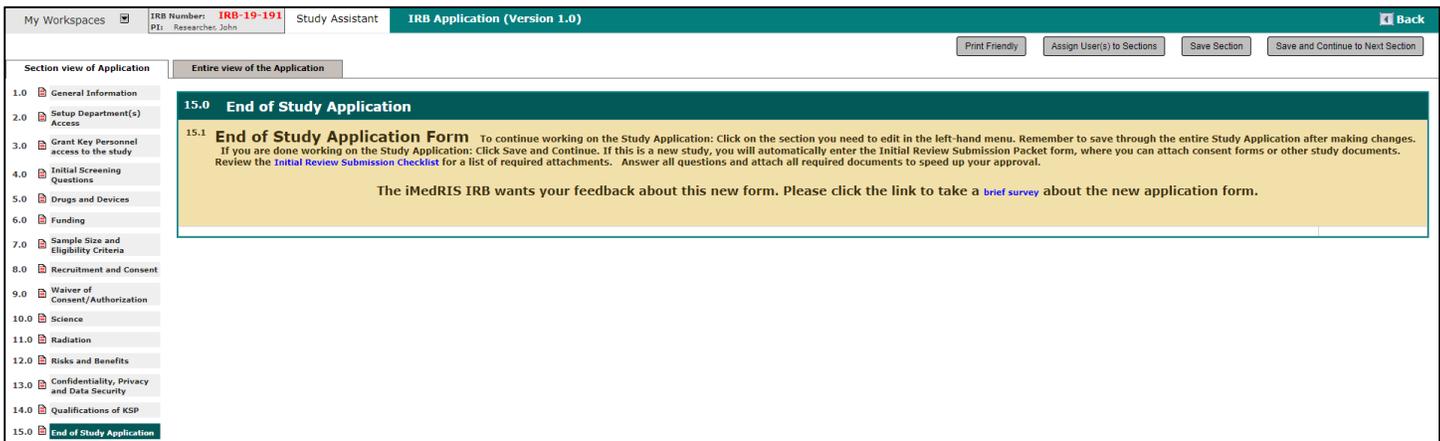
### Initial Review Transition

When you are finished filling out the Study Application, the system will transition into the Initial Review Submission Form.

You will have transitioned to the next section when the screen appears that is shown in the image below. An informative message between completing the study application and moving onto the submission form has been added for clarity.



Once the user has completed confirmed, the Submission Form will open indicating that the user is moving on from the Study Application.



*Note: The screen above is an example of a form, not all forms will have a section like this at the end of the study application. This screen’s purpose is to only depict the end of the study application.*

This does not mean the Study Application has reset, rather, you have been placed into a new form.

The Initial Review serves as the actual submission form that will go to the review board when submitted. The Study Application will be attached to this form, along with any other Informed consents and supporting study documents.

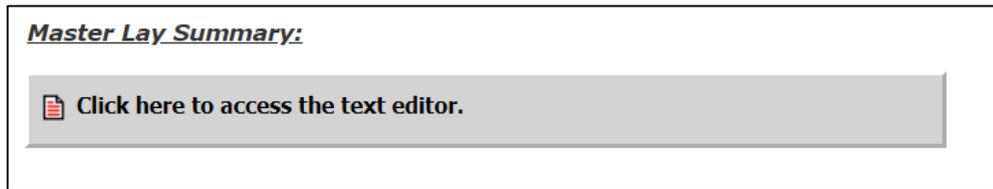
The Initial Review functions the same way as the Study Application, in regard to navigating and completing sections by adding information into the fields within each section. Complete this form by completing each section, attaching the necessary documentation and clicking the **Save and Continue** button to proceed.

The first section will contain information related to the study, based on your input from the Study Shell screens. Unique data values that capture this information are detailed below. These data values are defined in the form in the System Forms Designer by your System Administrator and may or may not be present in your form.

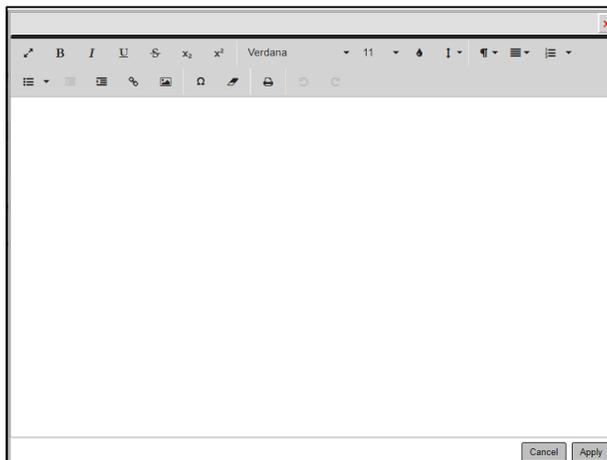
### Lay Summary

The Lay Summary data value is a required field, as highlighted in the image below, and allows you to capture the Master Lay Summary for your study. The information you enter into this field will transfer to the study’s master lay summary field for the review board of record.

You can enter the study Lay Summary by clicking the **Click here to access the text editor** button.



A small popup will display, allowing you to copy and paste or type in the text of your Lay Summary. When you are finished, click the **Apply** button.



The pop up will close, returning you to the Initial Review Submission packet and the Lay Summary text will populate underneath the Lay Summary section.

**Master Lay Summary:**

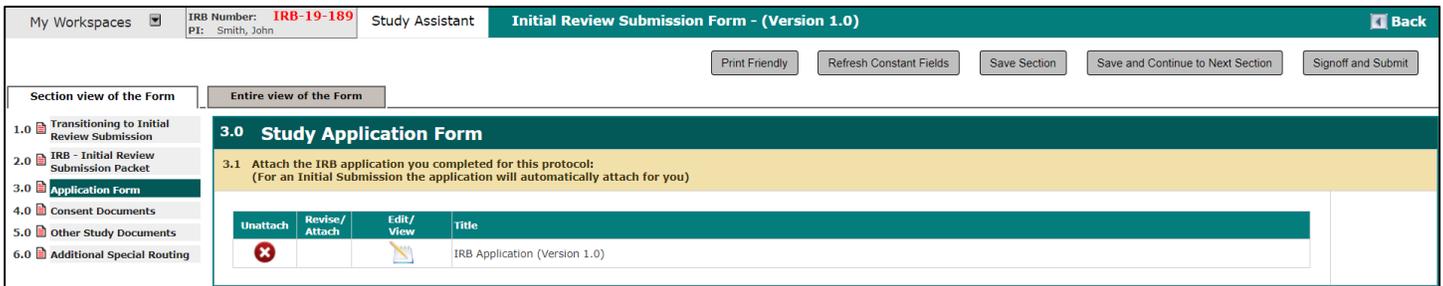
 [Click here to access the text editor.](#)

The purpose of the study is to see the effectiveness of different antihistamines and their side effects of drowsiness in conjunction with sleeping aids.

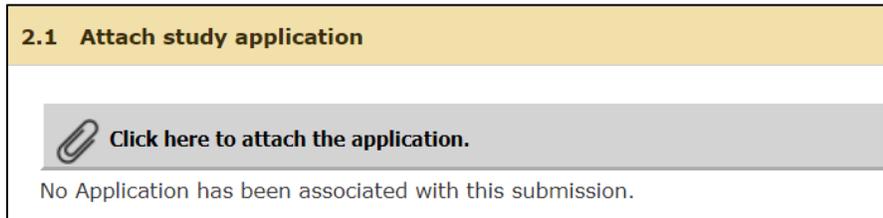
**Application Attachment**

The purpose of the Initial Review Submission Form is to bring the Study Application to a board for review. One of the sections of the Initial Review will present the ability to attach the application. Because the Study Application has already been completed and you transitioned in to the Initial Review Submission Form, the Study Application will auto-attach.

The Application Attachment value will display the Study Application, as shown in the screenshot below. If the application is attached, you will not need to do anything at this point. Later, if the review board returns the submission for correction, you may need to navigate to this section to make changes, depending on the nature of the change.



If the Study Application is not attached, the data value will indicate that “No Application has been associated with this submission.” You can attach the application by clicking on the **Click here to attach the application** button.



A window will open within the browser, listing the available Study Application you can attach.

Later, when revisions of the application are created, more information will populate in this window. Currently, as a new study, there will only be one version of the application available, and because it has not been submitted, there is no need to create a revision.

Make sure the application is selected and click the **Save Attachment** button.

**Attaching Study Application** ✕

Select the application that you would like to attach and then click Save Attachment

Save Attachment

Select	Show Rev.	Edit/View	Form Name	Approved	Create a Revised Application
<input type="radio"/>			MAIN IRB APP (Version 1.0)	No	

You will return to the Initial Review, with the attached application listed in the Application section. Click the **Save and Continue** button.

### Informed Consent Attachments

You may be directed to attach any necessary Informed Consent documents. Any consent document you upload to the Initial Review will be attached to the form and will be submitted for review. The document(s) you upload will also be stored in the Informed Consent document library in the study record. When the review board approves the document, the approval information will update the document stored in the library, which can also be accessed and printed. If your system is using Subject Management, you will also be able to update consent information for subjects on the study.

Click the **Add a New Consent** button.

Add a New Consent

Detach	Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document
No Consent(s) have been attached to this form.								

A small window will open within the window, asking for input on how you will upload the Consent document, as seen in the image below.

Depending on your system settings, you may or may not have the same options as described for adding an Informed Consent.

