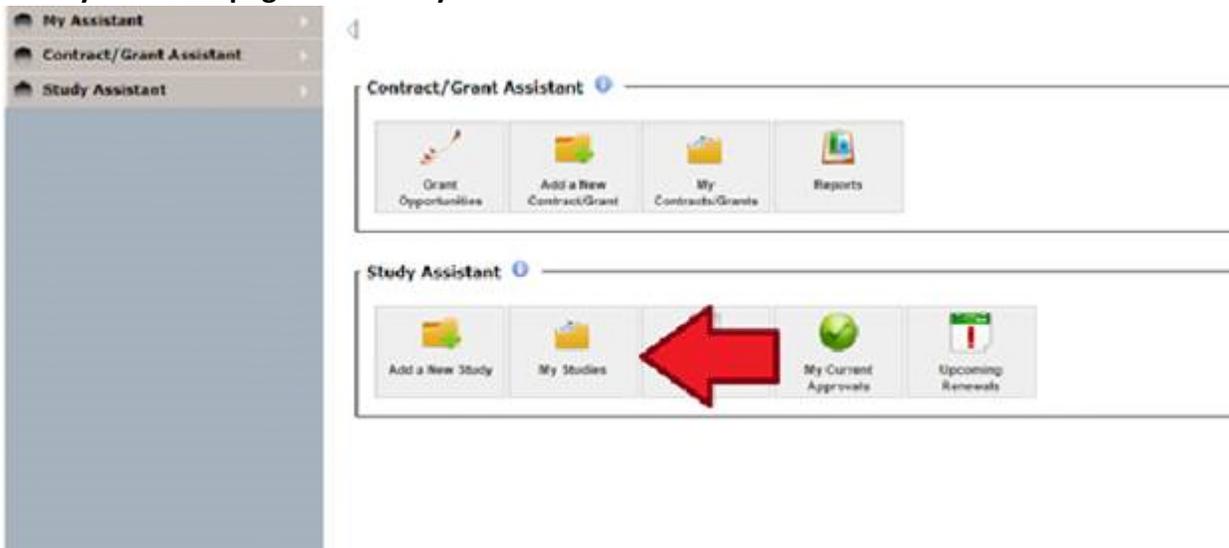


Instructions for entering facilitated continuing review or closure documents into iRIS.

Log into iRIS (If you do not have your username and password please contact the CHRISTUS Health IRB at CHRISTUS.IRB@christushealth.org)

From your home page click on My Studies:

