

# Stipulations 101

Step 1: From the Home Screen in iRIS, click on *Pending My Responses*.

Jefferson  
Hello Geneva Gervitz  
your last login was  
08-19-2022 14:41

My Workspaces Study

**Featured Study Operations**

- Create a New Study
- Start a Submission Form for one of My Studies
- View the Current Approvals for one of My Studies
- View the Submission History for one of My Studies
- View and Manage My Studies

**By the Numbers**

Submissions in Process 28	Forms Pending Submission 10	<b>Pending My Response 4</b>	High
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**Tasks**

All Tasks	12
Study Tasks	12

**Study**

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Step 2: Open a task for a study that has pending stipulations.

Open Task	Task Type	Date Received	Status
	Submission Response	08/19/2022 2:41 PM EDT	Approved With Further Review
	Submission Response	08/11/2022 2:47 PM EDT	Approved With Further Continuation Review
		07/29/2022	

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Step 3: Review the Response Submission Form

Jefferson  
Account: Geneva Gervitz  
Department: TJU - Office of Human Research  
Path: Home

My Workspaces Study

IRB Number: IRISID-2022-0774  
PI: Gervitz, Geneva

**Review Response Form - IRB - (Version 1.0)**

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

**Section view of the Form** **Entire view of the Form**

**1.0 Review Response Submission Form**

You have received this form either during the administrative pre-review process or after formal review by the committee. This form allows you to respond to recommendations, stipulations, or other issues identified during this review process. Make the appropriate revisions to your submission and attach the new versions in the Revised Submission Materials section.

**1.2 Study Information:**

**Principal Investigator:**  
Geneva Gervitz

**Study Title:**  
Training Study

**Study Number:**  
IRISID-2022-0774

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Step 4: Click **Save and Continue to Next Section**.

Calendar

Help

My Profile

Log out

ersion 1.0)

Back

sh Constant Fields

Save Section

Save and Continue to Next Section

Step 5: Click on the Action and follow prompts to revise. *Note: Actions will vary based on stipulations set by the reviewer.*

Jefferson

Account: Geneva Gerwitz  
Department: TJU - Office of Human Research  
Path: Home

Calendar

Help

My Profile

Log out

My Workspaces

IRB Number: **IRISID-2022-0774**  
PG: Gerwitz, Geneva

Study

Review Response Form - IRB - (Version 1.0)

Back

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

Section view of the Form

Entire view of the Form

1.0 Review Response Submission Form

2.0 Stipulations and Comments

2.0 Stipulations and Comments

Stipulations that must be addressed:

Stipulation 1 out of 1:

Description:  
Send correct approval letter from previous review.

Stipulation Type: (Stipulation must be addressed)

Links to Components  
(These are the items that are linked to this stipulation)

Operation	Action Status	Component Name	Action
Modify Existing Attachment	Action Not Complete	Study Document APPROVAL (Version 1.0)	Revise Existing

Do you accept this Stipulation?  
☐ N/A ☐ Yes ☐ No

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Step 6: Once you have addressed the stipulation, mark the action complete.

Action

Compare Document Version

☒ Complete Action ☐ Incomplete

Step 7: Accept the stipulation by clicking Yes.

<p><b>Components</b> (These are the items that are linked to this stipulation)</p>	<p>Modify Existing Attachment</p>	<p><b>Action Not Complete</b></p>	<p>Study Doc</p>
	<p>Do you accept this Stipulation?</p> <p> <input type="radio"/> N/A           <input checked="" type="radio"/> Yes           <input type="radio"/> No         </p>		
<p>Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x<sub>2</sub>), Bulleted List, Numbered List, Link, Image, Undo, Redo.</p>			

Step 8: Provide an explanation of how the stipulation was resolved.

Account: Geneva Gervitz  
Department: TJU - Office of Human Research  
Path: Home

Calendar ? Help My Profile Log out

My Workspaces

IRB Numbers: **IRISID-2022-0774** Study

PI: Gervitz, Geneva

**Review Response Form - IRB - (Version 1.0)**

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

Section view of the Form

1.0 Review Response Submission Form

2.0 **Stipulations and Comments**

Entire view of the Form

Provide an explanation on how you addressed this Stipulation:

Step 9: When you are ready to move to signoff, click *Save and Continue to Next Section*.

Calendar ? Help Log out

1.0) Back

Constant Fields Save Section **Save and Continue to Next Section**

Step 10: Click *Exit Form*

Jefferson

Jefferson Thomas Jefferson University

Account: Geneva Gervitz  
Department: TJU - Office of Human Research  
Path: Home

Calendar

Help

My Profile

Log out

My Workspaces

IRB Number: **IRISID-2022-0774**  
PI: Gervitz, Geneva

Study

Review Response Form - IRB - (Version 1.0)

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Print Friendly

Exit Form

Section view of the Form

Entire view of the Form

1.0 Review Response Submission Form

2.0 Stipulations and Comments

Form has been Completed!

If your application is complete and you are ready to send for signoff, click Signoff and Submit. Clicking Exit Form will send this back to your study workspace in a draft status.

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Step 11: From the iRIS Homepage, go back to *Pending My Responses*.

Jefferson

Jefferson Thomas Jefferson University

Hello Geneva Gervitz  
your last login was 08-19-2022 14:41

Calendar

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Tutorial

My Profile

Log out

My Workspaces

Study

Featured Study Operations

Create a New Study

Start a Submission Form for one of My Studies

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By the Numbers

Submissions In Process  
28

Forms Pending Submission  
10

Pending My Response  
4

High

Tasks



All Tasks  
12

Study Tasks  
12

Study


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Step 12: Open the submission again.


Open Task	Task Type	Date Received	
	Submission Response	08/19/2022 2:41 PM EDT	
	Submission Response	08/11/2022 2:47 PM EDT	

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Step 13: Click *Signoff and Submit*.

 Calendar

 Help

 Logout

1.0)

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Save and Continue to Next Section

Signoff and Submit

Form

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