OneAegis Data Transfer

This document will walk you through how to transfer your information from the iRIS application to the new system, OneAegis.

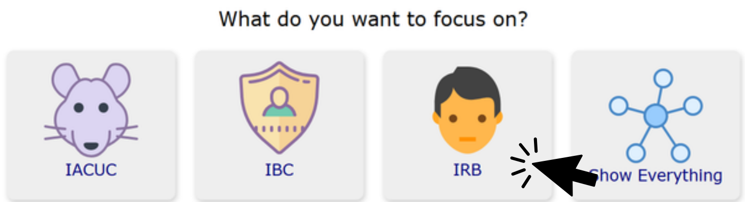
Table of Contents

Utilize these buttons to return to the top

Verify Study Classification

Login to OneAegis using your BYU username and password. When you log in, you will be directed to the Project Switchboard. Select IRB.

- *If you need more information on how to navigate OneAegis, please refer to the OA Site Guide on the IRB website.*



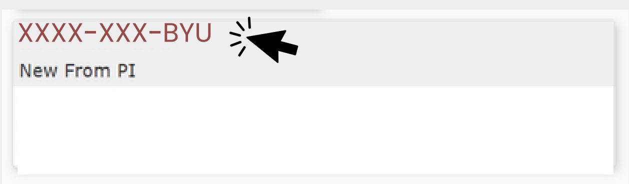
You are able to locate your current study two different ways:

Dashboard

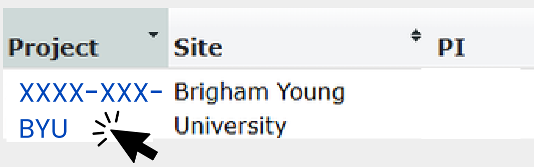
You can locate your studies from your dashboard.

Click on the **study number** of the study you are transferring to open the study page.

Bubble Dashboard View:



Power Dashboard View:

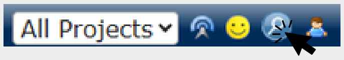


Search Bar

You can locate your study using the search bar.

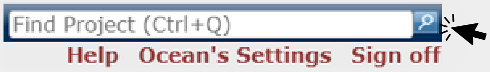
Bubble Dashboard View:

Click on the for the search bar to appear, type in the study number.



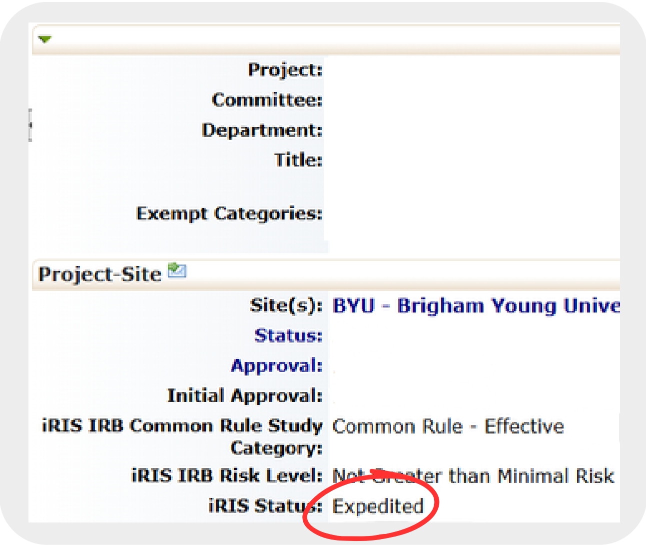
Power Dashboard View:

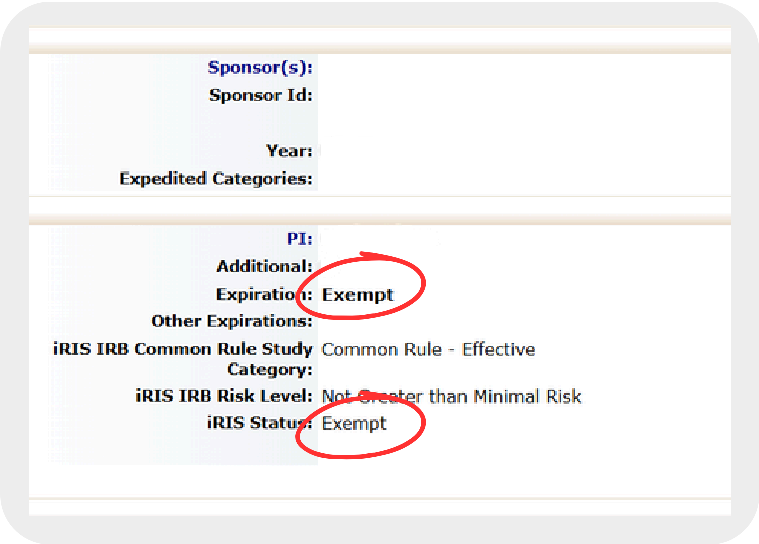
Navigate to the search bar in the top right corner, type in the study number.



Verify Study Classification (cont.)

Locate the classification of the study on the page. It should be listed as **Exempt** or **Expedited**.





Begin a New Application

Once you have located the classification of the study, open the appropriate forms for the data transfer in OneAegis:

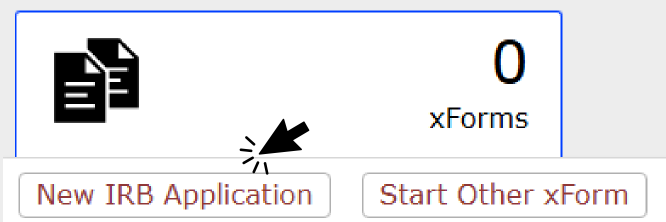
For both **Exempt** and **Expedited**, you will start an **xForm**.

