

Quick Guide: Attach “Active Consent Forms with No Changes” to the Continuing Review Form

Background

The April 2022 version of iRIS includes a much easier way to attach active consent forms (with no changes) to the Continuing Review Form. Users no longer have to “check out” and “check in” the forms, as was required in previous versions of the system.

When to use this guide

Use this guide if you are submitting a Continuing Review form and there is a currently approved consent form that you will continue to use as-is (no changes) during the coming year. (Note: If you are also attaching new or revised consent forms, proceed to attach them as usual. These instructions are only for active consent forms with no changes).

Instructions

<p>1. In the “Consent Forms” section of the Continuing Review Form, indicate that you will attach active consent documents with NO changes.</p>	<div style="background-color: #006666; color: white; padding: 5px;">4.0 Consent Forms</div> <div style="background-color: #fff9c4; padding: 5px; margin-top: 5px;"> 4.1 * Indicate which type(s) of consent documents are attached: (REQUIRED) </div> <ul style="list-style-type: none"> <input type="checkbox"/> New consent documents <input checked="" type="checkbox"/> Active consent documents with NO changes <input type="checkbox"/> Active consent documents with revisions <input type="checkbox"/> Addendum consent with new risk and/or procedures <input type="checkbox"/> No consent documents attached 																																								
<p>2. Click “Copy Approved Consent(s).”</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; text-align: center; border: 2px solid red;">Copy Approved Consent(s)</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #006666; color: white;"> <th>Version</th> <th>Sponsor Version</th> <th>Title</th> <th>Category</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center;">No Consent(s) have been attached to this form.</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e0e0e0;">Select or Revise Existing</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e0e0e0;">Add a New Consent</div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #006666; color: white;"> <th>Detach</th> <th>Version</th> <th>Sponsor Version</th> <th>Title</th> <th>Category</th> <th>Language</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">No Consent(s) have been attached to this form.</td> </tr> </tbody> </table> </div>	Version	Sponsor Version	Title	Category	No Consent(s) have been attached to this form.				Detach	Version	Sponsor Version	Title	Category	Language	No Consent(s) have been attached to this form.																									
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<p>3. A pop-up window will appear with a list of all currently approved consent forms (remember to allow pop-ups).</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #e0e0e0; padding: 2px; text-align: center; border: 1px solid red;">Copy and attach selected Approved Consent(s) x</div> <p style="font-size: 0.8em; margin-top: 5px;">Select the consent form(s) that you wish to copy and attach to this submission.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #006666; color: white;"> <th>Select All <input type="checkbox"/></th> <th>Title</th> <th>Version</th> <th>Version Date</th> <th>Sponsor Version</th> <th>Category</th> <th>Language</th> <th>Approval Date</th> <th>Expiration Date</th> <th>View Document</th> </tr> </thead> <tbody> <tr style="background-color: #e0ffe0;"> <td><input type="checkbox"/></td> <td>Cohort 3 Consent</td> <td>2.23</td> <td>12/03/2020</td> <td></td> <td></td> <td>English</td> <td>09/28/2021</td> <td>09/27/2022</td> <td> 36.90 KB</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input type="checkbox"/></td> <td>Cohort 2 Consent</td> <td>2.23</td> <td>12/03/2020</td> <td></td> <td></td> <td>English</td> <td>09/28/2021</td> <td>09/27/2022</td> <td> 39.97 KB</td> </tr> <tr style="background-color: #e0ffe0;"> <td><input type="checkbox"/></td> <td>Cohort 1 Consent</td> <td>2.21</td> <td>12/03/2020</td> <td></td> <td></td> <td>English</td> <td>09/28/2021</td> <td>09/27/2022</td> <td> 33.64 KB</td> </tr> </tbody> </table> <div style="display: flex; justify-content: flex-end; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e0e0e0; margin-right: 10px;">Cancel Consent Copy</div> <div style="border: 1px solid #ccc; padding: 2px 10px; background-color: #e0e0e0;">Proceed Consent(s) Copy</div> </div> </div>	Select All <input type="checkbox"/>	Title	Version	Version Date	Sponsor Version	Category	Language	Approval Date	Expiration Date	View Document	<input type="checkbox"/>	Cohort 3 Consent	2.23	12/03/2020			English	09/28/2021	09/27/2022	36.90 KB	<input type="checkbox"/>	Cohort 2 Consent	2.23	12/03/2020			English	09/28/2021	09/27/2022	39.97 KB	<input type="checkbox"/>	Cohort 1 Consent	2.21	12/03/2020			English	09/28/2021	09/27/2022	33.64 KB
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4. Select the check box for each form you plan to use during the coming year, then click "Proceed Consent(s) Copy." It is ok to select and copy multiple consents simultaneously.

Copy and attach selected Approved Consent(s)

Select the consent form(s) that you wish to copy and attach to this submission.

Select	Title	Version	Version Date	Sponsor Version	Category	Language	Approval Date	Expiration Date	View Document
<input checked="" type="checkbox"/>	Cohort 3 Consent	2.23	12/03/2020			English	09/28/2021	09/27/2022	36.90 KB
<input type="checkbox"/>	Cohort 2 Consent		12/03/2020			English	09/28/2021	09/27/2022	39.97 KB
<input type="checkbox"/>	Cohort 1 Consent					English	09/28/2021	09/27/2022	33.64 KB

We're copying version 2.23 of the "Cohort 3" consent form

5. iRIS will generate and attach a copy of the selected consent form(s)— without the previous year's IRB approval stamp— and will update the version number automatically.

Copy Approved Consent(s)

Version	Sponsor Version	Title	Category	Language	View Document
2.24		Cohort 3 Consent		English	36.90 KB

iRIS has attached "Cohort 3" and updated the version number to 2.24