



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

# What is iRIS and How do I Get an Account?

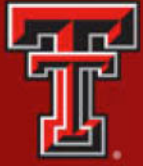
## Training for Investigators and Research Personnel





# Our outline for today:

- What is iRIS?
  - What is iRIS used for?
  - Who needs an iRIS account?
  - What does iRIS look like?
- How can I obtain an iRIS account?
  - Where do I go to access iRIS?
- Where do I go to obtain iRIS reference material?
- How do I open a new study?
  - How do I fill out an Initial Study Application on iRIS?
  - How do I submit my completed study application?
- Know Your Forms!
- A new version of iRIS
- Summary
- References



# What is iRIS?





# iRIS is iMedRIS

Integrated Medical Research Informational System  
(iRIS, aka: iMedRIS)

⇒ Research compliance committee software

↪ Review

↪ Organization

↪ Record Retention

[IRB Glossary](#)



# What is iRIS used for?





# What is iRIS used for?

⇒ Submissions

⇒ Approvals

⇒ Electronic record-keeping

⇒ Communication



# Who needs an iRIS account?







# Who needs an iRIS account?

⇒ All applicable research personnel including:

- ↪ Principal Investigators
- ↪ Co-Investigators
- ↪ Study Nurses
- ↪ Clinical Research Associates
- ↪ Clinical Research Coordinators
- ↪ Research Assistants
- ↪ Promotoras
- ↪ Etc...

[Human Research Protection Program Manual](#)



# What does iRIS look like?





# What does iRIS look like?

**iRIS User Guides**

- Guide to Study Management (v10.03.02)
- Guide to My Assistant (v.10.03.02)
- Guide to Study Assistant (v10.03.02)
- Guide to Add a Study (v10.03.02)
- Guide to Study Submissions (v10.03.02)
- Guide to Subject Management (v10.02)
- Guide for IRB Reviewer Dashboard (v10.03.02)
- Quick Guide for Principal Investigator Sign-off v10.03 (Jan 2017)
- Quick Guide for Signatory Authority-Dept Chair Sign-off v10.03 (Jan 2017)
- IACUC-Quick Guide to Initial Application submissions
- IACUC-Quick Guide to ASR submissions (2016)
- IACUC-Quick Guide to 3-yr Renewal submissions (2016)
- IACUC-Quick Guide to Amendment Submissions (07/2016)
- IACUC-Quick Guide to Revisions (05/2016)
- IBC Instructions - Initial Review Application
- IBC Instructions-Revised Study Application
- IBC Instructions - Annual Status Report
- IBC Instructions - 3-Year Renewal
- IBC Instructions - Amendment
- IBC Instructions - Termination
- IRB-Quick Guide to Initial Application Submissions (Jan 2017)
- IRB-Quick Guide to Continuing Review Submissions (Jan 2017)
- IRB-Quick Guide to Amendment Submissions - (Jan 2017)
- IRB-Quick Guide to Study Closure submissions (Jan 2017)

COIRC Guidelines/Forms

- COIRC Manual (10/2019)
- COIRC Tips

Human Research Protections Guidelines

- Human Research Protection Program Manual (IRB) (10/2019)
- Obtaining Consent (3/2017)
- Making Research Consent Forms More Readable
- Glossary of Human Research Terms
- 45CFR46--Expedited Review Procedure
- List of 18 Identifiers
- Guidance Regarding Methods for Deidentification of PHI

IACUC Guidelines

- PHS Assurance for TTUHSCEP (03/26/19)
- USDA Registration (04/15/2019)
- TTUHSCEP AAALAC Accreditation (04/16/2019)
- AVMA Guidelines on Euthanasia (2013 version)
- Guide for the Care and Use of Laboratory Animals (8th Edition)
- PHS Policy on Humane Care and Use of Laboratory Animals (2015)
- USDA Animal Welfare Act & Animal Welfare Regulations
- PHS Assurances (Search for Assured Institutions)
- TTUHSC EP LARC Policies & Procedures
- National Academy of Sciences' Institute for Laboratory Research
- Whistleblower Sign - (Revised 5/2019)
- Euthanizing Instructions
- Education Requirements
- LARC Risk Assessment Health Questionnaire
- Submission Deadlines
- Statistical Calculators
- LARC Employee Health Program
- Protocol 08-05-2019

IACUC Policies

- Introduction to IACUC Policies and Procedures (09/13/2019)
- Animal Use Performed by/for TTUHSCEP Investigators at... (09/13/2019)

IBC Guidelines/Forms

- IBC Education Requirements
- IBC Study Application (01/2020)

IBC Policies and Procedures Manual

- Institutional Biosafety Committee Policies and Procedures Manual May 2018

IRB Forms

- IRB Application (01/2020)
- Biomedical Consent - English (01/2019)
- Biomedical Consent - Spanish (01/2019)
- SocioBehavioral Consent - English (01/2019)
- SocioBehavioral Consent - Spanish (01/2019)
- Parental Consent Form - English (01/2019)
- Parental Consent Form - Spanish (01/2019)
- Assent Form - English (01/2019)
- Tissue Consent - English (01/2019)
- Tissue Consent - Spanish (01/2019)
- English (9/2018)
- Spanish (9/2018)

HUD Consent

**iRIS User Guides**

- Guide to Study Management (v10.03.02)
- Guide to My Assistant (v.10.03.02)
- Guide to Study Assistant (v10.03.02)
- Guide to Add a Study (v10.03.02)
- Guide to Study Submissions (v10.03.02)
- Guide to Subject Management (v10.02)
- Guide for IRB Reviewer Dashboard (v10.03.02)
- Quick Guide for Principal Investigator Sign-off v10.03 (Jan 2017)
- Quick Guide for Signatory Authority-Dept Chair Sign-off v10.03 (Jan 2017)
- IACUC-Quick Guide to Initial Application submissions
- IACUC-Quick Guide to ASR submissions (2016)
- IACUC-Quick Guide to 3-yr Renewal submissions (2016)
- IACUC-Quick Guide to Amendment Submissions (07/2016)
- IACUC-Quick Guide to Revisions (05/2016)

Home Logout ? Help



# What does iRIS look like?

Account: Jacqueline Roberts, BS,BA  
Department: TTUHSC El Paso - OVPR - Research Resources

Home Logout Help

My Assistant  
Study Assistant

- My Account Information
- Announcements
- Operating Procedures
- View Correspondence
- Completed Tasks
- Review Board Meetings
- My Reports
- Custom Links

Roberts, BS,BA ( Last Login: 08/29/2008 10:47 AM MST )

Announcements since the last time you logged in!  
e announcements.

Submit a Form My Current Approvals Upcoming Renewals Find a Subject My Appointments

Complete Study tasks:

Waiting Submission	2
<b>Below are your incomplete TTUHSC El Paso IRB tasks:</b>	
Continuing Review Due	2



# What does iRIS look like?

The screenshot shows the iRIS user interface for Jacqueline Roberts, BS,BA. The top navigation bar includes the Texas Tech University logo, account information, and navigation links (Home, Logout, Help). The main content area features a left sidebar with a menu where 'Study Assistant' is highlighted. The dashboard displays a welcome message, a grid of quick links (Add a Form, My Current Approvals, Upcoming Renewals, Find a Subject, My Appointments), and a list of tasks. The task list shows 'Waiting Submission' and 'Continuing Review Due', both with a count of 2. A section titled 'Below are your incomplete TTUHSC El Paso IRB tasks:' is also visible.

