



IACUC ASSISTANT

IACUC Assistant Overview

Version 11.02

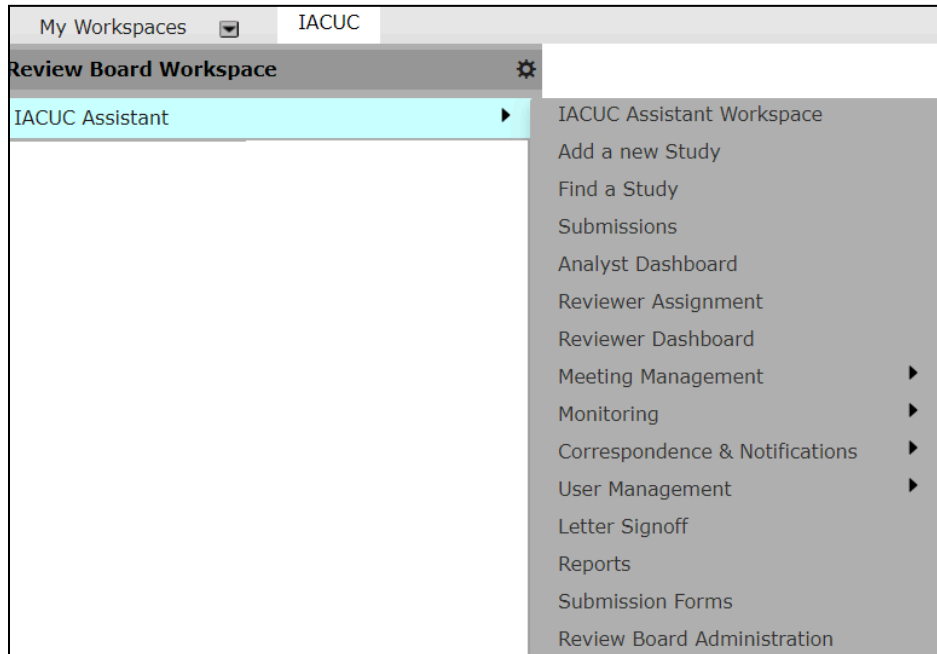
Contents

IACUC Assistant Overview.....	2
Find a Study.....	2
Submissions.....	10
Analyst Dashboard.....	11
Reviewer Assignment.....	11
Reviewer Dashboard.....	12
Meeting Management.....	12
Meeting Manager.....	12
Meeting Agenda.....	13
Meeting Minutes.....	13
Meeting Availability.....	14
Monitoring.....	16
Continuing Review Monitor.....	16
Outstanding Responses.....	16
Stipulations Tracking.....	19
Correspondence and Notifications.....	22
Correspondence.....	22
Drug/Device Email.....	27
Audit System Notifications.....	28
User Management.....	31
Grant User Access and Define Roles.....	31
User Training.....	32
User Vaccination History.....	36
Letter Signoff.....	39
Reports.....	42
Review Board Administration.....	43

IACUC Assistant Manual

IACUC Assistant Overview

The IACUC Assistant is available to streamline and assist in an institution's entire Review Board management. The IACUC Assistant works similarly to other review boards. The IACUC Assistant is used during the process of submission reviews, signoffs, member reviews, meetings and more.



Find a Study

The Find a Study item allows users to search the entire system for studies. Find a Study is a tool used by System Administrators and IACUC Coordinators, allowing them to search the system for certain studies. Depending on system settings, Find a Study within IACUC Assistant may or may not allow the search to expand across the entire system; it may be configured to search only for studies within the IACUC.

You are able to use the available filters to search for a study or you can click the **Find** button to return all studies in the system.

You can also change the display of the study numbering by selecting from the **Display Projects By** drop-down list. The numbers available here depend on what modules are configured into your system. The example below shows the page when IACUC Number is selected from the drop-down list. The page reflects IACUC information, as opposed to the default, IRB Number information.

Some of the search fields are auto-populating fields. You begin by typing the name, and the system returns any resulting matches for you to select. **Sponsor, Principal Investigator, Department, and IACUC Number** are all auto-populating fields.

My Workspaces ▾ IACUC **Find a Study** Back

Find a Study Filters ⓘ

Display Projects by: IACUC Number ▾	IACUC Number: <input type="text"/>
Study Number: <input type="text"/>	Study Status: All ▾
Sponsor: <input type="text"/>	Study Classification: All ▾
Active <input type="checkbox"/> Principal Investigator: <input type="text"/>	Reference Number: <input type="text"/>
Department: <input type="text"/>	IACUC Expiration Date: <input type="text"/> - <input type="text"/>
	IACUC Full Renewal Expiration: <input type="text"/> - <input type="text"/>

+ Advanced Find Options

Application Find Options

Reset Find Options

Find ...

The **Principal Investigator** field allows you to flip between Active and Inactive PI's. Inactive PI's are any user accounts in the system that have been flagged as Inactive and are also listed as Principal Investigators on studies. Active PI's are any user accounts that are flagged as Active and also are listed as Principal Investigators on studies.

Active
Principal Investigator :

Also available are drop-down menus of available Study Statuses and Study Classifications that you can choose from.

IACUC Number: <input type="text"/> Study Status: All ▾ Study Classification: All ▾ Reference Number: <input type="text"/> IACUC Expiration Date: <input type="text"/> - <input type="text"/> IACUC Full Renewal Expiration: <input type="text"/> - <input type="text"/>	IACUC Number: <input type="text"/> Study Status: All ▾ Study Classification: All ▾ Reference Number: <input type="text"/> IACUC Expiration Date: <input type="text"/> - <input type="text"/> IACUC Full Renewal Expiration: <input type="text"/> - <input type="text"/>
---	---

The **Reference Number** field allows you to search for studies by Submission Reference Number. Enter a reference number for a specific submission form. When you filter the results, the study matching the reference number will populate in the results.

Note: You must enter the entire Reference Number in this field, except for the leading zeros. Example, a submission is Reference Number "000288" you would need to enter "000288" or "288" to filter the results correctly.

You can search by an expiration date range by entering in the appropriate information in the **IACUC Expiration Date** and **IACUC Full Renewal Expiration** fields.

IACUC Number: <input type="text"/>	IACUC Number: <input type="text"/>
Study Status: All ▾	Study Status: All ▾
Study Classification: All ▾	Study Classification: All ▾
Reference Number: <input type="text"/>	Reference Number: <input type="text"/>
IACUC Expiration Date: <input type="text"/> - <input type="text"/>	IACUC Expiration Date: <input type="text"/> - <input type="text"/>
IACUC Full Renewal Expiration: <input type="text"/> - <input type="text"/>	IACUC Full Renewal Expiration: <input type="text"/> - <input type="text"/>

Reset Find Options – This button will allow you to reset the study filters and begin a new search.

IACUC Expiration Date/Status Check Due Date	IACUC Expiration Date/Status Check Due Date
IACUC Full Renewal Expiration:	IACUC Full Renewal Expiration:

For more advanced search options, click on the **Advanced Find Options** button.

IACUC Number:	<input type="text"/>
Study Status:	All ▼
Study Classification:	All ▼
Reference Number:	<input type="text"/>
IACUC Expiration Date	<input type="text"/> - <input type="text"/>
IACUC Full Renewal Expiration:	<input type="text"/> - <input type="text"/>

+ **Advanced Find Options**

Application Find Options

Reset Find Options

Find ...

This allows you to filter by study drugs, devices, issue reports and key words in the Study Title. You can choose to use one or all options in the Advanced Search Options by selecting an item from a drop-down list and/or typing in the keywords. When you are finished, click **Apply** on the pop-up window.

Find A Study: Advanced Search Options X

Key Study Personnel ⓘ

Select User Name:

Select User Role(s):

- Principal Investigator
- Additional Principal Investigator
- Co-Investigator
- Faculty Advisor
- Nurse
- Study KSP1
- Study Author

Drugs associated to Study ⓘ

Trade Name:

Generic Name:

Investigational Name:

Devices associated to Study ⓘ

Device Name:

Drugs associated to IACUC Study ⓘ

Trade Name:

Generic Name:

When you click the **Find** button, the system will return any matching studies, depending on the filters you selected. If you added Advanced Search Options, the button will update with a yellow border to indicate extra filters are in use.



Once you find the study you are looking for, you can click the icon in the **Open** column to open the study record.

My Workspaces ▾ IACUC **Find a Study** Back

Find a Study Filters ⓘ

Display Projects by: IACUC Number ▾	IACUC Number: <input type="text"/>
Study Number: <input type="text"/>	Study Status: Open ▾
Sponsor: <input type="text"/>	Study Classification: All ▾
Active <input type="checkbox"/> Principal Investigator: <input type="text"/>	Reference Number: <input type="text"/>
Department: <input type="text"/>	IACUC Expiration Date: <input type="text"/> - <input type="text"/>
	IACUC Full Renewal Expiration: <input type="text"/> - <input type="text"/>

+ **Advanced Find Options** ✓

Application Find Options

Reset Find Options

Find ...

5 result(s) found...

1 - 5

Open	Study Status	IACUC Number	IACUC Expiration Date	Study Number Study Title	Principal Investigator	Sponsor
	Open	IACUC-2019-044	03/08/2019	Mechanism of Muscle Wasting & Identification <i>Mechanism of Muscle Wasting & Identification of Key Tumor Cell-Released Factors that Induce Cachexia & Intramuscular Mechanisms of Cancer Cachexia & Prognostic Biomarkers for ZIP4-mediated Cachexia in Pancreatic Cancer</i>	Investigator, John Samson II, B.S.	

For application specific search options, click on the **Application Find Options** button.

IACUC Number:	<input type="text"/>
Study Status:	All ▾
Study Classification:	All ▾
Reference Number:	<input type="text"/>
IACUC Expiration Date:	<input type="text"/> - <input type="text"/>
IACUC Full Renewal Expiration:	<input type="text"/> - <input type="text"/>

+ **Advanced Find Options**

Application Find Options

Reset Find Options

Find ...

The Application Find Options will allow you to define new filters in the pop-up window. Any existing filters will appear in the **Manage Filters** tab.

Find A Study: Application Search Filters X

+ Add a New Application Filter

Manage Filters:	Select	Edit	Delete	Filter Name
No Filters have been created				

Criteria to Apply: No filter selected.

➔ Cancel

Click the **Add a New Application Filter**.

Find A Study: Add Application Search Filter X

***Filter Name:**

***Share this Filter:** Yes No

Comments:

+ Add a new Filter Criteria

Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
No validation clauses defined for this branch.					

Return to List
Save

The following screen will allow the user to define the different parameters.

Filter Name -The name of the filter being defined.

Share this Filter-This will determine if the filter will be shared with other users. If set to “yes” then other users will have the ability to view and use the filter created.

Comments – a description added for the filter.

Select the Add a New Filter Criteria to create the parameters define for the filter.

Find A Study: Add Application Search Filter X

***Filter Name:**

***Share this Filter:** Yes No

Comments:

+ Add a new Filter Criteria

	Order	What Application?	What Section? What Question?	What Column?	Comparator	Value
X	1	--none--	--none-- --none--	--none--	--none--	

At the bottom of the window you can setup a filter based on the values in the form. The filter criteria are setup to look at the single selection value for a question within the application sections. Select the desired validation from the drop-down list in each column.

Once you are done creating a filter criterion, select the **Apply** button. The system will then display the criteria that was added to the Manage Filters section. You may add multiple filter criteria in the section.

Find A Study: Application Search Filters X

+ Add a New Application Filter

Manage Filters:	Select	Edit	Delete	Filter Name
	<input type="radio"/>			IACUC Application- Identification Filter
	<input type="radio"/>			IACUC DATA Filter Criteria

Criteria to Apply: No filter selected.

