

MAKE REQUESTED CHANGES TO A STUDY/APPLICATION

This document entails how to make changes to your study for the change requests from REB administrators or Board.

This involves **two** steps:

- I. **Make requested changes to study**
 - Edit the desired pages of application (To navigate use the 'Edit Study' button on left-hand side of the page).
 - Save the Changes.
- II. **Respond to Reviewer notes**

I. HOW TO MAKE REQUESTED CHANGES

1. You will receive an email from the IRISS system indicating that changes or clarifications are required. Click on the Ethics ID link in the email beside Study ID to go directly to the Study Workspace.

Clarifications or changes are required for the request indicated below by Saturday, August 11, 2018.

General guidance:

- Click the Study ID link or login to IRISS, under the **INBOX tab**, navigate to the study.
- Under the **Reviewer Notes tab**, address each item and make any changes in the application, if applicable.
- **The PI must submit the changes by clicking on the 'Submit Changes' button under My Activities.**

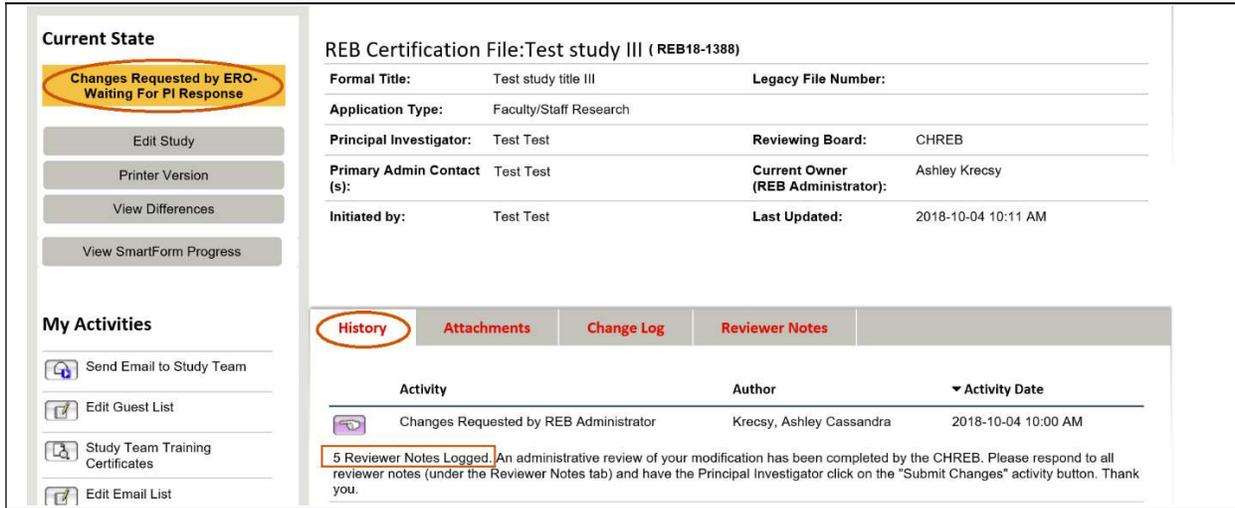
Principal Investigator: *<PI name>*
 Short Study Title: *<Short study title>*
 Long Study Title: *<Long study title>*
 Study Id: [REB18-1388](#)

2. Alternatively, you can enter the Study Workspace directly from your Personal Home page in IRISS. The study will show in your **INBOX** - click on the study name to open the Study Workspace.

Page for Test Test

Inbox REB Templates REB Protocols Research List ACC Protocols Research List							
Filter ? ID Enter text to search for Go + Add Filter x Clear All							
ID	Name	Short Title	▼ Date Modified	Type	Legacy File#	State	Last State Change
 REB18-1388	Test Study title III		2018-10-18 11:05 AM	REB Certification		Changes Requested by ERO- Waiting For PI Response	2018-08-10 6:11 AM

3. **History Tab** – shows Changes Requested and indicates how many **Reviewer Notes** have been logged and gives further instructions regarding making changes.