Task	Count
Waiting Submission	2
Continuing Review Due	2



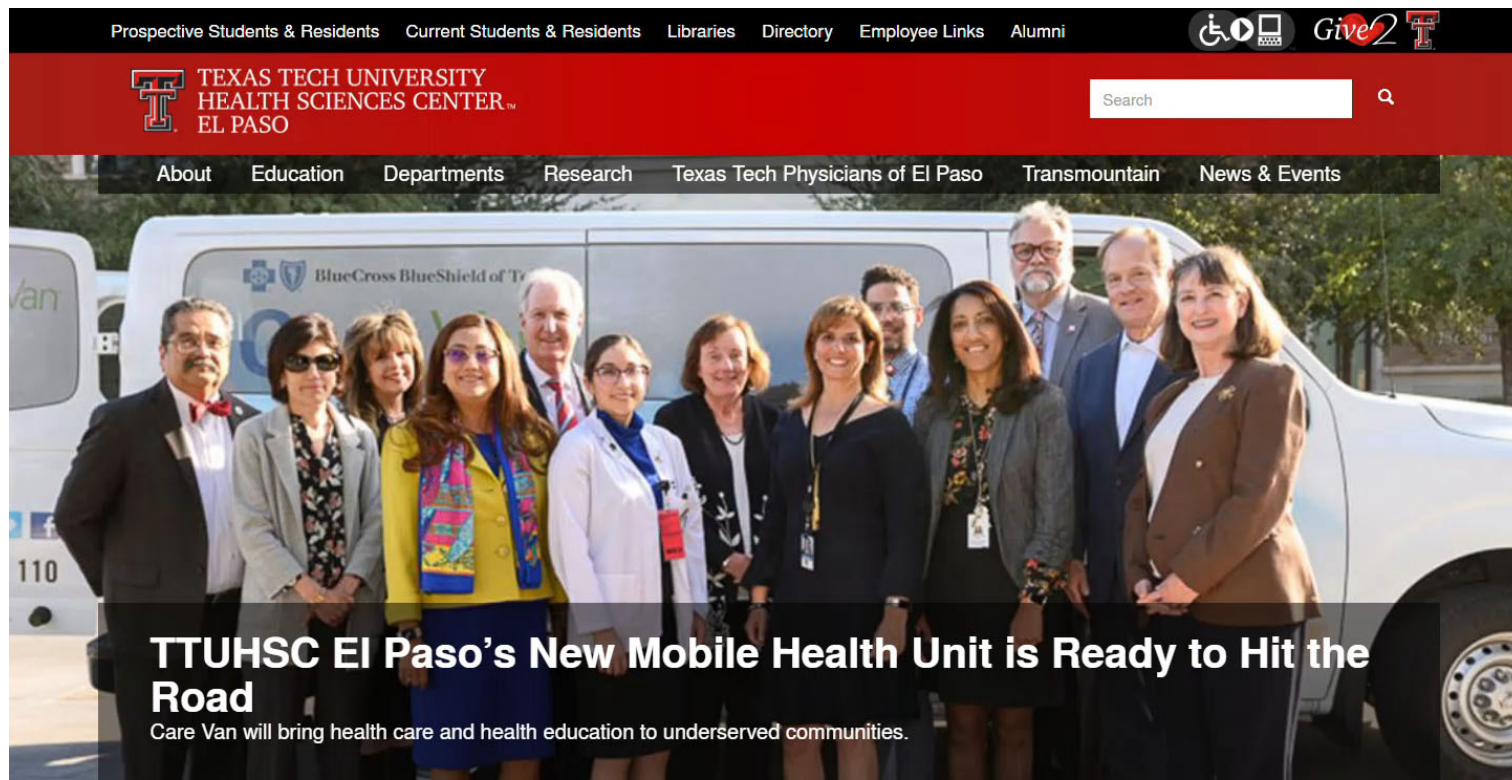
# How can I obtain an iRIS account?





# How can I obtain an iRIS account?

⇒ Training



Paul L. Foster School of Medicine



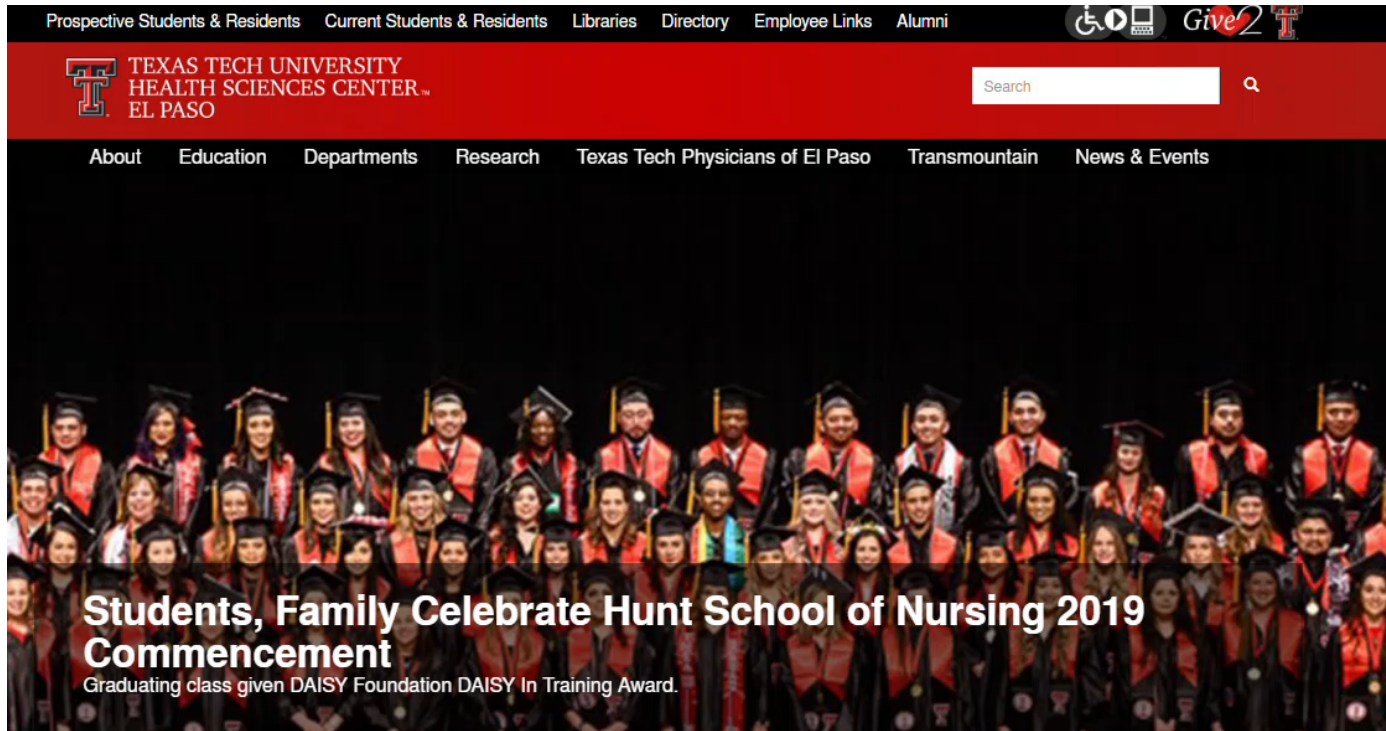
Gayle Greve Hunt School of Nursing



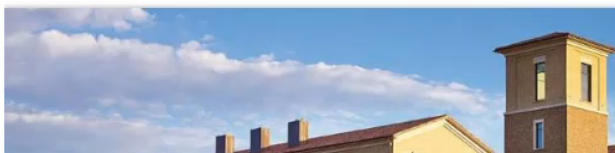


# How can I obtain an iRIS account?

⇒ Financial Disclosure



Paul L. Foster School of Medicine



Gayle Greve Hunt School of Nursing

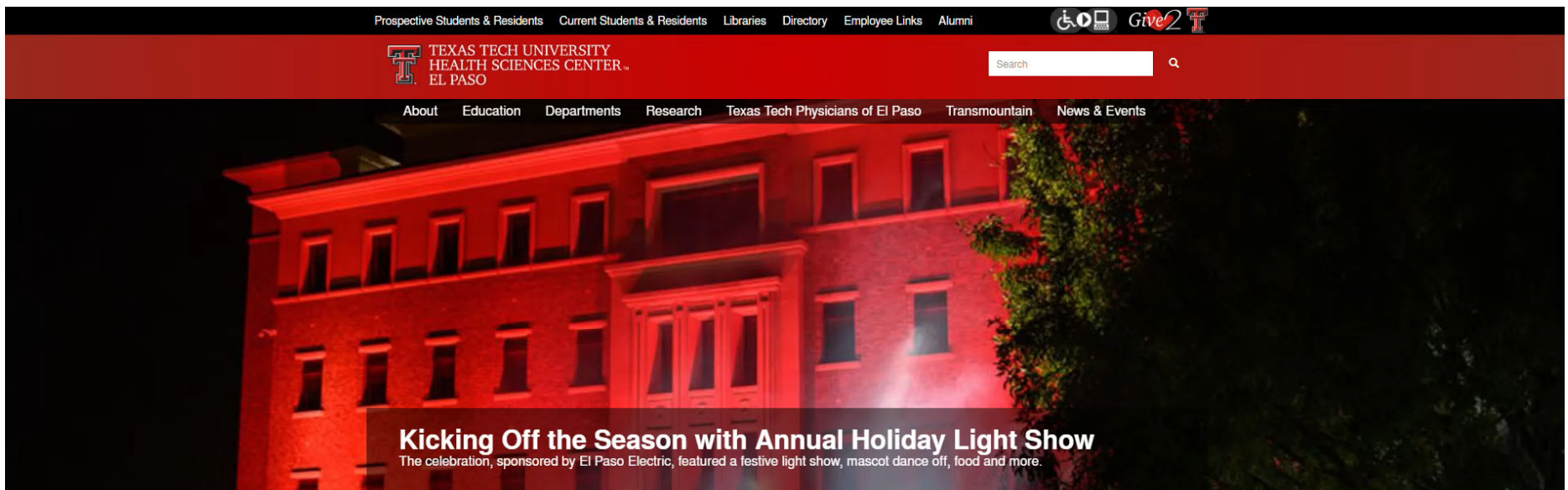






# How can I obtain an iRIS account?

⇒ Request an Account



Paul L. Foster School of Medicine



Gayle Greve Hunt School of Nursing



VISIT



[iRIS Login](#)