↶ Cancel
↷ Apply

In the Manage Filters section, you will be able to Select, Edit, or Delete the filter. To select a filter to apply to the search, select the radio button next to the desired filter. When a Filter is selected, it will display in the **Criteria to Apply** section.

Find A Study: Application Search Filters X

+ Add a New Application Filter

Manage Filters:	Select	Edit	Delete	Filter Name
	<input type="radio"/>			IACUC Application- Identification Filter
	<input checked="" type="radio"/>			IACUC DATA Filter Criteria

Criteria to Apply:	Application	What Section? <small>What Question?</small>	What Column?	Comparator	Value
	IACUC Data Values	Section: (100) - IACUC DATA VALUES: Question: (10) - IACUC INFORMATIONAL DATA VALUES:	IACUC_NUMBER - IACUC Number	EQUAL	NULL

Click **Apply** button to apply the filter. When you click the **Find** button, the system will return any matching studies, depending on the filters you selected. If you added an **Applications Find Options**, the button will update with a yellow border to indicate extra filters are in use.

My Workspaces ▼
IACUC
Find a Study
⏪ Back

Find a Study Filters ⓘ

Display Projects by: IACUC Number ▼	IACUC Number: <input style="width: 90%;" type="text"/>
Study Number: <input style="width: 90%;" type="text"/>	Study Status: All ▼
Sponsor: <input style="width: 90%;" type="text"/>	Study Classification: All ▼
<input type="checkbox"/> Active <input type="checkbox"/> Principal Investigator: <input style="width: 90%;" type="text"/>	Reference Number: <input style="width: 90%;" type="text"/>
Department: <input style="width: 90%;" type="text"/>	IACUC Expiration Date: <input style="width: 40%;" type="text"/> ▼ - <input style="width: 40%;" type="text"/> ▼
	IACUC Full Renewal Expiration: <input style="width: 40%;" type="text"/> ▼ - <input style="width: 40%;" type="text"/> ▼

+ Advanced Find Options

Application Find Options ✔

Reset Find Options

Find ...

The other columns on this page are as follows:

Study Status - This displays the current status of the study (i.e. Open, Pending, Draft, Completed).

IACUC Number- If an IACUC Number has been associated with a study, it displays here. This column changes to whatever you choose to display the studies by, when you are using the “Display my Projects by:” filter.

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7

IACUC Expiration Date- If an expiration date is associated with a study, it displays here. This column also changes with whatever you choose to display the projects by, when using the filters.

IACUC Full Renewal Expiration – If a Full Renewal Expiration date has been associated to the study, it displays here. This column will not display if you choose to display the projects by another type of number, using the filters.

Study Title- This displays the Study Title given to the study in the initial section of the Study Application.

Study Number- This displays the Study Number/Nickname given to the study in the initial section of the Study Application.

Principal Investigator- This displays the name of the Principal Investigator on the study.

Sponsor – This displays the name of the Sponsor on the study.

To view a study, click the icon in the **Open** column and you are brought to the **Study Management** page. By default, this page opens to the **Submissions** tab, which looks similar to the screen shot below.

The screenshot displays the IACUC Submissions page for study S0421. The top navigation bar includes 'My Workspaces', 'IACUC', and 'Submissions' with a 'Back' button. Below this, a summary bar shows 'Study Status: Active', 'IRB Number: IRB-19-3575', and 'Study Title: CTSU S0421: Phase III Study of Docetaxel and Atrasetan vs Docetaxel and Placebo for Patients with Advanced Hormone'. The main content area has two tabs: 'Submissions' (selected) and 'Study Management'. Under 'Submissions', there are two sections: 'Protocol Items' and 'Submissions History'. The 'Protocol Items' section lists: Study Application, Other Study Documents, Contract Documents, IACUC - Modification Form, IACUC ACORP Closure, and IACUC Personnel Modification Form. The 'Submissions History' section contains a table with columns 'Track Location', 'Ref Number', 'Request Type', and 'Process Submission'. The table content shows 'There are no outstanding submissions.'

The Submissions tab displays any forms available for viewing by the IACUC. These are typically items that have been submitted for review previously. You can also access the study's Other Study Documents, view Submission History, and view Study Correspondence from this tab. Access to these screens is based upon your IACUC board role and the permissions your specific board role has been granted in the IACUC board role matrix (managed in the IACUC RB Admin area)

From the **Submissions History Link**, you can track the workflow of the initial submission and any other submission forms that have been submitted for the study. The Submission in Process tab displays submission forms that have been submitted and are currently under review, the Completed Submission tab displays all submissions that have been reviewed by the Board and processed as completed, and the Submissions Returned with Changes displays that have been returned to the study team for corrections.(as seen in the screenshot below).

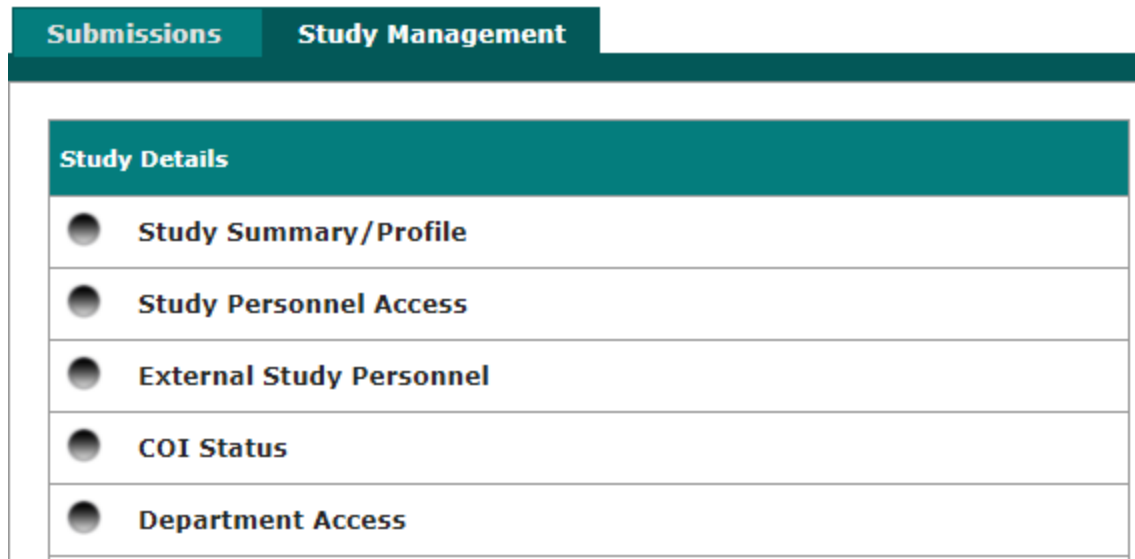
My Workspaces		Alias: S0421 PI: admin, Admin Admin Mr, BS	IACUC	Submission History				Back		
Study Status: Active		IACUC Number : IACUC-19-3575	Study Title : CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone							
Submissions in Process		Completed Submissions		Submissions Returned with Changes						
Reference Number	Track Location	Status	Request Type	Details	Review Board	View Outcome Letters	Review Process	Meeting Date	Review Outcome	Date Received
000569			Animal Incident Report		IACUC		Process Administratively			11/12/2018 10:12:27 AM PST
000176			Initial Review Submission Form		IACUC		Returned for Corrections			09/14/2018 04:57:58 AM PDT

Clicking on the **Study Correspondence** link provides you with a list of all notifications, and notices that pertain to the Study (see screenshot below).

My Workspaces		Alias: S0421 PI: admin, Admin Admin Mr, B.S.	IACUC	Study Correspondence				Back		
Study Status: Active		IACUC Number : IACUC-19-3575	Study Title : CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone							
							Add A New Correspondence	Delete Selected Correspondence(s)		
12 result(s) found...										
View Message	Author	Subject								
		Post a Reply to this Topic / Forward this Topic								
	Bob Investigator	Posted: 05/02/2019 07:28 PM PDT (S0421) IACUC-19-3575 Prindpal Investigator Denial Signoff Notification								
		Post a Reply to this Topic / Forward this Topic								
	Admin Admin. admin	Posted: 05/02/2019 03:53 PM PDT (S0421) IACUC-19-3575 Prindpal Investigator Denial Signoff Notification								

Submissions that are awaiting approval or signoff or have been submitted and are in progress of being reviewed, appear in the **Outstanding Submission(s) section of the Submissions page**. Here you can see the location of the submission within the workflow, you can edit/view the submission, or you can **Retract Submission**.

Clicking on the **Study Management** tab brings you to a screen where you can access all information regarding the Study.



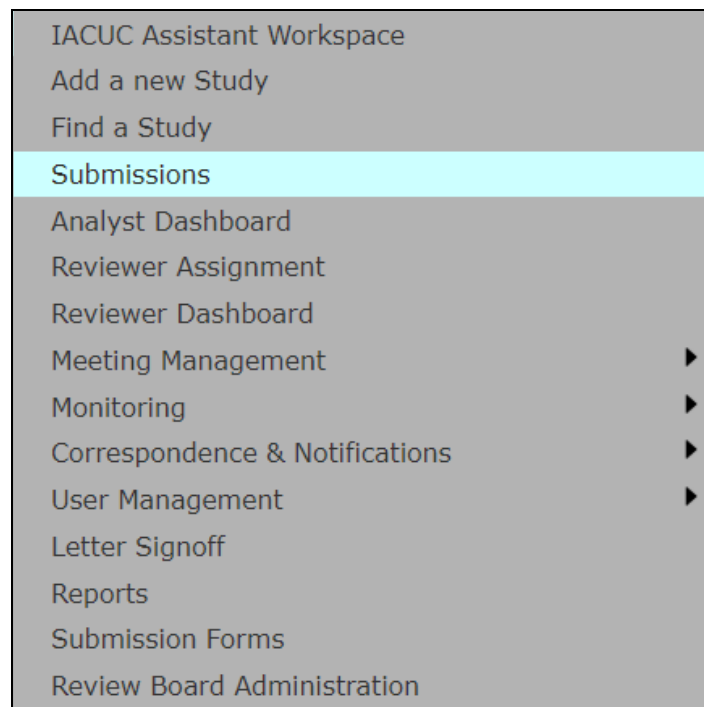
By selecting the links under one of the main headings (e.g. **Study Details**, **Sponsors & Subrecipients**, you can view and administratively update various information that is available for this particular Study based upon your board role (managed in IACUC Assistant > Review Board Administration)

The Study Summary/Profile link contains basic information about the study such as personnel, review board information, study details, etc. The screenshot below should look similar to your Study Summary screen but might contain extra fields about the study. Certain fields may or may not be in use and are turned on or off in the System Configuration Properties. You may have read or write access to certain fields based upon how your board role access has been configured.

Study Status: Active	IACUC Number : IACUC-2019-2295	Study Title : CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone
Save Changes		
Study Summary Basic Information		
Study Title:	CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone	
Status:	Active	
Alias:	CTSU S0421	
Phase:	▼	
Storage Code:	Coordinating Study Number:	
Blinding Method:	Animal Research:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Research Type:	Project Number:	PRO-41201925156
Therapeutic Area:	VA Number:	
Accrual Target:	Current Enrollments:	0
Study Classification:	Peds Category:	

Submissions

The **Submissions** menu item allows you to view all submissions sent to the IACUC, as well as process those submissions. Your instance of iRIS may display either **Submissions** or **Committee Submissions** in the IACUC Assistant list, depending on how your system is set up (Review Board property "rb.use_submission_by_committee". See the IACUC Assistant – Properties manual for more information).