Current State

Changes Requested by ERO-Waiting For PI Response

Edit Study

Printer Version

View Differences

View SmartForm Progress

My Activities

- Send Email to Study Team
- Edit Guest List
- Study Team Training Certificates
- Edit Email List

REB Certification File: Test study III (REB18-1388)

Formal Title: Test study title III Legacy File Number:

Application Type: Faculty/Staff Research

Principal Investigator: Test Test Reviewing Board: CHREB

Primary Admin Contact (s): Test Test Current Owner (REB Administrator): Ashley Krecsy

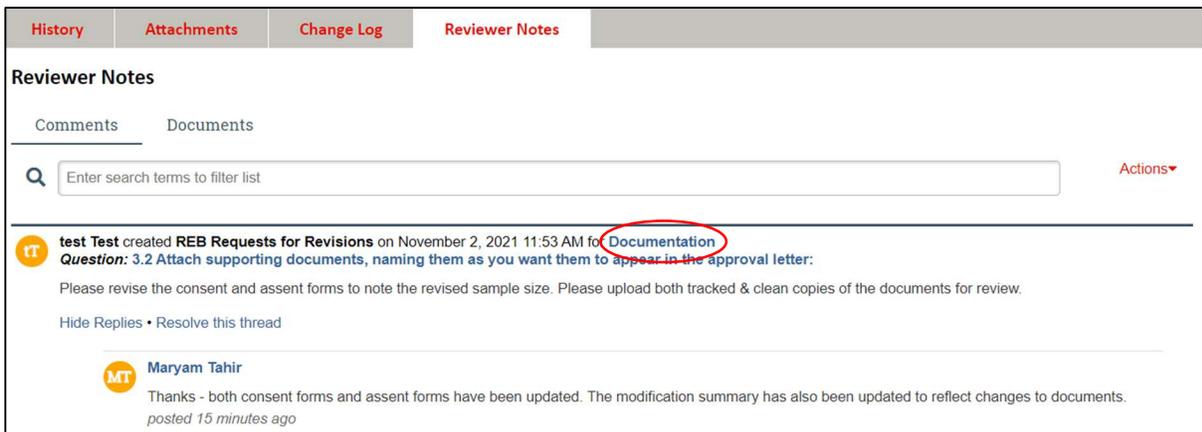
Initiated by: Test Test Last Updated: 2018-10-04 10:11 AM

History Attachments Change Log Reviewer Notes

Activity	Author	Activity Date
Changes Requested by REB Administrator	Krecsy, Ashley Cassandra	2018-10-04 10:00 AM

5 Reviewer Notes Logged. An administrative review of your modification has been completed by the CHREB. Please respond to all reviewer notes (under the Reviewer Notes tab) and have the Principal Investigator click on the "Submit Changes" activity button. Thank you.

4. Click on the **Reviewer Notes** tab to view the requested changes/clarifications. In this example, the note is a **Change Request** on the **Documentation** page.



History **Attachments** **Change Log** **Reviewer Notes**

Reviewer Notes

Comments Documents

Enter search terms to filter list Actions

test Test created REB Requests for Revisions on November 2, 2021 11:53 AM for **Documentation**

Question: 3.2 Attach supporting documents, naming them as you want them to appear in the approval letter:

Please revise the consent and assent forms to note the revised sample size. Please upload both tracked & clean copies of the documents for review.

