

GW iRIS

Reference Guide: Building and Submitting an IBC Application

To start a new IBC application in the Integrated Research Information System (iRIS), you will first need to login (please see [login instructions for first-time users](#)). Then follow the instructions below:

Add a New Study

On the home screen, select “Add a New Study” under “Study Assistant”

The screenshot shows the GW iRIS home interface. At the top, the user is logged in as 'GW Researcher' from the 'Yes - Test Department'. A navigation menu on the left includes 'My Assistant' and 'Study Assistant'. The main content area displays a welcome message and a notification about system announcements. Below this, the 'Study Assistant' section contains five buttons: 'Add a New Study', 'My Studies', 'Submit a Form', 'My Current Approvals', and 'Upcoming Renewals'. The 'Add a New Study' button is highlighted with a red rectangular box.

Select “GW IBC Protocol” and Click “Start Selected Application”

The screenshot shows the 'Select New Study Application Form' screen. At the top, there are two buttons: 'Cancel and Return' and 'Start selected Application'. The 'Start selected Application' button is highlighted with a red rectangular box. Below the buttons, a table lists available forms. The 'GW IBC Protocol' form is selected, indicated by a red circle around its radio button.

	Form Name	Form Description
<input type="radio"/>	GW IRB Application	This form applies to research involving interaction or intervention with Human Subjects or (their) Private identifiable information (samples, chart reviews, etc.)
<input checked="" type="radio"/>	GW IBC Protocol	Complete this form to receive IBC review and authorization for 5 years for research involving: any biological agents, infected animals or tissues (including field work), recombinant or synthetic nucleic acid (rsNA) molecules, Select Agents & Toxins, and work with human blood, bodily fluids, tissues or cells in culture. Most of the biological research described in this application requires IBC authorization prior to initiation.
<input type="radio"/>	GW IACUC Application	This form applies to studies involving animals that are produced for or used in research, testing, and/or teaching.

Populate the application

Populate the questions with responses. Anything with a red asterisk (*) is a required field. At the end of each set of questions, click “Save and Continue to Next Section”. As you continue through the application, you will notice on the left-hand side under “Section view of Application” that each section header will appear, you can quickly visit other sections by clicking on these section headers. You can also save a section at any time and come back to the application. You will pick up at the latest section you reached

GW IBC Protocol (Version 1.0) Back

Save Section Save and Continue to Next Section

Section view of Application Entire view of the Application

1.0 General Information

1.0 General Information

* Please enter the full title of your study:

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2.0 (a) Adding Department(s). Your Department should already appear below, however if you would like to associate the study with a different department:

- Click Add next to the Question “List departments associated with this study”

2.0 Add Department(s)

2.1 List departments associated with this study:

Primary Dept?	Department Name	
No departments have been added to this Study		+ Add

- Search for Departments: Enter a department name and click “Search”. Then select the appropriate department and click “Save.”

Adding Department - Search Window

Search for the Department that you would like to choose by entering Department Code , Department Name or School Code in the search box.
If you already have Departments added they will not appear here again.

Institution Name Department Name

School Code Dept Code

3 result(s) found... 1 - 3

Select	Institution	Department Name	School Code	Department Code
<input type="checkbox"/>	George Washington University	ADMINISTRATION-BIOLOGICAL SCIENCES	151401	
<input checked="" type="checkbox"/>	George Washington University	COMPUTATIONAL BIOLOGY INITIATIVE -N	100107	
<input type="checkbox"/>	George Washington University	MICROBIOLOGY IMMUNOLOGY TROPIC MED	813211	

(b) Removing Department(s)

2.0 Add Department(s)

2.1 List departments associated with this study:

Primary Dept?	Department Name	<input type="button" value="+ Add"/>	<input type="button" value="X Remove"/>
<input checked="" type="checkbox"/>	<input type="radio"/> Yes - COMPUTATIONAL BIOLOGY INITIATIVE -N		

3.0 Granting Key Personnel Access to the study (Study team members)

This is where you will add the PI (yourself or another user who will serve as the PI), Co-Investigators, Research Support Staff and Study Contacts.

Section view of Application | Entire view of the Application

1.0 General Information
 2.0 Setup Department(s) Access
 3.0 Grant Key Personnel access to the study

3.0 Assign key study personnel (KSP) access to the study

3.1 Please add a Principal Investigator for the study:
 Select if applicable
 If the Principal Investigator is a Student, Resident, or Fellow, the name of the Faculty Advisor must be supplied below.

3.2 If applicable, please select the Research Staff personnel:

A) Additional Investigators

B) Research Support Staff

3.3 Please add a Study Contact:
 The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The study contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).

Click on Add User. This will bring you to a screen where you can search current individuals to add to the system. This will search for any users who have an account in the system. (If you do not see a user listed that you need to Add, please ask them to login to the system. Helpful guidance can be found in the ["Logging in for the first time" Reference Guide](#))

Search User Directory Back

/Find: Last Name: (You may enter a partial name to search)
 First Name:
 by Department: All Departments

After locating the user who you would like to add, Click on the Select User checkmark.

