

How to answer stipulations

From your iRIS home page click on submission Response

My Assistant
Project Assistant
Study Assistant
CHRISTUS Health IRB Assistant
System Administration

Welcome Amy Culpepper (Last Login: 10/02/2018 11:29 AM CDT)

Project Assistant

- Grant Opportunities
- Add a New Project
- My Projects
- Find a Project
- Reports

Study Assistant

- Add a New Study
- My Studies
- Find a Study
- Submit a Form
- My Current Approvals
- Upcoming Renewals

Below are your incomplete Study tasks:

- Waiting Submission

Below are your incomplete CHRISTUS Health IRB Board tasks:

- Submission Response

Click on open to open the study

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- Add a New Study
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Below are your incomplete Study tasks:

- Waiting Submission

Below are your incomplete CHRISTUS Health IRB Board tasks:

- Submission Response

1 task(s) found...

Open	Principal Investigator	IRB Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process
	Amy Culpepper	2018-095	sgfdfs	Approved	CHRISTUS Health Continuing Review Application	10/12/2018	Expedited

The stipulation will pull up. Please click on Yes to accept the stipulation. Type in an explanation if needed or required.

Section view of the Form | Entire view of the Form

1.0 Review Response Form

1.1 Stipulations

Stipulation 1 out of 1:

Description:
please complete the application and submit the protocol for review

Stipulation Type: (Stipulation must be addressed)

Do you accept this Stipulation? N/A Yes No

Provide an explanation on how you addressed this Stipulation:

How to answer stipulations

To revise the application click on the revise/attach button and then click OK when the pop-up window appears. You should be able to make changes to the application at this point.

The screenshot shows the 'Review Response Form' interface. At the top, there are buttons for 'Print Friendly', 'Save Section', and 'Save and Continue to Next Section'. The main content area is titled '1.0 Review Response Form' and contains a question: 'Do you accept this Stipulation?' with radio buttons for 'N/A', 'Yes', and 'No'. Below the question is a text area for providing an explanation. A pop-up window titled 'Message from webpage' is displayed, asking 'Confirm the Revise. Are you sure you want to revise this item from the submission? A new revision will be created as part of the submission.' with an 'OK' button. A yellow arrow points to the 'OK' button. Below the stipulation form is a section titled '1.2 Submission Components' which contains a table with columns for 'Unattach', 'Revise/Attach', and 'All Submission Components'. A yellow arrow points to the 'Revise/Attach' button in the table row for 'CHRISTUS Health IRB Board - Review Response Form - IRB - (Version 1.0 (Incomplete))'.

Please make sure to click on Save and Continue to Next Section as you work through the application.

The screenshot shows the 'Use & Disclosure of PHI' section of the application. The main content area is titled '5.0 Use & Disclosure of PHI' and contains a question: '5.1 Will PHI/PII be transmitted externally? (Personally identifiable information/Protected Health information)' with radio buttons for 'Yes' and 'No'. At the top right, there are buttons for 'Print Friendly', 'Save Section', and 'Save and Continue to Next Section'. A yellow arrow points to the 'Save and Continue to Next Section' button.

To add documents click on Add New Component

The screenshot shows the 'Add New Component' button in the submission components table. The main content area is titled '1.0 Review Response Form' and contains a question: 'Do you accept this Stipulation?' with radio buttons for 'N/A', 'Yes', and 'No'. Below the question is a text area for providing an explanation. Below the stipulation form is a section titled '1.2 Submission Components' which contains a table with columns for 'Compare', 'Include in PDF Packet', 'Unattach', 'Revise/Attach', and 'Revisions'. A yellow arrow points to the 'Add New Component' button in the table row for 'CHRISTUS Health IRB Board - Review Response Form - IRB - (Version 2.0 (Incomplete))'.

How to answer stipulations

When the Pop-Up opens please indicate if you need to upload Informed Consents or Other Study Documents

IRB Number: 2018-094
PI: Culpepper, Amy

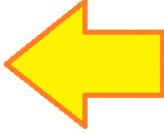
Review Response Form - IRB - (Version 2.0)

Select an attachment type

Select the type of attachment you would like to add to this submission:
(Click on the radio button and it will transition you to next page)

Informed Consent

Other Study Document



Please click on Add New Document

Health TEST
IRB Number: 2018-094
PI: Culpepper, Amy

Review Response Form - IRB - (Version 2.0)


Attach Study Document(s)

Instructions

- Select the document(s) that you would like to attach
- Click the **Add a New** button to add a new document.
- Click the **Add Multiple** button to add multiple new documents.

+ Add a New Document

View File	Title/Category	Last Modified by	Date Modified	Create a Revised Document
No documents have been added.				



How to answer stipulations

Complete the information on the form, Upload, the Document and the Save the Document

The screenshot shows the 'Study Documents' form. At the top, there are fields for 'Study Status' (Pending - Submitted for Initial Review), 'IRB Number' (2018-094), and 'Study Title' (Enter study title). A yellow arrow points to the 'Save Document' button in the top right corner. Below this, there are several input fields: 'Document Title', 'Version Number' (set to 0), 'Version Date', 'Category' (set to none), 'Description', and 'Comments'. A yellow arrow points to the 'Document Title' field. There is also an 'Upload' button for 'Load the document into IRIS'.

Once all stipulations are answered and all documents are uploaded click on Save and Continue To Next Section

The screenshot shows the 'Review Response Form' for '1.0 Review Response Form'. It displays a stipulation titled '1.1 Stipulations' with a description: 'Please update the application'. The stipulation type is '(Stipulation must be addressed)'. Below the description, there are radio buttons for 'N/A', 'Yes', and 'No'. A yellow arrow points to the 'Save and Continue to Next Section' button in the top right corner.

Please click on Signoff and Submit

The screenshot shows a confirmation screen titled 'Form has been Completed!' with the instruction 'Instruction of Form has Been Completed Screen'. At the bottom, there are two buttons: 'Exit Form' and 'Signoff and Submit'. A yellow arrow points to the 'Signoff and Submit' button.

How to answer stipulations

Click on Approve, enter your user ID and password, and then click save sign off.

Study Title: Enter study title
Submission Reference Number: 000272

Printable Version

Include	Submission Component Name - Version
<input type="checkbox"/>	Review Response Form - IRB - (Version 2.0)
<input type="checkbox"/>	Application Summary - (Version 1.0)
<input type="checkbox"/>	QI/QA Project Application - (Version 1.1)

Submission Form(s)

Any Culpeper as Principal Investigator do you Approve or Deny this submission?
 Approve Deny

This form requires your electronic signature. Please enter your User ID & Password:
User ID:
Password:

Comment: [Click here to add comments.](#)