Each possible selection is described below. Choose the appropriate action then click the **Next Screen** button.

Study Master Consent Add Selection Method:
X

Add an informed consent master from the list of Informed Consent Template Documents?

Add an informed consent master from an existing electronic document you already have?

### 1. Add an informed consent from the list of Informed Consent Template Documents?

Review boards may make consent templates available for you to download, modify, and then upload to the study. If you would like to download a copy and use the review board's consent template, choose this option.

Selecting this option will present you with the ability to select the desired template from a dropdown list. Select the template and then click the **Download Template** button.

Study Consent Add from Template:
X

**Instructions**

1. Download the document to your workstation by clicking the **Download** button at the top right side of the screen. Your browser will then ask if you would like to save or open the file named "ConsentDocument.rtf". Click the **Save** option. This will download the file to your workstation.
2. You can now edit this document using any standard word processing program such as MS Word and WordPerfect used on either a MAC or a standard PC. Make sure you save the document to your workstation in .rtf format.
3. Check the document into the iRIS system by clicking the **Check in Document** button. Use the **browse** button and find your document. Select your document, then select the **open** button. Select the **ok** button, then when back in the iRIS system, click the **Save Consent** link.

**\* Please select the Consent Template:**

Depending on your Internet Browser, version and settings, you may or may not be prompted with the file download information.

In this example, Google Chrome is used. The browser asks if you would like to open or save the consent document.

Study Consent Add from Template: X

**Instructions**

1. Download the document to your workstation by clicking the **Download** button at the top right side of the screen. Your browser will then ask if you would like to save or open the file named "ConsentDocument.rtf". Click the **Save** option. This will download the file to your workstation.
2. You can now edit this document using any standard word processing program such as MS Word and WordPerfect used on either a MAC or a standard PC. Make sure you save the document to your workstation in .rtf format.
3. Check the document into the iRIS system by clicking the **Check in Document** button. Use the **browse** button and find your document. Select your document, then select the **open** button. Select the **ok** button, then when back in the iRIS system, click the **Save Consent** link.

**\* Please select the Consent Template:**  ▼

Download Template

It is best to choose to **Save** the document, so you can be sure of saving the document in a known location.



The Initial Review will update with information regarding the informed consent you chose. The system will wait for you to open the consent form in Microsoft Word for any edits. The asterisked fields are required.

Study Master Consent Add: X

**\*Consent Title:**

**\*Select the consent to upload:**  No file chosen

**\*Version Number:**  .

**\*Version Date:**

**Category:**

**\* Language:**  ▼

**Description:**

**Comments:**

**2. Add an informed consent from an existing document you already have?**

If you already have a consent document ready to upload, choose this option.

A new popup will open within the browser. Here you will specify the name of the document in the **Consent Title** field. Then you will need to browse for the document on your computer by clicking on the **Browse** button. This will open another window allowing you to navigate the folders on your computer so you can locate your Consent document.

The screenshot shows a web form titled "Study Master Consent Add:". The form contains the following fields and controls:

- \*Consent Title:** A text input field.
- \*Select the consent to upload:** A file selection area with a "Choose File" button and the text "No file chosen".
- \*Version Number:** A text input field containing "1" followed by ".0".
- \*Version Date:** A date picker showing "07/26/2019".
- Category:** A dropdown menu.
- \* Language:** A dropdown menu showing "English".
- Description:** A large text area for entering a description.
- Comments:** A large text area for entering comments.
- Save Consent:** A button at the bottom right of the form.

The version number can be any character or number. After the editable version number is a hard coded '.0'. This is iRIS version number for the Consent document. Any new document you upload to the system will begin with the '.0' affixed to your manually entered version number. Anytime a revision is made to the document through the system, iRIS will change the '.0' to '.1' and will continue to increment the numbers each time a revision is made. This is how the system tracks the number of revisions to the document in iRIS. You will always be able to revise your manually entered version number, but you are unable to revise the iRIS version number.

**Consent Title** – This is the title of the consent you wish to upload.

**Select the consent to upload** – This is the where you can upload your consent form.

**Version Date** – This is the date of the manually entered version number. This is typically the date the Consent document was uploaded to the system.

**Category** – This configurable drop-down list allows you to group documents into certain categories.

**Language** – This configurable drop-down list allows you to select which language the consent is written in.

**Description** – A description of the document.

**Comments** – Any comments regarding the consent document you feel necessary to add for the reviewing board to see.

Enter the required information including the document itself then click the **Save Consent** button.

The Consent document will be uploaded to the study, and it will appear as attached to the Initial Review Submission Packet in the Consent Attachment section.

Information you added to the Consent record will display in the table, including fields reserved for the review board, Expiration Date and Review Outcome. This information will populate when the review board gives the Consent form an outcome. There is a column called **Checked Out**. This column only populates if the Consent is checked out for edits.

You can remove the attached consent by clicking the icon in the **Detach** column. When you detach the Consent, you are removing it from the submission. If the record needs to be deleted, you will need to navigate to the study Submissions page and open the Informed Consent library. Once a document is submitted it cannot be deleted from the study.

Once a Consent document is uploaded, an additional button will populate within the Informed Consent data value, called **Select or Revise Existing**. This button is available whenever you have documents in the Informed Consent library and allows you to select from the existing Consent documents on the study. You can also make any edits to the attached Consent, if needed, by clicking this button.

Select or Revise Existing		Add a New Consent						
Detach	Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document
	1.0	Standard Consent		English				2.83 KB

A new window will open, listing any existing Consent documents. Because only one record has been created for the study, only one record will display. It is already attached to the Initial Review Submission Packet, so you will not be able to re-attach it. To make changes to the document, click the icon in the **Edit** column.

Select Existing or Create Revised Study Consent X

Select Category:

Version #:

Version Date:  between

Consent Outcome:

Title:

Search level:  Top  All

Expiration Date:  between

1 result(s) found...

Select	Show all Versions	Edit	Delete	Version	Version Date	Title	Language	Expiration Date	Consent Outcome	Checked Out By	View Document	Create Revision
						Category						
				1.0	07/26/2019	Standard Consent	English				2.83 KB	

This triggers the Study Consent Revision window to open. From here you can make any changes to the Consent details (**Consent Title, Version Number, Version Date, Category, Language, Description, Check-out the document to your workstation for editing, and Comments**).

**Study Consent Revision:**

\*Consent Title: Standard Consent

Version Number: 1 .0

\*Version Date: 07/26/2019

Category: [Dropdown]

\* Language: English [Dropdown]

Description: [Text Area]

Check-out the Document to your workstation for editing: [Check-out Document...]

Comments: [Text Area]

[Save Consent]

Depending on your Internet browser, the download may require a few steps, but after it is downloaded you can edit it outside of the iRIS system. You will return to the Study Consent Revision. The page will indicate the document is checked out and you will have the ability to **Check-in Document** or **Undo Check-out Document**.

**Study Consent Revision:**

\*Consent Title: Standard Consent

Version Number: 1 .0

\*Version Date: 07/26/2019

Category: [Dropdown]

\* Language: English [Dropdown]

Description: [Text Area]

This document is currently checked out by: John Smith at 07/26/2019 03:49:34 PM

Check-in when you are done editing upload the document back into iRIS. [Check-in Document...]

Revert to the document stored in iRIS. [Undo Check-out Document...]

Comments: [Text Area]

[Save Consent]

Anywhere you can view the Consent form, in the Informed Consent library or within the Initial Review Submission Form you will see that the document is checked out.

When you have made changes to the document in Microsoft Word, you can check it back in by navigating to the consent section in the Initial Review. Click **Select or Revise Existing**, as shown in the image below.

Select or Revise Existing		Add a New Consent						
Detach	Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document
	1.0	Standard Consent		English			John Smith 07/26/2019 03:49:27 PM	

Click the icon in the **Edit** column.

Select Existing or Create Revised Study Consent

Select Category:

Version #:  -

Version Date:  between

Consent Outcome:

Title:

Search level:  Top  All

Expiration Date:  between

1 result(s) found...

Select	Show all Versions	Edit	Delete	Version	Version Date	Title	Language	Expiration Date	Consent Outcome	Checked Out By	View Document	Create Revision
				1.0	07/26/2019	Standard Consent	English				 2.83 KB	

Click the **Check-in Document** button.

Study Consent Revision:

Version Number:  ,

\*Version Date:

Category:

\* Language:

Description:

This document is currently checked out by: John Smith at 07/26/2019 03:49:34 PM

Check-in when you are done editing upload the document back into iRIS.

Revert to the document stored in iRIS.

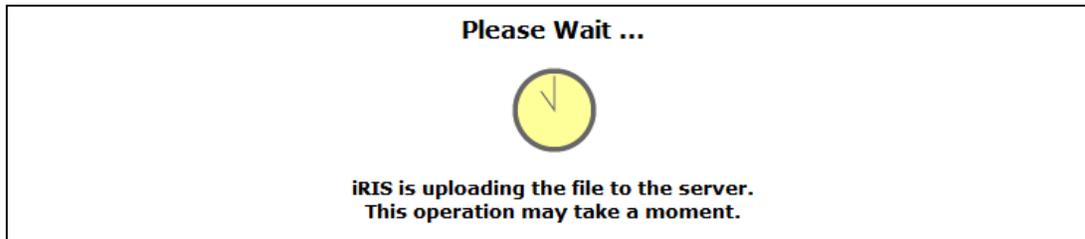
Comments:

A popup window will open allowing you to browse your computer for the Consent document you would like to upload. Click the **Save selected file** button once you specify the document location. If you do not want to upload the document, click on the **Cancel** button.