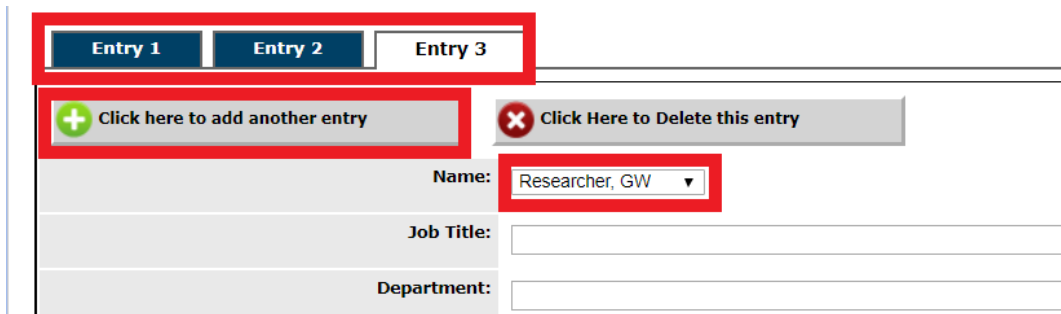


Study Contacts: Any user added as a Study Contact will receive study notifications/correspondence that are generated through iRIS.

Other sections in the application that may require additional guidance:

5.0 Key Administrative:

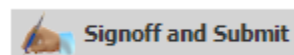
Use the “Add a new row” button to add as many rows as necessary to list locations and funding agency(s). For each personnel added, a form must be completed to highlight what training(s) they have completed. Choose an individual from the “Name” dropdown and complete their information. Then select “Click here to add another entry” and select a different individual and complete their information, etc. Once multiple entries have been added, you can select the tab(s) at the top to review/edit previously entered information.



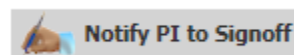
Initial Review Submission Packet

Once you get to the end of the application, you will get to a section titled “Application Questions Complete” and will be asked to proceed to the “Initial Review Submission Packet” (by clicking “Save and Send to Next Section”). This is where a lay summary should be added (in section 1.0), where the application can be reviewed a final time before submitting (in section 2.0) and where additional documents can be uploaded (in section 3.0). You may select the types of documents that you will enter and then add the documents by selecting them one at a time or as multiple files.

Once you have completed adding all supplemental study documents you will choose “Signoff and Submit” in the top right.



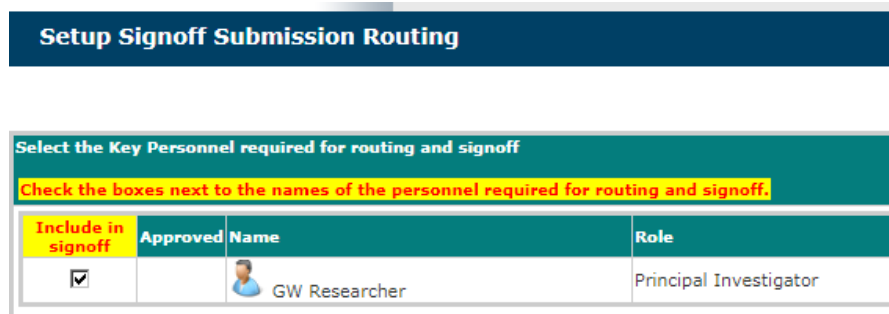
If you are completing an application on behalf of a Principal Investigator, you will see the option to notify the PI to signoff.



You will then need to follow the steps to setup submission routing and after this, a notification will be sent to the PI and a task will appear on the homescreen when the PI logs into the application. They will need to login and follow the steps to submit the application.

Setup signoff submission routing

You will now be brought to the screen where you will see the Principal Investigator on the study. If co-investigators were added to the study, they may also appear in this list. If they do not need to signoff on the application, you can uncheck the box next to their name. The PI does need to be included in the signoff.




Click the 'Save and Continue' button. Unless you require another person's signoff before your protocol submission, you may select 'Save and Continue' on the next two screens as well.




Signoff/Submit the application

At this point you will see the final signoff screen, asking you to check the box next to the PI assurances and Reporting, select either Approve or Deny and hit Save Signoff.



Monitoring the status of your application

Once you have completed this you will be brought to a screen indicating that the application has been assigned an IBC number and received by the IBC. A checkmark indicates completion while the  indicates the action is still in process.

Status	View Details	Date Received / Date Completed	+	Event Description
		01/17/2019 02:35 PM EST	+	IBC received the submission
		01/17/2019 02:35 PM EST 01/17/2019 02:35 PM EST	+	Send Email with Merge Code
		01/17/2019 02:35 PM EST 01/17/2019 02:35 PM EST	+	IBC assigned with the IBC Number of IBC-19-12

