

Navigation Guide for iRIS 11 Home Screen (10/16/18)

User Group: Researchers

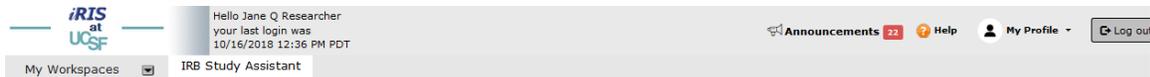
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- II. Choose your Workspace
- III. New Feature: Find your approved documents
- IV. All Tasks Table
- V. All Studies Table
- VI. *New* iRIS Tutorials

I. First Look at New iRIS Home Screen

The new iRIS home screen has 4 tables:

1. Featured IRB Study Operations
2. Tasks
3. All Tasks
4. All Studies



All Tasks **Outstanding** **Completed** **Tasks Table** [Settings]

Task List: All

31 result(s) found... 1 - 5 ▶

Click to open	Task Type	Received	Description
	Conflict of Interest IRB Study Disclosure Questionnaire	07/31/2018 05:12 PM PDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher
	Conflict of Interest IRB Study Disclosure Questionnaire	08/09/2018 02:21 PM PDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher
	Conflict of Interest IRB Study Disclosure Questionnaire	08/09/2018 02:28 PM PDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher
	Conflict of Interest IRB Study Disclosure Questionnaire	08/17/2018 03:10 PM PDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher
	Conflict of Interest IRB Study Disclosure Questionnaire	08/17/2018 03:15 PM PDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher

31 result(s) found... 1 - 5 ▶

All Studies **Recently Used** **Studies Table** Search for... Search [Settings]