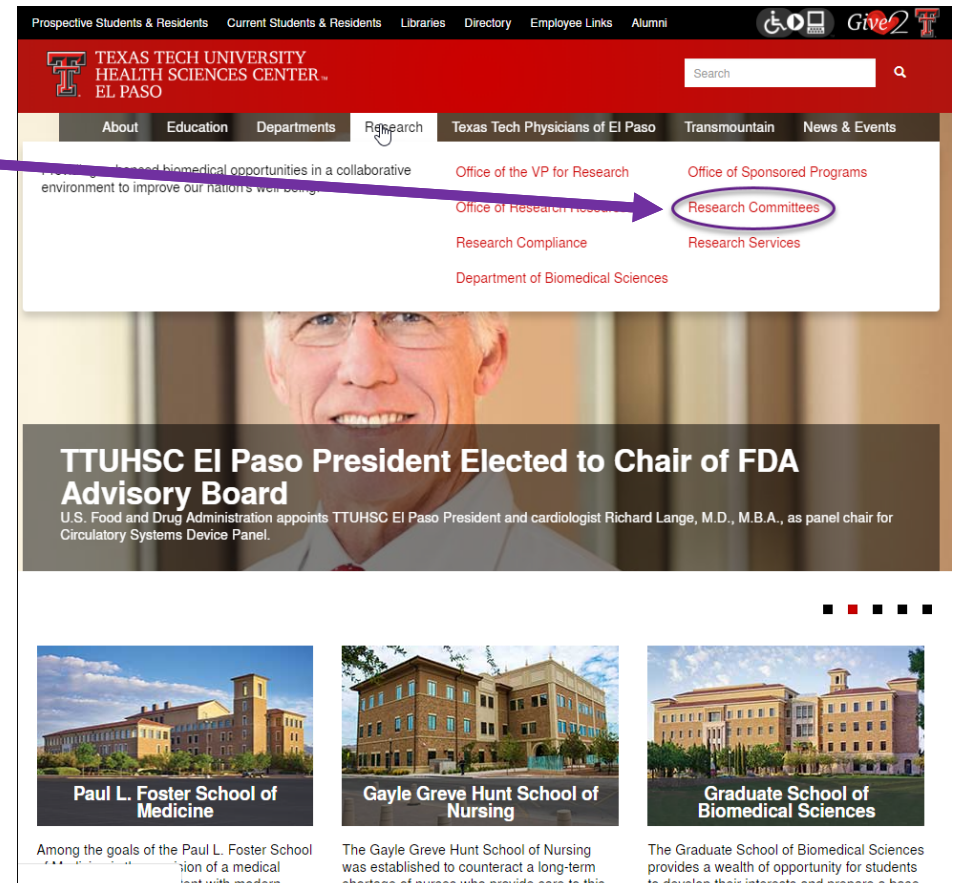
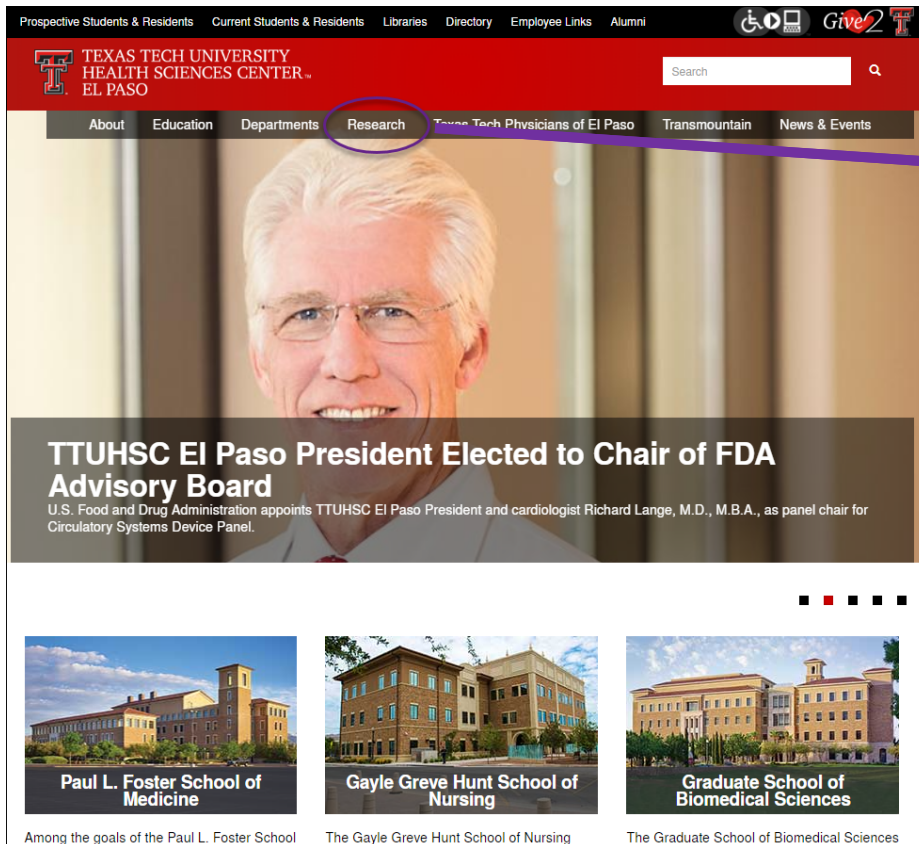


# Where do I go to access iRIS?





# Where do I go to access iRIS?





# Where do I go to access iRIS?

Prospective Students & Residents Current Students & Residents Libraries Directory Employee Links Alumni

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Search

About Education Departments Research Texas Tech Physicians of El Paso Transmountain News & Events

Home > Research > Committees

Committees

- Home
- Conflict of Interest in Research Committee (COIRC)
- Institutional Animal Care and Use Committee
- Institutional Biosafety Committee
- Institutional Review Board

**Research Committees**

Research studies conducted at Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) may require oversight from one of the Institutional Review Boards (IRB), as well as from other specific research committees depending on the characteristics of the study.

Please review the lefthand tabs above to see a list of TTUHSC El Paso's research committees that oversee specific types of studies.

**Iris Login**

**TECH TALK: HSC El Paso 01/28/19**

Take a moment to enjoy this week's Tech Talk: HSC El Paso video! Tech Talk: HSC El Paso provides you with a roundup of information and events happening on campus!

TECH TALK: HSC El Paso 01/28/19

[iRIS Login](#)

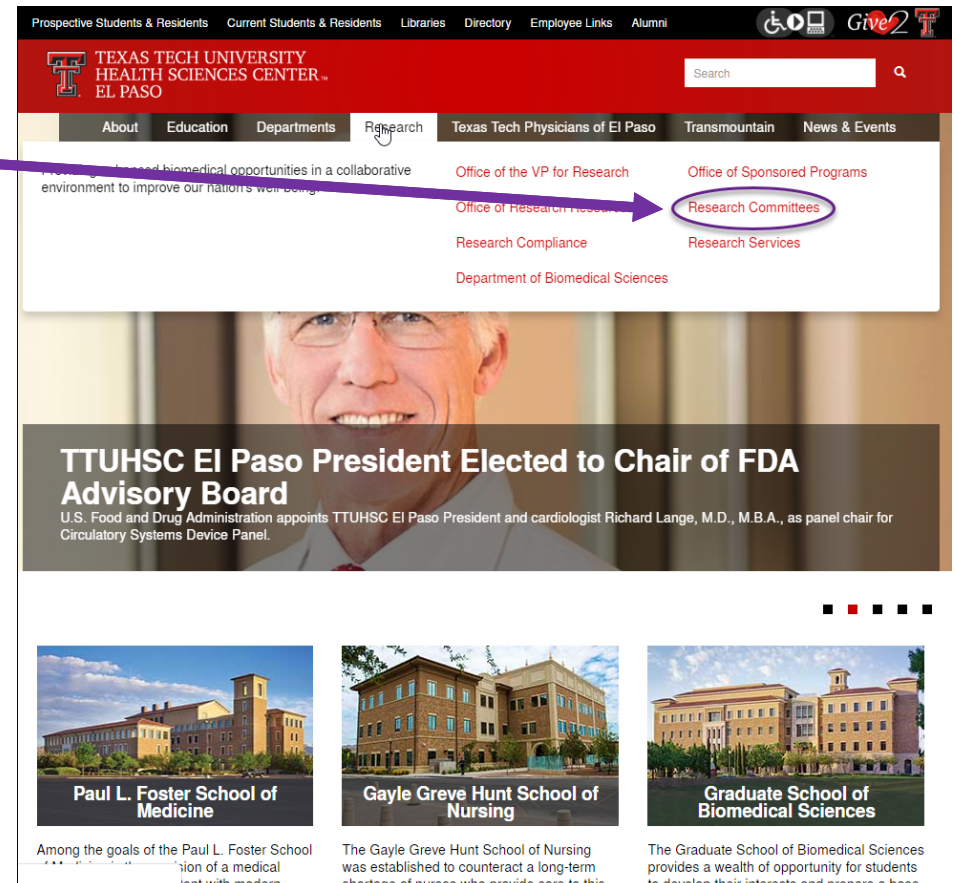
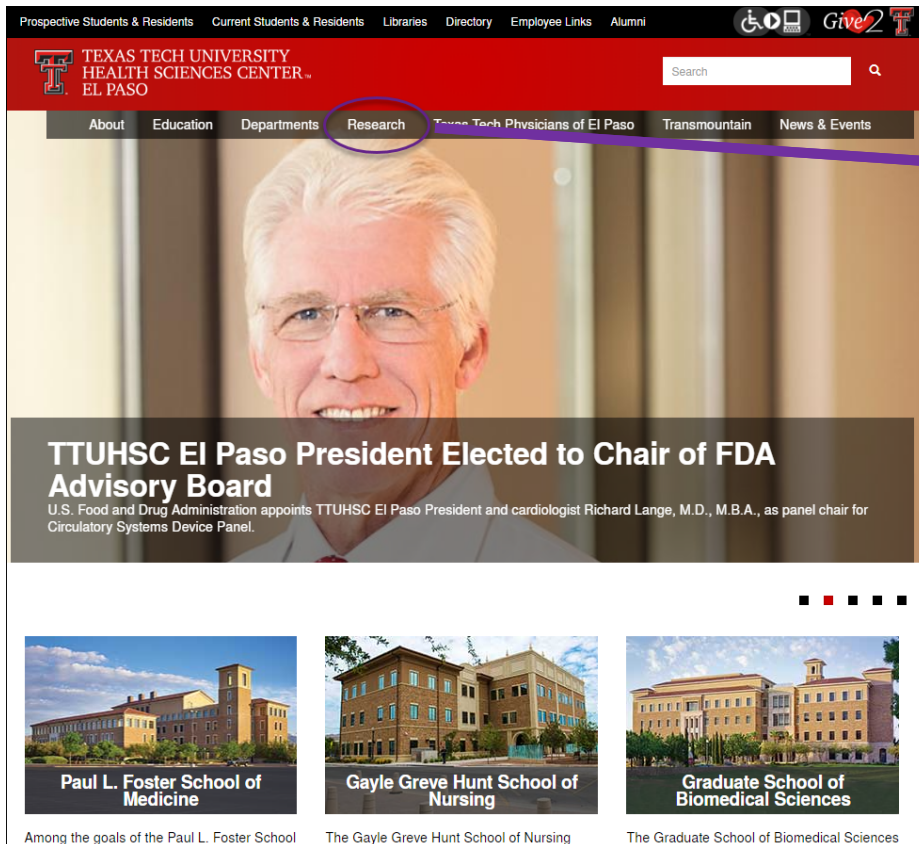


