


Facilitated Review Submission Process

iRIS Submission Steps for Facilitated Review Studies

INITIAL FEASIBILITY/STUDY REVIEW	AMENDMENTS (SITE AND STAFF CHANGES ONLY)	CONTINUING REVIEWS	CLOSURES
Log into iRIS	Log into iRIS	Log into iRIS	Log into iRIS
Start a New Study	Go into the study	Go into the study	Go into the study
Complete the Feasibility/Initial Application	Start an Additional Document Submission Answer 1 Question (Answer No to the IRB of record Question)	Start a Continuing Review Submission Answer 1 Question (Answer No to the IRB of record Question)	Start a Closure Form Submission Answer 1 Question (Answer No to the IRB of record Question)
Upload/Attach Documents: <ul style="list-style-type: none"> • Protocol • Informed Consent (s) • External IRB Approval Letter • Sub-I Conflict of Interest Form 	Upload/Attach Relevant Document(s) <ul style="list-style-type: none"> • Medical License • CITI Training • Sub-I C <div style="text-align: center;">  <p>Budget/CTA changes in eProposal</p> </div>	Upload/Attach Documents: <ul style="list-style-type: none"> • External IRB Current Approval Letter • Current Approved Informed Consent and Protocol <u>IF</u> any changes 	Upload/Attach Document: <ul style="list-style-type: none"> • IRB of record Closure Letter
Have PI sign off on the Study Submission	Have PI sign off on the Study Submission	Have PI sign off on the Study Submission	Have PI sign off on the Study Submission