Document Location:  No file chosen

**Instruction:** Uploading a document into iRIS™ requires locating the document on the computer. Once you have located the document click on the 'Save selected file' button. The buttons will become disabled. If the document is a large document the window will stay in place until the upload operation has completed.

Depending on the file size, you may see a message from the system indicating iRIS is uploading the document.



You will then be returned to the Study Consent Revision window, with the document successfully checked in and associated to the study. Click the **Save Consent** to apply the changes to the Initial Review.

**Study Consent Revision:** X

<b>* Consent Title:</b>	<input type="text" value="Standard Consent"/>
<b>Version Number:</b>	<input type="text" value="1"/> . <input type="text" value="0"/>
<b>* Version Date:</b>	<input type="text" value="07/26/2019"/> <input type="button" value="Calendar"/>
<b>Category:</b>	<input type="text" value=""/> ▼
<b>* Language:</b>	<input type="text" value="English"/> ▼
<b>Description:</b>	<input style="height: 40px;" type="text"/>
<b>Check-out the Document to your workstation for editing:</b>	<input type="button" value="Check-out Document..."/>
<b>Comments:</b>	<input style="height: 40px;" type="text"/>

### Study Document Attachments

You may be directed to attach other supporting Study Documents. Any document you upload to the Initial Review Submission Packet will be attached to the form and will be submitted for review. The document(s) you upload will also

be stored in the Other Study Document library in the study record. When the review board approves the document, the approval information will update the document stored in the library, which can also be accessed and printed.

You can add as many documents as needed to the Document attachment data value. You can choose to add one document at a time, or if you have multiple documents, you can add them all at once, by the **Add Multiple Documents** button.

Add a New Document		Add Multiple Documents					
Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

### Add a New Document

To add one document to the Document attachment data value, click **Add a New Document**.

A new popup will open within the browser. Here you will specify the name of the document in the **Document Title** field. Then you will need to browse for the document on your computer by clicking on the **Browse** button. This will open another window, allowing you to navigate the folders on your compute so you can locate your document.

You must also specify the **Version Number**.

Version Number allows you to specify the version number. This can be any character or number. After the editable version number is a hard coded '.0'. This is iRIS version number for the document. Any new document you upload to the system will begin with the '.0' affixed to your manually entered version number. Anytime a revision is made to the document through the system, iRIS will change the '.0' to '.1' and will continue to increment the numbers each time a revision is made. This is how the system tracks the number of revisions to the document in iRIS. You will always be able to revise your manually entered version number, but you are unable to revise the iRIS version number.

Select the **Document to Upload** and **Version Number** are required fields and you cannot upload a document without providing these details. Depending on your system configuration, you may also be required to enter the **Document Title** here.

The remaining fields are optional and can be filled out as needed.

**Version Date** – Enter the date of the manually entered version number. This is typically the date the document was uploaded to the system.

**Category** – Select from a configurable drop-down list to group documents into certain categories.

**Description** – Enter a description of the document.

**Comments** – Enter any comments regarding the document you feel necessary to add for the reviewing board to see.

Click the **Save Document** button after adding the necessary details.

The study document will be uploaded to the study, and it will appear as attached to the Initial Review in the Other Study Documents Attachment section.

Information you added to the study document will display in the table, including fields reserved for the review board, Expiration Date and Review Outcome. This information will populate when the review board gives the study document an outcome.

You can remove the attached document by clicking the icon in the **Detach** column. When you detach a study document you are removing it from the submission. If the record needs to be deleted entirely, you will need to navigate to the study Submissions page and open the Other Study Document library. Also, once a document is submitted it cannot be deleted from the study.

Once a document is uploaded, an additional button will populate in the Other Study Document data value: **Select or Revise Existing**. This button is available when you have documents in the Other Study Documents library and allows you to select from existing documents on the study. You can also make any edits to the attached document by clicking this button.

Select or Revise Existing		Add a New Document					
Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
	1.0	License to hold drugs and devices					11.76 KB

### Add Multiple Documents

You can add multiple documents to the Document attachment field at once. Click on the **Add Multiple Documents** button.

Select Existing User Documents		Add a New Document		Add Multiple Documents			
Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

This will open a popup within the browser. Here you will be able to specify details for multiple documents at a time.

Study Document Add Multiple:
Add a New Record(s)
Save Documents
?
X

*Version	Version Date	* Category	* File path
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen

**Version, Category and File Path** are all required fields. If necessary, you can also add the **Version Date**.

If you need to add more than five documents at a time, click on the **Add New Record(s)** button and an additional five rows will populate in the window.

Study Document Add Multiple:
Add a New Record(s)
Save Documents
?
X

*Version	Version Date	* Category	* File path
1	07/26/2019	Flyer/Advertisement	Choose File Flyer_Paid.docx
2	07/26/2019	Flyer/Advertisement	Choose File Flyer_Public.docx
2	07/26/2019	Investigator brochure	Choose File Brochure_College.docx
1	07/26/2019	Investigator brochure	Choose File Brochure_Private.docx
1	07/26/2019	Investigator brochure	Choose File Brochure_Hospital.docx
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen
<input type="text" value=""/>	<input type="text" value=""/>	--none--	Choose File No file chosen

Once you enter the needed number of documents and the needed details, click on the **Save Documents** button.

Any document you uploaded will now display in the table.

Select Existing User Documents
Select or Revise Existing
Add a New Document

Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
✘	1.0	Brochure_College	Investigator brochure				 11.92 KB
✘	1.0	Brochure_Private	Investigator brochure				 11.93 KB
✘	2.0	Flyer_Public	Flyer/Advertisement				 11.95 KB
✘	1.0	Flyer_Paid	Flyer/Advertisement				 11.95 KB

The document details will display in the Other Study Documents attachment data value.

After you upload one document, one more button at the top of the table is available: **Select or Revise Existing**. This will be addressed below.

Select Existing User Documents		<b>Select or Revise Existing</b>			Add a New Document		
Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
	1.0	Brochure_College	Investigator brochure				 11.92 KB
	1.0	Brochure_Private	Investigator brochure				 11.93 KB
	2.0	Flyer_Public	Flyer/Advertisement				 11.95 KB
	1.0	Flyer_Paid	Flyer/Advertisement				

**Select or Revise Existing**

Anytime you see this button available in the Other Study Documents attachment data value, it means that your study already has documents uploaded and you can select an existing document to add to the Initial Review Submission Form.

Clicking the **Select or Revise Existing** button will open a popup within the browser. Listed in the window will be any Other Study Document associated to the study.

Select Existing or Create Revised Study Document

Select Category: --none--

Version #:

Version Date:  between

Document Outcome: --none--

Title:

Search level:  Top  All

Expiration Date:  between

Add a New Document    Filter Documents

6 result(s) found...

Select	Show all Versions	Edit	Delete	Version	Version Date	Title	Category	Expiration Date	Document Outcome	Checked Out By	View Document	Create Revision
				1.0	07/29/2019	Flyer_Paid	Flyer/Advertisement				 11.95 KB	
				2.0	07/29/2019	Flyer_Public	Flyer/Advertisement				 11.95 KB	
				1.0	07/29/2019	Brochure_Private	Investigator brochure				 11.93 KB	
				1.0	07/30/2019	Brochure_College	Investigator brochure				 11.92 KB	
				1.0	10/12/2017	dignity_document	Stamp				 479.07 KB	

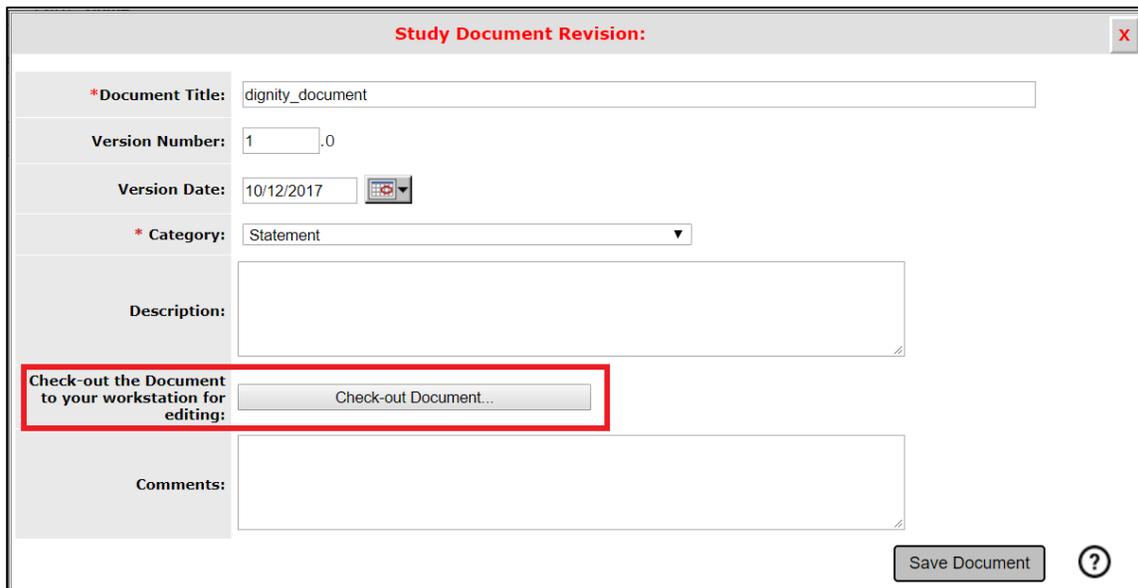
### Attaching the Document:

You can attach any document to the form by clicking on the  icon in the Select column. This will associate the document to the form. Note: If a document is already associated to the form, no icon will display in this column. Also, you cannot delete a document that is associated to the form. If no icon displays in the Delete column, the document needs to be removed from the submission before it can be deleted (provided the document has not been submitted for review).