When you click on the Submissions or Committee Submissions link, a page opens displaying all submissions, divided into four tabs: **Not Assigned**, **Assigned**, **Completed**, and **Agendas**. Upon opening the Submissions link, the system automatically defaults to the **Not Assigned** tab. Information regarding each submission populates in sortable columns so you can easily view as well as search for pertinent information pertaining to individual submissions. See the IACUC Assistant - Submission Processing manual for more information.

Analyst Dashboard

The **Analyst Dashboard** allows you to search for and access studies in the system. Within the Analyst Dashboard you can view your specific analyst assignments and open the associated submissions, which will allow you to access study-related information, determine a review process, assign reviewers, add stipulations, designate a submission outcome and approval dates, generate outcome letters, access upcoming meeting dates submissions that have been assigned to other analysts and more. You can also view the agendas for upcoming and past meeting dates.


See the IACUC Assistant - Analyst Dashboard manual for more information.


Reviewer Assignment

The **Reviewer Assignment** area of IACUC Assistant allows you to view and open your current Incomplete and Complete reviewer assignments. By default, the Reviewer Assignment screen opens to the Incomplete tab.

My Workspaces ▾ IACUC **Assigned Submissions for Review** ⏪ Back

Incomplete | **Complete** Print Friendly Display Submissions by: IACUC Number ▾

Click to open	Reference Number	Type	Study Classification	Review Process	Date Board Received	Expiration Date	Principal Investigator	Assigned Reviewers	Assigned Analyst
<i>CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone</i>									
	ANI-13-280-INI-1.0	Submission Correction for Initial Review Submission Form		Process Administratively	09/09/2013 9:00:29 AM PDT		Investigator	Secondary Admin Admin admin Mr, B.S. Brig. Gen.	admin, Admin Admin

By clicking the  icon in the “Click to open” column, you will be directed to your reviewer assignment. You can choose to display submissions by IACUC Number or by another type of study numbering using the “Display Submissions by:” drop-down menu.

On the Complete tab, you can enter a number in the “Reviews Completed within the last:” text box. This will determine how far back your completed review assignments will be displayed. Opening an assignment will take you to your completed form.

My Workspaces ▾ IACUC **Assigned Submissions for Review** ⏪ Back

Incomplete | **Complete** Print Friendly Display Submissions by: IRB Number ▾

Reviews Completed within the last : days Refresh

Click to open	Letters	Reference Number	Type	Principal Investigator	Department Study Number	Reviewers	Date Board Received
		IRB-19-179-NEW-1.0	Submission Correction for Initial Review Submission Form	Investigator, John	*GH - 7543 - General Hospital SESAM-19923	Primary Administrator	07/10/2019 9:28:15 AM PDT

Reviewer Dashboard

Reviewer Dashboard allows you to access any submission you have been assigned to review, access internal submission routing assignments, and review past and upcoming meetings.

See the IACUC Assistant – Reviewer Dashboard Manual for more information.

Meeting Management

Meeting Management	▶	Meeting Manager
Monitoring	▶	Meeting Agenda
Correspondence & Notifications	▶	Meeting Minutes
User Management	▶	Meeting Availability

Meeting Manager

Meeting Manager allows you to add and edit meetings, view meeting agendas, and set meeting availability. Access to this menu item is controlled through the Role Access Matrix in Review Board Administration. The Meeting Manager is typically reserved for a review board administrator. You can view current agendas and publish/create Pdf-versions of

Agendas and Meeting Minutes to send to board members. The Agenda and Meeting Minutes templates are created in Review Board Configuration. For more information on creating Agenda and Minutes templates, see the IACUC Assistant – RB Administration Manual.

My Workspaces ▼ IACUC **Meeting Manager** ◀ Back

Meetings from to Refresh Show all meetings Meeting Schedule Meeting Availability

15 result(s) found...

Meeting Date	Agenda State	Notify Reviewers	Date Draft Published Minutes Sent for Comments	Date Final Published Minutes Approved by Committee	Date Final Published Minutes Sent to the Meeting Attendees	Availability	Edit/View Reviews & Minutes
IACUC meeting held on 05/15/2019	Draft	Enabled					Submissions Review
IACUC meeting held on 03/28/2019	Draft	Enabled					Submissions Review
IACUC meeting held on 03/19/2019	Draft	Enabled					Submissions Review
IACUC meeting held on 02/27/2019	Draft	Enabled					Submissions Review

See IACUC Assistant - Meetings Manual for more information on how to manage meetings within Meeting Manager.

Meeting Agenda

Meeting Agenda allows you to view information related to a specific meeting date. You can access past and future meetings from this area. If you have a review board administrator role, come to this area to prepare for an upcoming meeting. If your role does not have this administrative privilege, come to this area to look at submissions placed on a particular meeting date. Read/write access for the meeting agenda is configured in Setup Role Access in Review Board Administration.

My Workspaces ▼ IACUC **Board Meeting Agenda** ◀ Back

Agenda State: Draft
 Reviewer Notifications: Enabled
 Items to be Reviewed at IACUC Meeting :

◀ 05/15/2019 Submission Review validation Save Changes

<ul style="list-style-type: none"> Meeting Attendance Call to Order Old Business New Business Miscellaneous Closing Comments Meeting Motions Review Documents 	Voting Members Present	Department Chair, IACUC Reviewer, Luke Reviewer, Ph.D
	Voting Members Absent	Boardmember
	Non Voting Members Absent	Beaumont Sandbox
	Staff Present	Sean Coordinator

View File	Title
No documents have been associated with this agenda	

Meeting Start Time: AM ▼ Meeting End Time: AM ▼ Meeting Chair: --none-- ▼

The meeting agenda page will open to the next upcoming meeting. Flip to a different meeting date by clicking on the arrows by the meeting date at the top of the page. See the IACUC Assistant - Meetings manual for more information.

Meeting Minutes

Meeting Minutes allows you to access published meeting minutes for any past meeting. This is an area where board members go to pull minutes from a past meeting.

This page displays a link for each board meeting that has been held from newest to oldest. If minutes have been generated and a Finalized version has been published, a **View Finalized Minutes** button populates next to the meeting link. If a Draft version of the minutes has been published, the button reads **View Draft Minutes**. If the meeting minutes have not been published yet, no button displays. You can click on the **View Finalized Minutes** or **View Draft Minutes** button to view the PDF document for that meeting. You can also open to the meeting agenda by clicking the link reading the meeting name and meeting date.

My Workspaces IACUC **Meeting Minutes Archive**

80 result(s) found...

IACUC 2012 meeting held on 07/08/2019 View Finalized Minutes	
IACUC meeting held on 07/05/2019 View Draft Minutes	
IACUC meeting held on 07/04/2019	
IACUC 2012 meeting held on 07/01/2019	
IACUC 2012 meeting held on 06/24/2019	

When you click to view the draft or finalized minutes, they open in a new screen displaying the information entered from the meeting. The fields in the minute’s document reflect what was defined in the Meeting Minutes Template. If it is a Draft version of the minutes, a watermark appears with the word **DRAFT** across the minutes. See IACUC Assistant - Meetings Manual for more information.

Meeting Availability

The **Meeting Availability** tool allows a user to indicate their availability for any future board meetings.

My Workspaces IACUC **Board Meeting Availability** Back

IACUC 2012 Committee Meeting: 08/19/2019

Members Name	Will be Present	Will Not be Present	Available for Review
admin, Admin Admin.	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Afshar, Maryam	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No
Aguilar, Andres	<input type="radio"/>	<input type="radio"/> No Response indicates presence at this meeting	<input checked="" type="radio"/> Yes <input type="radio"/> No

If you log in to Meeting Availability as aboard administrator, each meeting date appears on a single page. Each member of the board displays on the page with three columns to the right of their name. You can set a member’s availability for a certain meeting date by marking a response in the three columns.

Will be Present – Select this if the member will be at the meeting.

Will Not be Present – Select this if the member will not be attending the meeting. If this selection is flagged, the user’s name will flag in Member Attendance on the Meeting Agenda page that they may not be present.

Available for Review – If a member has indicated that they will not be available for reviewer assignments, set this from “Yes” to “No”. When a member indicates they are unavailable for review, their name will be removed from the Reviewer Assignments area for any submission associated to this meeting date.

If you log in a non-review board administrative role, when you view this page, you will only be allowed to set your availability for upcoming meetings.

My Workspaces ▾ IACUC **Board Meeting Availability** Back

Save the availability

List of meetings found

Availability	Will be Present	Will Not be Present	Available for Review	View Calendar
IACUC August 19, 2019	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
IACUC August 26, 2019	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
IACUC September 02, 2019	<input type="radio"/> No Response indicates your presence at this meeting	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	
IACUC	<input type="radio"/> No Response indicates your presence	<input type="radio"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Each meeting is listed with the same options – Will be Present, Will Not be Present, and Available for Review. Another column, View Calendar, is also available.

Print Close

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
(Week 23)	01	02	03	04	05	06
07 (Week 24)	08	09	10	11	12	13
14 (Week 25)	15	16	17	18	19	20
21 (Week 26)	22	23	24	25	26	27
28 (Week 27)	29	30				

July 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Clicking this icon opens a new window with a calendar view displaying the month of the meeting. Click the **Close** button when you are finished viewing the calendar.

After setting your availability for a meeting date, be sure to click the **Save the Availability** button.

Monitoring

Monitoring	▶	Continuing Review Monitor
Correspondence & Notifications	▶	Outstanding Responses
User Management	▶	Stipulations Tracking

Continuing Review Monitor

Continuing Review Monitor allows you to access the study management page of the submissions that are up for continuing review and full renewal expiration. Submissions that are within 120 days of their continuing review date populate in this list.

Display the list by the IACUC number, IRB Number, or IBC Number (depending on which modules are setup in your instance of iRIS) by selecting the desired option from the **Display By:** drop-down list. The **Study Title/Study Number, IACUC Number** (or other selected number from **Display By**), **IACUC Initial Approval, IACUC Expiration, Full Renewal Expiration, Principal Investigator**, and whether the **Submission Posted** displays for each study in the list.

This list allows your IACUC team to monitor any studies coming up for Full Renewal, as well as take action on any study that missed the Full Renewal deadline. A study record displays in this list until the study record is updated by either closing it for lack of a Continuing Review or Full Renewal submission or updating the IACUC Expiration date to a later date.

Clicking the **Open** icon next to any submission brings you to the Study Management Page.

Open	Study Title/Alias	IACUC Number	IACUC Initial Approval	IACUC Expiration	Full Renewal Expiration	Principal Investigator	Submission Posted
	Arrestin Regulation of CRF1 Signaling: Mechanisms for Stress Resilience and PTSD VA Merit: Arrestin Regulation of CRF1 Signaling	A12-020	07/26/2012	07/25/2013		Hauger, Richard L	No
	Angiotensin Adrenergic Interactions in the Kidney Angiotensin Adrenergic Rat	A12-018	08/01/2012	07/31/2013		Blantz, Roland C	No

From here you can access the Study Profile, which allows you to make any necessary changes to the study record.

My Workspaces	IACUC Number: IRB-19-4323 Alias: VA Merit: Arrestin Regulation o ... PI: Hauger, Richard L	IACUC	Submissions	Back	
Study Status: Active	IACUC Number : A12-020	Study Title :	Arrestin Regulation of CRF1 Signaling: Mechanisms for Stress Resilience and PTSD		
Submissions		Study Management			
Protocol Items <input type="radio"/> Study Application <input type="radio"/> Other Study Documents <input type="radio"/> Contract Documents		<input type="radio"/> Submissions History <input type="radio"/> Study Correspondence			
		Track Location	Ref Number	Request Type	Process Submission
There are no outstanding submissions.					