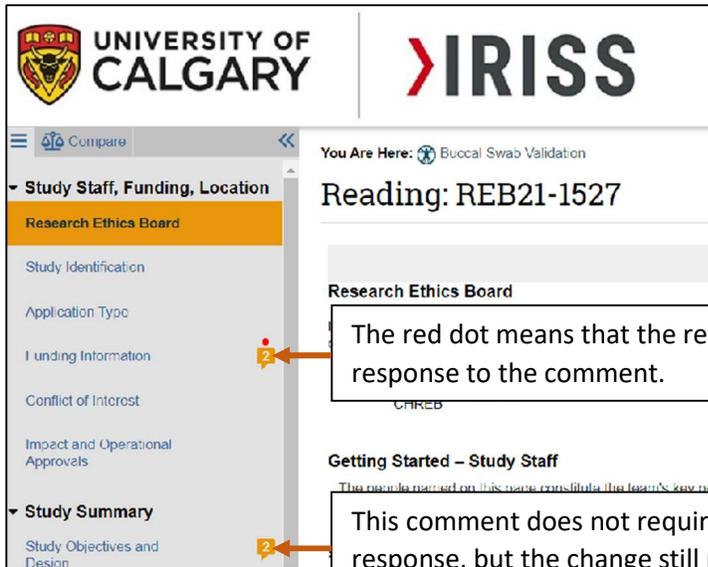
Hide Replies • Resolve this thread

MT Maryam Tahir

Thanks - both consent forms and assent forms have been updated. The modification summary has also been updated to reflect changes to documents.

posted 15 minutes ago

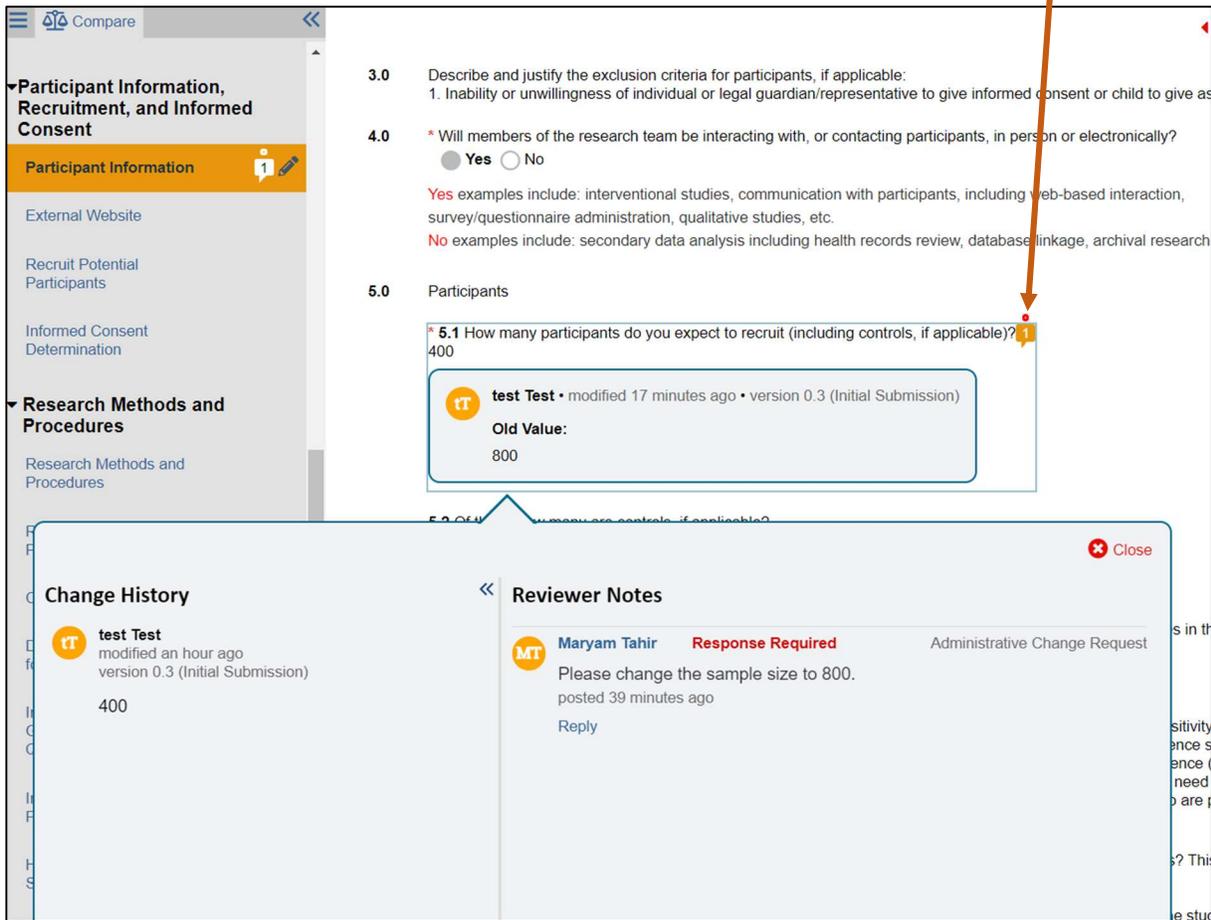
- To get to the appropriate page in the study, navigate to the left hand side of the screen, click **Edit Study**, and use the scroll pane to navigate to the page with the comment icon.



