

IRISS

Institutional Research Information Services Solution

- Automates the REB & ACC submission & review process
- Document management system – a place to store and access submission documents
- Allows for easier reporting and automation for other systems (e.g., AHS)
- Automated documentation from IRISS is used to access health records and systems, and obtain permits and licenses
- Failure to maintain certifications will suspend access to external systems (e.g. NetCARE)

<http://www.ucalgary.ca/iriss/>



Animal Care Committee (ACC):

- Health Sciences (HSACC)
- Life & Environmental Sciences (LESACC)
- Veterinary Sciences (VSACC)

! July 4th, 2011



Research Ethics Board (REB):

- Conjoint Health (CHREB)
- Conjoint Faculties (CFREB)

! Mar 8th, 2013

HREBA | Health Research Ethics
Board of Alberta

HREBA

- Health Research Ethics Board of Alberta
Community Health Committee
- Health Research Ethics Board of Alberta
Clinical Trials Committee
- Health Research Ethics Board of Alberta
Cancer Committee

! Dec 22nd, 2013

■ Approximately 11,500 users:

- University of Calgary Principal Investigators
- Alberta Health Services
- Covenant Health
- Alberta Innovates
- Study Support Staff
- University Students
- Administrative Staff (U of C and HREBA)
- University of Calgary Grants, Prizes & Awards
- University of Calgary Legal

University of Calgary
IT username?

YES

NO

Register

<https://www.ucalgary.ca/iriss/>

Users receive confirmation of
registration approval

Email

irissupport@ucalgary.ca

Users must have a UCID
& IT username

Health Research Ethics Board
of Alberta (CC, CHC, CTC)

Register

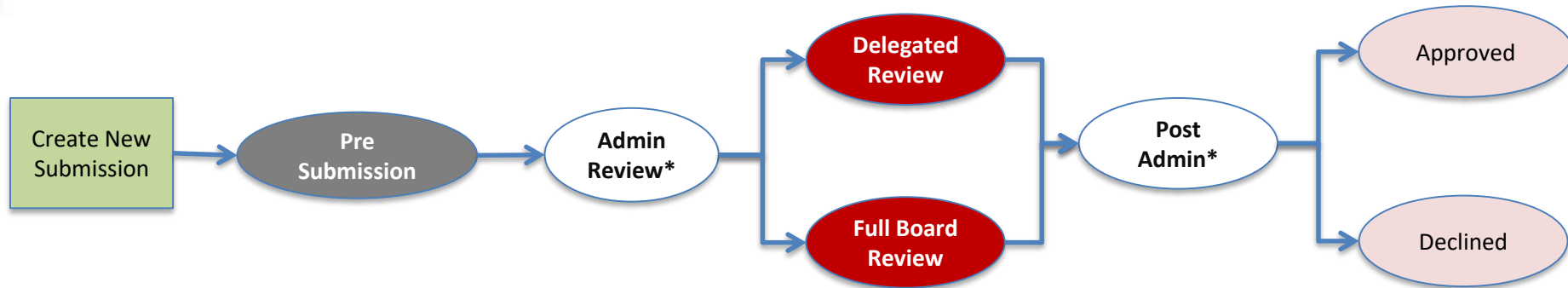
[https://iriss.ucalgary.ca/
/HREBASelfRegistration](https://iriss.ucalgary.ca/HREBASelfRegistration)

Business: Contact your ethics board

- **How** to answer the questions
- What information is required
- What documents need to be attached

Technical: iriss.support@ucalgary.ca

- Drop-in support available at Integrated Service Center
- **How** to use the technology
- How to get access
- Navigation assistance



CREATE A NEW SUBMISSION:
Using the REB Approval button in your personal workspace, you can create a new study.

PRE SUBMISSION:
Studies in this state are editable by the research team, and have not yet been submitted to the REB for review. All documents for review must be uploaded before the PI submits.