Outstanding Responses

Outstanding Responses allows you to manage submissions that have been sent back to the PI for corrections.

The **Outstanding Responses** menu group provides a way for the Coordinator to manage submissions that were sent back to the KSP for changes. The determination of a submission status is set in the Outcome tab (see box below). Here the status of the Review Outcome, along with a “Yes/No” for **Additional Information Required**, is set. If a submission has an outcome with **Additional Information required** set to “Yes,” then this submission remains in **Outstanding Responses** until a new version of the submission is received.

Review Outcome:	Approved ▼
Additional information required:	Yes

The submissions in the list can be displayed by their IACUC Number or other type of study number (depending on which modules are setup in your instance of iRIS). Other Outstanding Response Filters can be used at the top of the screen to narrow down your results. You can search by Form, which will list all of the submission, submission correction, and submission response forms in your iRIS system. You can also search by the Analyst or Reviewer assigned to the submission, as well as submission outcomes.

There are also date range fields that you can use to search for submissions based on the Follow-Up Due date and the Date Sent. Enter a beginning and end date to search for submissions that fall within a particular date range. After you have set your desired filters, click the **Find** button. To start your search over, click **Reset Find Options**.

My Workspaces ▼
IACUC
Response Due
Back

Outstanding Response Filters

Display Response by: IACUC Number ▼	Outcome: All ▼	
Principal Investigator : <input type="text"/>	Follow-up Due Begin: <input type="text"/>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Print Friendly</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;">Reset Find Options</div> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;">Find ...</div>
IACUC Number: <input type="text"/>	Follow-up Due End: <input type="text"/>	
Form: All ▼	Reviewer: <input type="text"/>	
Analyst: <input type="text"/>	Date Sent Begin: <input type="text"/>	
	Date Sent End: <input type="text"/>	

Click on the icon to access the original submission; this icon will take you right to the Outcome tab of the submission. From here, you can track the location of the submission, status the submission, or send correspondence to the KSP.

My Workspaces ▾ IACUC **Response Due** Back

Outstanding Response Filters

Display Response by: IACUC Number ▾	Outcome: All ▾
Principal Investigator: <input type="text"/>	Follow-up Due Begin: <input type="text"/>
IACUC Number: <input type="text"/>	Follow-up Due End: <input type="text"/>
Form: All ▾	Reviewer: <input type="text"/>
Analyst: <input type="text"/>	Date Sent Begin: <input type="text"/>
	Date Sent End: <input type="text"/>

Print Friendly

Reset Find Options

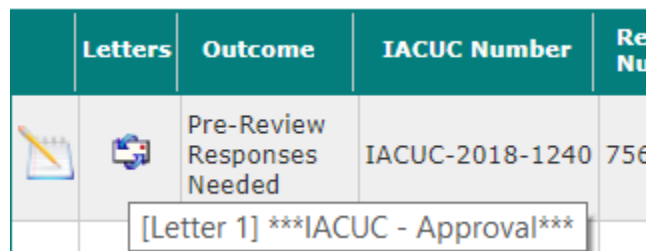
Find ...

63 result(s) found... 1 - 10 ▶

Letters	Outcome	IACUC Number	Ref Num	Type	Date Sent	Follow-Up Due	Principal Investigator	Department Alias	Analyst Assigned	Reviewer(s)	Meeting Date
	Pre-Review Responses Needed	IACUC-2018-1240	7560	Initial Review Submission Form	03/29/2018	03/31/2018	Pope, Dan	ADMIN. - Redlands 8200			

The following columns populate for the submissions:

Letters - If an outcome letter was created and sent, an icon appears in this column. Hover the mouse over the icon and the type of letters will appear (see below).



Outcome - The review outcome/ status of the submission.

IACUC Number - The review board number used to reference the study.

Reference Number - The iRIS-generated reference number for the submission.

Type – The type of submission form.

Date Sent – The date the submission was sent out.

Follow-up Due - The follow-up date associated to the submission, if any.

Principal Investigator - The Principal Investigator assigned to the study.

Department / Study Number – The Primary Department and Study Number associated to the study populates in this column.

Analyst Assigned – The analyst, if any, assigned to the submission.

Reviewer(s) - The reviewer(s), if any, that were assigned to the submission.

Meeting Date - If the submission was put on the agenda, the meeting date displays here.

Stipulations Tracking

Stipulations Tracking allows you to track and edit the stipulations for each submission.

When clicking on the Stipulations Tracking icon in the menu, you will be brought to a screen similar to the one below.

Open	Edit	Reference Number	Type	Principal Investigator	Stipulation Type	Follow-up Due	Response Acknowledge	Assigned Reviewers	Assigned Analyst	Review Board Committee
		GH-2014-3-???-1.0	Initial Review Submission Packet	Administrator	Stipulation must be addressed			Primary IRB Reviewer Primary IRB Reviewer Primary IRB Reviewer Primary IRB Reviewer	Administrator	IRB Committee 1

The stipulations display by **Open Stipulations** and **Closed Stipulations** tabs. You can filter the stipulations using the options at the top of the screen in either tab. You have the ability to filter by the Review Board Number (which depends on the selection made from the **Display by** drop-down), Reference Number, Follow-up Date Range, and Stipulation Type. Display the stipulations by one of the following: IACUC Number, Proposal Number, or IBC Number (or other review board numbers depending on the configuration of the dropdown list).

The columns in the Open Stipulations tab display as follows:

Display By – The type of review board will be selected here.

IACUC Number – The review board number assigned to this study will be entered here.

Reference Number – The submission’s reference number displays in this column.

Type – This column displays the type of submission form in which this stipulation was entered.

Principal Investigator – The Principal Investigator associated with this study displays here.

Stipulation Type – The type of stipulation displays here.

Follow-up Due – If the stipulation type is “Comments that must be addressed”, then this area populates with the date that the follow-up is due.

Response Acknowledge – This area displays whether or not the PI accepted the stipulation.

Assigned Reviewers – This area will display the name of the assigned reviewers.

Assigned Analyst – This area will display the name of the assigned reviewers.

Review Board/ Committee - This will display the review board/ committee that the stipulation was created by.

The actual **Stipulation** entered by the Review Board and the **Response** from the study side displays in the green highlighted area. Note: Study Management will NOT be able to create a **Response** to the stipulations if the submission has not been returned to the study by the review board.

Select the **Open** icon next to the appropriate stipulation to open the submissions screen (shown below).

My Workspaces	Study Number: IR283647834 PI: Administrator	IACUC	Initial Review Submission Packet	Back
Protocol Items	Miscellaneous	IACUC Items	Submission Forms	
Ref Number:	GH-2014-3-INT-1.0	IRB Number:	GH-2014-3	Protocol Title: An Exploratory Pharmacogenomic Study of Erbitux Mono Therapy in Patients with Metastatic Colorectal Carcinoma / septive translate
Protocol Status:	Open			

General Information	General Information
Submission Components	
Correspondence	
Submission History	
	Study Number: IR283647834
	Internal Comments:

Selecting the **Edit** icon opens the Process Stipulation screen (shown below). From this area you can choose a **Review Board Action** and provide a date that the stipulation was closed in the **Review Board Date Closed** field.

My Workspaces	Study Number: IR283647834 PI: Administrator	IACUC	Process Stipulation	Back
Protocol Status:	Open	IRB Number:	GH-2014-3	Protocol Title: An Exploratory Pharmacogenomic Study of Erbitux Mono Therapy in Patients with Metastatic Colorectal Carcinoma / septive translate
				Add Memo Save Stipulation
Review Board Action:	--none--	Review Board Date Closed:		
Stipulation Type:	Stipulation must be addressed	Follow-up Due:		
Stipulation:	Please modify section 5.2 of the application	Response Acknowledge:		
Response Statement:				
	Edit	Name	Date Modified	Memo Details
No Memos have been added				

You can also add memos to the stipulation. Click the **Add Memo** button. A new page opens, allowing you to enter the text for the memo. Click the **OK** button when you are done.

Stipulation Memo

The memo adds to the Stipulation record. Memos allow you to keep a log of comments from different review board users with information specific to the Stipulation. When you are finished setting information on this page, click the **Save Stipulation** button to return to the Stipulations Tracking page. If you entered a Review Board Action and a Review Board Date Closed, the Stipulation moves from the Open Stipulations to the Closed Stipulations tab.

My Workspaces ▼ | Study Number: IR283647834 | IACUC | **Process Stipulation** Back

Protocol Status: **Open** | IRB Number: GH-2014-3 | Protocol Title: An Exploratory Pharmacogenomic Study of Eribitux Mono Therapy in Patients with Metastatic Colorectal Carcinoma

Add Memo Delete Memo Save Stipulation

Review Board Action:	<input type="text" value="--none--"/>
Review Board Date Closed:	<input type="text"/> 📅
Stipulation Type:	Stipulation must be addressed
Follow-up Due:	
Stipulation:	Please modify section 5.2 of the application
Response Acknowledge:	
Response Statement:	

	Edit	Name	Date Modified	Memo Details
		Administrator	08/14/2019	Stipulation Memo

Select the Closed Stipulations tab. A screen similar to the Open Stipulations tab displays, listing all of the stipulations that have been closed (see below).

My Workspaces ▾ IACUC **Stipulations Tracking** Back

Display by: IACUC Number ▾ IACUC Number:

Reference Number: Follow-up Date: -

Stipulation Type: --none-- ▾ Date Closed: -

Open Stipulations **Closed Stipulations**

104 result(s) found... 1 - 10 ▶

Open	Edit	Reference Number	Type	Principal Investigator	Stipulation Type	Follow-up Due	Response Acknowledge	Action	Date Closed	Assigned Reviewers	Assigned Analyst	Review Board Committee
		GH-2014-3-????-1.0	Initial Review Submission Packet	Administrator	Stipulation must be addressed		Yes	Accepted	03/29/2018			IRB
<p>Stipulation: Please revise stipulation</p> <p>Response: I made changes to the study summary</p>												

Two additional columns appear in the Closed Stipulations tab – **Action** and **Date Closed**. The information in these columns populated with the selections made in the Process Stipulation screen as explained above. The submissions corresponding to the stipulation can be opened or edited here as well, as previously explained.

Correspondence and Notifications

Correspondence & Notifications ▶	Correspondence
User Management ▶	Drug/Device Email
Letter Signoff	Audit System Notifications

Correspondence

The **Correspondence** tool allows you to view all IACUC correspondence that has been sent out through the system as well as add and reply to correspondence.

The Correspondence menu group is typically available only to Review Board Coordinators and Administrators. However, read/write access can be granted to any role on the board through Review Board Administration – Setup Role Access.

Clicking the Correspondence icon brings you to the following screen. Any correspondence generated through the IACUC Assistant module or sent to the IACUC Assistant module creates a log within this screen.

My Workspaces		IACUC	Board Correspondence	Back
		Add a New Correspondence		Delete Selected Correspondence
60				1 - 10
View Message	Author	Subject		
	Post a Reply to this Topic / Forward this Topic			
	Admin Admin. admin	Posted: Delivery in Progress		
		Prereview Administrative notification		
	Post a Reply to this Topic / Forward this Topic			
	Admin Admin. admin	Posted: Delivery in Progress		
		IACUC Review Assignment still pending		
	Post a Reply to this Topic / Forward this Topic			
	Admin Admin. admin	Posted: Delivery in Progress		
		IACUC Review Assignment still pending		

View Message – Click on this icon next to the correspondence you want to view. The correspondence displays in read-only format. The subject title, **IACUC Number**, the recipients of the correspondence, additional recipient(s) and attachments that might be included with the correspondence also display here.