There are two dashboard types. You can start your **xForm** from either view.

Bubble Dashboard View

Select the xForms tab.

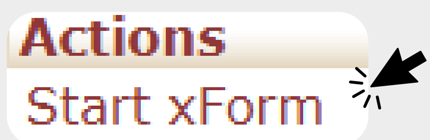
Click **Start xForm** or **New IRB Application** in the top left corner.



Power Dashboard View

Click **Start xForm** in the top left corner under Actions.

If you prefer, click **Use Bubble Dashboard** and follow those instructions.



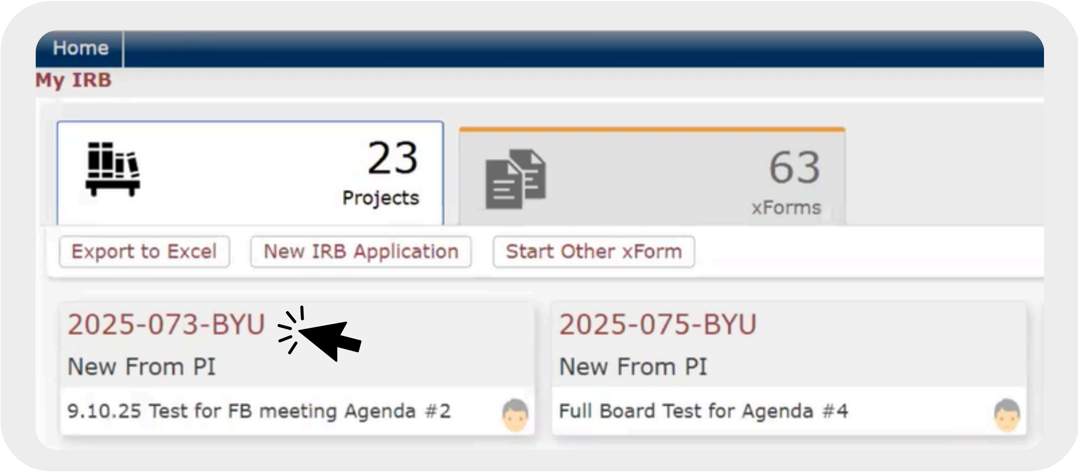
Transferring Text from iRIS to OA

After you have opened a new **xForm**, you can begin transferring the text from your old form to the form in OneAegis.

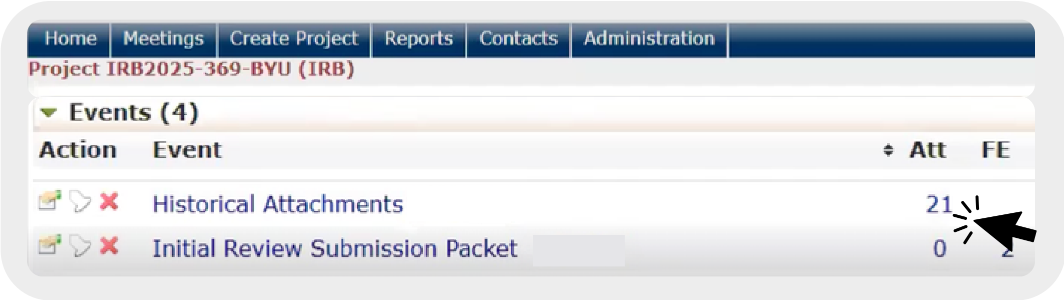
Step 1: To locate the **PDF** document with your initial iRIS submission, locate the study in OneAegis.

Open the study's project page by searching for the study number, or by selecting it from your dashboard.

Fom the **Projects** view, click on the name of the study you wish to transfer.



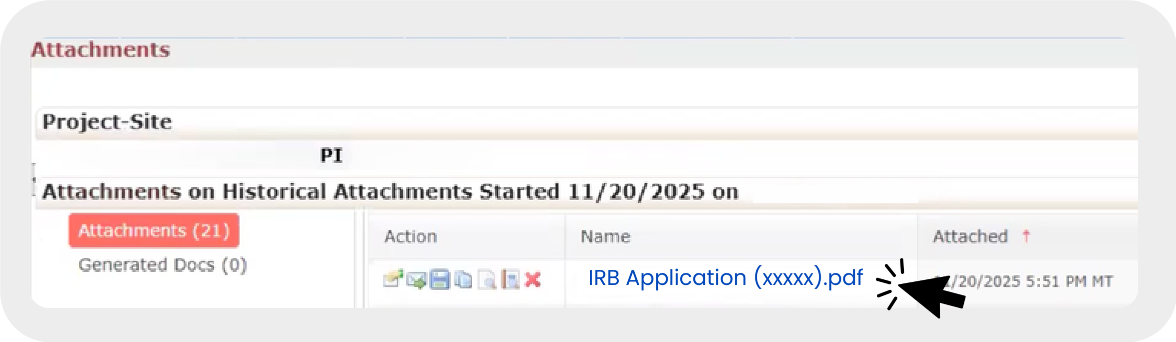
Step 2: Scroll down until you see the **Events** heading. Look for **Historical Attachments** and click the number under **Attachments**.



Transferring Text from iRIS to OA (cont.)