### Checkout the Document for Editing:

You can also edit the details of the document prior to attaching to the form by clicking on the icon in the **Edit Details** column.

This will cause the Study Document Revision window to open. From here you can make any changes to the document details (**Document Title, Version Number, Version Date, Category, Description and Comments**), or if you need to modify the content of the document itself, you can check out the document.



The screenshot shows a window titled "Study Document Revision:". The window contains the following fields and controls:

- \* Document Title:** dignity\_document
- Version Number:** 1 .0
- Version Date:** 10/12/2017 (with a calendar icon)
- \* Category:** Statement (dropdown menu)
- Description:** (large text area)
- Check-out the Document to your workstation for editing:** (with a "Check-out Document..." button, highlighted by a red box)
- Comments:** (large text area)
- Save Document** (button)
- ?** (help icon)

You will return to the Study Document Revision page. The page will indicate the document is checked out and you will have the ability to **Check-in Document** or **Undo Check-out Document**.

**Study Document Revision:**

\*Document Title:

Version Number: .1

Version Date:

\* Category:

Description:

This document is currently checked out by: Smith Jr., Jonathan at 07/29/2019

Check-in when you are done editing upload the document back into iRIS.

Revert to the document stored in iRIS.

Comments:

Anywhere you can view the Other Study Document, in the Other Study Documents library or within the Initial Review you will see that the document is checked out.

When you have made changes to the document in Microsoft Word, you can check it back in by navigating to the Other Study Document section in the Initial Review. Click **Select or Revise Existing**.

Select Existing User Documents		Select or Revise Existing			Add a New Document		
Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
	1.1	Flyer_Paid	Flyer/Advertisement			Smith Jr., Jonathan 07/29/2019 10:31:26 AM	

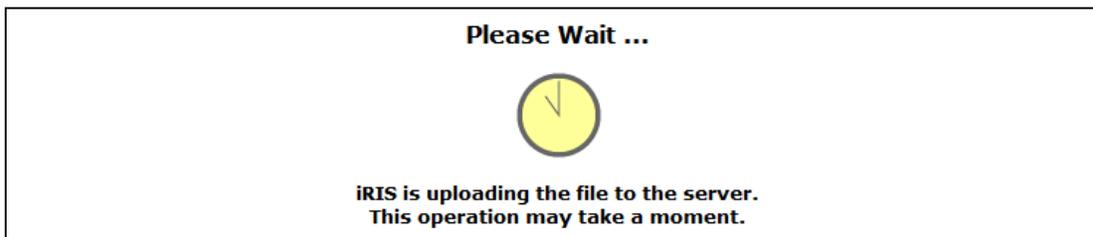
Click the icon in the **Edit** column.

		1.1	07/29/2019	Flyer_Paid	Jonathan Smith Jr., 07/29/2019 10:31:26 AM	 11.95 KB	(Read Only)
--	--	-----	------------	------------	---	--------------	-------------

Click the **Check-in Document** button.

A popup window will open allowing you to browse your computer for the document you would like to upload. Click the **Save selected file** button once you specify the document location. If you do not want to upload the document, click on the **Cancel** button.

Depending on the file size, you may see a message from the system indicating iRIS is uploading the document.



You will then be returned to the Study Document Revision window, with the document successfully checked in and associated to the study. Click the **Save Document** to apply the changes to the Initial Review Submission Packet.

When the document is checked out, the page will read that the document is checked out and display the name of the user and the date the document was checked out.

### Viewing the Document

To view any document prior to attaching it to a form, click on the icon in the **View the Document** column.

Select	Show all Versions	Edit	Delete	Version	Version Date	Title	Expiration Date	Document Outcome	Checked Out By	View Document	Create Revision
				1.0	07/29/2019	Flyer_Paid Flyer/Advertisement				11.95 KB	
				2.0	07/29/2019	Flyer_Public Flyer/Advertisement				11.95 KB	
				1.0	07/29/2019	Brochure_Private Investigator brochure				11.93 KB	
				1.0	07/30/2019	Brochure_College Investigator brochure				11.92 KB	
				1.0	10/12/2017	dignity_document Stamp test				479.07 KB	

Depending on your Internet Browser settings you may need to allow the download and you may also receive a popup window asking if you want to Open or Save the file. In the example below, the user is using Google Chrome, and the downloaded file automatically downloads and is located at the bottom of the browser.



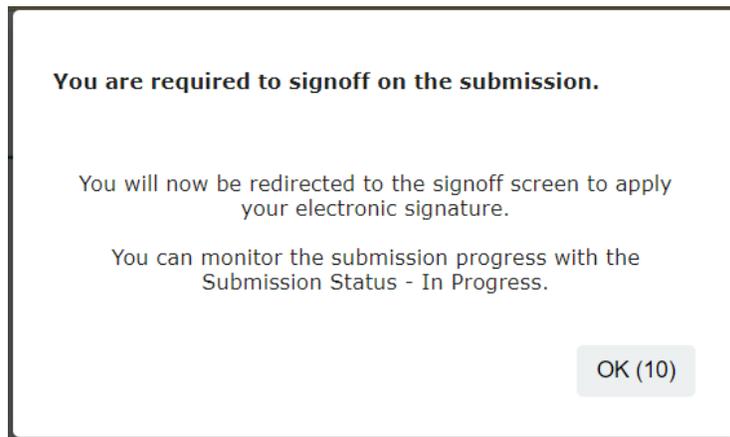
### Create Revision

You also have the ability to choose to revise a document. The system will version the document to the next version number, changing the version number from x.0 to x.1 when you choose to create a revision.

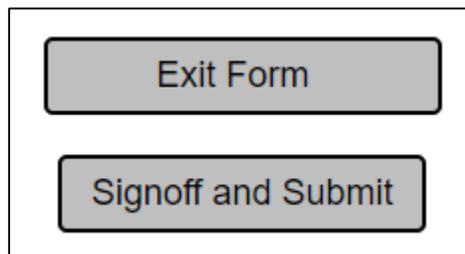
### Signoff and Submit

Once the Study Application is complete and the required documents are attached the form is ready to send to the Review Board.

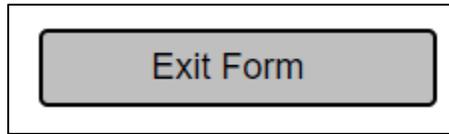
You will be presented with a section in the form notifying you that the form is complete. Depending on your role on the study, and your systems signoff requirements you may see different buttons on this page or a different notification.



If you are not the Principal Investigator on this study and the form requires a PI signature, the buttons on this page will be **Exit Form** and **Notify PI to Signoff**.

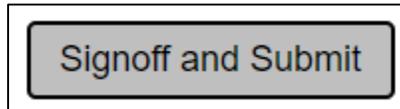


If your role on the study does not allow submission of forms, when you reach this page, you will only have the **Exit Form** button option. You will exit the form, and the Principal Investigator and Study Contact will be notified that a submission is waiting to be sent.



To initiate the signoff process, click the **Signoff and Submit** or **Notify PI to signoff** button, depending on which is available to you.

You may be prompted to route for additional signatures.



You may choose to route for additional signatures if you need to have other personnel on the study review the form before it reaches the review board and if you need department approval. Make your selection and click the **Save and Continue** button.

Setup for Submission Routing and Signoff X

This screen enables the collection of Key Personnel and Additional Personnel for Review and Signoff. The Check box "Checked" indicates the person is included in the signoff process. The Check box "Unchecked" indicates the person is not included in the signoff process. The Add Additional Personnel button is used to search from the user database and add them to the routing list. The order of the Additional Personnel is to create a review order for the assigned personnel. If personnel have 1 2( sequential ) respectively

**Select the Key Personnel for Submission Routing and Signoff:**

Include in signoff	Approved	Name	Role
<input checked="" type="checkbox"/>		Brown III, Alexander , R.N. Brig. Gen.	Principal Investigator

**Select Additional Personnel for Submission Routing and Signoff:** Add Additional Personnel to the Routing List

Include in signoff	Order	Approved	Name	Role
No additional personnel have been added to the signoff routing list.				

Cancel - Finalize later
Save - Signoff Routing List

If you opted to route for additional signatures, you will be brought to a page that will list Key Personnel that you can include to signoff. If you chose not to route, you would immediately transition to a signoff page.

If the Principal Investigator signature is required on this form, that user will be pre-selected, and you will not be able to deselect the PI from the signoff process.

Add Additional Key personnel to the Routing Signoff List
X

Last Name:  First Name:

by Department: All Departments ▼

Select	Name	Department	Email
Your search criteria returned 0 results.			

The Additional Personnel will to be added to the signoff routing list upon clicking the "Save - Add to Routing List" button

Remove	Name	Role
No additional personnel have been added to the signoff routing list.		

Select the name(s) of the any additional personnel you would like to include in the signoff process. Click the **Save – Add to Routing List** button when you are ready to proceed.