My Workspaces		IACUC	Board Correspondence	Back
Posted: Delivery in Progress	Hello Sir,			
*Send Email <input checked="" type="checkbox"/>				
*Subject	This is a gentle reminder that you have an outstanding review due for the IACUC submission titled: tasks-IACUC; Tester,Task , IACUC-2019-2165. Please complete this review as soon as possible.			
IACUC Review Assignment still pending				
IACUC Number				
* Recipient(s):	Thank you,			
Task Tester, --none--	iMedRIS Data Corporations			
Additional Recipient(s):				
Reply To(s):				
Additional Reply To(s):				
Attachments	No Attachments have been added to this message			

To reply to a correspondence, select the **Post a Reply to this Topic** link above the correspondence. A new page displays (see below).

My Workspaces ▾ IACUC **Board Correspondence** Back

Save Correspondence as a Draft Send Correspondence

***Send Email**

***Subject**

IACUC Number

*** Recipient(s):**

Additional Recipient(s):

Reply To(s):

Additional Reply To(s):

Attachments

No Attachments have been added to this message

Template: --none--

***Content**

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Send Email – When checked, this correspondence is sent to the recipients via email as well as posting to the Correspondence area under My Assistant. If your reply should not be sent as an email, deselect the checkbox.

Subject – This display in the subject field of the correspondence. This is modifiable. However, since this is a reply, it defaults to the original correspondence’s subject.

IACUC Number – If this correspondence is associated to a study, the IACUC Number of that study displays here.

Recipient(s) – The recipient(s) of the correspondence displays here. This is pre-populated with prior recipient(s) and/or author of the original correspondence EXCEPT if the recipient/author is the current user. This field is required and can be configured by selecting the heading link. A new page displays (see below).

My Workspaces ▾ IACUC **Correspondence contact** Back

Contacts	Role		
<u>IACUC IACUC</u>		<input checked="" type="checkbox"/>	
	Board Member	<input type="checkbox"/>	Aguilera, Carlos, B.S.
		<input type="checkbox"/>	Anson, Brianna
		<input type="checkbox"/>	Clopton, Paul
		<input type="checkbox"/>	Degel, Veronica I
		<input type="checkbox"/>	McMurray, Sean
		<input type="checkbox"/>	Pagadala, Geetha Malika
		<input type="checkbox"/>	Patel, Hemal H., PhD
		<input type="checkbox"/>	Peyton, Janet M
		<input type="checkbox"/>	Tenayuca, John
		<input type="checkbox"/>	Vempati, Nikesh M.D., M.D.

If the correspondence was associated to a study, the Key Study Personnel are listed. User roles are listed with a checkbox next to each. To add personnel to the recipient’s list, select the checkbox next to the appropriate user. You may select or unselect all by clicking on the **Select All** icon above the checkboxes. After the appropriate user(s) have been selected, click on the **Save Changes** button.

Additional Recipient(s) – Select this link to send this correspondence to person(s) outside of iRIS. A new page displays when this link is selected. (See below.)

My Workspaces ▾	IACUC	Correspondence Additional Contacts	Back
		<input type="button" value="Add A New Contact"/>	<input type="button" value="Save And Return"/>
	Name	E-mail Address	
No Additional Recipients have been added.			

Select the **Add A New Contact** button. A new row will appear, allowing you to add the contact information. (See screenshot below.)

My Workspaces ▾	IACUC	Correspondence Additional Contacts	Back
		<input type="button" value="Add A New Contact"/>	<input type="button" value="Remove Selected Contacts"/>
		<input type="button" value="Save And Return"/>	
	Name	E-mail Address	
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

The **Name** and **E-mail Address** fields are both required. Note: The E-mail address must be entered in the name@domain.com format or an error message will display.

You may add more contacts by repeating the steps above. Delete a contact by selecting the checkbox next to the appropriate contact(s) and clicking the **Remove Selected Contacts** button.

After the appropriate contacts have been entered, select the **Save and Return** button. Note: If this button is not selected, any changes made will not be saved.

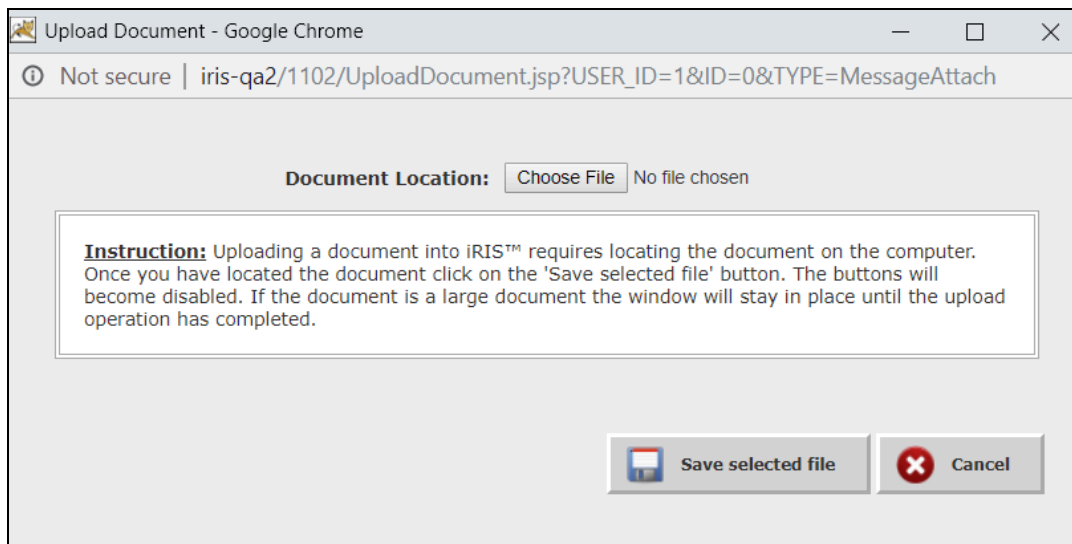
Reply To(s) - This list is the group of users that will be placed in the recipients list when a reply is posted to this correspondence, either from iRIS or from an inbox.

Additional Reply To(s) - This is the group of users that will be placed in the additional recipients list when a reply is posted to this correspondence, either from iRIS or from an inbox.

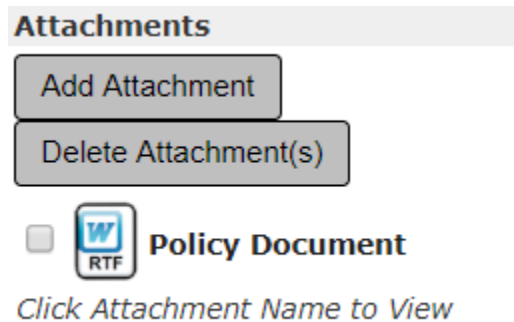
Attachments – Select the **Add Attachments** button to add any documents to the correspondence. A new page displays allowing you to upload the document.

My Workspaces ▾	IACUC	Add Attachment	Back
			<input type="button" value="Save And Return"/>
	*Title:	<input type="text"/>	
Load the document into iRIS:	<input type="button" value="Upload ..."/>		

A **Title** must be entered for the attachment. Select the **Upload** button to upload the document. The upload dialog box displays. (See below.)



Select the **Browse** button to look for the document to be uploaded on your computer. Select the **OK** button after the document is located or select the **Cancel** button to cancel the upload. After the appropriate document is uploaded, select the **Save and Return** button. This section appears as displayed in the screenshot below.






Select the attachment name or icon to view the attachment. To delete an attachment, select the checkbox next to the appropriate attachment(s) then select the **Delete Attachment** button. You may add more attachments by selecting the **Add Attachment** button again. Note: Though there is no limit on the size of the documents uploaded, certain email systems will have a limit on the size of incoming mail; therefore, it is advisable that the uploaded documents do not exceed a total of 1 MB when sending the correspondence as email.



Content – Enter the content of the correspondence here.

Select the **Save and Send Correspondence** button when you are finished entering the necessary information or click **Save Correspondence as a Draft** to save your message to send later. The correspondence appears directly above the original correspondence.

Forward a correspondence record by clicking the **Forward this Topic** link, located next to the **Post a Reply to this Topic** link.

 View Message	Author	Subject
 Post a Reply to this Topic / Forward this Topic		
	Admin Admin. admin	Posted: Delivery in Progress
Prereview Administrative notification		

When you forward a correspondence, a page similar to the one shown below opens. The Content of the correspondence pulls in the original correspondence Content, allowing you to add to the Content before sending. The fields provided in this area are the same as described above. Before you forward the correspondence, you need to select a Recipient.

My Workspaces 	IACUC	Board Correspondence 
Posted: 07/10/2019 07:55 AM PDT <input checked="" type="checkbox"/> *Send Email *Subject IACUC Response Reminder IACUC Number * Recipient(s): Vince Murillo, B.S. Additional Recipient(s): Reply To(s): Additional Reply To(s): Attachments No Attachments have been added to this message		Dear Dr. Murillo, Just a reminder that there are corrections pending online for your IACUC submission (go to (http://132.239.85.66)). Please don't hesitate to contact me if you have any questions or need assistance with your submission at jamie.gothro@va.gov Thank you, Jamie Jamie Gothro, RVT, LATG, CMAR, CPIA Animal Welfare Officer, VASDHS jamie.gothro@va.gov 858-642-3774

To add a new correspondence, select the **Add a New Correspondence** button. This displays a page similar to the **Post a Reply** page, except there is no pre-populated data.

Except for correspondence that is sent out as email, the correspondence may be deleted only when they are first created and saved as a draft. You will NOT be able to delete correspondence that has been sent out as an email at any time. A checkbox will appear next to the correspondence indicating that it may be deleted. Select the checkbox and click on the **Delete Selected Correspondence** button.

Drug/Device Email

The **Drug/Device Email** tool allows you to send a study-related drug or device email to the contacts of that study. To begin, click on the Drug/Device Email link in your IACUC Assistant. Access to this menu item is controlled for certain roles through the Review Board Administration - Role Access Matrix.

Note: This tool is typically used for pharmaceutical recalls or notes that need to go out to all Study Contacts who are utilizing a specific drug or device.

A user can search for the drug/device from one of the four drop down menus: **Select a Drug by Trade name**, **Select a Drug by Generic name**, **Select a Drug by Investigation name**, or **Select a Device**. Once you have made your selection from the dropdown menu, all studies associated with your selection populate with a checkbox next to each one. Click the checkbox next to the study you wish to send an email regarding. Enter in a **Subject** and any necessary content. When you have finished, click the **Send Email** button in the upper right-hand corner.

My Workspaces ▾ IACUC
Drug/Device Email
Back

Select one item(drug or device) from any one of the four lists.

Send Email

Select a Drug by Trade Name:

Select a Drug by Generic Name:

Select a Drug by Investigation Name:

Select a Device:

Include In Email	Study Title	PI Name	Study Contact
<input checked="" type="checkbox"/>	No Studies and Investigations related to this Drug/Device.		

***Subject:**

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This triggers the email and all study contacts on the selected studies will receive the drug/device related email.

Audit System Notifications

The **Audit System Notifications** tool allows you to search through and view system notifications.

The Audit System Notifications menu item is usually accessible to Review Board Coordinators and Administrators. However, its accessibility is controlled for all roles through the Setup Role Access matrix found in Review Board Administration.

Every notification that is sent out by the iRIS system is logged and can be tracked. Since the system automatically generates the notifications, this notification audit tool is very useful for Coordinators who need to check on notifications for other members of their review board or study personnel. All system notifications can be audited here to ensure that they are sent.