27 result(s) found... 1 - 5 ▶

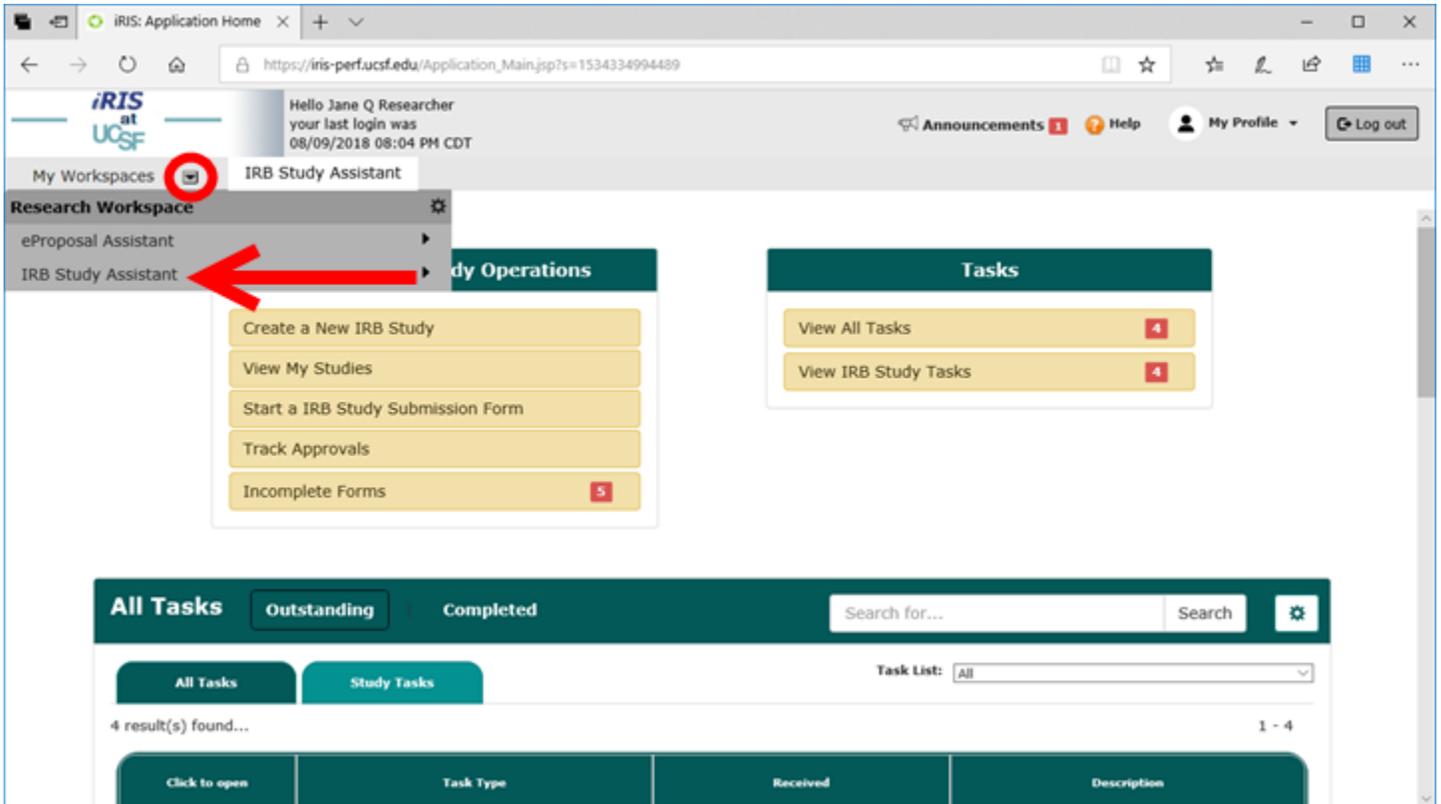
Click to open	IRB Study Status	Review Board	RB Number	RB Expiration	IRB Study Title Study Alias	Principal Investigator	Actions
	Active - Full Board	1) CRS Advisory Board 2) IRB	1) <Not Assigned> 2) 18-25748	1) <Not Assigned> 2) 07/31/2019	Copy of Test Study #1 test	Researcher, Jane Q.	History Items Forms Hide Copy Delete
	Returned for Pre-review Changes	1) CRS Advisory Board 2) IRB	1) <Not Assigned> 2) 18-25720	1) <Not Assigned> 2) <Not Assigned>	Withdrawing a submission after stipulations have been sent (screening stipulation... 2-2b	Researcher, Jane Q.	History Items Forms Hide Copy Delete
	Active - Full Board	1) CRS Advisory Board 2) IRB	1) <Not Assigned> 2) 18-25725	1) <Not Assigned> 2) <Not Assigned>	No response to stipulations after the 21- or 45-day response deadline 4-4b	Researcher, Jane Q.	History Items Forms Hide Copy Delete
	Active - Expedited	1) CRS Advisory Board 2) IRB	1) <Not Assigned> 2) 18-25721	1) <Not Assigned> 2) <Not Assigned>	Copy of stipulations or post-review stipulations 2-2d	Researcher, Jane Q.	History Items Forms Hide Copy Delete
	Active - Expedited	1) CRS Advisory Board 2) IRB	1) <Not Assigned> 2) 18-25723	1) <Not Assigned> 2) <Not Assigned>	Withdrawing a submission after formal review, before stipulations are sent to th... 3-3b	Researcher, Jane Q.	History Items Forms Hide Copy Delete