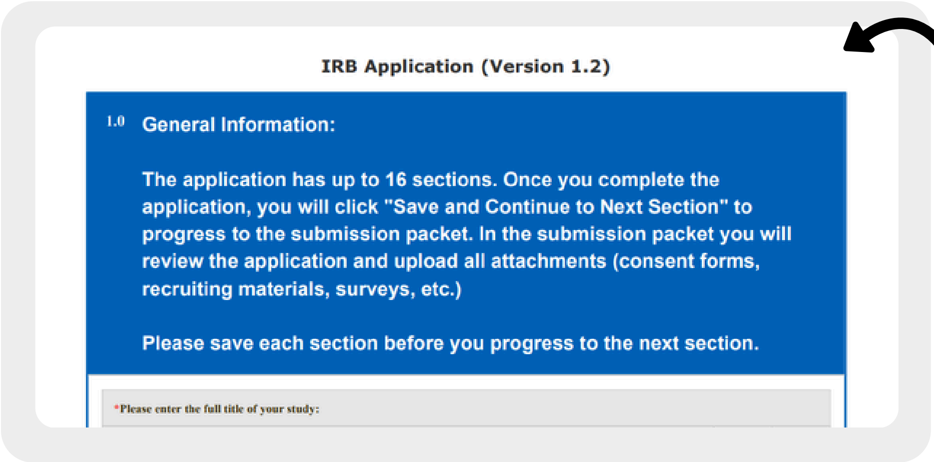
Step 3: Locate the attachment with your original iRIS submission. It should be titled **IRB Application (xxxxx).pdf**.

Download the attachment by clicking on its name.



Note: You can also see any of your previously approved study documents from this screen. You can download these documents to use as template for your new submission (attach clean copies with no date stamp).

The attachment will appear in your downloads, you will use this document to transfer information into OneAegis.



The PDF should look like this!

Transferring Text from iRIS to OA (cont.)

Step 4: Begin copy and pasting the information to their respective section of the form. Using the **Find** feature (⌘ + F; Ctrl + F), you can locate each question on the PDF.

The 'Find' bar will appear in he top right corner. Use the arrows to click through places the word appears on the document.

You can also search the iRIS application using section numbers.

Use the following guide to identify what section number on the iRIS application corresponds to each question.

Please note that older versions of the iRIS application may have different section numbers than the ones listed below.

iRIS Section Guide

OneAegis Section		iRIS #
Study Information	Project Title	**1.0**
	Project Department	**2.0**
	PI Information	**5.5**
	Co-Investigators & Research Personnel	**See OA***
	External Investigators	**5.4**
	Conflict of Interest	**5.5**
	Lay Summary	**5.1**
Introduction & Determination Checklists		**4.0**
Exempt Categories		**See OA***
Funding		**6.0**
Data Collection	Methods	**7.1**
	Instruments	**7.3**
Research Procedures	Procedure Instructions	**7.2**
	Where Data Collection Will Occur	**7.5**
	Deception/Disclosure	**7.8**
Subject Enrollment	Number of Subjects	**8.1**
	Recruitment Methods	**8.2**
	Inclusion/Exclusion Criteria	**8.3**
	Screening Information	**8.4**
Vulnerable Populations		**9.0**
Compensation		**10.0**
Benefits of Participation		**11.0**
Consent Documentaion/Waiver	Please Check...	**13.1**
	Languages	**13.5**
	Protocol-Specific Instruments	**13.6**
Confidentiality of Data		**14.1-3**
Privacy of Participants		**14.5-8**

Sections Requiring Information from OA

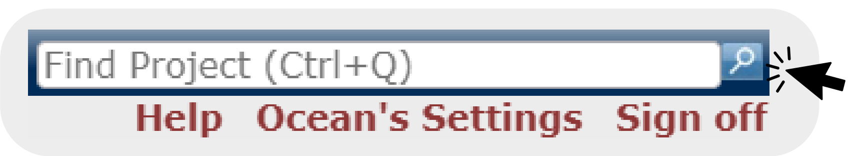
When filling out the application you will need to use some current information in OneAegis to fill out the following sections.

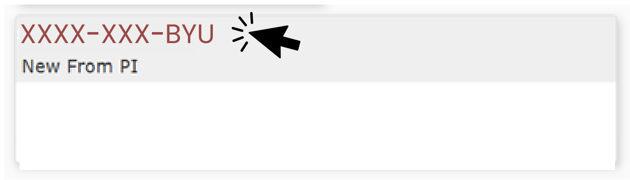
Co-Investigators & Research Personnel

In the **Study Information** section, you will be asked to input co-investigators and research personnel. Use the One Aegis study screen to identify the most current names and contact information.

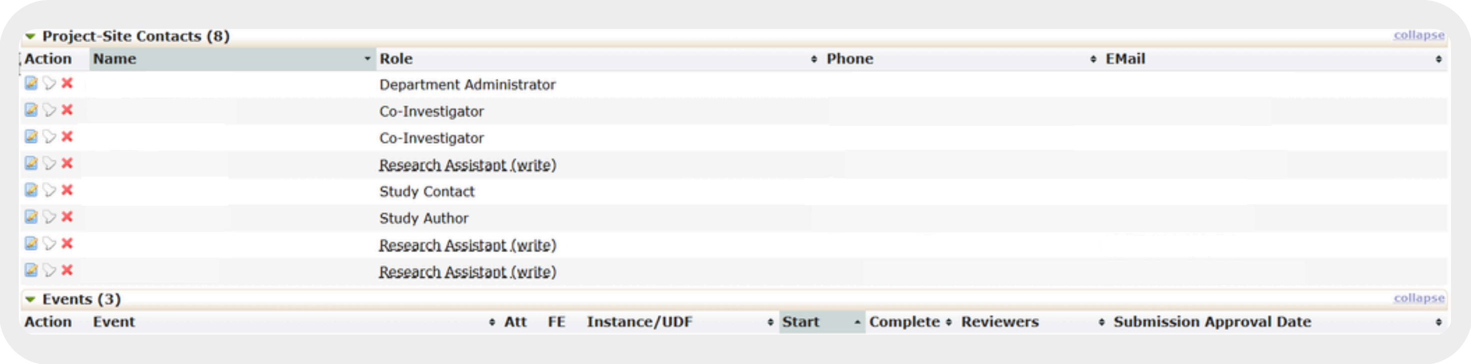
- It is easier to find the correct person if you know their NetID
- Please note that students listed on the iRIS application as Co-Investigators can no longer serve in that role in OA. List the students as research assistants.