# Where do I go to obtain iRIS reference material?



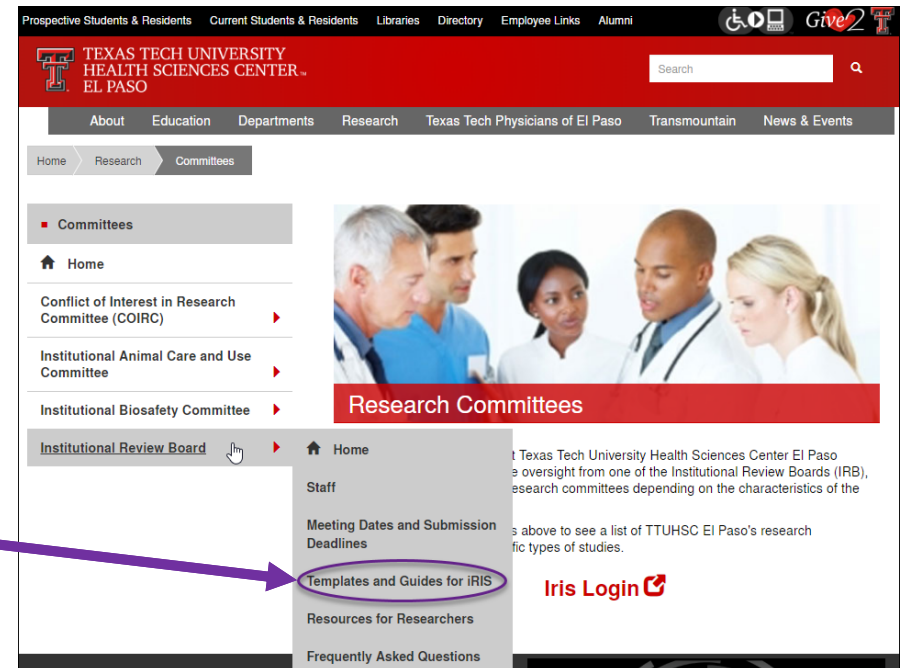
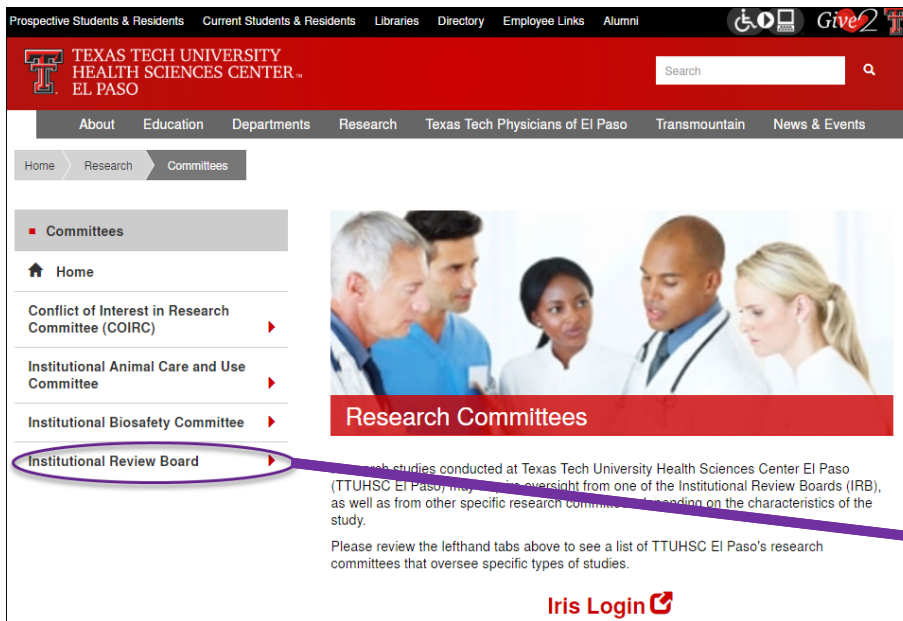


# Where do I go to obtain iRIS reference material?





# Where do I go to obtain iRIS reference material?



[iRIS IRB Reference Material](#)



# Where do I go to obtain iRIS reference material?

The screenshot shows the 'Templates and Guides' page of the iRIS system. The navigation tabs at the top are: Home, Research, Committees, Institutional Review Board, and Templates and Guides. The left sidebar contains a menu with the following items: Institutional Review Board (selected), Home, Staff, Meeting Dates and Submission Deadlines, Templates and Guides for iRIS, Resources for Researchers, and Frequently Asked Questions. The main content area is titled 'Templates and Guides for iRIS' and includes a sub-header 'Consent and Assent Forms' with a list of forms: Biomedical Consent Form, Behavioral Consent Form, Blood/Tissue Consent Form, Parental Consent Form, Assent Form, and HUD Consent Form. Below this is the 'IRB-Quick Guides for iRIS' section with a list of guides: Guide for Principal Investigator Sign Off, Guide for Signatory Authority Sign Off, Guide to the Submission of an Initial Application, Guide to the submission of an Amendment Form, Guide to the Submission of a Continuing Review, Guide to the Submission of a Response Form, Guide to the submission of an IND Safety Report, Guide to the submission of a Study Closure, and Uploading a CV. The final section is 'iRIS Guides version 10.03.02' with a list of guides: My Assistant, Study Assistant-Add a Study, Study Assistant-Study Assistant, Study Assistant-Study Management, Study Assistant-Study Submission, and Study Assistant-Subject Management (version 10.02). Purple brackets on the right side of the list items group them into three categories.

Home Research Committees Institutional Review Board **Templates and Guides**

**Institutional Review Board**

- Home
- Staff
- Meeting Dates and Submission Deadlines
- Templates and Guides for iRIS**
- Resources for Researchers
- Frequently Asked Questions

## Templates and Guides for iRIS

Templates and guides are also available in iRIS, under the My Assistant tab-Operating Procedures.

