

## iRIS Updates and Tips 3/22/23

- **Enabled 'Copy A Study' Feature**

This allows a user to copy the master application of a study into a new draft submission with a newly assigned iRISID. Tango workflow will be added to IRB website.

- **Requirement for Einstein-related transactions to add Mary Klein as signatory for purpose of Einstein COI review. This pertains to all study transactions, except amendments and requests for acknowledgement/receipt.**
- For migrated studies, system will throw error and not permit addition of existing sponsor in the study application. This occurs because sponsor is a data point that was migrated and so already associated with the study. This is nothing to worry about.
- **How to check CITI training for study personnel**

Go to study>management tab>key personnel. Click on personnel to check training. Users should know what training is required of them. Status for training that is not required will show as "not current."

Note: Warnings of incomplete training that appear in the transaction history are time-stamped points in time and do not reflect the current status of CITI training.

- **For studies for which a REDCap e-consent was approved by the IRB, Leah Wilkey will issue a signoff document to the research team. This document should be submitted to IRB via the Request for Acknowledgement/Receipt. You will receive a letter of acknowledgement at which point you can use the e-consent.**
- **Password-protected documents cannot be uploaded in iRIS.**  
A work-around is to print and scan the document.
- **If possible, documents requiring a stamp should be converted to PDF before being uploaded. This makes it easier for IRB analysts to add electronic stamp without affecting the format.**