In the **Search Bar** in the top right corner, type in the study number, or navigate to your **Dashboard** and click on the study number.





Locate the **Project-Site Contacts**. Enter the names that are listed on this screen. For exempt and expedited studies, you may also add new personnel.

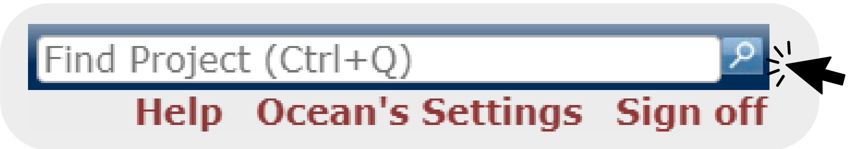


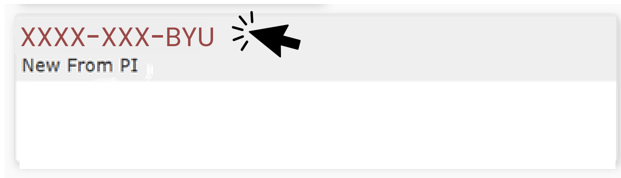
Sections Requiring Information from OA (cont.)

<u>Exempt Categories</u>

In the **Exempt Categories** section, you will be asked to select which exemption category your study fits. Use the One Aegis study screen to identify the original determination.

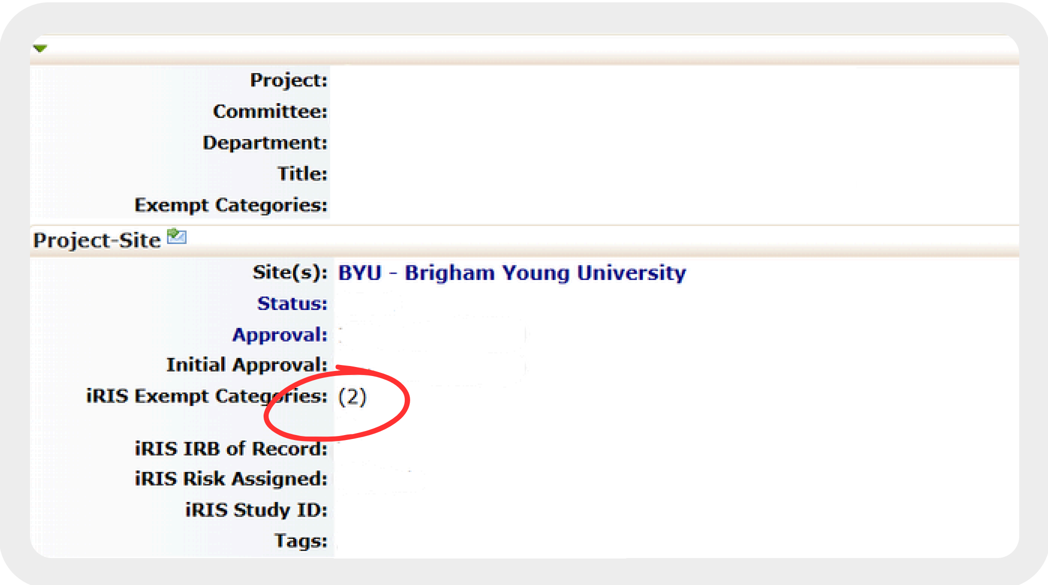
In the **Search Bar** in the top right corner, type in the study number, or navigate to your **Dashboard** and click on the study number.





Locate the **Project-Site** section, find **iRIS Exempt Categories** listed below.

Select the categories on the application that match your study description. For exempt studies, if your changes will change the study category, please update your selection here.



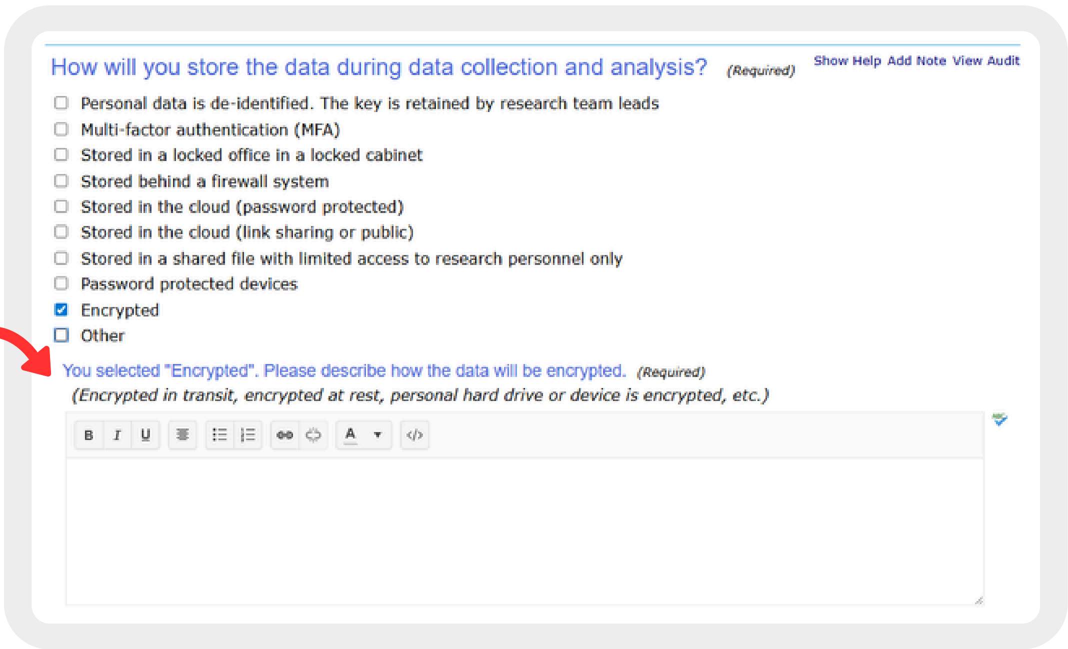
Please note, if your study does not fit any of the listed categories, mark *'None of these categories apply'* and the form logic will open accordingly.