### Consent and Assent Forms

- Biomedical Consent Form - [English](#), [Spanish](#)
- Behavioral Consent Form - [English](#), [Spanish](#)
- Blood/Tissue Consent Form - [English](#), [Spanish](#)
- Parental Consent Form - [English](#), [Spanish](#)
- Assent Form - [English](#)
- HUD Consent Form - [English](#), [Spanish](#)

### IRB-Quick Guides for iRIS

- Guide for Principal Investigator Sign Off
- Guide for Signatory Authority Sign Off
- Guide to the Submission of an Initial Application
- Guide to the submission of an Amendment Form
- Guide to the Submission of a Continuing Review
- Guide to the Submission of a Response Form
- Guide to the submission of an IND Safety Report
- Guide to the submission of a Study Closure
- Uploading a CV

### iRIS Guides version 10.03.02

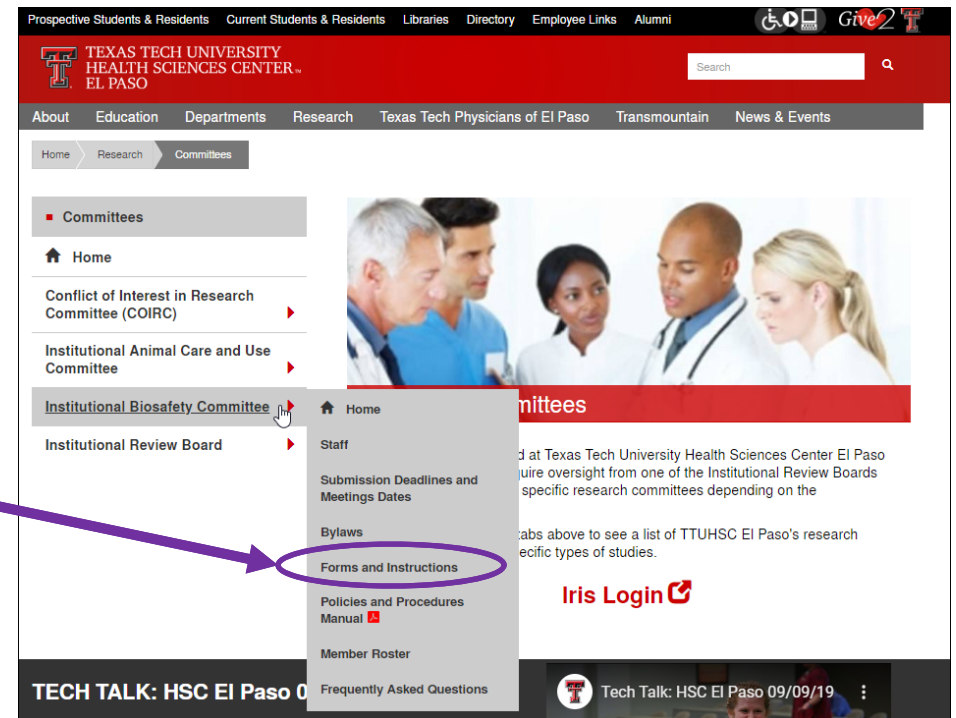
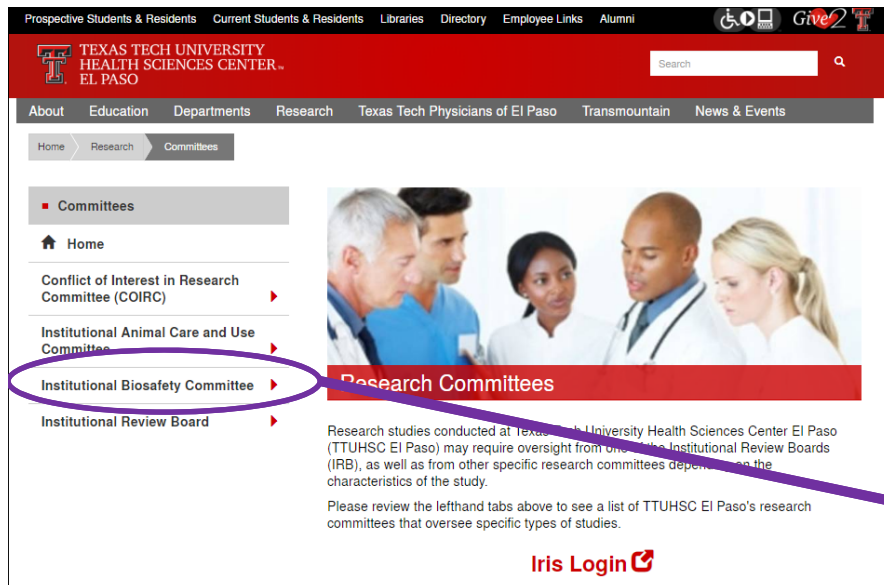
- My Assistant
- Study Assistant-Add a Study
- Study Assistant-Study Assistant
- Study Assistant-Study Management
- Study Assistant-Study Submission
- Study Assistant-Subject Management (version 10.02)

## iRIS IRB Reference Material





# Where do I go to obtain iRIS reference material?



[iRIS IBC Reference Material](#)



# Where do I go to obtain iRIS reference material?

The screenshot shows the website for the Institutional Biosafety Committee (IBC) at Texas Tech University Health Sciences Center, El Paso. The page is titled "Forms and Instructions" and lists several documents for download:

- Amendment Form iRIS
- Annual Status Report
- Three-Year Renewal iRIS
- IBC Initial Review Application
- Termination
- Revised IBC Study Application

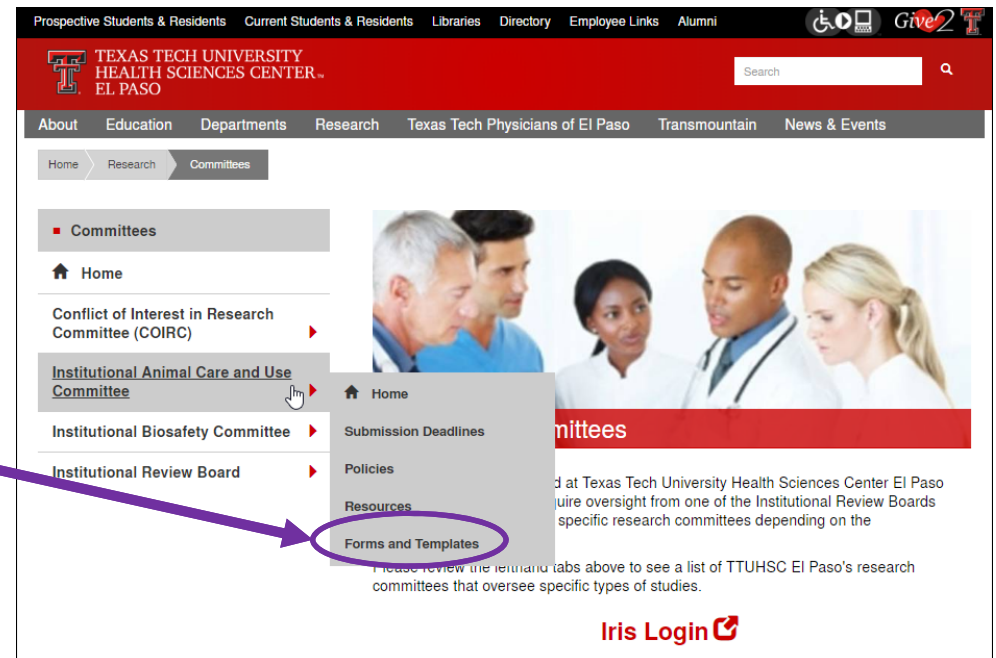
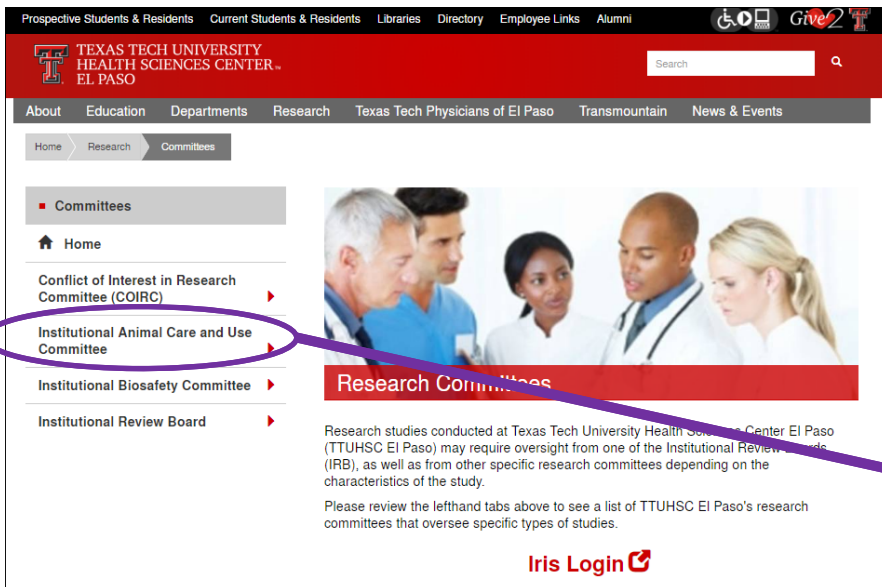
A purple bracket groups these six items, with an arrow pointing to the "Iris Login" link. The left sidebar contains a navigation menu with the following items:

- Home
- Staff
- Submission Deadlines and Meetings Dates
- Bylaws
- Forms and Instructions
- Policies and Procedures Manual
- Member Roster
- Frequently Asked Questions

## [iRIS IBC Reference Material](#)



# Where do I go to obtain iRIS reference material?



[iRIS IACUC Reference Material](#)



