

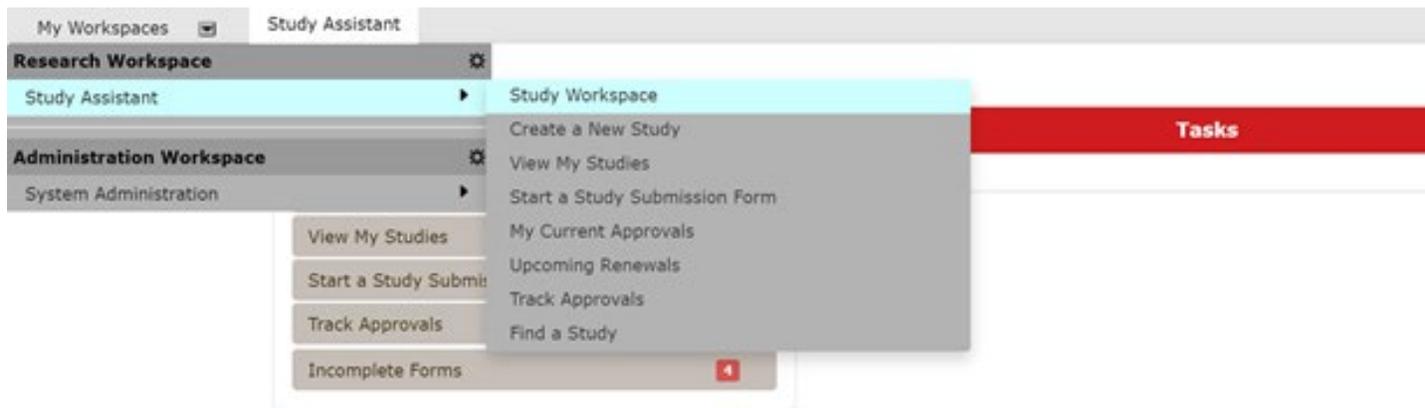
IRIS TIPS

How to Access and Complete a Continuing Review

OVERVIEW

i All studies categorized as full board as well as some expedited studies are required to be renewed each year by completing the continuing review process. The following instructions will show you how to access the continuing review form in iRIS and provide tips to complete the process.

1. Login to your iRIS account; you will be on the homepage. Be sure to click on **STUDY WORKSPACE**.



2. **SCROLL DOWN TO THE BOTTOM OF THE HOME PAGE to IRB STUDIES.**
Click on the **ALL** tab.

A screenshot of the 'All Studies' table in iRIS. The 'All' tab is selected and circled in blue. The table shows 3 results found. The columns are: Click to open, Study Status, Review Board, RB Number, RB Expiration, Study Title (with an Abbreviated Study Title sub-column), Principal Investigator, and Actions. The first two rows are in 'Draft' status, and the third row is in 'Pending - Submitted for Re-Review' status.

Click to open	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions
	Draft				asdfsdf		History Items Forms Hide Copy Delete
	Draft				Testing the Scientific Review Committee	Aina, Sandee	History Items Forms Hide Copy Delete
	Pending - Submitted for Re-Review	IRB	IRB2020-319		Scientific Review	Teki, Rachel	History Items Forms Hide Copy Delete
					TEST - Don't Play in Cool Waters: Mothers' Knowledge, Attitudes, and Practices regarding Child Nutrition in South...	Warren, Kristi	History Items Forms Hide Copy Delete

- Search for the desired study row. On that row you will see several options under the **ACTIONS** column—select the **FORMS** icon.

All
Draft
IRB

4 result(s) found... 1 - 4

Click to open	Study Status	Review Board	RB Number	RB Expiration	Study Title	Principal Investigator	Actions					
					Abbreviated Study Title		History	Items	Forms	Hide	Copy	Delete
	Draft				asdfad	Aina, Sandee						
	Draft				Testing the Scientific Review Committee	Teki, Rachel						
	Draft				Copy of asdfad	Aina, Sandee						
	Pending - Submitted for Re-Review	IRB	IRB2020-319		TEST - Don't Play in Cool Waters: Mothers' Knowledge, Attitudes, and Prac...	Warren, Kristi						

- When you click the **FORMS** icon you will now see a menu of forms pertaining to the study. Choose **IRB CONTINUING REVIEW SUBMISSION FORM** and click on **START A NEW SUBMISSION**.