The next screen in the signoff process is for reviewers who need to approve the submission, but they are not listed as Key Personnel on the study.

Setup for Submission Routing and Signoff
X

This screen is for reviewing the signoff routing list. You must answer "Yes" or "No" to the finalization of the Personnel. Once the "Yes" selection is made the button "Save - Start Signoff Routing" becomes enabled to be clicked. Clicking the "Save - Start Signoff Routing" will start the routing list and then the submission board review(s). Clicking the "Go back to Make Changes" will place you back to editing the routing list. Clicking the "Cancel - Finalize later" will close this window. The submission process is incomplete.

**Finalize List of Personnel for Submission Routing and Signoff:**

Order	Approved	Name	Role
		Brown III, Alexander, R.N. Brig. Gen.	Principal Investigator
2		Jane Investigator jr., M.D. Brig. Gen.	Additional personnel

Please verify the list above represents the finalize Personnel for review and signoff?     Yes     No

Cancel - Finalize later
Go back to Make changes
Save - Start Signoff Routing

The user in the screenshot above was added in Designated Department Approvals in the Grant Key Personnel section of the Study Application.

**3.5**
?

**If applicable, please select the Designated Department Approval(s):** If applicable, please select the Designated Department Approval(s): If applicable, please select the Designated Department Approval(s):

Investigator, Jane jr., M.D. Brig. Gen.

Additional personnel
▼

Add the name of the individual authorized to approve and sign off on this protocol from your Department (e.g. the Department Chair or Dean). Add the name of the individual authorized to approve and sign off on this protocol from your Department (e.g. the Department Chair or Dean). Add the name of the individual authorized to approve and sign off on this protocol from your Department (e.g. the Department Chair or Dean).

You can also add reviewers from iRIS by clicking the **Add Additional Personnel to the Routing List** button, as shown in the previous screen.

This will open a new page allowing you to search the database for a user. Use the Last Name, First Name, Department search filters to find the user you wish to add then click the icon in the **Select User** column.

Setup for Submission Routing and Signoff

**i** This screen enables the collection of Key Personnel and Additional Personnel for Review and Signoff. The Check box "Checked" indicates the person is included in the signoff process. The Check box "Unchecked" indicates the person is not included in the signoff process. The Add Additional Personnel button is used to search from the user database and add them to the routing list. The order of the Additional Personnel is to create a review order for the assigned personnel. If personnel have 1 2( sequential ) respectively

**Select the Key Personnel for Submission Routing and Signoff:**

Include in signoff	Approved	Name	Role
<input checked="" type="checkbox"/>		Admin Admin admin, R.N. Brig. Gen.	Principal Investigator

**Add Additional Personnel to the Routing List**

**Select Additional Personnel for Submission Routing and Signoff:**

Include in signoff	Order	Approved	Name	Role
--------------------	-------	----------	------	------

The user you selected will add to the list. Make sure you check the checkbox next to users you want to include in the signoff process. You can also set the **Order** in which the users will receive their signoff task. iRIS will default each user to the order of 1, which means they will all receive their task at the same time. You can change this if one reviewer should receive the task before another. Click the **Save and Continue** button when you are ready to proceed.

Add Additional Key personnel to the Routing Signoff List

Last Name:  First Name:

by Department:

Select	Name	Department	Email
	Allard, Carolyn B, Pharm.D.	Research	
	Ana, Coralynn	Research	

The next page is a summary page, displaying all the users you selected for the signoff process. If you need to add any more signoffs, click the grey button to the left of the Key Study Personnel and Additional Personnel groups. This will open the screen in the second image below, and allows you to remove or add users to the signoff process.

When you are ready to initiate the signoffs, ensure you have selected Yes underneath the question ‘Have you completed your selection of required signatures?’ (highlighted in green), then click on the **Save and Continue** button. If you are not ready to send signature tasks to the users, click No before clicking **Save and Continue**.

Setup for Submission Routing and Signoff



This screen is for reviewing the signoff routing list. You must answer "Yes" or "No" to the finalization of the Personnel. Once the "Yes" selection is made the button "Save - Start Signoff Routing" becomes enabled to be clicked. Clicking the "Save - Start Signoff Routing" will start the routing list and then the submission board review(s). Clicking the "Go back to Make Changes" will place you back to editing the routing list. Clicking the "Cancel - Finalize later" will close this window. The submission process is incomplete.

**Finalize List of Personnel for Submission Routing and Signoff:**

Order	Approved	Name	Role
		 Brown III, Alexander, R.N. Brig. Gen.	Principal Investigator
2		 Jane Investigator jr., M.D. Brig. Gen.	Additional personnel

Please verify the list above represents the finalize Personnel for review and signoff?     Yes     No

Cancel - Finalize later

Go back to Make changes

Save - Start Signoff Routing

If you choose “No” and click the **Save and Continue** button, you will be brought to the Workflow Submission Tracking page. This page displays the steps your Study Application has taken to date. There is a record on this page ‘Assign Department Personnel for Signoff’ listed at the top of the page. You can click on the icon in the **View Details** column to return to the Signoff Submission Routing pages.

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
<b>Pre-Submission</b>					
		<a href="#">Retract Submission</a>	07/29/2019 09:40 AM PDT		0 Day(s) 0 Hour(s) 21 Minute(s)
Completed		Initial Review Submission Form Real is waiting to be submitted	07/29/2019 09:40 AM PDT	07/29/2019 09:42 AM PDT	Day Hour Minute 0 0 1
Received	<a href="#">Modify Signoff Routing List</a>	Assign Department Personnel for Signoff	07/29/2019 09:42 AM PDT	07/29/2019 10:00 AM PDT	Day Hour Minutes 0 0 18
Completed	<a href="#">View Signoff</a>	Brown III, Alexander , R.N. Brig. Gen. as Principal Investigator review and apply signoff, assigned by Admin A admin, R.N. Brig. Gen.	07/29/2019 10:00 AM PDT	07/29/2019 10:01 AM PDT	Day Hour Minute 0 0 0
Received	<a href="#">Pending Signoff</a>	Jane Investigator jr., M.D. Brig. Gen. as Additional personnel review and apply signoff, assigned by Admin A admin, R.N. Brig. Gen.	07/29/2019 10:01 AM PDT		Day Hour Minute 0 0 0

If you choose “Yes” and click the **Save and Continue** button, and you are assigned to sign off on the application, you will be brought to the Signoff Page.

If you choose “Yes” and click the **Save and Continue** button, and you are NOT assigned to sign off on the application, you will be brought to the Workflow Submission Tracking page and the users assigned to sign off will receive notifications from iRIS regarding their new assignments.

A user who is assigned to sign off on the Initial Review Submission Form/Study Application will receive a notification sent to the email address stored in their user account information. They will also receive a Submission Routing Signoff task on their homepage. This task will remain on their homepage until the user opens the task and completes the sign off.

All Tasks				
Outstanding		Completed		
<a href="#">All Tasks</a>		<a href="#">Study Tasks</a>		<a href="#">Project Tasks</a>
				Task List: <input type="text" value="All"/>
7435 result(s) found... <span style="float: right;">1 - 10 ▶</span>				
Click to open	Task Type	Received	Description	
<input type="checkbox"/>	Submission Routing Signoff	07/29/2019 10:01 AM PDT	Jane Investigator jr., M.D. Brig. Gen. as Additional personnel review and apply signoff, assigned by Admin A admin, R.N. Brig. Gen.	

When the task is opened, the Submission Routing Signoff Sheet will display. At the top of the page, the Study Title and Submission Reference Number are listed. iRIS assigns a unique reference number to each form created in the system. The Reference Number displayed here is the number assigned to the Initial Review Submission.

My Workspaces ▾ Study Assistant **Submission Routing Signoff** Back

Save Signoff

Submission Form(s):	Document(s)
	Category : Flyer/Advertisement
<input type="checkbox"/>	Flyer_Public - (Version 2.0)
<input type="checkbox"/>	Flyer_Paid - (Version 2.0)
	Category : Investigator brochure
<input type="checkbox"/>	Brochure_College - (Version 1.0)
<input type="checkbox"/>	Brochure_Private - (Version 1.0)
	Category : Stamp test
<input type="checkbox"/>	dignity_document - (Version 1.0)
<input type="checkbox"/>	dignity_document - (Version 1.0)

Jane Investigator Jr., M.D. Brig. Gen. as Additional personnel do you Approve or Deny this submission?

Approve
  Deny
 Comments:

**View Other Comments:**

Admin Admin admin, R.N. Brig. Gen. Principal Investigator Approved

Comments:

Also listed on this page is a link to the Submission Components. This table contains a link to the Initial Review Submission Form and the Study Application and any Consent and Other Study Document that has been associated to the form. This is the package that is being submitted to the review board for review. Before applying your signature, you can review any of the attachments and make any necessary changes.

Some of the attachments are available to print. If a document can be printed, a check box will populate next to the document in the **Include in PDF Packet** column. You can select any of these items then click the **Create PDF Packet** button at the top of the table.