The red dot means that the reviewer has requested a response to the comment.

This comment does not require a response, but the change still needs to be made in the application.

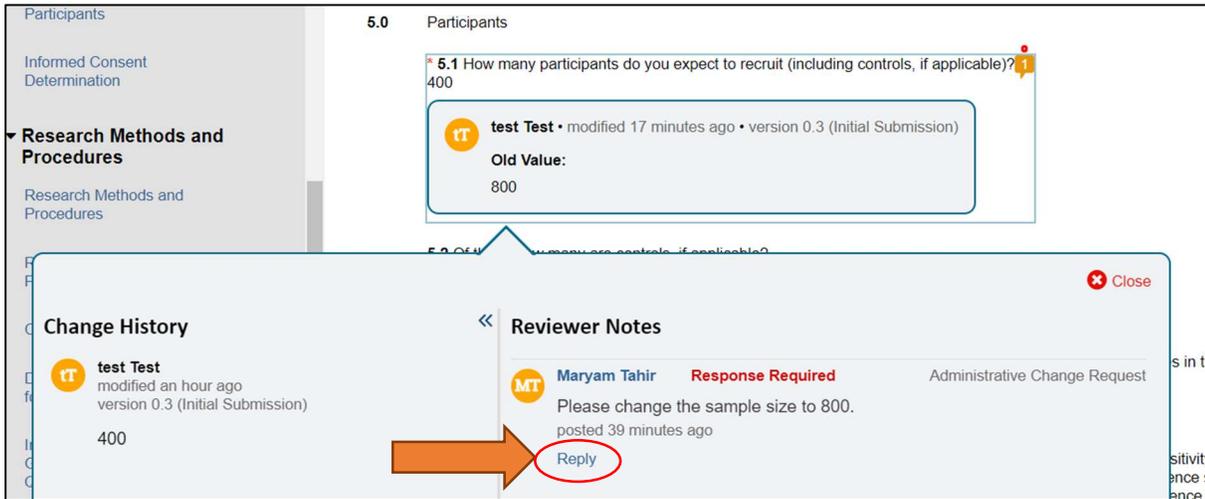
Click on the comment bubble to view the reviewer note.