Submission Form List				
Initial		Version List	Start a new Submission	Edit Incomplete Submissions
Initial Review Submission Packet				
		Version List	Start a new Submission	Edit Incomplete Submissions
IRB Closure Form				
IRB Modification Request				
IRB Continuing Review Submission Form				

- The Continuing Review form will open. Section 1.2 will draw in information from the original application. You will then fill out the form. In Section 1.3, please be sure to click on **CLICK HERE TO ATTACH THE APPLICATION**.

My Workspaces | IRB Number: IRB2020-319 | Study Assistant | IRB Continuing Review Submission Form - (Version 1.0) | Back

Print Friendly | Refresh Constant Fields | Save Section | Save and Continue to Next Section

Section view of the Form | Entire view of the Form

1.0 IRB Continuing Review Form

- Studies confirmed as meeting the criteria for exemption or approved by some protocols are not subject to continuing review. However, BYU remains responsible for exercising proper oversight for research conducted under its auspices. To exercise this oversight, the IRB office will annually send a status check to all PIs.
- BYU IRB retains the authority to require, with justification, continuing review of studies approved through expedited review.
- Please type your responses in the boxes provided. Use as much space as necessary (the boxes will expand). Please answer each question - If a question is not applicable, please put N/A in the box.
- Studies that are in the data analysis phase with a possibility to enroll additional human subjects must also complete this form.

1.2 Principal Investigator

Principal Investigator:
Krisi Warren

Department:
BYU - LSCI - Public Health

Co Investigator(s) if applicable:

+ Add a new row

Name	Phone	Email
No records have been added		

1.3 Protocol Information

[Click here to attach the application.](#)

No Application has been associated with this submission.

Study Title:
TEST - Don't Play in Cool Waters: Mothers' Knowledge, Attitudes, and Practices regarding Child Nutrition in Southern Indian Rural Villages

IRB Number:

A window will pop up to show the latest approved version of the application. Select that option or click on **ADD REVISION** under **CREATE A REVISED APPLICATION** to update any changes you want to make for the next approval period.

Attaching Study Application

Select the application that you would like to attach and then click Save Attachment | Save Attachment

Select	Show Rev.	Edit/View	Form Name	Approved	Create a Revised Application
			IRB Application (Version 1.1)	No	Add Revision

- In Section 1.4 you will be asked if your study is **ACTIVE** or **INACTIVE**. If for any reason you have paused the study, you will choose **INACTIVE** and will be asked to close the study. You can later make a copy of the application as a template to update the information and restart the IRB review and approval process. Click **SAVE AND CONTINUE** to progress to the next section.

My Workspaces | IRB Number: **IRB2020-319** | PI: Warren, Kristi | Study Assistant | **IRB Continuing Review Submission Form - (Version 1.0)** | Back

Print Friendly | Refresh Constant Fields | Save Section | **Save and Continue to Next Section**

Section view of the Form | Entire view of the Form

1.0 IRB Continuing Review Form

Location(s) of Research Activity:

+ Add a new row

Location
No records have been added

IRB Approval Dates from Additional Institutions:

N/A

+ Add a new row

Institution	Approval Date
No records have been added	

*Please note that copies of current IRB approvals from additional institutions are required.

Click here to attach any review form.

No form has been associated.

1.4 Protocol Status

Active

Inactive

7. Sections 2.3 and 2.4 are very similar. Section 2.3 is asking how many subjects were enrolled in the last year. Section 2.4 is asking for the **TOTAL** number of subjects enrolled during the lifecycle of the study. If this is your first continuing review, then both numbers will be the same.

Section view of the Form | Entire view of the Form

1.0 IRB Continuing Review Form

2.0 Subject Information

2.1 Is this study closed to enrollment of new subjects?

Yes No

2.2 Total number of subjects approved for the study (to be enrolled):

2.3 Number of subjects enrolled during the past approval period:

2.4 Total number of subjects enrolled in the past approval period (if applicable):

N/A

8. Click **SAVE AND CONTINUE** in the upper right corner to progress through the form. There are 10 sections.