

CERTIFICATE OF APPROVAL – How to PRINT or SAVE

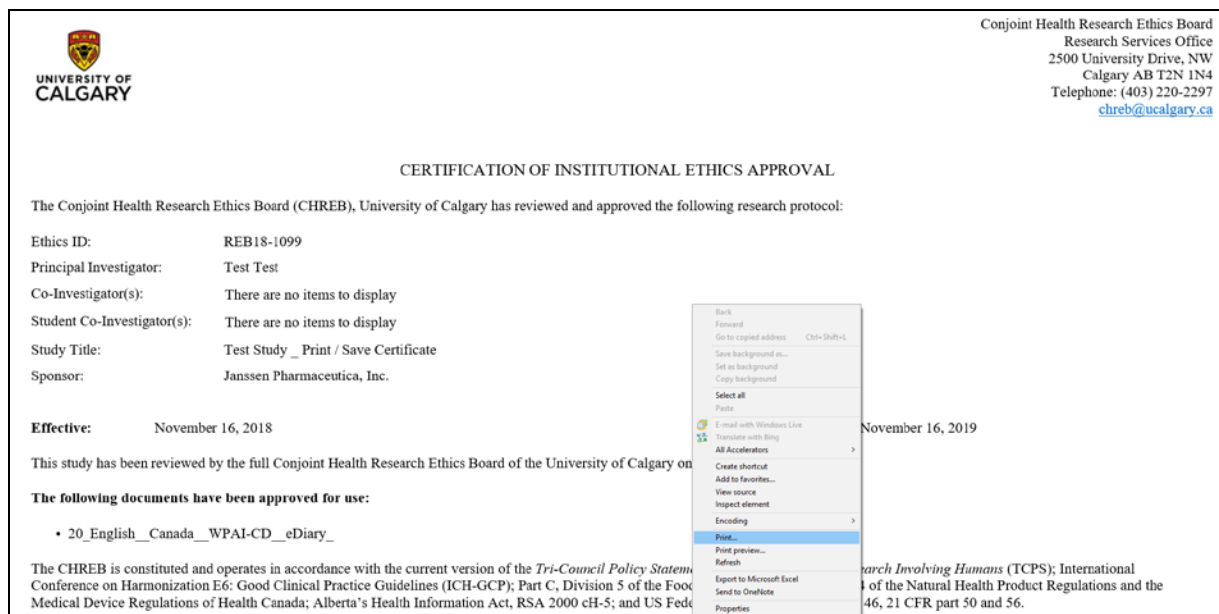
This document illustrates how to print or save the certificate in Internet Explorer – version 11.

1. Log in to IRISS: <https://www.ucalgary.ca/iriss/>
2. Click on name of study in your **REB** tab to open Study Workspace. State will show as **Approved**.
3. Click on **Certificate** link beside the text - 'Original Approval Document' to print or save Original approval certificate or 'Current Approval Document' to print or save the current approval certificate.



The screenshot shows the IRISS Study Workspace for a study titled 'Test Study _ Print / Save Certificate (REB18-1099)'. The 'Current State' is 'Approved'. Key details include: Submission Date: 25-Sep-2018, Initial effective: 16-Nov-2018, Current effective: 16-Nov-2018. The 'Original Approval Document(s)' and 'Current Approval Document(s)' are both listed as 'Certificate', which are circled in orange. The interface includes navigation tabs like 'My Home', 'Researcher Profile', and 'Help', and a sidebar with options like 'View Study', 'Printer Version', and 'Create a Modification'.

4. Once the certificate is open, right click and select the Print option from the menu.



The screenshot shows the printed version of the 'CERTIFICATION OF INSTITUTIONAL ETHICS APPROVAL' document. It includes the University of Calgary logo and contact information for the Conjoint Health Research Ethics Board. The document states that the CHREB has reviewed and approved the following research protocol:

Ethics ID: REB18-1099
Principal Investigator: Test Test
Co-Investigator(s): There are no items to display
Student Co-Investigator(s): There are no items to display
Study Title: Test Study _ Print / Save Certificate
Sponsor: Janssen Pharmaceutica, Inc.

Effective: November 16, 2018

This study has been reviewed by the full Conjoint Health Research Ethics Board of the University of Calgary on November 16, 2019.


The following documents have been approved for use:

- 20_English_Canada_WPAI-CD_eDiary_

The CHREB is constituted and operates in accordance with the current version of the *Tri-Council Policy Statement* Conference on Harmonization E6: Good Clinical Practice Guidelines (ICH-GCP); Part C, