



STUDY ASSISTANT

Study Assistant

Version 11.02

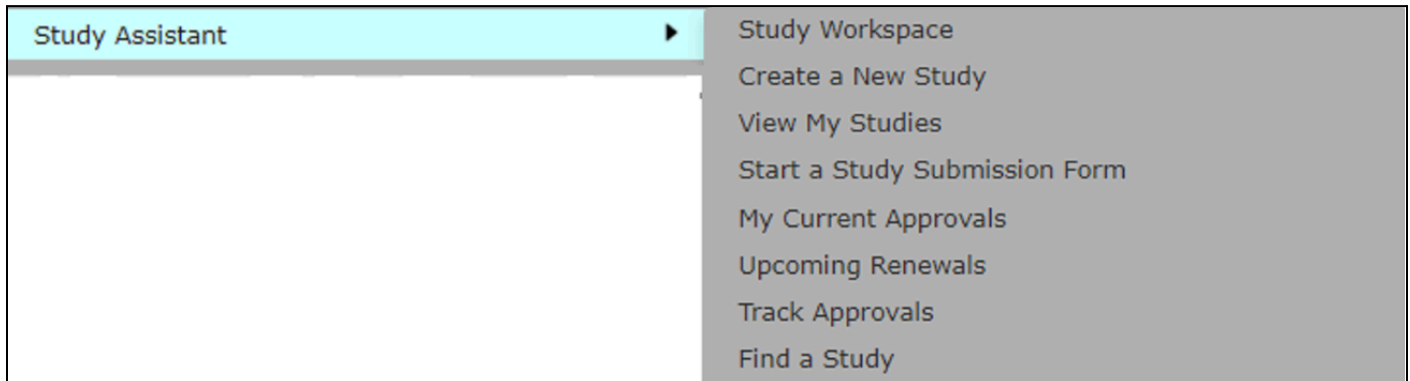
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Study Assistant

Introduction

This manual will guide you through the process of using the available items within Study Assistant, **Add a New Study**, **My Studies**, and **Find a Study**. Depending on your system settings, these options may be available to your end users.



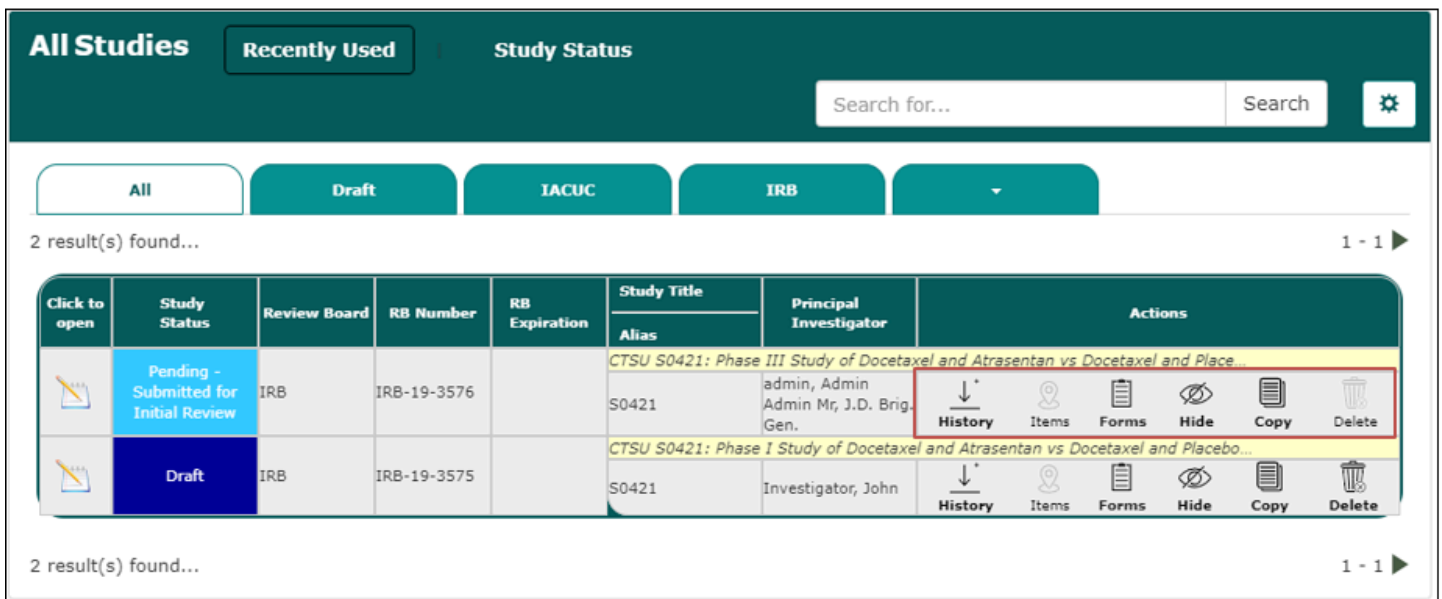
Create a New Study

The Create a New Study item is available to any user with access to Study Assistant. Creating a study in the system allows a user to choose a study application, complete the study shell, associate any supporting documents, assign appropriate key personnel, and submit that study application for review.

For more information on adding a study to the system, see the Add a Study manual.


View My Studies

The View My Studies item is available to any user with access to Study Assistant; however, the list of studies that populates this list is restricted to studies that the user has a role on. Users will not be able to access any other study in the system unless they have been granted a role in Key Study Personnel.



The list of studies that populate in this list defaults to the most recently accessed study at the top of the list.

The columns listed on this page are as follows:

Click to open – When you click the  icon in this column, the study record will open.

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

Review Board – This display which review board the study is associated with (e.g. IRB, IACUC, SRS). This column will be blank if the study is in Draft mode and hasn't been submitted to a board.

RB Number – If an RB Number has been associated with a study, it will display here. This column will change to whichever reference number you choose to display the studies by, when using the “Display my Studies by” filter.

RB Expiration Date- If an expiration date has been associated with a study, it will display here. This column will also change to reflect the chosen filter.

Study Title- This displays the Study Title given to the study in the initial section of the Study Application. Also listed in this same column is the Study Number/Study Nickname.

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


Actions- Each study has actions that you can apply to that studies such as:

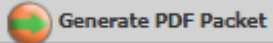
History- Allows the user to view the submission based on where the submission is in the review process. The categories shown below are Submission in Process, Completed Submissions, and Submission Returned with Changes. The user can also view the workflow of the submission under **Track Location** to view specific details of the submission path.

Items- This action will become available once the submission has been given an approval outcome. Once available the user can view all approved components of the submission and generate PDF packets of each.

Select items to be included in package X

To order Submission Items for packet creation, please click on item row and drag it up or down to the desired location.

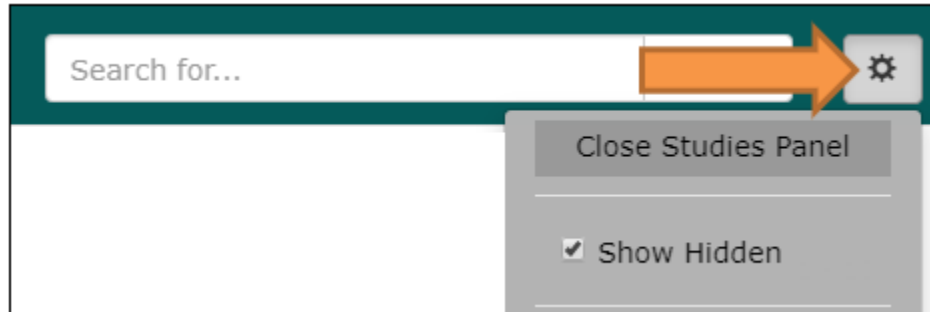
 Include in PDF Packet	Packet Order	Submission Item Name	Approval Date	Expiration Date
<input type="checkbox"/>	1	Request for Initial Review of Research Project Involving Human Subjects Version 1.0	03/21/2019	



Forms- This icon will list all your submission forms that are available in the system. The user will be able to view and submit all the submission forms currently in the system. This would include Modification forms, Attachment forms, etc.

Hide – The icon in this column will allow you to hide a study from the main view.

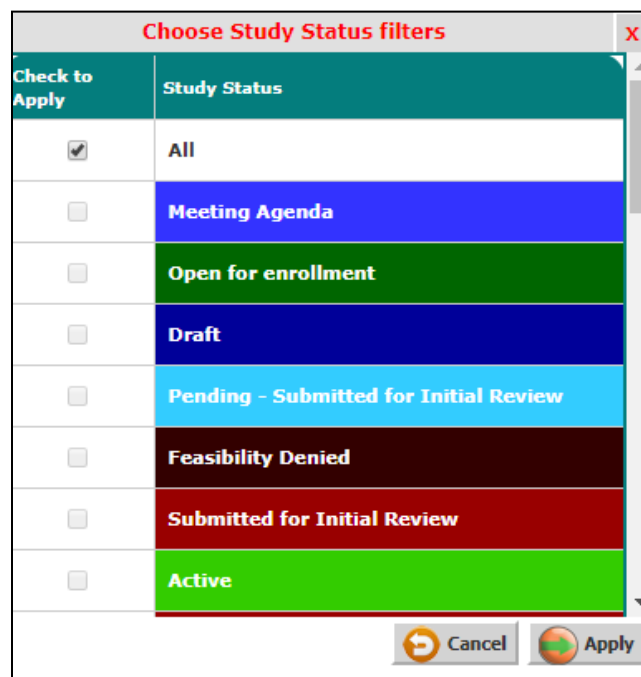
To find hidden studies, the user must change the search setting filter at the top right of the banner to include hide studies in your search criteria of studies (See image below).



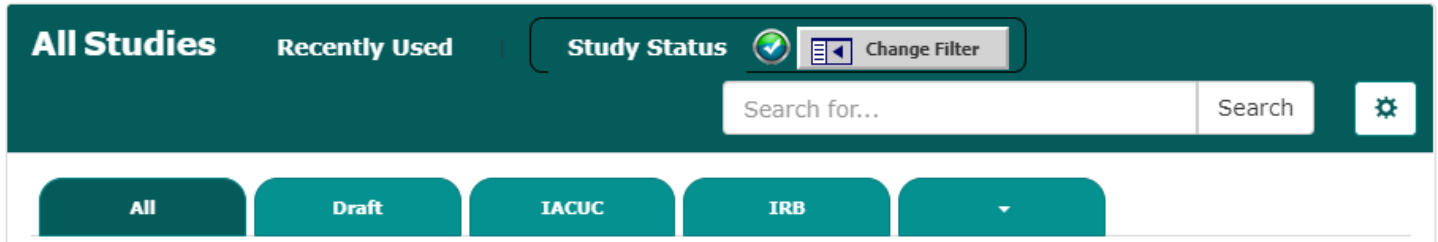
Copy Study – You can copy a study by clicking the icon in this column. This will copy the contents of the Study Shell, Study Application, Study Plans, Timelines, Budgets, Milestones, Devices, Drugs, Sponsors, and Inclusion and Exclusion Criteria. Now when users copy a study and the application has a sub form associated to it, the system will copy the sub form along with the study.

Delete Study – Some study records may contain an icon in the Delete Study column. A study can only be deleted if you are the Study Author (the user that clicked the “Add a New Study” button and created the shell) and the study has not been submitted. If you are looking at a study that you did not author, you will not be able to delete the study. If the Study Application has been submitted, you will not be able to delete the study.


At the top of the banner the user can choose different ways to view studies. The two modes of viewing studies are Mostly recently used studies and view studies based on the status of the study. When you change the filter, the page will refresh, and you will have the ability to associate one or more study status to your filter by clicking the **Change Filter** button.



All the studies that are associated to the user will populate under the All Studies section. Users will have the ability to view all their studies under the All tab. If the study was submitted to the review board then it will fall under the appropriate review board tab.



You can also look up a particular study by the IRB Number (or, if you have selected another number from the dropdown list, the search would update to allow you to search by that number: IACUC, IBC, etc.) or Study Number. You can type in all or part of the number, and then click the **Search** button. iRIS will return any associated results.

When you locate the study you need to access, click the  icon in the Click to Open column. Depending on the status of the study and what has been completed for the study, you will be directed to different screens.

A study that is not in Draft status will direct you to the Submissions tab of the study, as shown in the screenshot below.

For more information on items within the Submissions tab, see the Study Submissions manual.

Track Location	Ref Number	Request Type	Process Submission
There are no outstanding submissions.			

If the study is in Draft status and you open the record, you will be directed to either the Study Application or the Initial Review Submission Form, depending on whether the Study Application or Initial Review is complete. Once either of these forms is complete and the Initial Review has been submitted, you will be directed to the same Submissions tab as any other study status.

My Workspaces ▼ Alias: S0421 Study Assistant **Study Application (Version 1.0)** Back

Print Friendly Save Section Save and Continue to Next Section

Section view of Application | Entire view of the Application

1.0 **General Information**

2.0 Setup Department(s) Access

1.0 General Information

*** Please enter the full title of your protocol:**

CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone ?

*** Please provide a short name (nickname) to reference this protocol:**

S0421 ?
* This field allows you to enter an abbreviated version of the Protocol Title to quickly identify this protocol.

Start a Submission Form

When you select the Start a Submission Form from the main menu, you will be navigated to the All Studies section where all the studies associated to you will display. You will have the ability to start a new submission form from the Action section. When you click on Forms icon, a list of all active submission forms will show in pop-up window.

Submission Form List X			
	Version List	Start a new Submission	Edit Incomplete Submissions
8-Site Submission Invitation			
IRB - Change Requests and Amendments			
Continuing Review Form			
Modification Form			
Multi-Site Study Modification Request			
Upload Documents for Sites Form			
Animal Study Forms			
Submission Forms	Version List	Start a new Submission	Edit Incomplete Submissions

The pop-up window shown below, allows you to view the submission forms list that can be applied to the study. From this menu, you can view a list of all the vision made from the form, start a new submission or continue to work on an incomplete submission.

My Current Approval

My Current Approvals allows access to all Documents, Consents forms, and Letters that have been approved. The search functionality allows to search based on Document Title, Approval Date, or Category of Document, etc. After locating a specific document, the user can download it clicking Export Selected.

My Workspaces ▾ Study Assistant **My Current Approvals** [Back](#)

Documents

Consents

Letters

Approval Date: between
 IBC Number:
 Document Title:
 Select Category:

Select	Study Board Number	Document Title/Category	Version	Document Outcome	Approval Date	Expiration Date	File
<input type="checkbox"/>		Document 01					
		Repository SOP	1.0	Approved	02/20/2013		1.24 MB
<input type="checkbox"/>		Document 02					
		Child Waiver	1.0	Approved	02/19/2013		366.95 KB

Upcoming Renewals

Upcoming Renewals show upcoming continuing review dates within 30, 60 and 90 days

My Workspaces ▾ Study Assistant **Upcoming Renewals** [Back](#)

All dates relative to the Continuing Review due date

Due Within: 30 Days 60 Days 90 Days

3 result(s) found...

Click to open	Study Status	Study Title	Board requiring Renewal	Board Number	Review Cycle	Board Expiration Date	Due Date	Principal Investigator
		Alias				Board Full Renewal Expiration		
	Active	<i>CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone</i>						
		CTSU S0421:	IRB	IRB-18-2722	Annual	06/04/2019	06/03/2019	Mathur , Anu'M N, B.S.
	Active	<i>A Phase II Randomised, Double-Blind, Placebo-Controlled Study of the Efficacy, Safety and Tolerability of Oral NP202 in Adults who have Left Ventricular Systolic Dysfunction following Myocardial Infarction</i>						
		Phase II	IRB	IRB-18-2716	Annual	06/04/2019	06/03/2019	World, Wally, Pharm.D.
	Active	<i>Study of Access Site for Enhancing PCI in STEMI for Seniors (SAFE-STEMI for Seniors)</i>						
		SAFE-STEMI for Seniors	IRB	IRB-18-2824	Annual	06/04/2019	06/04/2019	World, Wally, Pharm.D.

Track Approvals

Once you click Track Approval the system will guide you to all the studies associated to you found on the Study Assistant home screen. Under all studies a you can search for approved studies.

Find A Study

The Find a Study item allows users to search the entire system for studies, regardless of having a role on the study. Find a Study is a tool typically used by System Administrators and Department Administrators.

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” dropdown list. The numbers available here depend on what modules are configured in your system. The example below shows the page when IRB Number is selected from the dropdown list. The page reflects IRB information, as opposed to the default, IRB Number information.

My Workspaces Study Assistant Find A Study Back

Find a Study Filters

Display Projects by: IRB Number

Alias:

Sponsor:

Active Principal Investigator:

Department:

IRB Number:

Study Status: All

Study Classification: All

Reference Number:

Include Studies that have not been assigned an IRB Number:

IRB Expiration Date: -

Advanced Find Options

Application Find Options

Reset Find Options

Find ...

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

Open	Study Status	IRB Number	IRB Expiration Date	Alias	Principal Investigator
				Study Title	
No Studies found that match the filter criteria					

Some of the search fields on this screen are auto-populating fields. You begin by typing the name, and the system will return any resulting matches for you to select. Sponsor, Principal Investigator, Department, and IRB Number are all auto-populating fields.

Study Assistant Find A Study

Display Projects by: IRB Number

Alias:

Sponsor: Mc

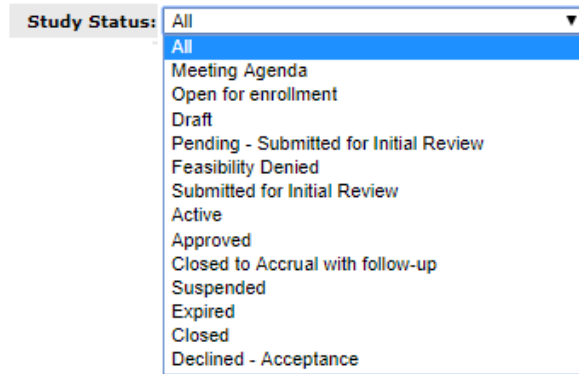
Principal Investigator: [9756] Mc Neil

Department:

The Principal Investigator field allows you to flip between Active and Inactive PIs. Inactive PIs are any inactive user accounts in the system that are also listed as Principal Investigators on studies. Active PIs are any active user accounts that are listed as Principal Investigators on studies.

Active Principal Investigator :

Dropdown lists of available Study Statuses and Study Classifications are also available.



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. For example, for a submission with Reference Number “000288” you would need to enter “000288” or “288” to filter the results correctly.

If you want to include study records that do not have an IRB Number assigned (or whichever number you indicated in “Display Projects by”), select the checkbox for “Include Studies that have not been assigned an IRB Number”. When you filter the results, the system will include studies that do not have an IRB Number assigned. If you only want studies that have been assigned an IRB Number, make sure this option is not selected.

Open	Study Status	IRB Number	IRB Expiration Date/Status Check Due Date	Alias Study Title	Principal Investigator
	Pending - Submitted for Initial Review	H1200091212		MCCE (TESTING) Metabolic Effects of Newer Antipsychotics in Older Patients	Golshan, Shahrokh
	Pending - PI Responses Needed	H120010	07/17/2013	NovaRx Registration Phase III Study of Lucanix (Belagenpumatucel-L) in Advanced Non-small Cell Lung Cancer	Mussatto, Donna
	Pending - Submitted for Initial Review	H120016		S0421 -1 CTSUS S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone Refractory Prostate Cancer	Mussatto, Donna
	Draft			Lymphoma Copy of AMC 075:.....	Mussatto, Donna

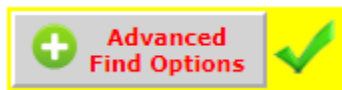
You can search for an expiration date range by entering in a beginning and an end date in the Expiration Date fields. To search for a single day, enter the same date in both fields.




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

This will allow you to filter by study personnel, study drugs, devices, 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 the **Apply** button at the bottom right corner. Click **Cancel** to close the window without applying the filters.

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.



To reset all the filters and begin your search again, click **Reset Find Options**.

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

The other columns on this page are as follows:

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

IRB Number- If an IRB Number has been associated with a study, it will display here. This column will change to whatever you choose to display the projects by, when using the “Display Projects by:” filter.

IRB Expiration Date- If an expiration date has been associated with a study, it will display here. The review board in this column will also change according to your display choice.

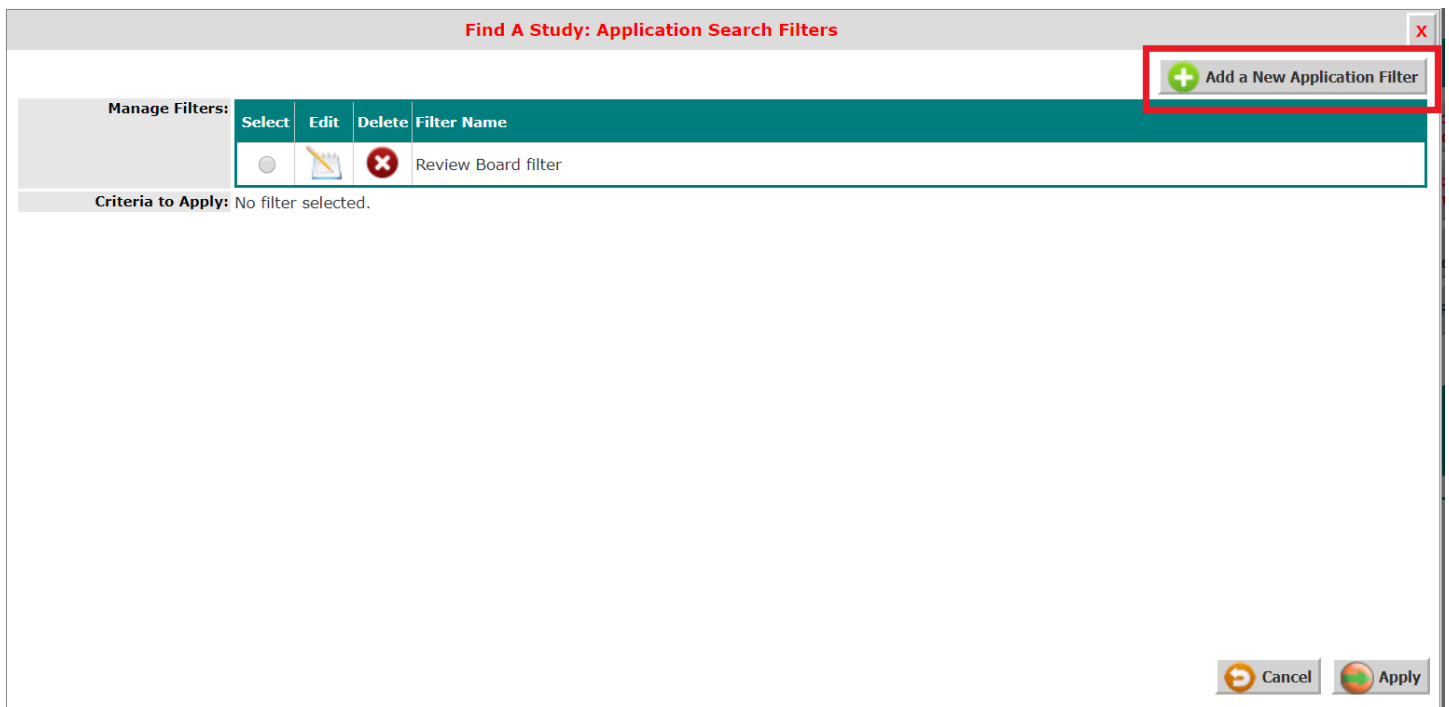
Study Number- This displays the Study Number given to the study in the initial section of the Study Application.

Study Title- This displays the Study Title 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.

Users can also their own filter and apply different search parameters.

After clicking on **Application Find Options**, another window will appear where the user can define new filters. Any existing filters will appear at the top under “Manage filters”. Click **Add a New Application Filter** to define a new filter.



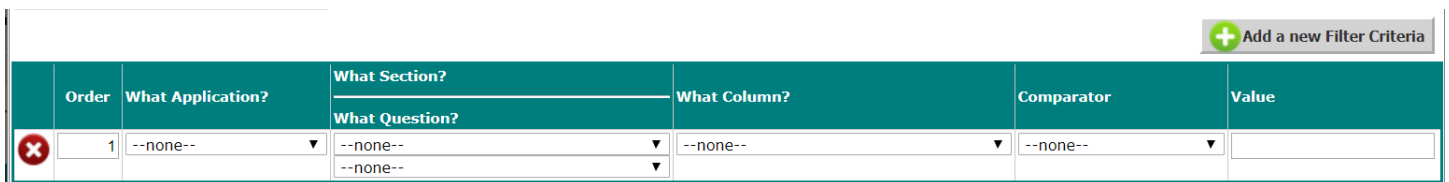
The following screen will allow the user to define the different parameters.

Filter Name: The name of the filter.

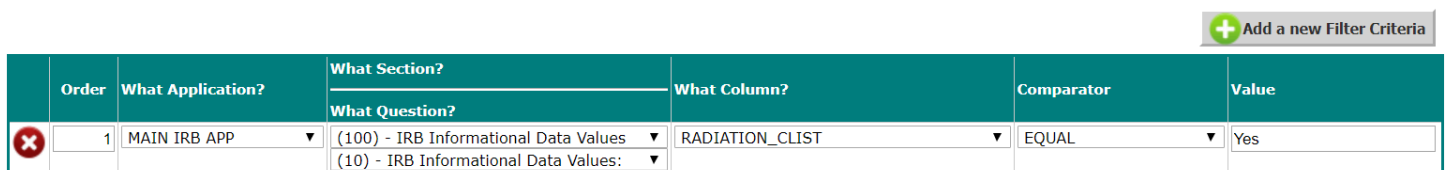
Share this Filter: This will determine if the filter will be sharable with other users. When “Yes” is selected, it will be available for other users. When “No” is selected, the filter will only be available for the user who is defining the filter.

Comments: This section is for the user to input any comments or description if they choose to do so.

At the bottom, users will input the different parameters and logic that they wish to use to search for specific studies. Click **Add a new Filter Criteria** to add a validation.

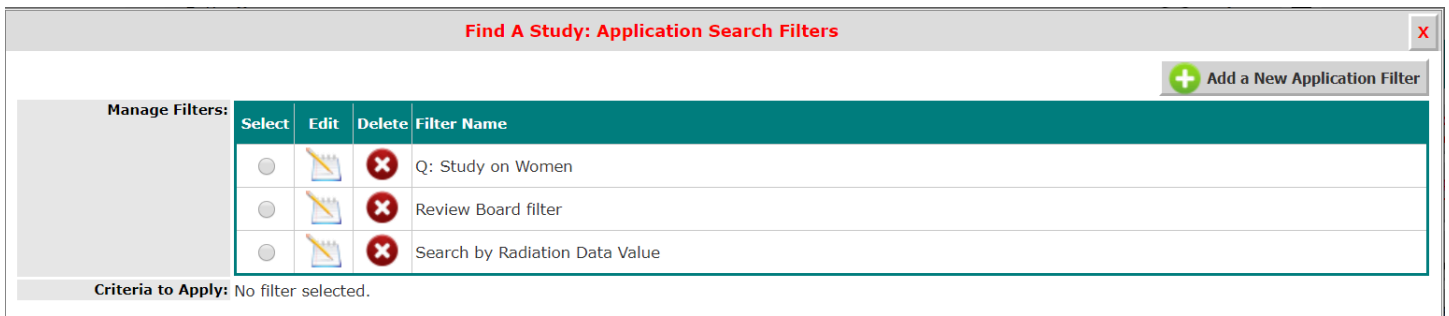


Add the desired validation for your search. Below is an example of a completed validation.

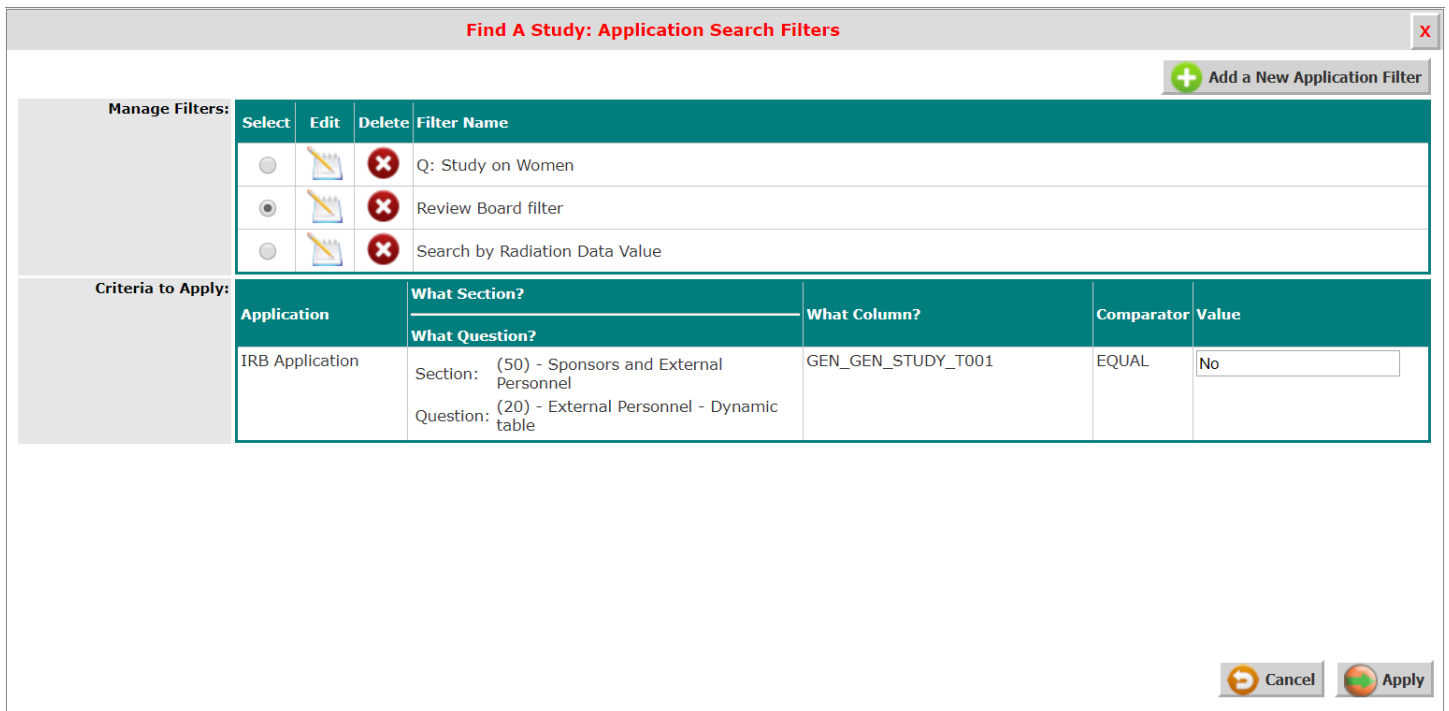


Users are able to add more than one validation per filter as well. When the user is done, click **Save** to save and return back to the original screen where you can apply the filter.

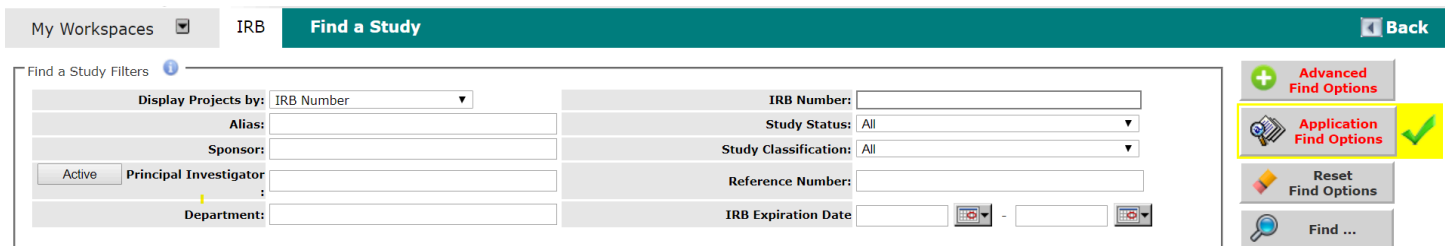
Here at the “Find a Study: Application Search Filters”, users are able to Select, Edit, or Delete the filters.



To select a filter to apply to the search, select the radio button next to the desired Filter. The filter will then show the Criteria to Apply. Click **Apply** to click the filter to the search.



The highlighted yellow checkmark will indicate that the filter has been applied.



Find a Study for All Users

Find a Study can be made available for all users within Study Assistant using the system property located in System Admin > System Configuration > Study Default Settings > system.find_study_for_all_users.

When this property is set to Yes, any user with access to Study Assistant will have the ability to use Find a Study, not just System Administrators and Department Administrators. This will allow users to look up studies that they are not associated to and view contact information for the study.

When the user opens the study record, they will be presented with a page that displays the Study Title, Study Status, Departments, Principal Investigator, the PI’s Phone and Email, Study Coordinators, and the Study Coordinators’ Phone and Email.

Below is an example of the information the user will have access to.

My Workspaces

IRB Number: **H120016**
 Alias: S0421
 PI: Mussatto, Donna

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Study Title:	CTSU S0421: Phase III Study of Docetaxel and Atrasentan vs Docetaxel and Placebo for Patients with Advanced Hormone Refractory Prostate Cancer		
Study Status:	Pending - Submitted for Initial Review		
Study Location:	Laboratory	Location Status:	Draft
Department:	Research		
Principal Investigator:	Mussatto, Donna	Phone number:	564-908-2343
Study Manager:	Mussatto, Donna	Phone number:	564-908-2343
		Email address:	donna@gmail.com
		Email address:	donna@gmail.com

For more information please contact the PI or Coordinator.

Studies Submission Status

This section allows users to respond, address, and view different tasks, issues, and the status of their submissions.

There are two tabs – “In Progress” and “Completed”. Users are able to click into their Study, see the reference number, form name, study title, alias, form author, date submitted and actions needed to be taken / track where the submission is.

Under the “Actions” tab, users are able to click on the **Steps** button to see the details.

Studies Submission Status - In Progress

In Progress

Completed

1935 result(s) found... 1 - 5 ▶

Click to open Study Dashboard	Reference Number	Form Name	Study Title Alias	Form Author	Date Submitted	Actions
	IRB-19-5566-INI-1.0	Initial Review Submission Form Real	Pediatric study PEDS	admin, Admin Admin, R.N. Brig. Gen.	08/01/2019 04:36 PM PDT	Incomplete Tasks Open Steps to Complete Steps

Pre-Submission

Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
	Pre-Submission	Retract Submission	07/30/2019 04:21 PM PDT		2 Day(s) 0 Hour(s) 29 Minute(s)

Here, users are able to see the task status, task action / details, task name, date created, date completed, and total time.

Past the workflow diagram, users can now see that the column “Total Time” has been added, showing the time that each step has taken. Users can also respond to different tasks or address issues from this screen, but clicking on the different buttons like **Retract Submission, View Signoff Routing List, View Signoff, Compete the Correction, Send Submission** etc.



Task Status	Task Action/Details	Task Name	Date Created	Date Completed	Total Time
Pre-Submission			07/23/2019 01:01 PM PDT	07/23/2019 01:01 PM PDT	0 Day(s) 0 Hour(s) 0 Minute(s)
Completed		Initial Review Submission Form Real is waiting to be submitted	07/23/2019 01:01 PM PDT	07/23/2019 01:01 PM PDT	Day Hour Minute 0 0 0
Completed	View Signoff Routing List	Assign Department Personnel for Signoff	07/23/2019 01:01 PM PDT	07/23/2019 01:01 PM PDT	Day Hour Minute 0 0 0
Completed	View Signoff	Admin Admin admin, J.D. Brig. Gen. as Principal Investigator review and apply signoff	07/23/2019 01:01 PM PDT	07/23/2019 01:01 PM PDT	Day Hour Minute 0 0 0
IRB			07/23/2019 01:01 PM PDT		9 Day(s) 3 Hour(s) 51 Minute(s)
Round 1					
Completed		IRB received the submission	07/23/2019 01:01 PM PDT	07/23/2019 01:03 PM PDT	Day Hour Minute 0 0 1
Completed		IRB assigned a Pre-review action of Returned for Corrections	07/23/2019 01:02 PM PDT	07/23/2019 01:02 PM PDT	Day Hour Minute 0 0 0
Received	Complete the Correction	IRB returned the submission for corrections	07/23/2019 01:03 PM PDT		Days Hours Minutes 9 3 49
Round 2					
				Send Submission	

By clicking into individual steps in the workflow, users are able to see further details and the rounds the submission is in (if applicable).