

INFORMATION FOR THE UH RESEARCH COMMUNITY

Collaboration Corner

Education Update

Introduction to ResearchMatch.org | May 26 | 9:30–10:00 am | Lakeside 1400

EMR Implementation for Research | May 27 | 10:30-11:30 am | RB&C Amphitheater

For more information contact Marie.Bondea@uhhospitals.org

iRIS Reminder

Enter your email!!!- In order for you to receive information from iRIS, including new study sign off notifications, you must be sure to enter your email in your personal Information. This can be found Under My Assistant → My Account Information

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

Center for Clinical Research & Technology
Lakeside 1400
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Cleveland, OH 44106
216.844.5576



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 “checkout” the document. Checking out the document will remove the previous version that was 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 already-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.’](#)

Need Assistance with iRIS?

If you have a specific iRIS question and would like the guidance of an IRB staff member, please attend office hours per the schedule posted on the iRIS webpage, found [here](#).

Week of:	Monday	Tuesday	Wednesday	Thursday	Friday
6/7/2010	8:00-9:00 am	10:00-11:00 am	4:00-5:00 pm	10:00-11:00 am	1:00-2:00 pm
6/14/2010	8:00-9:00 am	10:00-11:00 am	4:00-5:00 pm	10:00-11:00 am	1:00-2:00 pm
6/21/2010	8:00-9:00 am	10:00-11:00 am	4:00-5:00 pm	10:00-11:00 am	1:00-2:00 pm

Office hours are held in Lakeside 1400.

During office hours, you and a staff member will navigate through iRIS together in order to answer your question. This is not intended to be a substitute for attendance at a training session(s). Office hours are for specific questions that you may have about a submission you are currently working on in the iRIS system.

You do not have to register for office hours but if you'd like to call ahead of time so we know to expect you and we have the computer and work space ready, feel free to call the IRB Main Line at 216-844-1529.