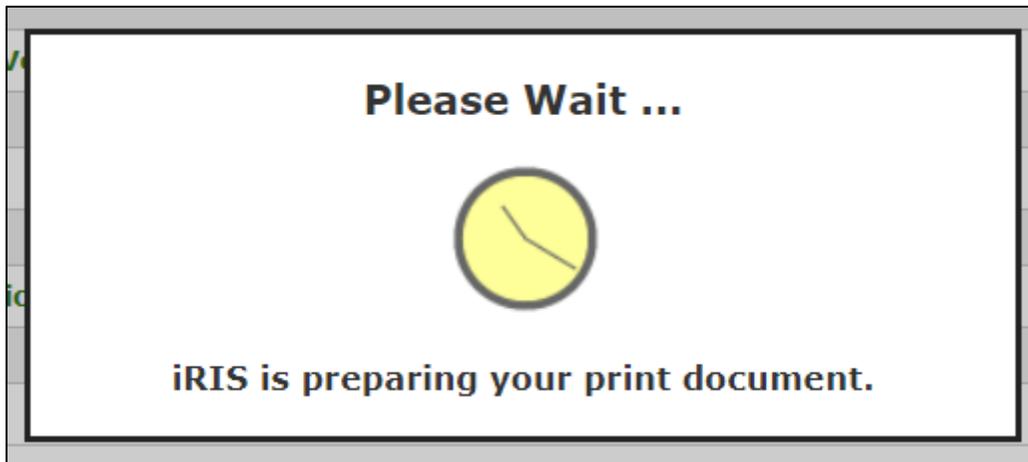
**Reorder PDF Packet** x

To order Submission Items for packet creation, please click on item row and drag it up or down to the desired location.

Packet Order	Submission Item Name
1	Initial Review Submission Form Version 1.0
2	IRB Application Version 1.0
3	Standard Consent (English) Version 1.0
4	Internal Document Version 1.0
5	License to hold drugs and devices Version 1.0

**Generate PDF Packet**

A popup window will display the items selected. You can drag the items to reorder them, then click the **Generate PDF Packet** button.



While the system prepares your documents, the screen will be grayed out. Once the system is done preparing your document, a new window will display in a PDF format. You will have the ability to view your submission packet.

 A screenshot of a web browser window. The address bar shows "https://imedris.net/d". The page content is titled "Initial Review Submission Form (Version 1.0)". It features a green header section with the text "1.0 Transitioning to Initial Review Submission". Below this is a yellow section labeled "1.1 Please select the type of Research:" containing three radio button options: "Human Research" (selected), "IACUC Research", and "Biochemical Review". A second green section is titled "2.0 IRB - Initial Review Submission Packet" and includes a "Note:" section with the text: "This is the submission packet. The Study Application should be attached below under 'Study Application Form'. To access the attached 'Study". In the top right corner of the browser window, there are "Close" and "Save" buttons.

After the PDF is created, it will open in a new window. You can save this PDF or print it. When you are finished, click the **Close** button.

Below Submission Components table you might be prompted to enter your electronic signature. You must indicate whether you **Approve** or **Deny** the submission then enter your User ID and Password then click on the **Save Signoff** button. Below the electronic signature portion of the page you will be able to see any other Key Personnel listed for signoff. If any of the additional signoffs have been completed, their approval or denial information will populate on this page.

Jane Investigator jr., M.D. Brig. Gen. as Additional personnel do you Approve or Deny this submission?  **Approve**  **Deny** **Comments:**

**This form requires your electronic signature. Please enter your User ID & Password:** **User ID:**  **Password:**

**View Other Comments:**  
**Admin Admin admin, R.N. Brig. Gen. Principal Investigator**  
**Comments:**

If you select **Approve** iRIS will assign the next user in the list their user assignment task and the submission will continue in the workflow. If you select **Deny** any other sign off task will cancel.

My Workspaces  IRB Number: **IRB-19-189** PI: Smith, John Study Assistant **Workflow - Submission Tracking**

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
<input type="checkbox"/> Pre-Submission		<input type="button" value="Retract Submission"/>	07/26/2019 03:28 PM PDT		0 Day(s) 1 Hour(s) 19 Minute(s)
Completed		Initial Review Submission Form is waiting to be submitted	07/26/2019 03:28 PM PDT	07/26/2019 04:46 PM PDT	Day Hour Minutes 0 1 18
Completed		Initial Review Submission Form has been retracted by John Smith	07/26/2019 04:29 PM PDT	07/26/2019 04:29 PM PDT	Day Hour Minute 0 0 0
Completed		Initial Review Submission Form has been retracted by John Smith	07/26/2019 04:30 PM PDT	07/26/2019 04:30 PM PDT	Day Hour Minute 0 0 0
Completed		Initial Review Submission Form has been retracted by John Smith	07/26/2019 04:46 PM PDT	07/26/2019 04:46 PM PDT	Day Hour Minute 0 0 0
Error	<input type="button" value="View Signoff"/>	John Smith as Principal Investigator review and apply signoff	07/26/2019 04:46 PM PDT	07/26/2019 04:47 PM PDT	Day Hour Minute 0 0 0
Received		Submission rejected	07/26/2019 04:47 PM PDT		Day Hour Minute 0 0 0

**All Tasks**

Task List:

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

Click to open	Task Type	Received	Description
<input type="checkbox"/>	Submission Signoff Denied	07/26/2019 04:47 PM PDT	Submission rejected

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

The Principal Investigator and Study Contact on the study will also receive a Submission Signoff Denied task. This will allow the PI to make any needed corrections and then resubmit the application.

Once all assigned users have completed their sign off tasks and they have indicated approval of the submission, the form will go to the review board’s submission queue for processing.

At any time during the sign off process, or while the review board is processing your submission, you can check the status of the form and where it is currently located. Open your study record in My Studies and navigate to the Submissions page. Your submission will display in the Outstanding Submission(s) queue. You can click on the icon in the **Track Location** column.

The screenshot shows the 'Submissions' page for a study with IRB Number IRB-19-189 and PI Smith, John. The study title is 'Effects of different antihistamines taken in concurrence with sleep aid medication.' The submission status is 'Pending - Submitted for Initial Review'. The page is divided into several sections:

- Protocol Items:** A list of items including Study Application, Informed Consent, Other Study Documents, Contract Documents, and Protocol Location Submission.
- Submissions History:** A section for tracking past submissions.
- Study Correspondence:** A section for communication related to the study.
- Outstanding Submission(s):** A table showing the current submission. The table has columns for Track Location, Ref Number, Request Type, and Process Submission. The submission IRB-19-189-NEW-1.0 is listed with a 'Routing In Process' status and a request type of 'Initial Review Submission Form'. A 'Retract Submission' button is visible next to the entry.

This will open the same Workflow Submission Tracking screen after completing a signoff task. The workflow will update as the submission moves forward in its processing. The screenshot above shows that the submission successfully passed required signoffs and is currently sitting in the IRB submission queue.

If users you have assigned have not completed their signatures, the Workflow would show that they are still in process. The Principal Investigator and the Study Contact would also receive notifications from the system to alert them that a certain user has not completed signoff yet.

## Responding to Corrections

The review board may return items to you for correction. When a submission is returned for corrections, the Principal Investigator and any Study Contacts listed on the study will receive a notification from iRIS alerting of the request. They will also receive a task on the homepage called **Submission Correction** or, if a review board has met on your submission and returned it for corrections based on the review, the task will be called **Review Response**.

The screenshot below shows a task for Pre-Review Changes, called a **Submission Correction**. This task will remain on your homepage until you respond to the corrections and resubmit the form to the review board. Click the icon in the **Open** column to open the Pre-Review Corrections form.

**All Tasks** Outstanding Completed

Task List: Submission Response

3 result(s) found... 1 - 3

	Click to open	Task Type	Received	Description
<input type="checkbox"/>		Submission Response	06/27/2019 03:05 PM PDT	IRB returned the submission with the outcome of Pending Approval - Requesting Corrections
<input type="checkbox"/>		Submission Response	04/24/2019 01:37 PM PDT	IACUC returned the submission with the outcome of Returned for Corrections
<input type="checkbox"/>		Submission Response	04/24/2019 10:41 AM PDT	IRB returned the submission with the outcome of Pending Approval - Requesting Corrections

3 result(s) found... 1 - 3

When you open the task, a Pre-Review Correction or a Review Response Form will open. This form works similar to other forms in the system, where you navigate through the form using the **Save and Continue** button on the top right and the navigation pane on the left side of the page.

## Responding to Stipulations

### Stipulations Linked to Forms or Documents

The Review Board will post Stipulations to the form. These Stipulations will detail out what they are requesting to be changed, and some stipulations may direct you to a document or form that needs to be changed.

Any stipulations added by the review board will populate within the Pre-Review Corrections form. The **Description** at the top of the stipulation will detail what the review board is requesting for the change.

The Stipulation Type will display either “Stipulation must be addressed,” “Comment must be addressed,” or “Comments.”

Links to Components section of the stipulation will list the details about the linked component(s).

Section view of the Form Entire view of the Form

1.0 Review Response Form

1.1 Stipulations

**Stipulation 1 out of 1:**

**Description:**  
Please add new Document

**Stipulation Type:** (Stipulation must be addressed)

Links to Components (These are the items that are linked to this stipulation)	Operation	Action Status	Component Name	Action
	Add New Attachment	Action Not Complete	Please add the Study Document	Add Document

Do you accept this stipulation?  
 N/A  Yes  No

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, x<sub>2</sub>, x<sup>2</sup>, Font Family, 12, Font Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo.

For each linked component, as seen above, you will be given the following:

**Operations** – A Read-only icon used to distinguish the modification request type.

**Action Status** – This is the current state of the requested change as it pertains to the linked component.

**Component Name** – The component the link is associated to.

**Action** –This is the available corrective action that can be taken on the component.

**Add and Remove Components**

If the stipulation is requesting a document to be added and / or removed from the submission, the stipulation will appear similar to this example.

