![Alberta Health Services logo]

> IRISS

USE THIS GUIDE FOR:	USE THIS GUIDE IF YOU ARE A:
Applying to use AHS facilities or services	**PI or Coordinator on a study utilizing AHS facilities or resources**

SUMMARY:

The new AHS application module is now integrated directly within IRISS and replaces the previous sharepoint form.

The application is built on SmartForm logic and pulls information directly from the ethics application to guide study-specific questions.

Key features include:

- visibility into the current state of your application
- ability to save, edit, and continue the application at any point
- automatic data sync with REB and AHS records so information is always current
- communicate directly with the AHS team through IRISS

INITIATE THE APPLICATION

The AHS application process is triggered when you indicate you require access to AHS services or facilities **in your ethics application** (question 2.0 under Impact and Operational Approvals).

The **AHS button will appear** in your main REB workspace sidebar menu as soon as you indicate AHS resources are required within the ethics application. This button will **initate** the module.

Once initiated, a **tab for AHS** will appear in your home workspace. Use this **tab to access** your application again after it's been initated.

When can I submit the application?
Industry Sponsored Clinical Trials and pSites: when you submit the ethics application.
All other application types: once your ethics application has been approved.

SAVE, EDIT, CONTINUE

There are 4 sections to the application; Operational Approvals, Data Access, Department Information, and Support Documentation.

Once operational approvals has been filled out, the application is assigned an ID number and can **saved, closed, and continued** at a later date by under the AHS Resources & Facilities Tab.
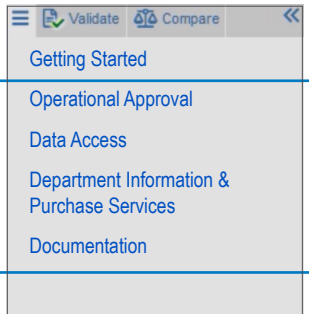
SECTIONS OF THE APPLICATION

Operational Approval: request access to physical spaces and data.

Data Access: request access to data including, reusing, extraction, direct access to AHS data bases, paper charts, or help to identify.

Department Information & Purchase Services: information pertaining to where, AHS staff support, and how long you need access to AHS facilities and services
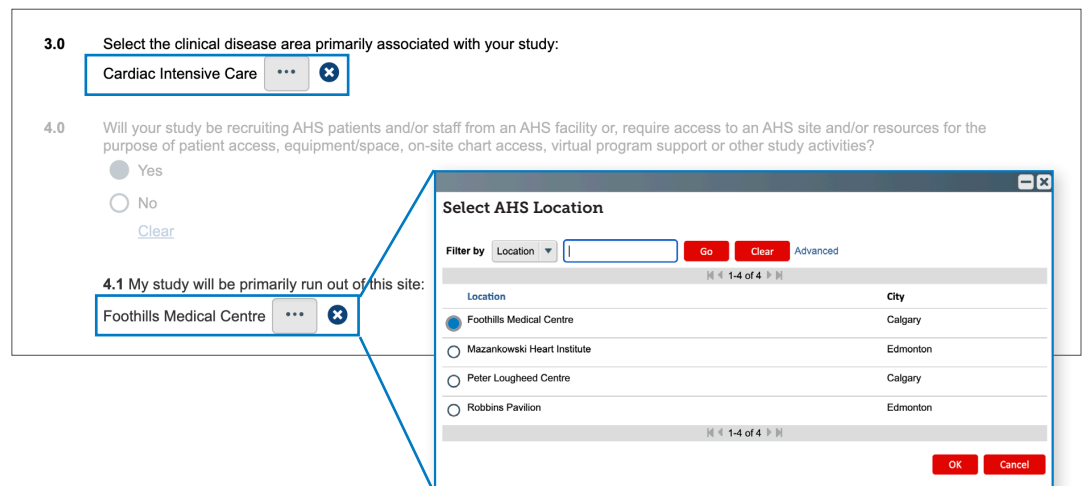
Documentation: supplementary documentation for AHS approvals NOT included in the ethics application.

IMPORTANT TO KNOW

The application has been built using SmartForm logic and AHS databases to reduce user error and inform selections available.

Drop-Down Options: only options relevant to your site requirements may be available.

Pre-Populated Responses: some sections will pre-populate based on earlier responses including team members and study-specific information.

eg. only sites available based on the indicated clinical disease are listed
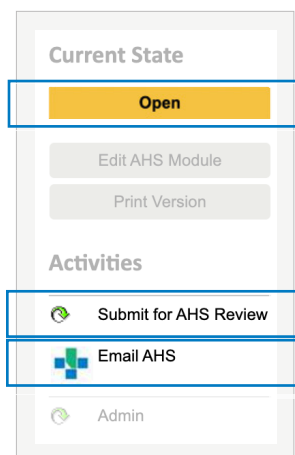
SUBMITTING YOUR APPLICATION

Once complete, you will receive email notification prompting you to submit the application.

Use the **SUBMIT FOR AHS REVIEW** button in the sidebar of the AHS Resources Tab workspace.

CURRENT STATE VISIBILITY

Once submitted, the current state of review is visible in the application workspace sidebar menu.

CONTACT AHS

If at any time you need to reach out to AHS, use the **EMAIL AHS button.**
All communication history will be listed in your AHS Resources & Facilities workspace.