27 result(s) found... 1 - 5 ▶

II. Choose Your Workspace

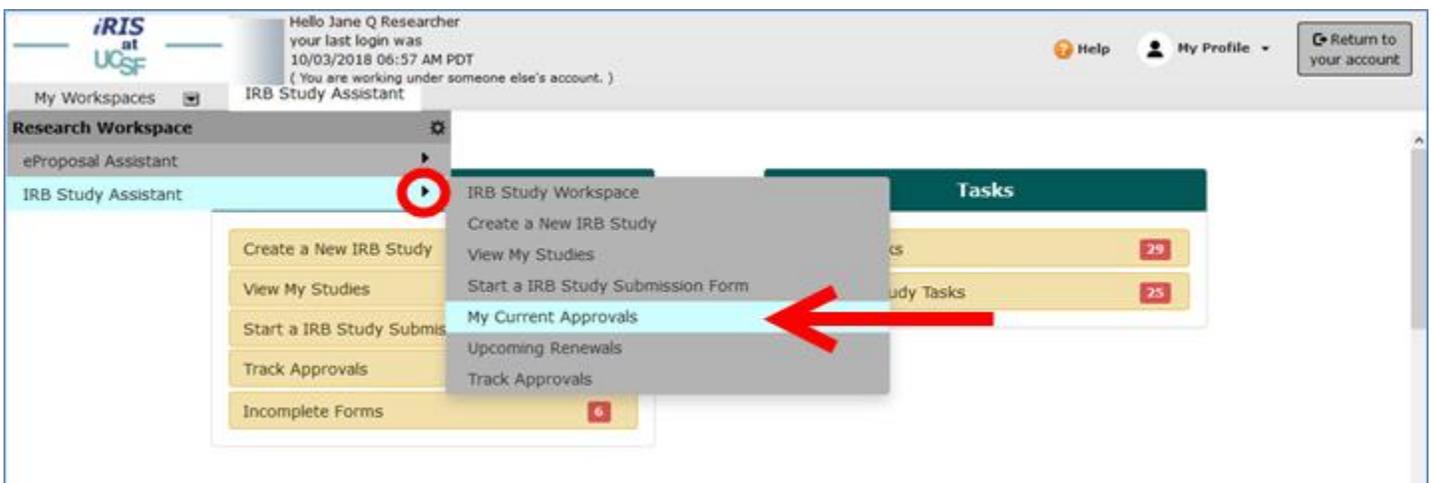
If you are in iRIS to work on your IRB submissions, make sure you are in the “IRB Study Assistant” workspace. Follow these steps:

1. Click the dropdown arrow for **My Workspaces**
2. Select “IRB Study Assistant”



III. New Feature: Find your approved documents

To quickly find your approved consent forms, study documents, and IRB approval letters, use the dropdown menu under the **IRB Study Assistant Workspace** to open **My Current Approvals**.



IV. All Tasks Table

The **All Tasks Table** is your iRIS To Do list, and has two tabs:

1. The **All Tasks tab** shows your tasks from multiple review boards, if applicable (e.g. IRB, COI, GESCR, and CRS). This view doesn't provide much information on the tasks.

The screenshot shows the 'All Tasks' interface. At the top, there are tabs for 'All Tasks' (highlighted with a red circle) and 'Study Tasks'. A red box highlights the 'All Tasks tab' label. Below the tabs, there is a search bar and a 'Task List' dropdown set to 'All'. The text '4 result(s) found...' is visible. The table below has the following data:

Click to open	Task Type	Received	Description
	Conflict of Interest IRB Study Disclosure Questionnaire	07/31/2018 07:12 PM CDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher
	Conflict of Interest IRB Study Disclosure Questionnaire	08/09/2018 04:21 PM CDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher
	Conflict of Interest IRB Study Disclosure Questionnaire	08/09/2018 04:28 PM CDT	Notice to complete conflict of interest IRB study disclosure questionnaire assigned to Jane Q. Researcher
	Submission Correction	08/09/2018 04:36 PM CDT	IRB Committee 5th Panel returned the submission for correction

2. The **Study Tasks Tab** shows only the IRB tasks, with more details.

The screenshot shows the 'Study Tasks' interface. At the top, there are tabs for 'All Tasks' and 'Study Tasks' (highlighted with a red circle). A red box highlights the 'Study Tasks tab' label. Below the tabs, there is a search bar and a 'Task List' dropdown set to 'All'. The text '4 result(s) found...' is visible. The table below has the following data:

Click to open	Task Type	Received	IRB Study Status	IRB Study Title Study Alias	Principal Investigator	Review Board	RB Number	RB Expiration
	Submission Correction	08/09/2018 04:36 PM CDT	Returned for Pre-review Changes	Test Study #2 test2	Researcher, Jane Q.	1) IRB 2) CRS Advisory Board	1) 18-25698 2) <Not Assigned>	1) <Not Assigned> 2) <Not Assigned>
	Conflict of Interest IRB Study Disclosure Questionnaire	08/09/2018 04:28 PM CDT	Pending - Submitted for Initial Review	Test Study #4 test4	Researcher, Jane Q.	1) IRB 2) CRS Advisory Board	1) 18-25702 2) <Not Assigned>	1) <Not Assigned> 2) <Not Assigned>
	Conflict of Interest IRB Study Disclosure Questionnaire	08/09/2018 04:21 PM CDT	Returned for Pre-review Changes	Test Study #2 test2	Researcher, Jane Q.	1) IRB 2) CRS Advisory Board	1) 18-25698 2) <Not Assigned>	1) <Not Assigned> 2) <Not Assigned>
	Conflict of Interest IRB Study Disclosure Questionnaire	07/31/2018 07:12 PM CDT	Active - Full Board	Test Study #1 test	Researcher, Jane Q.	1) IRB 2) GESCR 3) CRS Advisory Board	1) 18-25695 2) <Not Assigned> 3) <Not Assigned>	1) 07/31/2019 2) <Not Assigned> 3) <Not Assigned>