Note: Removing a document from a submission will not delete the document. The document will still be located in the document library for the study.

The operation is to add a new attachment (Study Documents, Consent Forms, Sub/Attachment forms) to the Initial Review form. For this operation you are given multiple options to respond to the request. You can choose to **Select/Revise Existing** or **Add a New Document**. The **Select/Revise Existing** action button will retrieve the study document library where you can select to attach or create a revision of an existing document. The **Add a New Document** action button will allow you to search your local machine for a document that can be uploaded.

**⚠ Stipulation 1 out of 1:**

**Description:**  
Please add new Document

**Stipulation Type:** (Stipulation must be addressed)

	Operation	Action Status	Component Name	Action
<b>Links to Components</b> <small>(These are the items that are linked to this stipulation)</small>	Add New Attachment	Action Not Complete	Please add the Study Document	<input type="button" value="Add Document"/>

**Do you accept this Stipulation?**     N/A     Yes     No

↶ **B** *I* U ~~S~~  $x_2$   $x^2$     Font Family    12    🔥    ↑    ¶    ☰    ☷    ☸    ☹    ☺    ☻    🔗    🖼️

After you have completed the actions associated to each operation the status of those items will move to complete. The Action column of the component will also update as the action is completed. If you need to view or make any other changes to the document, you may open the document from the edit/view icon in the Component Name column.

**Stipulation 1 out of 1:**

Description:  
Please add new Document

**Stipulation Type:** (Stipulation must be addressed)

Links to Components <small>(These are the items that are linked to this stipulation)</small>	Operation	Action Status	Component Name	Action
	Add New Attachment	Action Complete	Study Document Standard Consent (Version 1.0)	<input checked="" type="radio"/> Complete Action <input type="radio"/> Incomplete Action

Do you accept this Stipulation?  
 N/A  Yes  No

**Revise Components – Consents and Other Study Documents**

If the submission component is requesting a change to a Consent or Other Study Document already attached, you will be given the ability to modify the details about the document and you can replace the document with your revised document you have saved to your computer or you can associate a completely new document.

**Stipulation 1 out of 1:**

Description:  
Please edit the title of the document. Please remove the words "Demo" and "Test" and attach the final Consent Document with the appropriate title.

**Stipulation Type:** (Stipulation must be addressed)

Links to Components <small>(These are the items that are linked to this stipulation)</small>	Operation	Action Status	Component Name	Action
	Modify Existing Attachment	Action Not Complete	Study Consent Demo Test Consent 1 (Version 1.0)	<input type="button" value="Revise Existing"/>

Do you accept this Stipulation?  
 N/A  Yes  No

**Revise Existing** – Select this option to revise the already attached document. You will be given the ability to **Create Revision** and check out the document for modifications.

If the stipulation asks the user to revise a document, the system will create the next version of the revised document when the user clicks, **Revise Existing**. An example of a revised Consent form is shown below. You are able to edit any of the fields. The version number updates from 1.0 to 1.1 and you are able to check out the document for edits. Click **Save Changes** to return to the Pre-Review Corrections form.

My Workspaces | IRB Number: IRB-19-176 | PI: Investigator, John | Study Assistant | Informed Consent Document | Back

Study Status: Pending - Submitted for Initial Review | IRB Number: IRB-19-176 | Study Title: Long-Term Prenatal Use of Acetaminophen Associated with ADHD Risk

Consent List | Save Consent

Unapproved Consent

Consent Title: Consent for Subject - D56

\*Version Date: 07/09/2019

Category: Consent

Description: New edited consent from subject D56

\*Version Number: 1.1

\*Language: English

Check-out the Document to your workstation for editing: Check-out Document...

Edit in browser: Edit in browser

Comments:

After revising the document or adding a new one, the previous document and the current document will display in the **Component Name** column. You can view the previous document by clicking the link to the document. You can modify the current document by clicking the link to the current document. The **Status** column will update to reflect the action is complete.

⚠ Stipulation 1 out of 2:

**Description:**  
Please edit the title of the document. Please remove the words "Demo" and "Test" and attach the final Consent Document with the appropriate title.

**Stipulation Type:** (Stipulation must be addressed)

Links to Components (These are the items that are linked to this stipulation)	Operation	Action Status	Component Name	Action
	Modify Existing Attachment	Action Complete	Study Consent Consent for Subject - D56 (Version 1.1)	Compare Consent Version
			Study Consent Demo Test Consent 1 (Version 1.0)	<input checked="" type="radio"/> Complete Action <input type="radio"/> Incomplete Action

### Addition of screen when adding documents to a form attached to a submission with documents previously attached

A new validation has been added when uploaded a document into a study from the submission form. The user will be prompted to confirm that they would like to add another document of a category and that they are not trying to revise a current document previously attached. The system will identify if there are other documents of the selected category and will show a screen confirming the user’s choice to either upload a new document or revise an existing document.

*Note: A user can still upload a document of a new category as well.*

My Workspaces IRB Number: **IRB-19-5430** Study Assistant **Adverse Event Form - (Version 4.0)** Back

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section Notify PI to Signoff

Section view of the Form Entire view of the Form

1.0 General Study Information  
2.0 Details of Occurrence:  
3.0 Attach Revised Applicaton  
4.0 Attach Consent Documents  
5.0 **Attach Relevant Documents**

**5.0 Attach Relevant Documents**

5.1 Attach any relevant documents:

Select Existing User Documents Select or Revise Existing Add a New Document

Detach	Version	Title	Category	Expiration Date	Document Outcome	Checked Out	View Document
No Document(s) have been attached to this form.							

Comments on attachments:

When the user clicks **Add a New Document**, this screen will appear.

**Study Document Add Verification** X

What Category is the document you are Adding?  
Please select the Category: --none--

Cancel Document Add

When the user chooses a different type of document than the one that is attached already, then the following screen will appear, prompting the user to select the option: “I want to add new Document that has not been uploaded for this Study”.

Study Document Add Verification

What Category is the document you are Adding?  
**Please select the Category:** IBC Approval

It looks like you may be uploading a revision of a IBC Approval.  
 Here are the existing documents for the IBC Approval category.  
 Please select document that this one will replace or select "This is a new Document that has not been uploaded for this Study".

Select	Title	Version	Version Date	View Document
<input type="radio"/>	I want to add new Document that has not been uploaded for this Study			

Cancel Document Add
Proceed with Document Upload

After the option has been selected and the user clicks **Proceed with Document Upload**, the user will be taken to the screen where they can upload the document.

Study Document Add:

**\*Select the document to upload:**

**\*Version Number:** .0

**Version Date:**

**\* Category:** IBC Approval

**Description:**

**Comments:**

Please drop file/click here to upload

Save Document

When the user chooses the same type of document than the one that was attached already, then the following screen will appear, prompting the user to select between the options to add a new document or to use the previously existing document.

**Study Document Add Verification**

What Category is the document you are Adding?  
**Please select the Category:** Survey

It looks like you may be uploading a revision of a Survey.  
 Here are the existing documents for the Survey category.  
 Please select the document that this one will replace or select "This is a new Document that has not been uploaded for this Study".

Select	Title	Version	Version Date	View Document
<input type="radio"/>	Survey for people under 55 years old	1.0	07/30/2019	 5.56 KB
<input type="radio"/>	I want to add new Document that has not been uploaded for this Study			

After the option has been selected and the user clicks **Proceed with Document Upload**, the user will be taken to the screen where they can upload or edit details of the document.

**Study Document Revision:**

**Document Title:** Survey for people under 55 years old

**\*Select the document to upload:**  No file chosen

**Version Number:** 1 .1

**Version Date:** 07/30/2019 

**\* Category:** Survey

**Description:**

**Comments:**

**Revise Components – Study Application or Submission Forms**

If the submission component is requesting a revision to a Submission Form or a Study Application, the system will create a revision of that form and open the new version for you to make your changes.

For this operation you are given multiple options to respond to the request. You can choose to **Select Already prepared** or **Revise Existing**. The **Select Already prepared** action button will retrieve the study application library where you can

select to attach a newer version of the application. The **Revise Existing** action button will allow you to create a new, editable, version of the application where the changes can be made.

**⚠ Stipulation 1 out of 3:**

Description:  
Are you sure that this is a Human Study?

Stipulation Type: (Stipulation must be addressed)

	Operation	Action Status	Component Name	Action
<b>Links to Components</b> <small>(These are the items that are linked to this stipulation)</small>	Modify Existing Attachment	Action Not Complete	<b>Initial Review Submission Form (Version 1.0)</b> Section: Transitioning to Initial Review Submission Question: Please select the type of Research:	<input type="button" value="Revise Existing"/>
	Do you accept			

An example of revising the Study Application is shown below. The form being viewed is version 1.1 of the Study Application. You would make any necessary changes then click on the **Back** button to return to the Pre-Review Corrections Form.

Section view of the Form

Entire view of the Form

- 1.0 Transitioning to Initial Review Submission
- 2.0 IRB - Initial Review Submission Packet
- 3.0 Application Form
- 4.0 Consent Documents
- 5.0 Other Study Documents
- 6.0 Additional Special Routing

**1.0 Transitioning to Initial Review Submission**

**1.1 Please select the type of Research:**

**Modifications Required:**

**⚠ Are you sure that this is a Human Study?**

Human Research  
 IACUC Research  
 Biochemical Review

After revising the form or selecting an already prepared form, both versions will display in the **Component Name** column. You can view either item by clicking on their names. The **Status** column will update to reflect the action is complete.