6. Make the necessary changes on corresponding pages as per the reviewer notes.

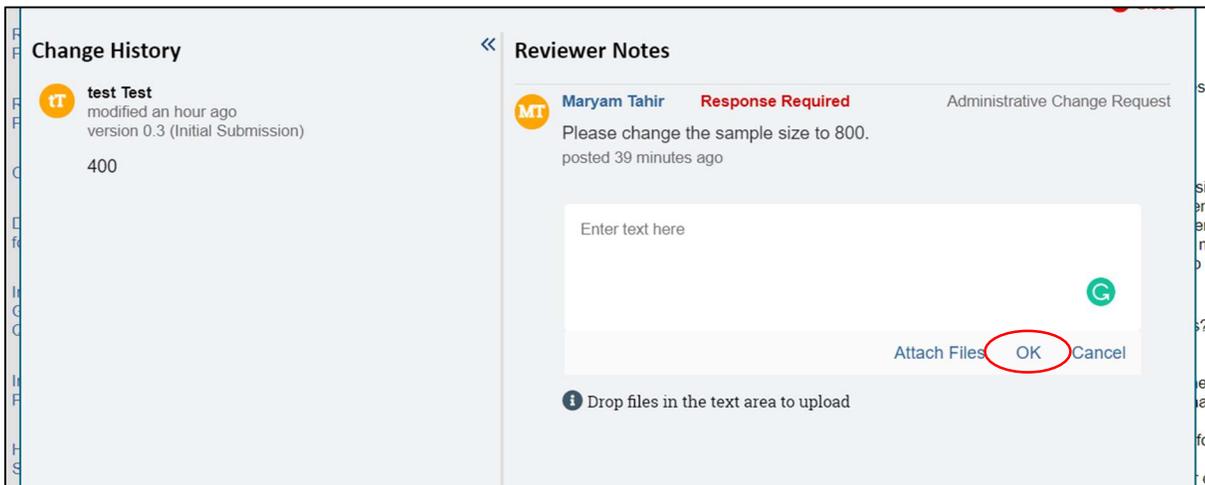
II. HOW TO RESPOND TO REVIEWER NOTES

1. If the reviewer note indicates that there is a **Response Required**, click on Reply.



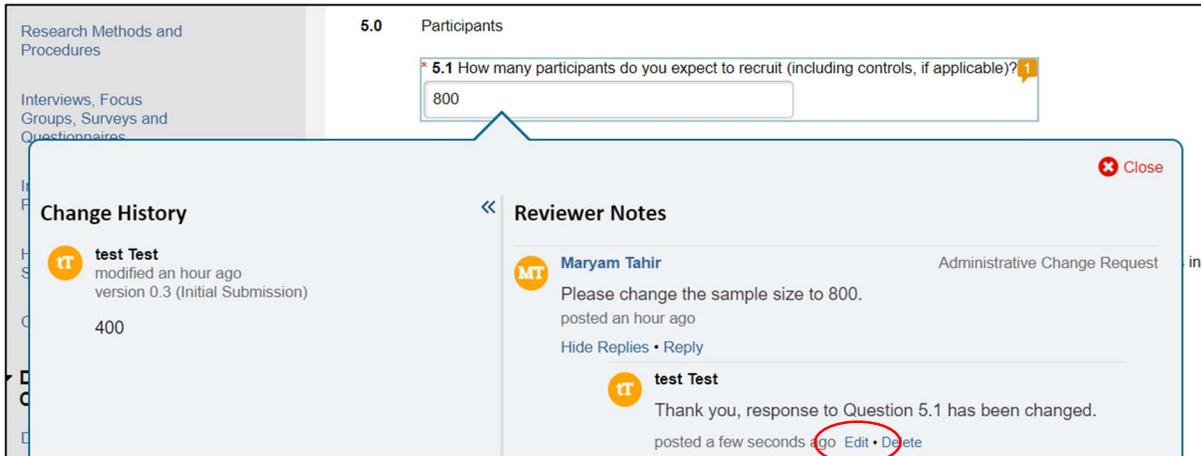
The screenshot shows the IRISS interface for a change request. On the left, there is a sidebar with 'Participants' and 'Research Methods and Procedures'. The main content area shows a question: '5.1 How many participants do you expect to recruit (including controls, if applicable)?' with a current value of 400. A reviewer note from 'Maryam Tahir' (MT) is displayed, stating 'Please change the sample size to 800.' and 'posted 39 minutes ago'. The note is marked as 'Response Required'. A 'Reply' button is circled in red, and an orange arrow points to it from the left. A 'Change History' panel on the left shows a change from 400 to 800 by 'test Test'.

2. A response box will open for you to add your comments. Click on the **OK** button in the bottom right to save your response, then click **Close** to close the comment window.



The screenshot shows the IRISS interface with a response box open. The response box contains a text input field with the placeholder 'Enter text here', a green 'G' icon, and buttons for 'Attach Files', 'OK', and 'Cancel'. The 'OK' button is circled in red. The reviewer note from 'Maryam Tahir' is still visible in the background.

