

Instructions for logging in to the iRIS system and submitting a new IACUC protocol form

1) Open your preferred internet browser on any internet capable device. For optimal functionality, Microsoft browsers (Internet Explorer or Edge) are recommended for PCs and Safari is recommended for Macs, however other browsers such as Firefox and Chrome are supported.

2) Type the following URL into the address bar of the browser:

<https://oregonstate.imedris.net>

3) Sign into the system using your ONID username and password.

If you are not affiliated with OSU, contact the Animal Program Office to request access.

Animal Program Office (APOffice@oregonstate.edu)

4) You will be prompted to authenticate using DUO to access the iRIS system.

5) On your homepage you will see an option to **Create a New Study** under the **Featured Study Operations (Fig. 1)**.

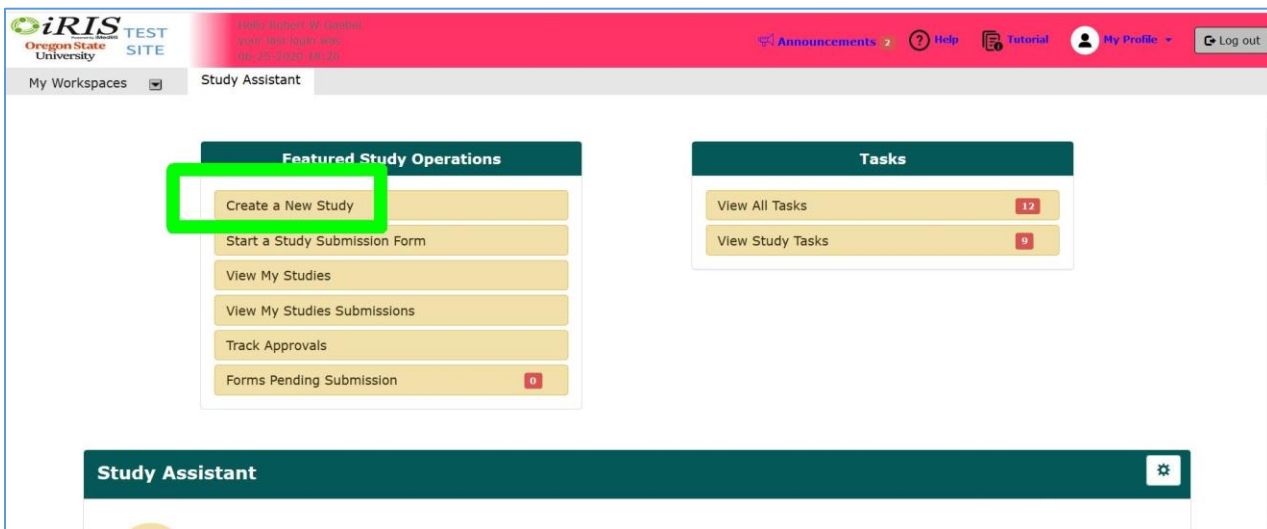


Figure 1. Creating a new study

6) Click **Create a New Study**, select the **IACUC Protocol Form**, and click **Start Selected Application (Fig. 2)**.



Account: Robert W. Graham
Department: OSU - IRB - Office of Human Research
IRB: IRB

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My Workspaces Study Assistant Select New Study Application Form Back

Cancel and Return Start selected Application

Please select a New Study Application from the list below:

Form Name	Form Description
<input type="radio"/> HRRP and IRB Application and Protocol	Complete and submit this form to the Human Research Protection Program to request any of the following: <ul style="list-style-type: none">• IRB determination for a federal sponsor• Determination of whether IRB review is required• Single IRB review for multi-site study• Review of a new study
<input checked="" type="radio"/> IACUC Protocol Form	Complete this form for any research, teaching, and testing involving live vertebrate non-human animals or cephalopods.

1.

Figure 2. Selecting the IACUC Protocol Form and beginning the application.

7) Complete the form by answering all questions and clicking **Save and Continue to Next Section (Fig. 3)**.

If you cannot complete the form in one sitting, you can click **Save Section** and return later.