**⚠ Stipulation 1 out of 3:**

Description:  
Are you sure that this is a Human Study?

Stipulation Type: (Stipulation must be addressed)

	Operation	Action Status	Component Name	Action
<b>Links to Components</b> <small>(These are the items that are linked to this stipulation)</small>	Modify Existing Attachment	Action Complete	<b>Initial Review Submission Form (Version 1.1)</b> Section: Transitioning to Initial Review Submission Question: Please select the type of Research:	<input type="button" value="Compare Form Version"/>
	<input checked="" type="radio"/> Complete Action <input type="radio"/> Incomplete Action			

After you make the requested changes based on the stipulation, you then indicate how you accept the stipulation by answering N/A, Yes or No to **Do you accept this Stipulation?** You can also add an explanation to how the stipulation was addressed in the text editor.

©2020 iMedRIS Data Corporation

66

**Stipulation Type:** (Stipulation must be addressed)

Operation	Action Status	Component Name	Action
Modify Existing Attachment	Action Complete	 <b>Initial Review Submission Form (Version 1.1)</b>  <b>Initial Review Submission Form (Version 1.0)</b> Section: Transitioning to Initial Review Submission Question: Please select the type of Research:	<input type="button" value="Compare Form Version"/> <input checked="" type="radio"/> Complete Action <input type="radio"/> Incomplete Action

Links to Components  
(These are the items that are linked to this stipulation)

Do you accept this Stipulation?  
 N/A  Yes  No

Provide an explanation on how you addressed this Stipulation:

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Font Family, Font Size (12), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and Insert Image.

### Stipulations Not Linked to Forms or Documents

Some stipulations from the review board may ask you to upload a document that was not originally submitted. If this is the case, the stipulation will be listed with other stipulations within the form, but there will be no associated item to revise.

You can respond to the stipulation by indicating “N/A”, “Yes”, or “No” and adding your explanation, then you can locate the Submission Components data value within the form to upload the item requested by the review board.

**Stipulation 1 out of 1:**

**Description:**  
Please upload the brochure and flyer so that it can be approved.

**Stipulation Type:** (Stipulation must be addressed)

Do you accept this Stipulation?  
 N/A  Yes  No

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Subscript, Superscript, Font Family, Font Size (12), Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Undo, Redo, and Insert Image.

## Submission Components

1.2 Submission Components			
Include in PDF Packet		Unattach	Revise/ Attach
<input type="checkbox"/>			<b>All Submission Components</b> <i>Previous Rounds &amp; Currently Attached</i>
<b>Submission Form(s)</b>			
<input type="checkbox"/>			IRB - Review Response and Correction Form - (Version 1.0 <b>(Incomplete)</b> )
<input type="checkbox"/>			Initial Review Submission Form - (Version 1.0)
<b>Application</b>			
<input type="checkbox"/>			IRB Application - (Version 1.0)
<b>Consent Form(s)</b>			
Category : Consent			
<input type="checkbox"/>			Consent 1 (English) - (Version 1.0)

+  
 Add New Component

Create PDF Packet

Listed in this form will be a list of your current submission components. You can modify or remove items from this screen as needed. This table will update with any revisions made to components through the stipulations.

If you need to make corrections or add items to the submission that were not included in the Stipulations, you could revise the Initial Review form and make any necessary changes. To initiate this process, you must first revise the Initial Review so that you can add attachments or modify existing items.

Note: This functionality is only available if the property “*system.use\_response\_wizard\_window*” within System Administration > System Configuration > System Signoff and Submission Settings is set to “Yes”.

Click the **Revise Submission** button located above the submission components.

**Confirm the Revise.**

Are you sure you want to revise this item from the submission? A new revision will be created as part of the submission.

CONFIRM
CANCEL

You will be asked to confirm adding a revision. Select the **Confirm** button.

You will be able to navigate to any section within the submission, to access the Application, Consents, and Other Study Document attachments. From each section you can add or revise associated items, just as you did when you initially completed the Initial Review form.

Note: Once the Initial Review has been revised, the button revise icon will disappear and the unattached icon will display.

Depending on your system’s configuration, you might or might not be able to create another submission form when another has been created and submitted through the workflow but has not yet been completed. Contact your System Administrator for more details.

If this property is on, when there is a submission form that has been started with the data value to attach a study application, users will not be able to start another submission until the first submission has completed the workflow and has been fully processed.

Note: Users will not be able to start another submission even if there is no study application attached to the submission form. As long as the data vale exists in the form, uses will not be able to start a new submission form.

In the Study Management section on the study side, when the users clicks into the details of the form, in this case the Initial Submission Review Form, and the property is set to “Yes”, the option to **Add a New Application Type** or **Delete Selected Version** will not be available.

My Workspaces ▼ Alias: sleep and growth  
PI: Investigator, Jane Jr., M.D. Brig. Gen. Study Assistant Study Application Back

Study Status: **Draft** Study Title : Correlation between number of hours of sleep and physical growth Compare Two Selected Versions

1 result(s) found...

<input checked="" type="checkbox"/>	Show Rev.	Edit/View	Application Type	Approved?	Application Status	Approval Date	Created By	Date Created	Modified by	Date Modified	Create a Revised Application
<input type="checkbox"/>			MAIN IRB APP (Version 1.0)	No	null		Admin Admin admin	08-06-2019 12:01	Admin Admin admin	08-06-2019 12:09	

When the property is set to “No”, the user will have the buttons to **Add a New Application Type** or **Delete Selected Version** will become available.

My Workspaces ▼ Alias: sleep and growth  
PI: Investigator, Jane Jr., M.D. Brig. Gen. Study Assistant Study Application Back

Study Status: **Draft** Study Title : Correlation between number of hours of sleep and physical growth Add a New Application Type Compare Two Selected Versions Delete Selected Version

1 result(s) found...

<input checked="" type="checkbox"/>	Show Rev.	Edit/View	Application Type	Approved?	Application Status	Approval Date	Created By	Date Created	Modified by	Date Modified	Create a Revised Application
<input type="checkbox"/>			MAIN IRB APP (Version 1.0)	No	null		Admin Admin admin	08-06-2019 12:01	Admin Admin admin	08-06-2019 12:09	

Users will also not be able to add a form from the home screen under the Actions Tab.

**All Studies** Recently Used Study Status

Search for RB Number, Title, Alias Search ⚙️

All Draft IRB IACUC ▼

2679 result(s) found... 1 - 10 ▶

Click to open Study Dashboard	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions						
	Alias						History	Items	Forms	Hide	Copy	Delete	Corr
	<b>Draft</b>				Correlation between number of hours of sleep and physical growth	Investigator, Jane Jr., M.D. Brig. Gen.							

When the user click on the **Forms** button and the property is set to “Yes”, all submission forms with the application data value will be unavailable for use, as long as there is a submission that has not yet been completed and exited the workflow.

Submission Form List			
	Version List	Start a new Submission	Edit Incomplete Submissions
Adverse Event Form		Submission Types with Applications cannot be in progress concurrently	
Appendix D: Controlled Substances			
Appendix E: Radiation Use in a Non-Clinical Area			
Submission Invitation		Submission Types with Applications cannot be in progress concurrently	

Users will receive a message stating that another form cannot be created until the form referenced has completed the workflow process.

My Workspaces
Alias: sleep and growth  
PI: Investigator, Jane jr., M.D. Brig. Gen.
Study Assistant
Amendment Form
Back

Study Status: Draft
Study Title : Correlation between number of hours of sleep and physical growth

Compare Two Versions
Delete Selected Form(s)

List of records associated with form: Amendment Form.  
To view previous versions click on the folder icon

**Unable to a Add a New form until the following form(s) have completed board processing: Initial Review Submission Form Real (1.0)**

0 result(s) found...

	Show Rev	Show Follow-Up	Edit/View	Details	Apply to Multiple	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Date Modified
No records have been created.													

### Return the Form to the Review Board

When you are finished modifying items and responding to stipulations, and you save and continue through the rest of the form, the system will alert you that the form has been completed.

The screenshot shows a web application interface for a 'Review Response and Correction Form'. At the top, there is a header bar with 'My Workspaces' on the left, 'IRB Number: IRB-19-176' and 'PI: Investigator, John' in the middle, and 'Study Assistant' on the right. The main title of the page is 'Review Response and Correction Form - (Version 1.0)'. In the top right corner, there are two buttons: 'Print Friendly' and 'Signoff and Submit'. Below the header, there are two tabs: 'Section view of the Form' (which is active) and 'Entire view of the Form'. On the left side, there is a sidebar with a tab labeled '1.0 Review Response Form'. The main content area features a large teal banner with the text 'Form has been Completed!'. Below this banner, there are two buttons: 'Exit Form' and 'Signoff and Submit'.

At this point you can choose to **Exit Form** and return later to finish any additional corrections (if you do this, the Submission Correction task will stay on your homepage) or you can click the **Signoff and Submit** button to initiate the signoff. Once you complete the signoff, the Submission Correction task will remove from your incomplete tasks on your homepage. The review board will receive your corrections and will further process your submission. If any additional changes are requested, the review board will return the submission for another round of changes. At that point, you would receive a new Submission Correction task and notification from the system.