V. All Studies Table

The **All Studies Table** lists all of the studies you are listed on. You can use the search field, filters, and tabs to quickly find the study you're looking for. To go into a study, use the **Click to open** icon.

The **Actions** column contains a **History** icon which you can use to find the status of a submission and which IRB analyst it has been assigned to.

Click to open	IRB Study Status	Review Board	RB Number	RB Expiration	IRB Study Title Study Alias	Principal Investigator	Actions
	Active - Full Board	IRB	17-21457	02/07/2019	Test Study: Introduction to iRIS Tutorial Intro to iRIS	Researcher, Jane Q.	History, Items, Forms, Hide, Copy, Delete
	Draft	IRB	18-25713	<Not Assigned>	Developing a Framework around the Process of Finding Sloth Images on M... Sloth Scan	Researcher, Jane Q.	History, Items, Forms, Hide, Copy, Delete
	Draft	IRB	18-25712	<Not Assigned>	Yoga with Dogs: A Quality of Life Intervention Flexi Pups	Researcher, Jane Q.	History, Items, Forms, Hide, Copy, Delete
	Draft	IRB	18-25711	<Not Assigned>	Effects of "Take your cat to work" Day on Analyst Productivity Working Cats	Researcher, Jane Q.	History, Items, Forms, Hide, Copy, Delete
	Pending - Submitted	1) COI Assistant 2) CRS Advisory	1) <Not Assigned> 2) <Not	1) <Not Assigned> 2) <Not	Test Study #5		

If you want to track your submission, click the **History** icon. A table will expand to show the submission in process. Click the **Track Location** item to track your submission.

Click to open	IRB Study Status	Review Board	RB Number	RB Expiration	IRB Study Title Study Alias	Principal Investigator	Actions																														
	Active - Full Board	IRB	17-21457	02/07/2019	Test Study: Introduction to iRIS Tutorial Intro to iRIS	Researcher, Jane Q.	History, Items, Forms, Hide, Copy, Delete																														
<table border="1"> <thead> <tr> <th colspan="3">Submissions in Process</th> <th colspan="2">Completed Submissions</th> <th colspan="3">Submissions Returned with Changes</th> </tr> <tr> <th>Reference Number</th> <th>Track Location</th> <th>Status</th> <th>Request Type</th> <th>Details</th> <th>Review Board</th> <th>View Outcome Letters</th> <th>Review Process</th> <th>Meeting Date</th> <th>Review Outcome</th> <th>Date Received</th> </tr> </thead> <tbody> <tr> <td>222336</td> <td></td> <td></td> <td>Modification Form</td> <td></td> <td>IRB Parnassus Panel</td> <td></td> <td>On Agenda</td> <td>06/14/2018</td> <td>Revisions Requested</td> <td>05/25/2018 02:00:24 PM PDT</td> </tr> </tbody> </table>								Submissions in Process			Completed Submissions		Submissions Returned with Changes			Reference Number	Track Location	Status	Request Type	Details	Review Board	View Outcome Letters	Review Process	Meeting Date	Review Outcome	Date Received	222336			Modification Form		IRB Parnassus Panel		On Agenda	06/14/2018	Revisions Requested	05/25/2018 02:00:24 PM PDT
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VI. *New* iRIS Tutorials

A detailed guide to navigating the iRIS Home Screen is available at <http://iris-help.ucsf.edu/irb-iris>. It is an online, interactive tutorial which covers:

- Basic iRIS navigation
- Finding your IRB Analyst
- Finding your approval letters
- Navigating the study dashboard
- Finding your studies
- Finding your approved documents