# Where do I go to obtain iRIS reference material?



## ■ Institutional Animal Care and Use Committee

🏠 Home

Submission Deadlines

Policies

Resources

Forms and Templates

## Forms and Templates

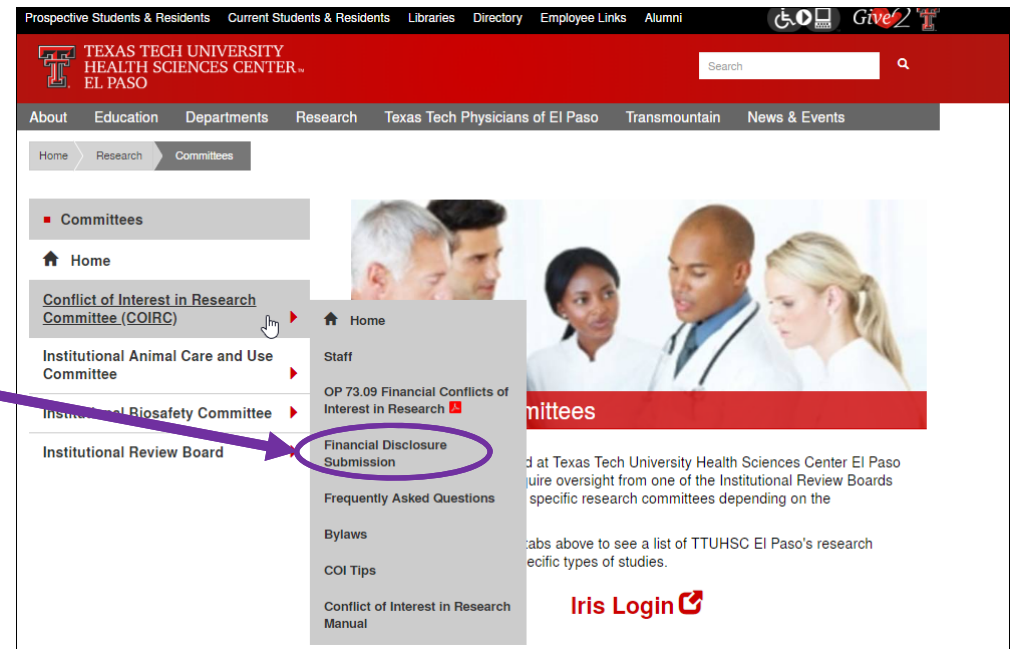
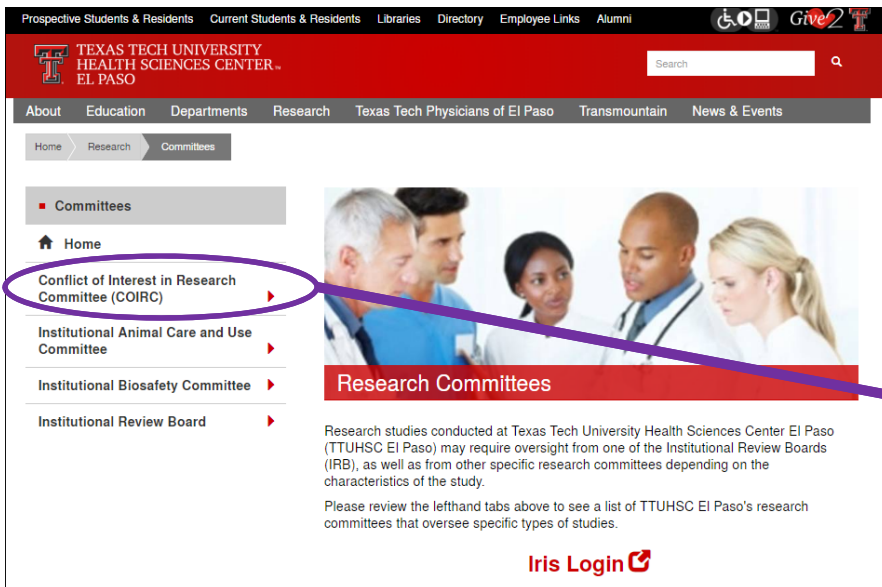
- [IACUC Education Requirements](#)
- [Instructions for LARC Risk Assessment Health Questionnaire](#)
- [LARC Risk Assessment For Animal Health Questionnaire](#)
- [Protocol for the Use of Live Vertebrates for Research, Breeding or Instruction](#)
- [Whistleblower Sign](#)



[iRIS IACUC Reference Material](#)



# Where do I go to obtain iRIS reference material?



[iRIS COIRC Reference Material](#)



# Where do I go to obtain iRIS reference material?

Prospective Students & Residents   Current Students & Residents   Libraries   Directory   Employee Links   Alumni  

TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO   Search

About   Education   Departments   Research   Texas Tech Physicians of El Paso   Transmountain   News & Events

Home   Research   Committees   COIRC   **Financial Disclosure Submission**

**Conflict of Interest in Research Committee (COIRC)**

- Home
- Staff
- OP 73.09 Financial Conflicts of Interest in Research
- Financial Disclosure Submission**
- Frequently Asked Questions
- Bylaws
- COI Tips
- Conflict of Interest in Research Manual

## Financial Disclosure Submission

TTUHSC El Paso OP 73.09 requires that all investigators/research personnel disclose all significant financial interests for themselves and their family members on at least an annual basis, or within 30 days of a change in your significant financial interests.

**Please complete your financial disclosure form.**

Because of updated federal regulations, the information that you are required to disclose has changed. Please read and respond carefully to the questions.

If you are not familiar with the TTUHSC El Paso Financial Conflicts of Interest in Research, please review the policy before completing the disclosure form: [TTUHSC El Paso OP 73.09](#)

The Office of Research Resources will automatically receive a copy after you have submitted your form.

**Updated regulations require training regarding financial conflicts of interest in research.**

Questions regarding the financial disclosure form or technical questions related to CITI training can be addressed to Josh Cardoza at 915-215-5220 or [josue.cardoza@ttuhsc.edu](mailto:josue.cardoza@ttuhsc.edu).

## [iRIS COIRC Reference Material](#)



# How do I open a new study?





# How do I open a new study?

The screenshot displays the iRIS Study Application interface. At the top, the user is logged in as Jacqueline Roberts, BS, BA, from the Department of TTUHSC El Paso - OVPR - Research Resources. The navigation menu includes 'My Assistant', 'Study Assistant', 'Welcome Jacqueline Roberts, BS,BA ( Last Login: 11/21/2024 10:47 AM MST )', 'Add a New Study', and 'My Studies'. The 'Add a New Study' button is circled in purple. Below the navigation, the browser address bar shows the URL: [https://ttuep.imesris.net/Study\\_App.jsp?FORM\\_MODE=EDIT&tab=section&ts=1548785735949](https://ttuep.imesris.net/Study_App.jsp?FORM_MODE=EDIT&tab=section&ts=1548785735949). The main content area is titled 'Study Application' and shows the '1.0 General Information' section. The form includes fields for 'Please enter the full title of your study:', 'Please enter the Study Number you would like to use to reference the study:', and a checkbox for 'Is this Study using Subject Management?'. The 'Add a New Study' button is also circled in purple in the browser's address bar.

[iRIS Login](#)





# How do I fill out an Initial Study Application on iRIS?





# How do I fill out an Initial Study Application on iRIS?

**Study Application** ◀ 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:

Phase III Double-Blind Placebo Controlled Study

\* Please enter the Study Number you would like to use to reference the study:

**12345 (Your personal study number or the sponsor's study number)**  
\* This field allows you to enter an abbreviated version of the Study Title to quickly identify this study.

Is this Study using Subject Management?

Yes  No

Mark "Yes" if the study has a study sponsor

Mark "No" if the study is Investigator Initiated

[iRIS Login](#)



# How do I fill out an Initial Study Application on iRIS?

The screenshot shows the iRIS application interface. At the top, the user is logged in as Jacqueline Roberts, BS, BA, from the TTUHSC El Paso - OVPB - Research Resources department. The study number is 12345. The application is titled 'Study Application (Version 1.0)'. The interface includes a navigation menu on the left with sections 1.0 General Information and 2.0 Setup Department(s) Access. The main content area shows a 'Section view of Application' with a table for '2.1 List departments a' and a '2.0 Add Department' section. A purple circle highlights the '2.0 Add Department' section, and a purple arrow points to it from the left-hand menu. In the top right corner, there are buttons for 'Print Friendly', 'Save Section', and 'Save and Continue to Next Section', with the latter being circled in purple.

Account: Jacqueline Roberts, BS, BA  
Department: TTUHSC El Paso - OVPB - Research Resources  
Navigation: Home

Study Number: 12345 Study Application (Version 1.0)

Home Logout Help

Print Friendly Save Section Save and Continue to Next Section Back

Section view of Application Entire view of the Application

1.0 General Information

2.0 Setup Department(s) Access

2.0 Add Department

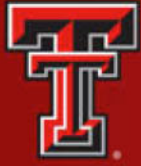
2.1 List departments a

Primary Dept?	Department
<input type="checkbox"/>	TTUHS

General Information

Setup Department(s) Access

+ Add - Remove



# How do I submit my completed study application?





# How do I submit my completed study application?

Account: Jacqueline Roberts, BS,BA  
 Department: TTUHSC El Paso - OVPR - Research Resources  
 Navigation: Home > my studies > study mgmt.