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Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information

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* Please enter the full title of the protocol:

Test

* Abbreviated Title:

Test

* This field allows you to enter an abbreviated version of the Study Title to quickly identify this study.

Figure 3. Complete each section and advance using the “Save and Continue to Next Section” button.

8) Once you have complete the form, be sure to click **Signoff and Submit (Fig. 4a)** or **Notify PI to Signoff (Fig. 4b)**. Do not press “Exit Form” unless you are not ready to complete the form or send it to the PI. This same functionality will apply to amendment and annual report submissions, as well.



The screenshot shows the iRIS IACUC module interface. At the top, there is a navigation bar with the iRIS logo, user information (Account: Robert W. Gaebel, Department: OHSU, Office of White Research, Email: rgaebel@ohsu.edu), and links for Announcements, Help, My Profile, and Log out. Below this is a header area with 'My Workspaces', 'Short Title: Test', 'PI: Gaebel, Robert W', 'Study Assistant', and 'Initial Review Submission Packet - (Version 1.0)'. A 'Back' button is on the right. The main content area has two tabs: 'Section view of the Form' and 'Entire view of the Form'. The 'Section view of the Form' tab is active, showing a list of sections: 1.0 Protocol Final Processing, 2.0 Protocol Form, and 3.0 Attachments. The main content area displays a large green banner with the text 'Form has been Completed!' and 'Continue to Next Screen to Submit Your Form'. Below the banner, there are two buttons: 'Exit Form' and 'Signoff and Submit'. The 'Signoff and Submit' button is highlighted with a green box.

Figure 4a. If you are the PI of the protocol, press “Signoff and Submit”.

The screenshot shows the iRIS IACUC module interface, similar to Figure 4a. The navigation bar and header are the same. The 'Section view of the Form' tab is active, showing the same list of sections. The main content area displays the same green banner with 'Form has been Completed!' and 'Continue to Next Screen to Submit Your Form'. Below the banner, there are three buttons: 'Exit Form', 'Notify PI to Signoff', and 'Create PDF Packet'. The 'Notify PI to Signoff' button is highlighted with a green box.

Figure 4b. If you selected someone else as the protocol PI, press “Notify PI to Signoff”.

- 9) If you selected **Notify PI to Signoff**, the PI should receive a task notification
 - a. The PI should see a “**Submission Routing Signoff**” task under the “**Outstanding**” tab in “**All Tasks**” on the homescreen
 - b. The PI should select “**Click to open**” (Fig. 5)

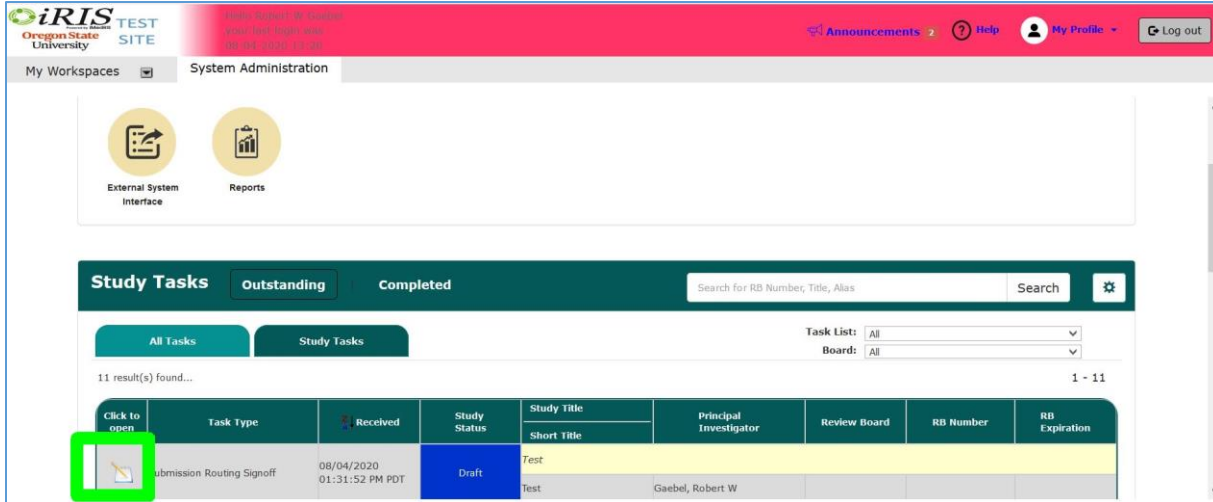


Figure 5. Press “Click to Open” to access the PI Signoff task.