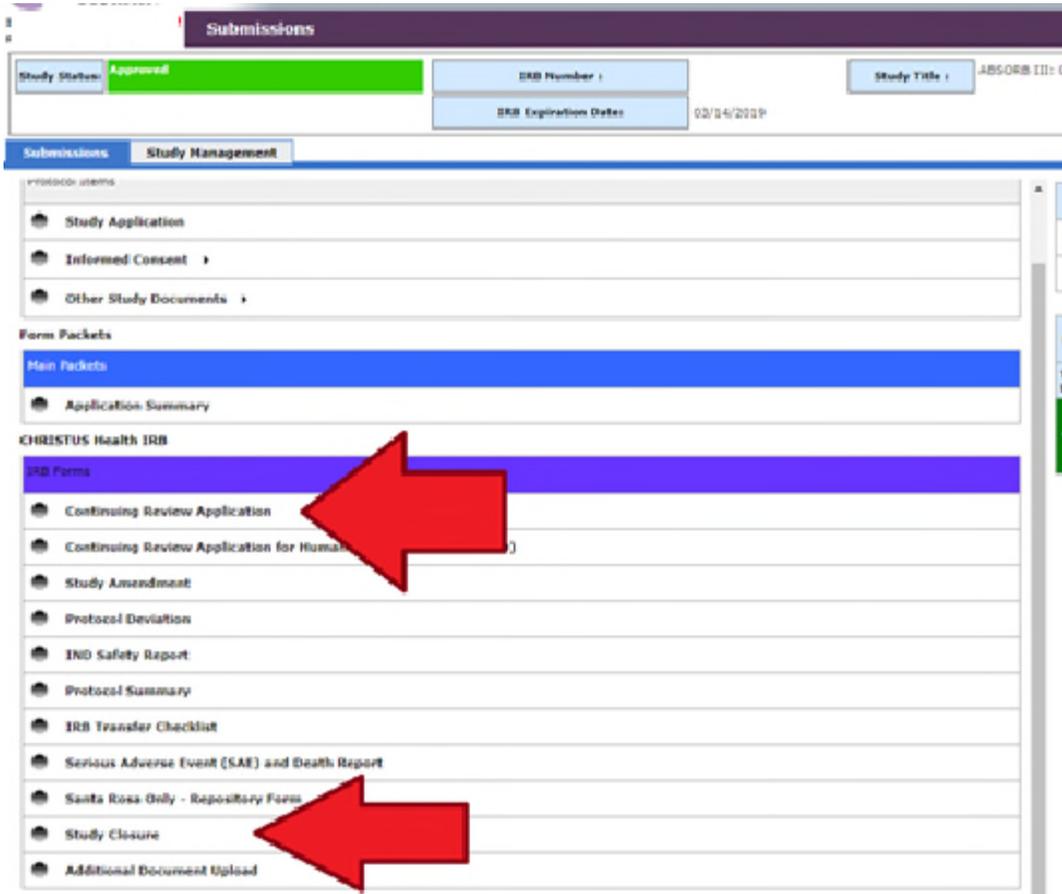


Find the study you would like to add a submission to. Then click open:



Instructions for entering facilitated continuing review or closure documents into iRIS.

On the left hand side there is a list of submission forms. For Continuing Review click on Continuing Review Application. For Study Closure Click on Study Closure:



In the right hand corner click on add new form:



When the form opens up click on "NO" to the question regarding IRB of record.



Instructions for entering facilitated continuing review or closure documents into iRIS.

The form will expand. Click on add a new document:

The screenshot shows two sections of the iRIS interface. The top section is titled 'Add a New Consent' and contains a table with columns: Detach, Version, Title, and Category. Below the table, it states 'No Consent(s) have been attached to this form.' The bottom section is titled 'Documents:' and contains a button 'Add a New Document' with a red arrow pointing to it. Below this button is another table with columns: Detach, Version, Title, and Category, followed by the text 'No Document(s) have been attached to this form.'

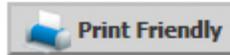
This is where you will upload the IRB of record's continuing review approval letter or the closure letter. Please complete the document title, add the document, version number, date (the date of the document), and category of the document. And then save the document

The screenshot shows the 'Study Document Add' form. It includes the following fields and controls:

- *Document Title:** A text input field with a red arrow pointing to it.
- *Select the document to upload:** A file selection area with a 'Browse...' button and a red arrow pointing to it.
- *Version Number:** A text input field containing '1' followed by '.0'.
- Version Date:** A date input field containing '07/09/2018' with a calendar icon and a red arrow pointing to it.
- * Category:** A dropdown menu with '--none--' selected.
- Description:** A large text area with up and down arrows on the right side.
- Comments:** A large text area with up and down arrows on the right side.
- Save Document:** A button with a floppy disk icon and a red arrow pointing to it.

Instructions for entering facilitated continuing review or closure documents into iRIS.

Once the document is saved, in the right hand corner click on Save and Continue to Next Section



Application
Research Project

Then click on Notify PI to Signoff



Form has been Completed!

Instruction of Form has Been Completed Screen

- A button with a red 'X' icon and the text "Exit Form".
- A button with a person icon and the text "Notify PI to Signoff".
- A button with a PDF icon and the text "Create PDF Packet".



Instructions for entering facilitated continuing review or closure documents into iRIS.

Make sure that NO is checked on the next page and then click on save and continue in the right hand corner

Proceed, Jacob, BS

Occupational Health Submission Routing

Does this submission require additional routing for approval?

- YES - Click YES to select additional personnel for routing.
- NO - Click NO to select additional personnel for routing.



The PI will be notified that he/she needs to go into the submission and approve the submission. Once the PI signs off on the submission it will be sent to the IRB.

Please be advised that the e-mail notifications will not stop until the submission is approved by the PI, received and then processed by the IRB.