Home Logout Help

Study Number: 12345  
 PI: Roberts, Jacqueline, BS,BA

**Initial Review Submission Form - (Version 1.0)** Back

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section Signoff and Submit

Section view of the Form Entire view of the Form

- 1.0 TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO INITI ...
- 2.0 Study Documents
- 3.0 Informed Consent (if applicable):

**3.0 Informed Consent (if applicable):**

3.1 Attach Informed Consent:

+ Add a New Consent

Detach	Version	Title	Category	Language	Expiration Date	Consent Outcome	Checked Out	View Document
No Consent(s) have been attached to this form.								



# How do I fill out an Initial Study Application on iRIS?

Account: Jacqueline Roberts, BS,BA  
 Department: TTUHSC El Paso - OVP/R - Research Resources  
 Navigation: Home > my studies

Home Logout Help

Study Number: 12345  
 PI: Roberts, Jacqueline, BS,BA

**Submissions** Back

Study Status: Draft Study Title: Phase III Double-Blind Placebo Controlled Study

Submissions Study Management Subject Management

Protocol Items

- Study Application ←
- Informed Consent →
- Other Study Documents →
- Contract Documents
- Initial Review Submission Form

IRB

IRB SUBMISSION FORMS

- IRB Study Amendment Form
- External Adverse Event (IND Safety) Report Form
- Inactivation Form

IACUC

IACUC SUBMISSION FORMS

- IACUC Protocol Amendment

IBC

IBC FORMS

- IBC Annual Status Report
- IBC Protocol 3-Year Renewal
- IBC Protocol Amendment Form
- IBC Termination Request

Submissions History ←

Study Correspondence ←



# How do I fill out an Initial Study Application on iRIS?

Account: TTUHSC El Paso - SON - Internal Medicine-Texas Tech Medical Center  
 Department: TTUHSC El Paso - SON - Internal Medicine-Texas Tech Medical Center  
 Navigation: Home > my studies

Home Logout Help

IRB Number: Submissions Back

PI: Study Status: OPEN - 2018+ - IRB #1 IRB Number: Study Title: IRB Expiration Date:

Submissions Study Management Subject Management

Current Approval Packet

**Protocol Items**

- Study Application
- Informed Consent
- Other Study Documents
- Contract Documents
- Initial Review Submission Form

**IRB**

**IRB SUBMISSION FORMS**

- Continuing Review Form
- IRB Study Amendment Form
- External Adverse Event (IND Safety) Report Form
- Unanticipated Events Form
- Inactivation Form
- Study Closure Form
- Sponsor Monitoring Report Form

**Forms No Longer in Use**

**OLD SUBMISSION FORMS**

- Protocol Deviation Form - DO NOT USE - This form has been replaced by the Unanticipated Events Form
- Principal Investigator's Request to Disclose Protected Health Information

**OLD MISCELLANEOUS FORMS**

- English - Authorization to Disclose Protected Health Information for Research Study - English
- Spanish - Authorization to Disclose Protected Health Information for Research Study

Submissions History

Study Correspondence

**Outstanding Submission(s)**

Track Location	Ref Number	Request Type	Process Submission
There are no outstanding submissions.			



# How do I fill out an Initial Study Application on iRIS?

Account: [redacted]  
 Department: TTUHSC El Paso - SOM - Internal Medicine  
 Navigation: Home > my studies

Home Logout Help

IBC Number: [redacted] Submissions Back

Study Status: OPEN IBC Number : [redacted] Study Title : [redacted]  
 IBC Expiration Date: [redacted]  
 IBC Full Renewal Date: [redacted]

Submissions Study Management Subject Management

Current Approval Packet

Protocol Items

- Study Application
- Informed Consent ▶
- Other Study Documents ▶
- Contract Documents

IBC

IBC FORMS

- IBC Annual Status Report
- IBC Protocol 3-Year Renewal
- IBC Protocol Amendment Form
- IBC Termination Request

Submissions History  
Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
There are no outstanding submissions.			





# How do I fill out an Initial Study Application on iRIS?

Account: [redacted]  
 Department: TTUHSC El Paso - OVPR - LARC  
 Navigation: Home > my studies

Home Logout Help

IACUC Number: [redacted] Submissions Back

Study Status: OPEN IACUC Number : [redacted] Study Title : [redacted]  
 IACUC Expiration Date: [redacted]  
 IACUC Full Renewal Expiration Date: [redacted]

Submissions Study Management

Current Approval Packet

Protocol Items

- Study Application
- Other Study Documents ▶
- Contract Documents
- Initial Review Submission Form

IACUC

- IACUC SUBMISSION FORMS
- 3-yr Renewal
- Annual Status Report
- IACUC Protocol Amendment
- IACUC Termination Request

Submissions History

Study Correspondence

Outstanding Submission(s)

Track Location	Ref Number	Request Type	Process Submission
There are no outstanding submissions.			



# Know Your Forms!



For full versions of each consent and assent template, please refer to [iRIS](#)

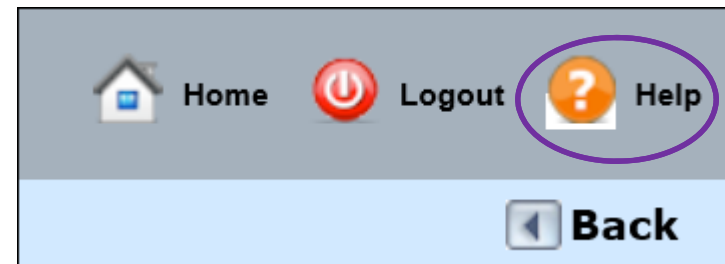


# Types of Forms at TTUHSC El Paso

## IRB Forms

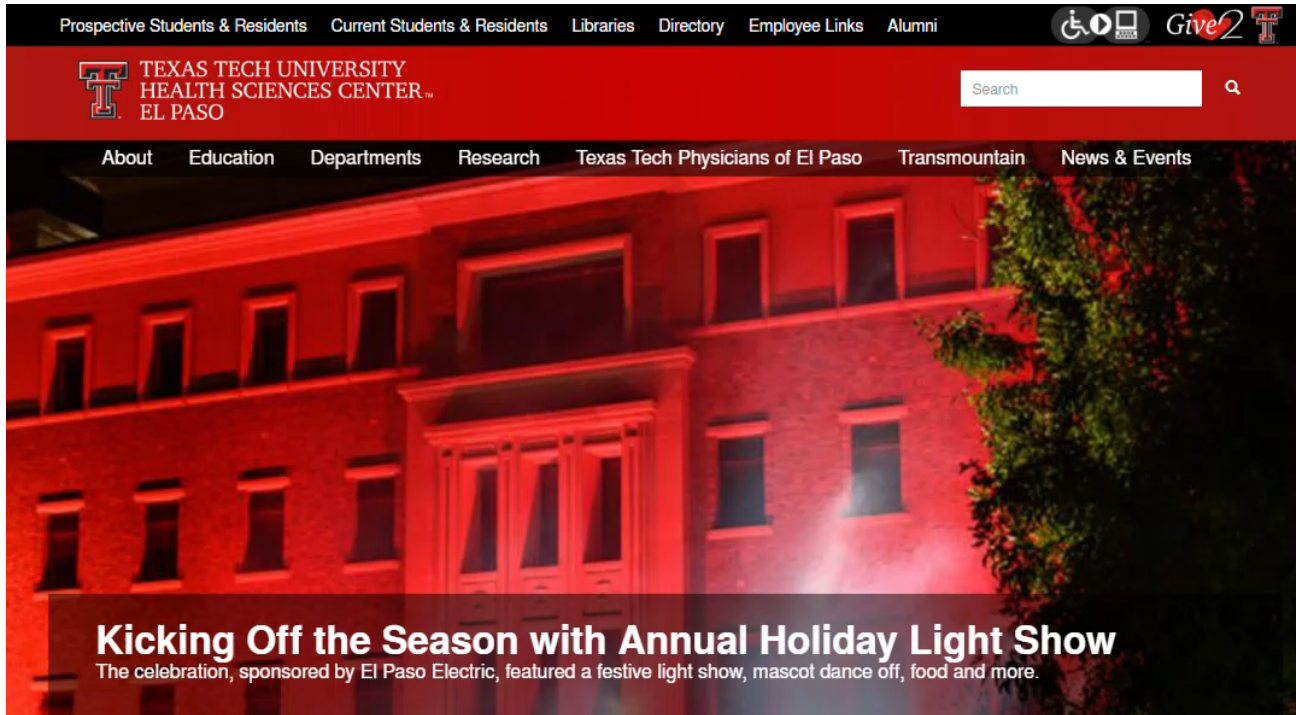
- IRB Application (01/2020)
- Biomedical Consent - English (01/2019)
- Biomedical Consent - Spanish (01/2019)
- SocioBehavioral Consent - English (01/2019)
- SocioBehavioral Consent - Spanish (01/2019)
- Parental Consent Form - English (01/2019)
- Parental Consent Form - Spanish (01/2019)
- Assent Form - English (01/2019)
- Blood and Tissue Consent - English (01/2019)
- Blood and Tissue Consent - Spanish (01/2019)
- HUD Consent Form - English (9/2018)
- HUD Consent Form - Spanish (9/2018)

If you are conducting human subject research, all of the forms are available for review on the Help Window.