- c. The next screen will prompt the PI to approve or deny the request
- d. The PI should select the appropriate option and press “Save Signoff” (Fig. 6)

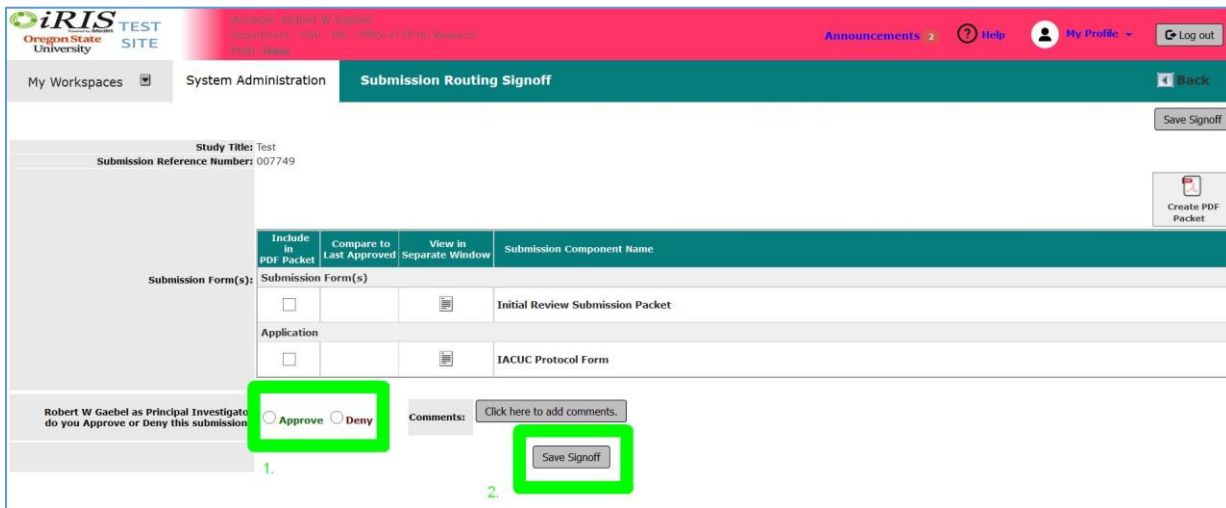


Figure 6. Select “Approve” or “Deny” and then press “Save Signoff”.

- e. If the operation was successfully performed, “Submission Routing Signoff” will no longer appear in the “Outstanding” tab in “All Tasks”

10) Once the protocol has been submitted, you will be taken to the “Studies Submission Status” table in your “Study Assistant” workspace (Fig. 7).



The screenshot displays the iRIS IACUC module interface. At the top, there is a navigation bar with 'My Workspaces' and 'Study Assistant'. The main content area is titled 'Studies Submission Status - In Progress' and includes a search bar. Below this, there are tabs for 'In Progress' and 'Completed'. A table lists 16 results, with the first entry highlighted. The entry details are as follows:

Click to open Study Dashboard	Reference Number	Review Board	RB Number	Form Name	Study Title	Form Author	Date Submitted	Actions
	007750	IACUC	IACUC-2020-0110	Initial Review Submission Packet	Test	Gaebel, Robert W	08/04/2020 03:19:37 PM PDT	

Below the table, a workflow diagram illustrates the IACUC review process. It starts with 'Pre-Submission', leading to 'Pre-Review' (highlighted in orange). From 'Pre-Review', the process can move to 'Post-Review', 'Changes-Requested', or 'Modification-Requested'. There are bidirectional arrows between 'Pre-Review' and 'Post-Review', and between 'Changes-Requested' and 'Modification-Requested'. A 'Steps' icon is also visible in the bottom right of the diagram area.

Figure 7. The “Studies Submission Status” provides information on the location of your protocol within the review process.