

INFORMATION FOR THE UH RESEARCH COMMUNITY

# Collaboration Corner

## Education Update

UHCMC IRB / iRIS-Submitting a New Study | Oct 22 | 2:30-4:30 pm | Lakeside 1400

UHCMC IRB / Requests for Revisions, Revising Documents and Responding to the IRB | Oct 29 | 11-12 pm | Lakeside 1400

For more information contact [Deborah.Marko@uhhospitals.org](mailto:Deborah.Marko@uhhospitals.org)

## iRIS Reminder

If you are going to use UH Investigational Drug Services (IDS aka Investigational Pharmacy) or the Dahms Clinical Research Unit (DCRU), be sure to add these areas as departments in Section 2 of the new application.

## Quick Links

[Center For Clinical Research & Technology](#)

[Grants and Contracts](#)

[Institutional Review Board](#)

[Research Compliance and Education Technology Management](#)

[William T. Dahms, MD Clinical Research Unit](#)

For questions, comments or suggestions, email [clinicalresearch@uhhospitals.org](mailto:clinicalresearch@uhhospitals.org)

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## Converting to the New Form Version in iRIS

If you have created an application in iRIS, at some point you may see a message that tells you that a “new version” of the form has been published and it will ask you if you want to convert. This can happen if you have a new study that you have not submitted yet (one that you have started and saved, then have come back to subsequently) or if you have a study that the IRB has previously reviewed and has requested changes to secure approval.

If you receive a message that a new version of the form has been published, this means the form questions have been revised and a new version of the form has been published since the time you completed the previous version of the form. The change may be very small (correction of a typographical error) or larger (the addition of a new section). It is important that you “convert to the new form” to ensure you are using the most up to date application, even if you are unable to identify any differences.

Click on “OK” in the message box and then “Convert to the New Form Version”. All your previous answers are still saved, you just need to “Save and Continue” through the sections of your revised form (even if you have not made any changes to that section) until you reach the end of the form. This will ensure all of your sections are saved and included in your revision response.

Converting to the new form version will ensure that you are working with the most current form version and will avoid having your submission returned to you to answer any new questions you may have missed.

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## iRIS User Tip – Revising Study Documents in iRIS

When responding to comments from the IRB or submitting an addendum, you may need to make revisions to one of your study documents. *Do not make revisions to your saved document and “add a new document”* as this would attach the updated version as an entirely new study document.

Instead, you must select “Create a Revision” for the document you already have loaded into iRIS. Once you click “Create a Revision”, you must then “Check Out” the document. Checking out the document will remove the previous version submitted to the IRB for review and allow you to make the required changes. Once you “Check Out” a document, it will show up as checked out to you in the iRIS system. You will save the document to your PC (we recommend saving it to your desktop) and then make the required changes. Once you have completed your changes, please click the “Check In” button and follow the prompts to check the document that is saved on your PC back into iRIS.

This process for revising an existing document in iRIS is the same no matter what type of study document you are revising (consent form, advertisement, etc.).

**NOTE:** Failure to follow these instructions will result in delays in IRB review as you will have multiple versions of the same document submitted to the IRB for review and approval.

Please see page 10 of the iRIS user manual regarding IRB comments for instructions and screen shots for creating revised documents as well as the check-out and check-in processes.

**[Click here to access iRIS user documentation on ‘Receiving and Responding to IRB Comments/Requests for Changes.’](#)**