Clicking on this icon opens the following Audit Notifications screen with several filters to pull up the notifications you want to see:

My Workspaces ▾ IACUC
Setup Audit Notifications
Back

Filter By:

Notification Type:

Date Range:
From
📅
To
📅

Display Projects by:

IACUC Number:

Recipient(s): Select User Clear User

Subject:

Content:

Search

0 result(s) found... 0 - 0

View	Notification Type	IACUC Number	Date Posted	Subject	Recipient(s)	Additional Recipient(s)
------	-------------------	--------------	-------------	---------	--------------	-------------------------


Notifications are displayed with fifty items per page. Selections are made using the following filter tools:

Notification Type – Select a notification type from the dropdown list to filter by **Notification Type**.

Notification Type:	--none--
Date Range:	--none--
Display Projects by:	Account Created
IACUC Number:	Account Inactivity Notification
	Account Locked
	Account Termination Notification
	Additional Signoff
	Admin Reviewer Assignment
	Agenda Reviewer Assignment
	Annual Failure To Submit
	Attendance Change
	Auto Expire Study
	Auto Report
	Award Notification
	Clinical Trial Patient Encounter
	Continuing Review Due
	Covered Person Commitment Change
	Covered Person Commitment Change Deadline
	Covered Person Commitment Change Reminder
	Department Review Exceeded
	Department Signoff

Recipient(s) – Use this field if you wish to perform an audit for a specific user in the system that would have received the notification for which you are searching. Only user(s) with entered criteria that have received notifications display.

My Workspaces ▼
IACUC
Search User Directory
Back



Directory
Browse/Find:


Last Name: (You may enter a partial name to search)

First Name:

by Department:

When the **Select User** button is clicked, a new screen displays (see below). Enter the search criteria and click the **Find** button. Use the “%” to perform a “wildcard” search.

My Workspaces ▼
IACUC
Search User Directory
Back



Directory
Browse/Find:


Last Name: (You may enter a partial name to search)

First Name:

by Department:

Check for Multiple
Select User
Training

	User Name	Department	Email
<input type="checkbox"/>	Administrator1 , System, Esq.	Healthcare System [+]	admin@test.com

When you have found your selection, click the Select User icon  next to his/her name. Once added to the search filter, you can clear a name by selecting the **Clear User** button. This tool only allows for reporting of one user at a time; if you happen to select more than one user on a page, only the topmost user is selected and inserted into the search tool.

My Workspaces ▾ IACUC **Setup Audit Notifications** ◀ Back

Filter By:

Notification Type: --none-- ▾ Recipient(s):

Date Range: From To System Administrator1 , Esq.,

Display Projects by: IACUC Number ▾ Subject:

IACUC Number: Content:

59 result(s) found... 1 - 50 ▶

View	Notification Type	IACUC Number	📅 Date Posted	Subject	Recipient(s)	Additional Recipient(s)
	Department Signoff	IACUC-2017-0737	07/29/2019 11:18 AM PDT	Protocol Notification for Review and Signoff/10032	System Administrator1 , Esq.	
	Department Signoff		07/22/2019 02:20 PM PDT	IRB-19-5435 Protocol Notification for Review and Signoff/10032	System Administrator1 , Esq.	
	Department Signoff		07/22/2019 11:19 AM PDT	IRB-19-5428 Protocol Notification for Review and Signoff/10032	System Administrator1 , Esq.	

Select additional filtering from the other fields on the page.

Date Range – If the approximate date of a notification were known, then this would be the best filter.

IACUC/IRB/IBC Number – This depends on the selection made from the **Display Projects by** dropdown list.

Subject – Enter a key word or phrase that appears in the subject. Use the “%” to do a “wildcard” search.

Content – Enter a key word or phrase that would appear within the content of the notification. Use the “%” to perform a “wildcard” search.

Provide information for one or all of the search fields to locate the necessary notification or click **Search** with no filters entered to return all IACUC notifications in the system. After clicking the **Search** button, all of the results display in the table under the search engine, with the most recent notification being at the top of the page. You can further sort the notifications displayed in ascending or descending order by clicking in the column headings (as shown below). This feature is not included in the **View** and **Recipient(s)** columns.

My Workspaces ▾ IACUC **Setup Audit Notifications** ◀ Back

Filter By:

Notification Type: --none-- ▾ Recipient(s):

Date Range: From To System Administrator1 , Esq.,

Display Projects by: IACUC Number ▾ Subject:

IACUC Number: Content:

59 result(s) found... 1 - 50 ▶

View	Notification Type	IACUC Number	📅 Date Posted	Subject	Recipient(s)	Additional Recipient(s)
	Department Signoff	IACUC-2017-0737	07/29/2019 11:18 AM PDT	Protocol Notification for Review and Signoff/10032	System Administrator1 , Esq.	
	Department Signoff		07/22/2019 02:20 PM PDT	IRB-19-5435 Protocol Notification for Review and Signoff/10032	System Administrator1 , Esq.	
	Department Signoff		07/22/2019 11:19 AM PDT	IRB-19-5428 Protocol Notification for Review and Signoff/10032	System Administrator1 , Esq.	

The following columns populate for your search results: **View**, **Notification Type**, **IACUC Number** (or IBC, depending what you chose to Display Study by), **Date Posted**, **Subject**, **Recipient(s)**, and **Additional Recipient(s)**.

Click the **View** icon to view the actual notification that was sent. A screen similar to the screenshot below opens, containing information that is read only.

My Workspaces ▼ IACUC **Setup Audit Notifications** ⏪ Back

Send Email

Subject
IACUC Review Assignment still pending

Author
Admin Admin admin Mr

Recipient(s):
Admin Admin admin Mr, B.S.

Additional Recipients(s):

Attachments
No Attachments have been added to this message

Content
Hello Sir,

This is a gentle reminder that you have an outstanding review due for the IACUC submission titled: TEST SDVA TKT 16854; Pappalardo,Steve, PRO-412 01723473. Please complete this review as soon as possible.

Thank you,
iMedRIS Data Corporations

User Management

User Management ▶ Grant User Access & Define Roles

Letter Signoff User Training

Reports User Vaccination History

Grant User Access and Define Roles

This page lists any users who currently have a role on the review board.

My Workspaces ▼ IACUC **Grant User Access & Define Roles** ⏪ Back

Add a New Member Delete Selected Member(s)

103 result(s) found... 1 - 10 ▶

<input type="checkbox"/>	Edit	Member Name	Committee Name	Role	Voting	Specialty	Affiliation
<input type="checkbox"/>		13, Agent, NOC 2LT				Physical Therapy General Practitioner Administration	UCLA UCR UCI
<input type="checkbox"/>		Ack, Abby, MSN Ph.D.					

Any user who has a role on the IACUC review board populates in this list. The list contains their name, what committee(s) on the board they belong to, what their role is, and if they are a voting member. If their account has the information set up, their Specialty and Affiliation displays as well.

You can change a user’s access by clicking on the icon in the **Edit** column.

My Workspaces ▼ IACUC **Grant User Access & Define Roles** ⏪ Back

Save Member Info

Name:	admin, Admin Admin, Ph.D. Brig. Gen.
Highest Degree Earned:	Ph.D.
Gender:	Male
Specialty:	<input type="checkbox"/> Medical Oncology <input type="checkbox"/> Anesthesiology <input type="checkbox"/> Endocrinology <input type="checkbox"/> Emergency Medicine <input type="checkbox"/> Microbiology <input type="checkbox"/> Medical Oncology
Relationship to the	

Grant IACUC Administrative rights
 Grant IACUC Junior Administrative rights

Committee Access	Committee Name	Voting Member
<input checked="" type="checkbox"/>	IACUC	<input checked="" type="checkbox"/>

Roles

<input type="radio"/> Voting Board Member	<input type="radio"/> Expediting Board Member
<input checked="" type="radio"/> Coordinator	<input type="radio"/> Administrative Assistant
<input type="radio"/> Chairperson	<input type="radio"/> Ex-Officio Member
<input type="radio"/> Data Entry Member	<input type="radio"/> Consultant/Ad Hoc Reviewer
<input type="radio"/> Non-Voting Member	<input type="radio"/> SDVA - Vet
<input type="radio"/> Vice-Chairperson	

A page listing their contact information as well as their role information opens. You can change their role by selecting another role within a committee. Click on the **Save Member Info** button if you make any changes before returning to the list.

You can also add a new member to the board if their account has already been created in iRIS. Click on the **Add a New Member** button. This takes you to a search list of all other users in the database who do not have a role on the board. You can select a user and click on the **Save Selected Members** button to add them to the board.

My Workspaces ▾
IACUC
Add new Review Board Members
◀ Back

Save Selected Members

Last Name:

First Name:

User ID:

Status: All ▾

Find User

40 result(s) found... 1 - 10 ▶




<input type="checkbox"/>	User Name	User ID	Primary Department	Login Enabled	Status
<input type="checkbox"/>	1, Coordinator	excoordinator	None Selected	Yes	Active
<input type="checkbox"/>	accpunt1, account	useraccount1	None Selected	Yes	Active
<input type="checkbox"/>	Admin, ORA	ORAadmin	GHOSP - Grants Office	Yes	Active

Once you choose a user and add them to the board, navigate to that account to setup their specific role on the board, in the same way you would edit the current access of a current board member, as described above.

User Training

The **User Training** tool allows you to view and set each user's training record. For additional information aside from what is described here, please see the Sys Admin – User Training - Full manual.

User training can be part of your system's workflow to check if Key Study Personnel are up to date with the review board's required training or education. If your site does not involve your Training verification in the workflow, it is not required that you enter this information into the system. Contact your system administrator for questions concerning your system's workflow.

The opening screen initially displays a list of all the study personnel in the system as well as the users associated with your review board. This screen is one of the many methods to view a user's contact information in the system. The table displays User Name, UIN, Primary Department, Training Group, and Status of the training (Active, Never Active, or Expired), and Override (indicates whether or not the system ignores the user status and treats the user as always "Active"). The  icon signifies that the user has at least one active training record on file, which is not expired. The  icon represents that there is no valid training record on file. The  icon signifies that this user's training record has expired. Find specific users by adding any known information into the search options at the top of the screen and clicking the **Find User** button.

My Workspaces ▼ IACUC **User Training List** Back

Last Name:
 First Name:
 User ID: Find User
 Status: All ▼

53 result(s) found... 1 - 10

Edit/View	User Name	User ID	Primary Department	Training Group	Status	Override
	1, Coordinator	excoordinator		General Training Course	Never Active	No
				IACUC Trainings	Never Active	No
	accpnt1, account	useraccount1			Never Active	No

To set up the training record for a user, select the **Edit/View** icon next to the appropriate user or select the **Name** of the appropriate user. A new page displays (see below). The user’s information displays in read-only format.

My Workspaces ▼ System Administration **Training record list** Back

*** User ID:** Administrator
Job Title: Doctor
Degree: J.D.
Employee ID: 23546
Social Security Number:
Specialty: Oncology
 Anesthesiology
 Endocrinology
 Emergency Medicine
 Microbiology
Relationship to the Institution: Affiliated Non-Affiliated
Affiliation: UCLA
 UCR

Name: Administrator
Status: Active
Email Address: tests@iomedris.com
Primary Number: 909-888-4545
Cell Number:
Pager Number:
Fax Number:

Login Enabled: Yes
Mailing Address:
 446 Missouri Court Redlands
 CA 92373

User Training Group Status User Training Courses Reevaluate Training Status Add a New Training Group Delete Training Group(s)

<input type="checkbox"/>	Edit/View	Training Group	Courses (Course Date - Expiration) All Courses must be green within one rule for the group to be valid	Status	Override
<input type="checkbox"/>		IRB	Rule 1 DEMO - Conflicts of Interest (COI) - Stage 1 Rule 2 DEMO - Working with the IACUC - Basic Course (01/01/2013 - 01/01/2014) Rule 3 Training Course-1		

The above screen shows the users **Training Group Status**. Listed on this page are Training Groups associated to the user. Next to each group is a list of courses the user has taken applicable to that group. From this screen you can Edit/View User Training Courses, Reevaluate Training Status, Add a New Training Group, or Delete Training Group(s).