New Updates & Questions

Several sections have been updated in the OneAegis application. Please read the new application carefully and ensure that all responses answer the question being asked.

Below are two examples of changes.

If you selected **Encrypted** for the question asking about data storage, there is a new follow-up question required:


How will you store the data during data collection and analysis? *(Required)* Show Help Add Note View Audit

- [ ] Personal data is de-identified. The key is retained by research team leads
- [ ] Multi-factor authentication (MFA)
- [ ] Stored in a locked office in a locked cabinet
- [ ] Stored behind a firewall system
- [ ] Stored in the cloud (password protected)
- [ ] Stored in the cloud (link sharing or public)
- [ ] Stored in a shared file with limited access to research personnel only
- [ ] Password protected devices
- [x] Encrypted
- [ ] Other

You selected "Encrypted". Please describe how the data will be encrypted. *(Required)*

(Encrypted in transit, encrypted at rest, personal hard drive or device is encrypted, etc.)

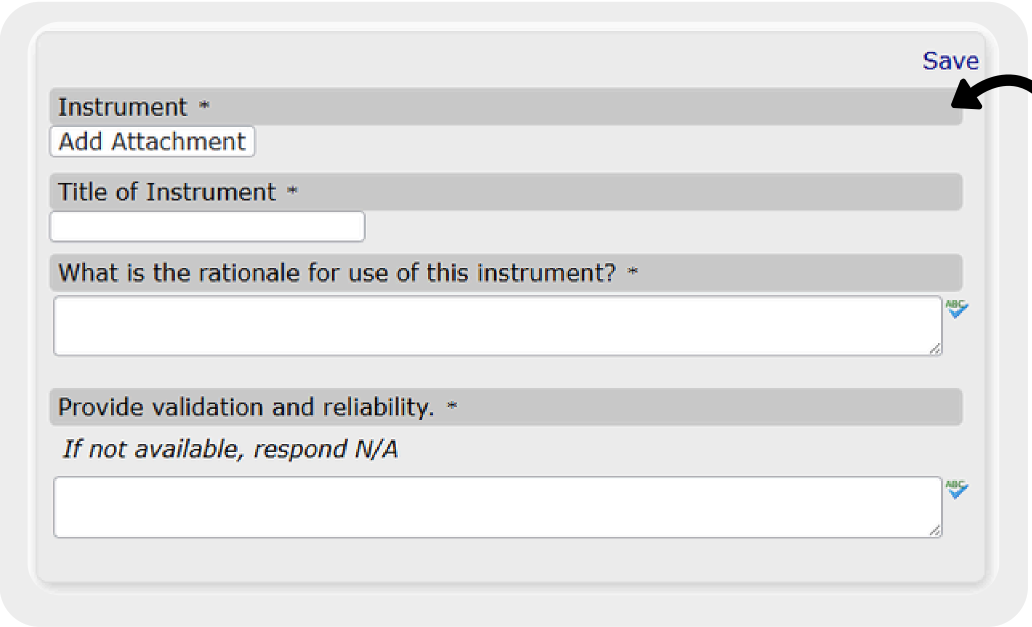
This section also requires a new question asking about the use of AI or language models:


Will commercial AI or language models (e.g., ChatGPT) be used in this research? *(Required)* Add Note View Audit

- ( ) Yes
- ( ) No

New Updates & Questions (cont.)

There is new formatting for documenting instruments in the form of “cards.” Each instrument will require a card. Each card will ask for specific information.



The card will look like this!

Please answer the prompts and questions listed on the card.

Uploading Attachments

There are several sections that will require you to upload documents or attachments. Keep the following in mind when adding attachments.

