Guide for Submission of IBC Annual Status Report

1. Log in to iRIS.
2. Hover over My Workspaces
3. Hover over Study Assistant
4. Click View My Studies
5. Click on your IBC study
6. Click on IBC Annual Status Report Form
7. Click on "Add a New Form"
8. Enter date of submission
9. Click on "Save and Continue"
10. 2.1 Choose with or without changes
    a. **A revised study application is required for all changes with the exception of personnel changes
11. 2.2 Select the type of modification
12. Click on "Save and Continue"
13. 3.1 Indicate the change
14. Click on "Save and Continue"
15. 4.1 Click to attach the application
16. On the right hand side click "Create a Revised Application"
    a. Make the necessary changes
    b. Select the revised application
    c. Save attachment
17. Click on "Save and Continue"
18. 5.1 Select yes or no
19. 5.3 Select yes or no
20. 5.4 Provide a summary or the progress made within the last 12 months
21. Click on "Save and Continue"
22. Signoff and Submit