3. Once completed, your response will show in the box underneath the original request.



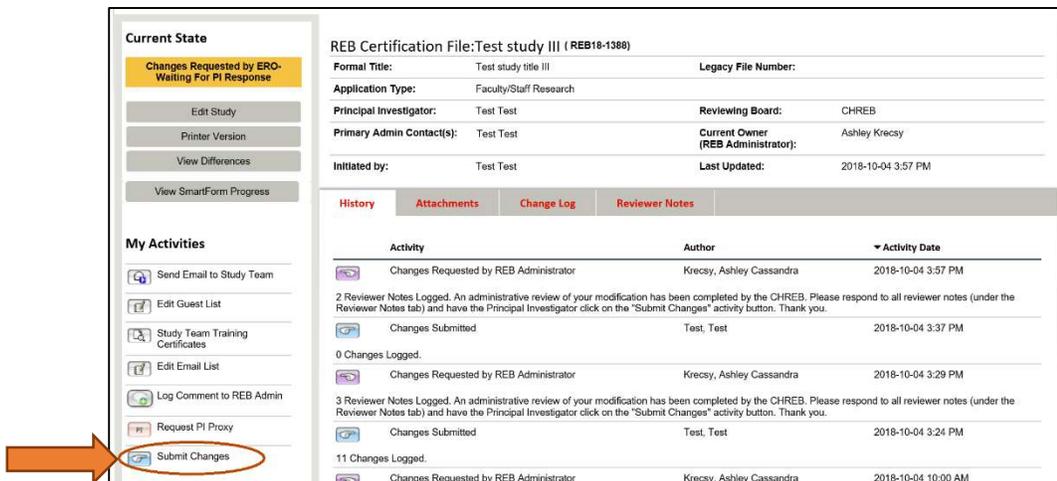
4. If you click on **OK** and realize you would like to add/ change your response, click on **Edit** to re-open the response box and make your changes.

You can also **Delete** your response to the comment and start again.

5. Once you have made all the appropriate changes and responded to all Reviewer Notes, click on **Save & Close** at the bottom of the page.



6. This will take you back to the Study Workspace. To submit the changes, the PI will click on the **Submit Changes** button under **My Activities** on the left had side of the page.



Activity	Author	Activity Date
Changes Requested by REB Administrator	Krecsy, Ashley Cassandra	2018-10-04 3:57 PM
2 Reviewer Notes Logged. An administrative review of your modification has been completed by the CHREB. Please respond to all reviewer notes (under the Reviewer Notes tab) and have the Principal Investigator click on the "Submit Changes" activity button. Thank you.		
Changes Submitted	Test, Test	2018-10-04 3:37 PM
0 Changes Logged.		
Changes Requested by REB Administrator	Krecsy, Ashley Cassandra	2018-10-04 3:29 PM
3 Reviewer Notes Logged. An administrative review of your modification has been completed by the CHREB. Please respond to all reviewer notes (under the Reviewer Notes tab) and have the Principal Investigator click on the "Submit Changes" activity button. Thank you.		
Changes Submitted	Test, Test	2018-10-04 3:24 PM
11 Changes Logged.		
Changes Requested by REB Administrator	Krecsy, Ashley Cassandra	2018-10-04 10:00 AM

HOW DO I KNOW MY CHANGES HAVE BEEN SUBMITTED?

You will know the changes have been submitted when:

Current state of the study changes (in this example it changes from **Changes Required by ERO - Waiting for PI Response** - to - **Under Ethics Resource Officer Review**)

- History Tab shows **Changes Submitted**.

The screenshot displays the IRISS user interface for a study titled "REB Certification File: Test study III (REB18-1388)". The top navigation bar includes "My Home", "Researcher Profile", and "Help". The user is logged in as "Test Test".

Current State: The study is currently in the state "Under Ethics Resource Officer Review", which is highlighted with a yellow oval. Other options include "View Study", "Printer Version", "View Differences", and "View SmartForm Progress".

Study Details:

- Formal Title: Test study title III
- Application Type: Faculty/Staff Research
- Principal Investigator: Test Test
- Primary Admin Contact (s): Test Test
- Initiated by: Test Test
- Legacy File Number: (blank)
- Reviewing Board: CHREB
- Current Owner (REB Administrator): Ashley Krecsy
- Last Updated: 2018-10-05 10:20 AM

History Tab: The "History" tab is selected and circled in red. Below it, a table shows the activity log:

Activity	Author	Activity Date
Changes Submitted	Test, Test	2018-10-05 10:20 AM

Below the table, it indicates "2 Changes Logged."