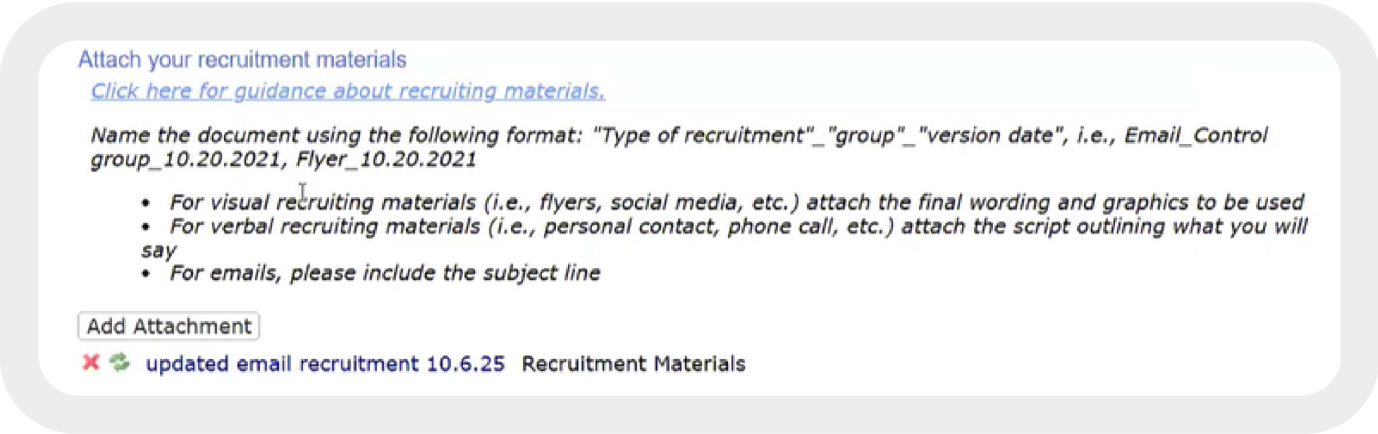
Naming: Please enter a descriptive title in the format described in the application. This will typically include the type of document, the group it is for, and the version date.

Multiple Documents: You may add multiple documents in some sections. Please attach each instrument and/or document that is mentioned in the application or the IRB will require you to add them in revisions. Documents such as verbal consent, word-of-mouth recruitment scripts, and email communication templates are often overlooked but need to be included.

Guidelines: All forms must meet all IRB and federal guidelines. For example, HRPP contact information must be listed on consent forms. For sample documents and tips, click here.

For more information about required recruitment elements, click here.

Replace Attachments: Use the green arrows to replace attachments. Make sure to click attach when you are finished or the document will not update correctly.



Uploading Attachments (cont.)

Please attach ***<u>clean copies</u>*** of the your **recruitment** and **consent** materials.

“Clean copies of materials” indicates that the documents do not contain any date stamps or markings from prior IRB approvals.

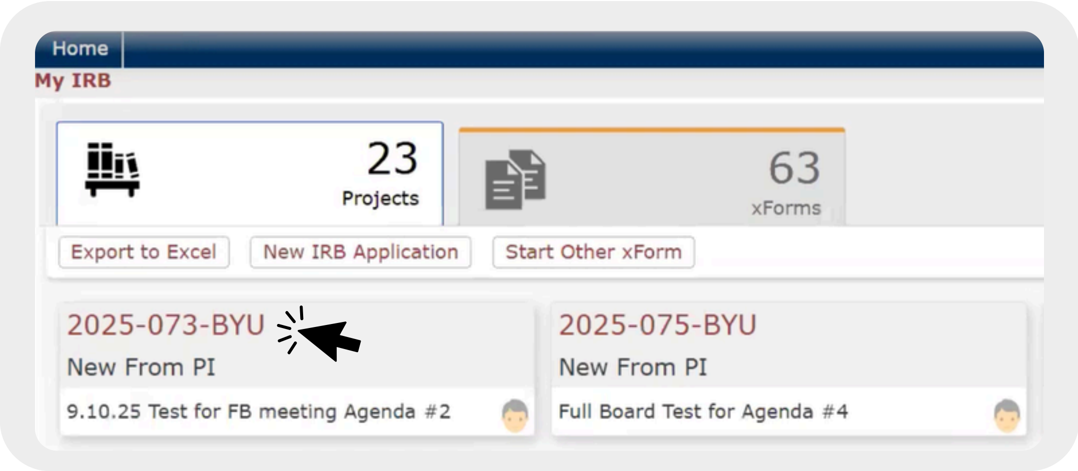
Other Attachments: Please also note that attachments are uploaded in specific sections and you must upload the correct documents associated with the section.

At the end of the application, there is a space for you to upload documents that do not fit section headings (research site approvals, permissions, international contact, international ethics review, etc.)

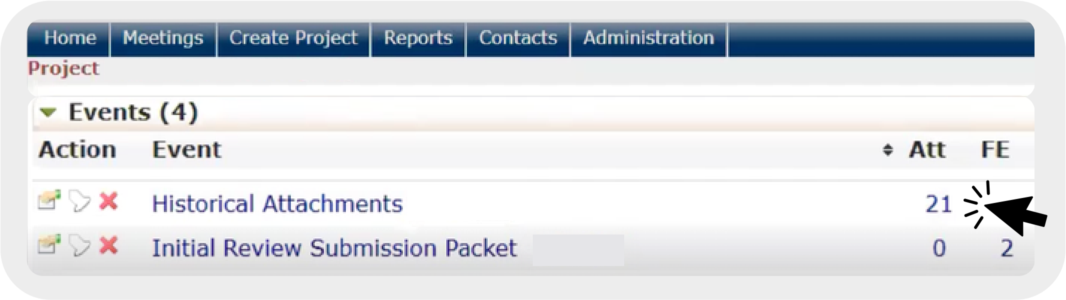
Locating Attachments of Approved Studies from iRIS

If you do not already have your study documents and attachments saved on your desktop, you can download your approved study documents and attachments on OA.