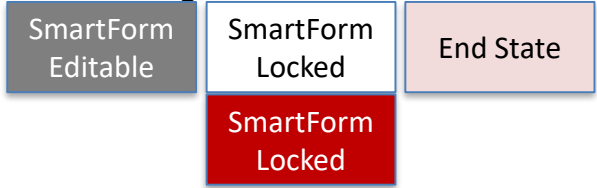
ADMINISTRATIVE REVIEW:
The first stage of the REB review will include an internal review by RSO staff before forwarding the submission to the Board.

REB REVIEW:
As determined appropriate during the Administrative Review, RSO will forward the study for delegated or full board review.

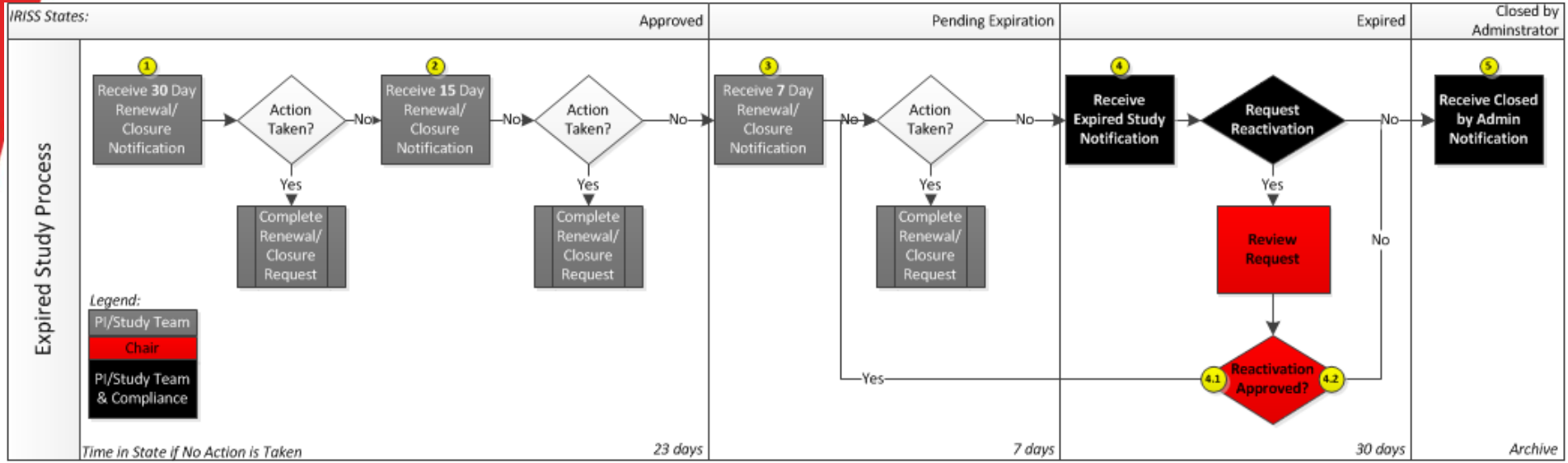
POST REVIEW:
After the official REB review, RSO will document the determination, generate a letter, set the study expiration data, and approve appropriate material attached in pre-submission.

POST REVIEW STATES:
After the official REB review and the letter has been sent, the study will transition to a post review state, indicating that either research can begin or the application is declined.

Workflow Legend:



*** CHANGES or CLARIFICATION REQUESTED:**
Note that changes can be requested in any of the above stages with an "*" if the REB determine that additional changes are necessary. When a study is returned for changes, the study is unlocked and the system will allow you to make changes as necessary.



- Ethics approval is granted for 1 year; annual renewal window is 30 days before expiry date
- 3 reminder system notifications are generated (30, 15, 7 days before expiry)
- If PI allows the ethics to expire – must apply for ability to submit renewal
- If no action is taken, study is administratively closed and funding is suspended 30 days post expiry

- PI resume is uploaded into researcher profile
- TCPS2 certificate for students, post docs, medical residents is uploaded into researcher profile (*Sept, 2018 – requires TCPS2 or CITI for all PIs*)
- University of Calgary logos are on all recruitment material (posters, consent forms, etc)
- Department Head approval is uploaded into application
- All students, post docs, medical residents are listed on the ethics application
 - *All resources that require access to AHS records or facilities MUST be listed on the ethics application*



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