# Types of Forms at TTUHSC El Paso



## Paul L. Foster School of Medicine




Among the goals of the Paul L. Foster School of Medicine is the provision of a medical education that is consistent with modern scientific principles, supportive of strong...

## Gayle Greve Hunt School of Nursing



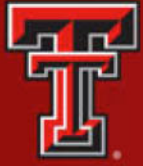


# Types of Forms at TTUHSC El Paso

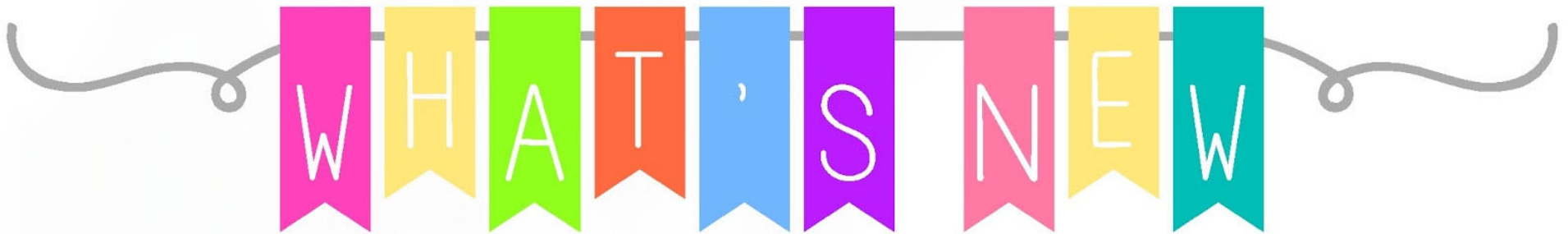
<b>IACUC Policies</b> <ul style="list-style-type: none"><li>● Introduction to IACUC Policies and Procedures (09/13/2019)</li><li>● Animal Use Performed by/for TTUHSC EP Investigators at... (09/13/2019)</li><li>● Veterinary Care (09/13/2019)</li><li>● Breeding Colonies (07/12/2019)</li><li>● Pain Categories for Protocols (04/12/2019)</li><li>● Cervical Dislocation or Decapitation of Animals (04/12/2019)</li><li>● Use of Complete Freund's Adjuvant and Other Adjuvants (04/12/2019)</li><li>● Designated Reviews (04/12/2019)</li><li>● Rodent Survival Surgery and Euthanasia (04/12/2019)</li><li>● Inhalant Euthanasia (04/12/2019)</li><li>● Experimental Neoplasia in Rodents (04/12/2019)</li><li>● Complaints of Mistreatment of Animals and Policy Noncompliance (04/12/2019)</li><li>● Animal Procurement (09/13/2019)</li><li>● Protocol Approval, Implementation, Revision, and Termination (04/12/2019)</li><li>● Survival Surgery (12/13/2019)</li><li>● Tail Snipping and Tail Biopsy of Rodents</li><li>● Use of Fertilized and Embryonated Avian</li><li>● Frog Oocyte Harvest (04/12/2019)</li><li>● Humane Endpoints Regarding Severe or Chronic Pain or Distress (04/12/2019)</li><li>● Administrative Approval of Amendments</li><li>● Use of Non-Pharmaceutical Grade Compounds (04/12/2019)</li><li>● Review of Grant Content with IACUC Protocol (04/12/2019)</li><li>● Use of Zebrafish for Research and Teaching (04/12/2019)</li><li>● Expired Drugs (04/12/2019)</li><li>● Animal Accounting (08/09/2019)</li><li>● Social Housing (08/09/2019)</li><li>● Veterinary Admin Approval for Significant Protocol Changes (11/08/2019)</li></ul>	<b>Review Board Rosters</b> <ul style="list-style-type: none"><li>● IBC Roster (6/2018)</li><li>● IRB Roster-1 (01/01/2020)</li><li>● IRB Roster-2 (01/01/2020)</li></ul> <b>TTUHSC Policies &amp; Procedures</b> <ul style="list-style-type: none"><li>● TTUHSC EP Operating Policies</li></ul> <b>COIRC Guidelines/Forms</b> <ul style="list-style-type: none"><li>● COIRC Manual (10/2019)</li><li>● COIRC Tips</li></ul> <b>Human Research Protections Guidelines</b> <ul style="list-style-type: none"><li>● IRB Manual (IRB) (10/2019)</li></ul>
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No matter what study you are conducting you will find several helpful guides, tools and resources are available for review on the Help Window.

Home   Logout   Help   Back



# A new version of iRIS





# A new version of iRIS



Hello Jacqueline Roberts, BS,BA  
your last login was  
01/13/2020 02:43 PM MST

Announcements 1

Help

My Profile ▾

Log out

My Workspaces ▾

System Administration Level 1

## System Administration Level 1



User Accounts



Reports



Merge matchless  
CITI training records

## All Tasks

Outstanding

Completed



All Tasks

Task List: All ▾

3 result(s) found...

1 - 3

Click to open	Task Type	Received	Description
	Annual Conflict of Interest Lapse	10/05/2018 01:30 AM MST	Annual COI Lapse 21 Days for Jacqueline Roberts, BS,BA with the renewal date of 08/30/2018
	Failure to submit Annual Conflict of Interest	08/31/2018 01:30 AM MST	Annual COI Failure to Submit Notification for Jacqueline Roberts, BS,BA with the renewal date of 08/30/2018
	Annual Conflict of Interest Lapse	08/31/2018 01:30 AM MST	Lapse Notification for Jacqueline Roberts, BS,BA with the renewal date of 08/30/2018

3 result(s) found...

1 - 3



# A new version of iRIS



Hello Jacqueline Roberts, BS,BA  
your last login was  
01/13/2020 02:43 PM MST

Help

My Profile

Log out

My Workspaces

System Administration Level 1

## System Administration Level 1



User Accounts



Reports



Merge matchless  
CITI training records

## All Tasks

Outstanding

Completed

Task List: All

778 result(s) found...

1 - 10

Task Type	Received	Description
Submission Reviewers Complete	09/29/2017 11:49 AM MST	All reviewers completed the review of the submission.
Submission Reviewers Complete	09/29/2017 10:30 AM MST	All reviewers completed the review of the submission.
Submission Reviewers Complete	09/29/2017 10:28 AM MST	All reviewers completed the review of the submission.
Analyst Assignment	09/29/2017 10:27 AM MST	Jacqueline Roberts, BS,BA has been assigned as the analyst.

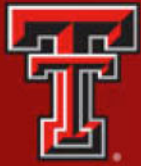




# Summary

Today we learned about:

- The Integrated Medical Research Informational System (iRIS)
- Which is used to submit study materials to the IRB for approval
- Every member of the research team for a study needs an iRIS account
- Once educational materials and registration is complete an iRIS account can be obtained
- iRIS can be accessed from our TTUHSC El Paso Webpage on the “Research Committees” page
- iRIS reference material can be found on the TTUHSC El Paso Webpage “Research Committees” webpage
- What iRIS looks like
- What we need to do to open a new study
- How to fill out an Initial Study Application on iRIS
- How to submit my completed Study Application
- How to access the “Help” button and how it can help us
- There is a new version of iRIS that will be coming out soon



# Resources

- IRB Glossary:  
<http://el Paso.ttuhs c.edu/research/committees/irb/resources/glossary.aspx#anchor1>
- Frequently Asked Questions:  
<http://el Paso.ttuhs c.edu/research/committees/irb/irb-faq.aspx>
- Human Research Protection Program Manual:  
<http://el Paso.ttuhs c.edu/research/committees/irb/resources/default.aspx>
- Educational Requirements:  
<http://el Paso.ttuhs c.edu/research/committees/irb/resources/educational-req.aspx>
- Research Committees:  
<http://el Paso.ttuhs c.edu/research/committees/>
- iRIS Login:  
<https://ttuep.imedris.net/Login.jsp?logout=Yes&s=1471022426403>
- Research Compliance Webpage:  
<http://el Paso.ttuhs c.edu/research/compliance/default.aspx>
- Research Compliance Training Page:  
<http://el Paso.ttuhs c.edu/research/compliance/Training.aspx>



# Questions





**If there are any further questions,  
please contact:**

**ELP Research Compliance**

[elp-researchcompliance@ttuhsc.edu](mailto:elp-researchcompliance@ttuhsc.edu)

Office of Research Resources

Office of the Vice President for Research

5001 El Paso Drive | El Paso, Texas 79905

O: [915-215-4814](tel:915-215-4814) | F: [915-783-5223](tel:915-783-5223)

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