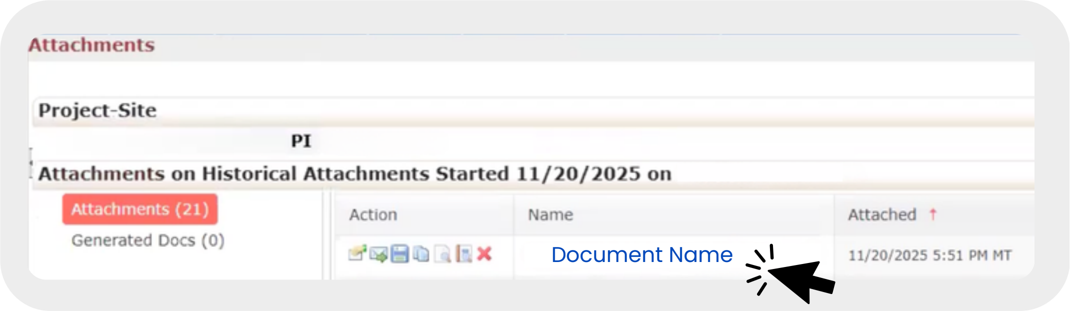
Step 1: From the **Projects** view, click on the name of the study you wish to modify.



Step 2: Scroll down until you see the **Events** heading. Look for **Historical Attachments** and click the number under **Attachments**.

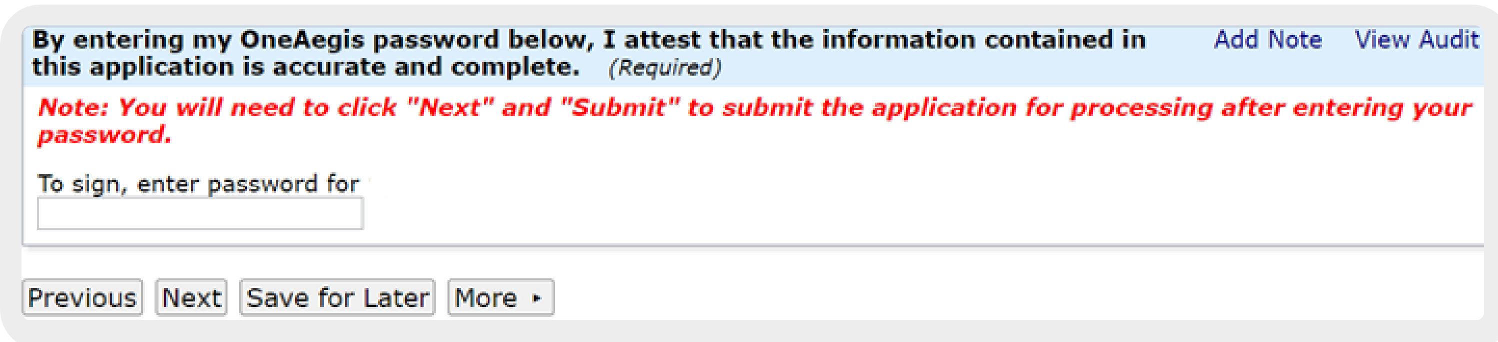


Step 3: Download an attachment by clicking on its name.

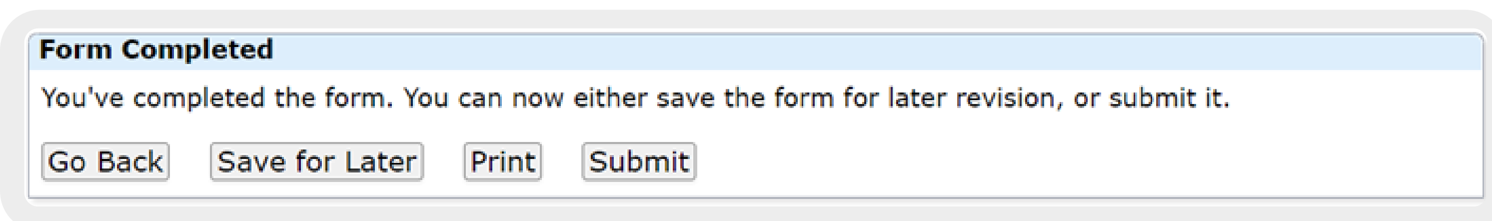


Submitting Your Application

After entering your protocol information, the PI needs to sign the submission by entering their password and clicking next.
THIS DOES NOT SUBMIT YOUR PROJECT!



You will then see Form Completed, and you will need to click **Submit**.



If you are not the PI, submitting the application will send the PI an email requesting their signature. The PI must sign and submit the form to receive IRB review.

Transferring Data from Existing xForms

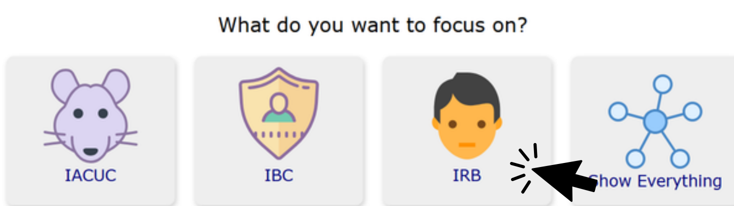
In some cases, you may be required to open a new xForm for studies that already have an existing xForm in OA.

Follow these steps to locate the appropriate documents and forms to begin transferring your data.

Locating Your Current xForm

To begin, you will need to locate your study page in OneAegis.

Login to OneAegis using your BYU username and password. When you log in, you will be directed to the Project Switchboard. Select IRB.



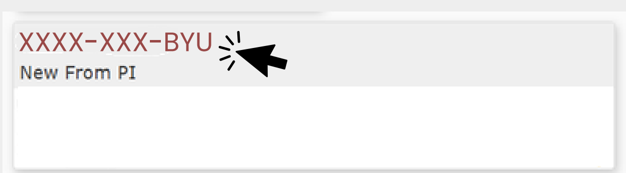
You are able to locate your current study two different ways:

Dashboard

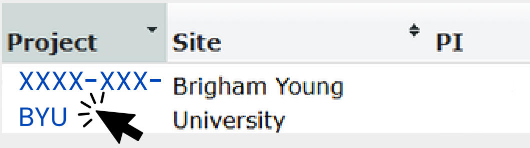
You can locate your studies from your dashboard.