If you click the **Edit/View** icon next to a Training Group, you are brought to the following screen:

My Workspaces ▼ IACUC **User Training** Back Save Training Group

Group Name: General Training Course
Override Flag: Yes No
Status: Never Active ▼

Within this screen, the Group Name is read-only, but you are able to edit the Override Flag or the (Training) Status.

Override Flag – Set this to “Yes” to override any necessary training rules setup for the group for this user only (This feature is applicable for administrator accounts in the system). This means that the system would overlook the user’s current Status when conducting a training status check, so the user would appear as always Active in training and never Expired or Not Active.

(Training) Status – Drop down list contains:

1. **Never Active:** This means that the training was never set. When a User is created, this is the default setting.
2. **Active:** This means your training is currently active.
3. **Expired:** This means your training has passed its expiration date.

If changes are made, click the **Save Training Group** button and you will return to the previous page.

Clicking the **Reevaluate Training Status** button revalidates the current user’s training.

To add a new training group, click the **Add a New Training Group** button, which brings you to the following page (this is the same page you would see if you were to click **Edit/View** next to a Training Group).

Group Name – Select your desired training group from the drop-down list. (This is a configurable list that can be updated from System Administration > List Configuration and Maintenance, under Define Training Groups).

Override Flag – Set this to “Yes,” to override any necessary training rules set up for the group for this user only.

(Training) Status – Select from the drop-down list as defined above.

Upon making your selections, click **Save Training Group** and you will be brought back to the user’s Training Record List.

To delete a training group, check/select the box to the left of the training group you wish to remove from the list and click the **Delete Training Group(s)** button. By clicking the button at the top of the column in the table, you have the option to select/deselect all groups if needed.

Within the Training record list for the user you have selected, there is a tab for **User Training Courses**. Click this tab and you will be brought to the following screen displaying a Training Record List with specific courses taken by the user:

User Training Group Status		User Training Courses					Add a New Training Course	Delete Training Course(s)
	Edit/View	Course Name	Course Date	Expiration Date	Score	Description		
<input type="checkbox"/>		Basic Course	06/14/2019	06/15/2023	99%			

This screen displays a table that includes the Course Name, Course Date, Expiration Date, Score, and a Description of the course. By clicking the **Edit/View** icon to the left of a course, you are brought to the screen below:

My Workspaces ▾		IACUC	User Training Course	Back
Save Training Course				
*Course Name:	Basic Course			
Course Date:	06/14/2019			
Expiration Date:	06/15/2023			
Score:	99%			
Description:				
Comments:				

This screen displays with the Course Name as read-only. However, you are able to update the Course Date, Expiration Date, Score, Description, Comments, and Delete or Add New Document(s) (e.g. a training certificate). After making any necessary changes, click **Save Training Course** and **Back**.

To add a new training course for the selected user, click the **Add New Training Course** button and you will be brought to the following screen:

My Workspaces ▾		IACUC	User Training Course	Back
Save Training Course				
*Course Name:	--none-- ▾			
Course Date:				
Expiration Date:				
Score:				
Description:				
Comments:				

Course name – Contains a drop-down list of all the courses that are defined in System Administration > List Configuration and Maintenance > Define Training Courses. This is a required field.

Course Date – The date the course was taken.

Expiration Date – The date that the training course expires. If you do not specify an Expiration Date, the user remains in good standing with the associated Training Group indefinitely.

Score – If you received a score in the training course, record it here.

A **Description** of the course and **Comments** can be added as well, if needed.

When finished adding the necessary information, click the **Save Training Course** button. This causes the document field to display (as shown below).

Add a New Document Delete Selected Document(s)

1 result(s) found...

	Edit	Title	File
<input type="checkbox"/>		Training Document	40.61 KB

Here you can add document(s) associated with the particular training course for you (e.g. training certificate). When you save the course, it will be added to the list of courses within that group for that user.

To delete a training course, click the checkbox next to the course record, and then click the **Delete Training Course(s)** button.

The system automatically checks the expiration dates for training courses and automatically updates the status of the course (based on the rules defined for a particular training group setup by the System Administrator).

User Vaccination History

User Vaccination History is an area where you can go to manage and view Study Personnel and their current vaccination records on file. When a user has a record, they would like to track in the system, a review board administrator can come to this page to log their vaccination record into the system.

Listed in this area are current records. A user can have multiple vaccination records, depending on what type of vaccination and when the dates the vaccination was administered, so it is common to see one user listed multiple times.

You can use the filters at the top of the page to locate a particular user, status (Active or Expired), or vaccination type. If you do use the filters, be sure to click the **Filter Users** button at the top of the page in order for the chosen filters to take effect.

My Workspaces IACUC **User Vaccination List** [Back](#)

Filter Users Add Vaccination Record Delete Vaccination Record

Last Name: Status: All

First Name: Vaccination: All

User ID:

2 result(s) found... 1 - 2

	Edit/View	Name	User ID	Vaccination Name	Administered Date	Expiration Date	Auto Expire Record
<input checked="" type="checkbox"/>		Administrator1 , System, Esq.	sysadmin1	Vaccination 2	08/15/2019	08/12/2027	Yes
<input type="checkbox"/>		Investigator, Bob	ibob	Vaccination 1	05/20/2019	07/31/2019	Yes

The columns on this page are as follows:

Status – This column displays one of two icons. The icon indicates that the user has an active vaccine status. The icon indicates that the user's vaccination record has expired.

Select – If you need to delete a user's vaccination record, you would first select the record in this column, and then you would click the **Delete Vaccination Record** button.

Edit/View – To edit or view more details related to the user’s vaccination record, click the icon in this column.

Name – The first name, last name, and any degrees associated to the user display in this column.

User ID – The User ID displays in this column.

Vaccination Name – The Vaccination Name displays in this column.

Administered Date – The date recorded for the vaccination administration displays in this column.

Expiration Date – If the vaccination expires, that date displays in this column.



Auto-Expire Record – When you enter a vaccination record, you can indicate whether or not the vaccination ever expires, and if the system should automatically update the user associated to the record as expired. This information displays in this column.

You can add a new vaccination record to this list by clicking on the **Add Vaccination Record** button.

A new page opens. You will first need to associate a user to the record. Click the **Select User** button from the top right corner of the screen.

Check for Multiple	Select User	Training	User Name	Department	Email
<input type="checkbox"/>	<input checked="" type="checkbox"/>		Investigator, Principal	Redlands (primary)	

A Search User Directory page will open. From here use the **Last Name** and **First Name** fields to find the user, then click the icon in the **Select User** column.

*User Selection:	John Investigator
*Vaccination Name:	--none--
*Vaccination Status:	Active
Use Automatic Expiration of Vaccination flag:	<input checked="" type="radio"/> On <input type="radio"/> Off
Administered Date:	<input type="text"/> 
Expiration Date:	<input type="text"/> 

You will be returned to the previous page, with the user displayed in the **User Selection** column.

Complete the rest of the information on the page. Associate the **Vaccination Name** from the drop down list. Vaccination List is a configurable list within Review Board Administration > List Maintenance Setup > Vaccination List. Next, indicate the status of the vaccination record. This is typically left as Active, and the system automatically sets the Status to Expired when the Expiration Date passes when **Use Automatic Expiration of Vaccination flag** is set to "Yes."

Also enter the **Administered Date** and the **Expiration Date** in the provided fields.

Click the **Save Vaccination Record** button when the necessary information is supplied. Note: You will be unable to save a record until the **User Selection** is applied to the record.

The record will be added to the list.

If a certain vaccination calls for a series of administration, or to renew an expired vaccination record, you can edit the existing vaccination record and update it with the new administration information. Locate the user and vaccination record and click the icon in the **Edit** column.

My Workspaces 	IACUC	Vaccination Record List for Investigator, John	 Back
		<input type="button" value="Add a New Vaccination Record"/>	<input type="button" value="Delete Vaccination Record(s)"/>
		<input type="button" value="Save Vaccination Record"/>	
*User_ID:	Name: John Investigator	Contact Information:	
Job Title:	Email Address:		
Degree:	Primary Number:		
Employee ID:	Cell Number:		
Social Security Number:	Pager Number:		
Specialty:	Fax Number:		
Relationship to the Institution <input type="radio"/> Affiliated <input type="radio"/> Non-Affiliated	Mailing Address		
	Location: 1234 Fake St. Fake, Ca 99999		
Vaccination Name: Vaccination 2	Vaccination Status: Active		
Use Automatic Expiration of Vaccination flag: <input checked="" type="radio"/> On <input type="radio"/> Off			
	Administered Date	Expiration Date	
	08/15/2019	08/04/2021	

The Vaccination Record List for the user opens. The top of the page displays the user's information, including contact information. Next, the Vaccination information displays: **Vaccination Name**, **Vaccination Status**, and **Use Automatic Expiration of Vaccination flag**. You can change the status or the override flag, if necessary. If you change this information, be sure to click the **Save Vaccination Record** button at the top right of the page before exiting.

Below this are any records of vaccination administration. This is reflected with the **Administered Date** and **Expiration Date**. Modify this information by clicking the icon in the **Edit** column.

Records are also deleted by clicking on the checkbox next to the administration record, then clicking on the **Delete Vaccination Record(s)** button on the top right of the page.

Add a new record by clicking on the **Add a New Vaccination Record** button.

My Workspaces IACUC **Vaccination Occurrence record for John Investigator** Back

Administered Date:

Expiration Date:

This allows you to capture an **Administered Date** and **Expiration Date**. Click the **Save Vaccination Occurrence Record** button when this information is added.

Vaccination Name: Vaccination 2
 Vaccination Status: Active
 Use Automatic Expiration of Vaccination flag: On Off

		Administered Date	Expiration Date
<input type="checkbox"/>		09/19/2019	08/18/2021
<input type="checkbox"/>		08/15/2019	08/04/2021

The Vaccination Record List updates with the new administration record, as well as retains previous administrations. This allows you to keep a running history for this user's vaccination.

Letter Signoff

Letter Signoff allows you to electronically sign any outcome letters that have been routed to you for approval.

You may be assigned to electronically sign an outcome letter. From your homepage under the Task section, select **Letter Signoff** in the **IACUC Assistant**. Signoff for individual letters can also be accessed through the tasks displayed on the home screen. The screen opens with two tabs: **Incomplete** and **Complete**. All submission letters that are awaiting your signature are listed under the incomplete tab.

My Workspaces IACUC **- Assigned Letter Signoff List** Back

Display Submissions by:

Incomplete **Complete**

Filter Letters By:

	Edit/View Letter	Click to open	IACUC Number	Ref Number	Type	Review Process	Date Letter Created	Continuing Review Due	Expiration Date	Principal Investigator	Assigned Analyst
<input type="checkbox"/>			IACUC 1 Study Application 2.3.2015								
<input type="checkbox"/>			ANI-15-326	002332	Initial Review Submission Form	Process Administratively	05/14/2019			Minarik, Randy, M.S. Brig. Gen.	

