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

1. In the “Consent Forms” section of the Continuing Review Form, indicate that you will attach active consent documents with NO changes.

2. Click “Copy Approved Consent(s).”

3. A pop-up window will appear with a list of all currently approved consent forms (remember to allow pop-ups).
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.

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.