Click on the **study number** of the study you are transferring to open the study page.

Bubble Dashboard View:



Power Dashboard View:

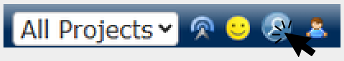


Search Bar

You can locate your study using the search bar.

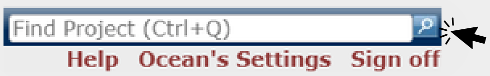
Bubble Dashboard View:

Click on the search icon for the search bar to appear, type in the study number.



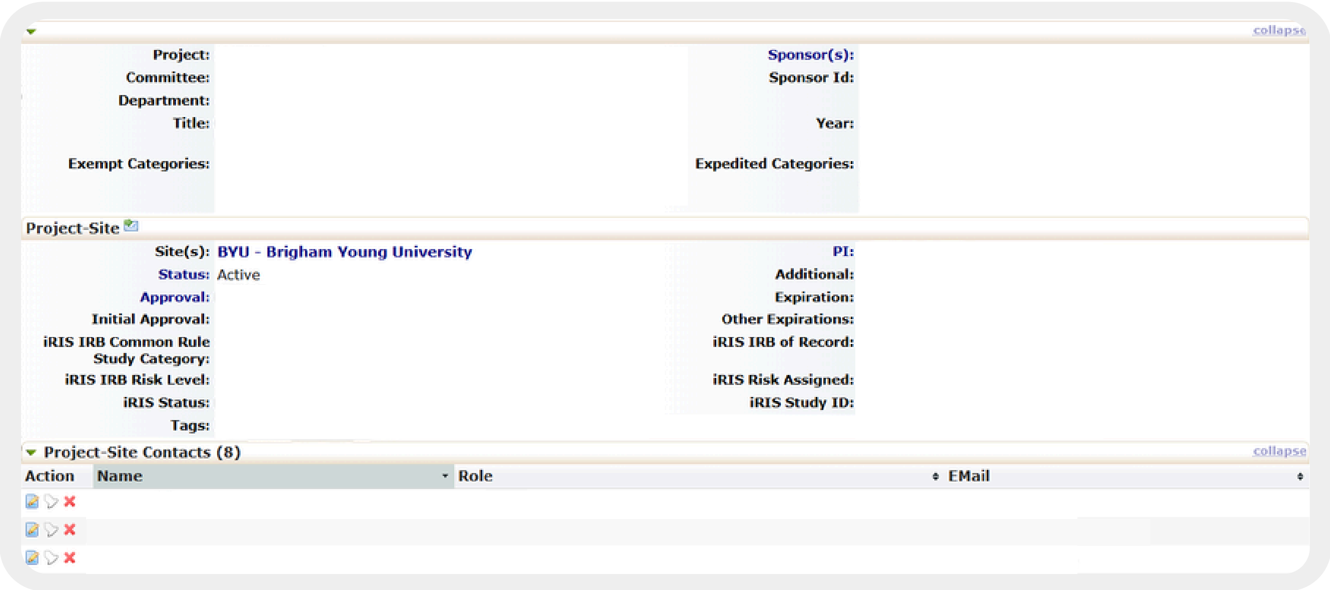
Power Dashboard View:

Navigate to the search bar in the top right corner, type in the study number.

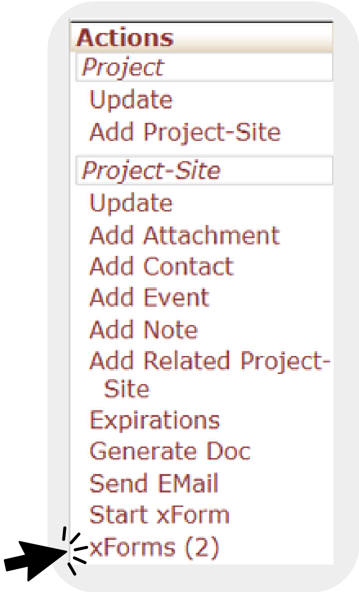


Transferring Data from Existing xForms (cont.)

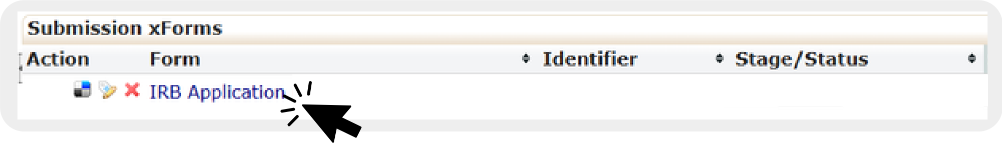
The study page will look something like this:



To open your existing xForm, click on **xForms** on the left-hand side under **Actions**.



Next, click on **IRB Application**. The xForm will open in a new tab.



Transferring Data from Existing xForms (cont.)

Start a New xForm

Navigate to a new tab in OneAegis to open a new xForm.

There are two dashboard types. You can start your **xForm** from either view.

Bubble Dashboard View

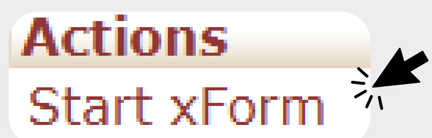
Select the xForms tab.

Click **Start xForm** or **New IRB Application** in the top left corner.

Power Dashboard View

Click **Start xForm** in the top left corner under Actions.

If you prefer, click **Use Bubble Dashboard** and follow those instructions.



Once you have started a new xForm, you can begin copy and pasting the information from the tab with your previous xForm to the one you have just created.