The submissions in the list are displayed by one of the following: the **IACUC Number**, **IRB Number**, **IBC Number**, or other number (depending on which modules are setup in your instance of iRIS) using the drop-down box in the top right of the screen.

The **Letter Title**, **Study Title**, **IACUC Number** (or the number chosen to display by), **Ref Number**, **Type**, **Review Process**, **Date Letter Created**, **Continuing Review Due**, **Expiration Date**, **PI**, and **Assigned Analyst** of the study submission all display in the table. The list can be filtered by **Batched only** or **Non-Batched only** (Batched or non-batched is set when the letter itself is created) by changing the **Filter Letters By** to the desired option (as shown below).

My Workspaces ▼ IACUC **- Assigned Letter Signoff List** Back

Print Friendly **Display Submissions by:** IACUC Number ▼

Incomplete **Complete**

Filter Letters By: Batched only ▼ Sign all selected Letters

<input type="checkbox"/>	Edit/View Letter	Click to open	IACUC Number	Ref Number	Type	Review Process	Date Letter Created	Continuing Review Due	Expiration Date	Principal Investigator	Assigned Analyst
<input type="checkbox"/>			IACUC 1 Study Application 2.3.2015								
<input type="checkbox"/>			ANI-15-326	002332	Initial Review Submission Form	Process Administratively	05/14/2019			Minarik, Randy, M.S. Brig. Gen.	

To review the submissions before signing these letters, select the icon in the **Click to open** column. The submission processing screens will open. If you are the IACUC Coordinator, then all the tabs display. Otherwise, only the tabs your role has access to display.

My Workspaces ▼ **Alias:** Study Application 2.3.2015 **PI:** Minarik, Randy, M.S. Brig. Gen. IACUC **Initial Review Submission Form**

Protocol Items **Miscellaneous** **IACUC Items** **Submission Forms** **Additional Attached Forms**

Ref Number: 002332 **IACUC Number:** ANI-15-326 **Study Title:** Study Application 2.3.2015

Study Status: Pending - Submitted for Initial Review

General Information

- Submission Components
- Correspondence
- Submission History
- Pre-review Screening
- Review Checklist and Comments
- Review Summary

General Information ⓘ

Alias: Study Application 2.3.2015

Study Classification:

Edit the Master Lay Summary

Click Here to edit the submission summary

You can apply your electronic signature using one of the following two methods:

- 1. Batch: Review and sign off on all required items at once** (the quickest method).

When you are ready to sign off on all the letters select the items' checkboxes in the first column and click the **Sign all selected Letters** button. You are then prompted with the alert message below.

iris-pm.int.imedris.com says

Confirm applying your Signature to all the selected letters.
Are you sure you want to sign all the selected letters?

OK Cancel

Select the **OK** button to confirm the signoff. The screen displays as shown below.

This form requires your electronic signature.

Admin Admin admin Mr, B.S. please enter your User ID and Password below:

User ID:

Password:

Apply your iRIS user ID and password (electronic signature) and select the **Save** button. The screen below displays for a few moments; this screen displays whether or not the letter is already in PDF form or if the letter still has to be routed for signature.



2. Non-Batch Review and signoff item-by-item (longer method).

Select the **Edit/View Letter** icon and the screen similar to the screen shot below displays.

My Workspaces ▾ IACUC Letter Back

Reference Number: 002332

Submission Type: Initial Review Submission Form

Alias: Study Application

admin, Admin Admin Mr, B.S. do you Approve or Deny this letter?

Approve ▾

This letter requires your electronic signature.

[Click here to add comments.](#)
No Comments have been posted.

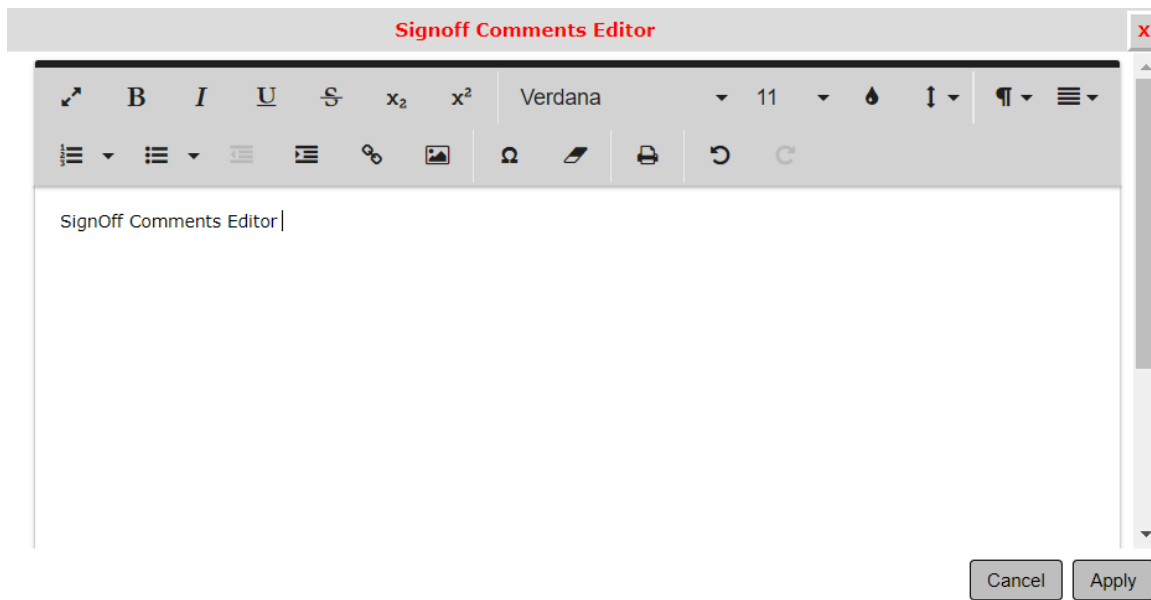
GH IACUC

Today's Date: July 10, 2019

To: Susan Investigator
RE: GH-15001 Mouse Study

If you are allowed to change the content of the letter, the contents will appear in Word format; if not, the letter will appear in PDF format.

The submission information (**Reference Number**, **Submission Type**, and **Approve/Deny**) appears on the left side of the screen. You are allowed to add comments to the letter by selecting the **Click here to add comments** link. A dialog box displays (see below). Enter your comments and click the **OK** button.



You can approve or deny the letter by selecting the appropriate choice from the dropdown menu. A new field for your electronic signoff appears after you make your selection (see below).

Reference Number:
001387
Submission Type:
Submission Response for Initial Review Submission Form
IACUC Number:
ANI-13-279
Alias:
Testing Species Data Value
Administrator, First name Middle name, M.D. Brig. Gen. do you Approve or Deny this letter?
Approve ▾
This letter requires your electronic signature. ELECTRONIC SIGNATURE HAS BEEN APPLIED by Admin Admin admin Mr, J.D. Brig. Gen.
Comments.
No Comments have been posted.

Enter your iRIS User ID and Password (electronic signature) and select the **Save Letter Review** button. After all the above operations are completed your main **Assigned Letter Signoff** list will read, “No Letters to Review and signoff.”

Reports

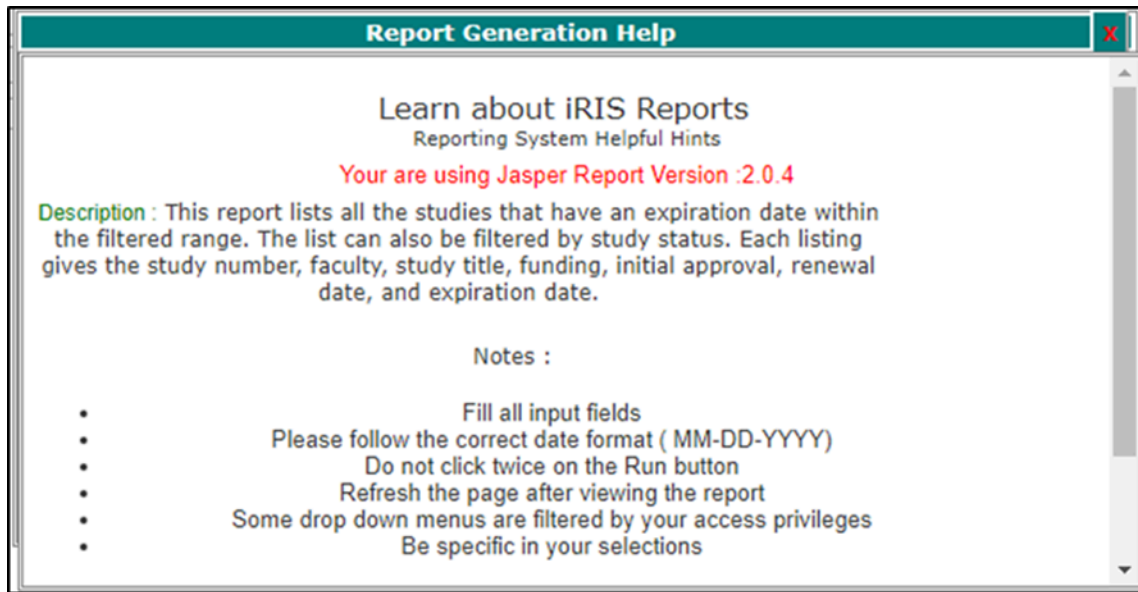
The **Reports** tool allows you access and the ability to run the Pre-canned Reports that come with the IACUC Assistant module. (See the IACUC Assistant -Reports Manual for more information)

The Reports page lists the available reports grouped into a variety of categories. Clicking on a report link allows you to run and set specific parameters for the report. The parameters and filter options for each report will vary based on the requested information.

Within each report you have the option to display the report in PDF, HTML, and Excel format.



When you click the **Helpful Information** button, the **Report Generation Help** window populates. The **Helpful Information** window displays notes that assist you in running the report and displays the description of the report.



Review Board Administration

The **Review Board Administration tool** allows you to setup configuration lists, define Outcome Letters, define Meeting Agenda and Minutes templates, and setup automatic review board related notifications. Review Board Administration is typically reserved for Review Board Administrators. See the IACUC Assistant – RB Administration manual for more information.

My Workspaces ▼ IACUC **Reports** ⌂ Back

Run Reports

General <ul style="list-style-type: none">Committee RosterCoordinator/Protocol Analyst WorkloadReviewer WorkloadReviewer Workload - CompletedSearch Studies By KeywordsSpecies by USDA CategoriesSubmission Turn Around	Submissions Calendar <ul style="list-style-type: none">Submission by Review ProcessSubmissions by Form TypeSubmissions by Review Committee
IACUC Protocols <ul style="list-style-type: none">Protocols by Expiration DateActive Protocol Including Species DetailsActive Protocols by Type SelectionIACUC Studies derived by USDA Classes	Submissions Information <ul style="list-style-type: none">Submissions By Department SelectionSubmissions In Process By Department SelectionIncomplete SubmissionsReview Board - Approved SubmissionsReview Board - Received SubmissionsSubmissions by AnalystsSubmissions By Type SelectionSubmissions Count by Review BoardSubmissions in All Stages Details
Protocols By <ul style="list-style-type: none">Animal Protocols up for Expiration	Submissions Processing <ul style="list-style-type: none">Review Board Responding Letters
Review Board User <ul style="list-style-type: none">Submission Review AssignmentUser by Committee Role	Submissions Statistics <ul style="list-style-type: none">Protocols Statistical EstimationsSubmission Processing Estimates
Studies By <ul style="list-style-type: none">Studies By DepartmentStudies by Device and StatusStudies By DrugStudies by Device and Status	TEST <ul style="list-style-type: none">Protocols by Expiration Date
	Training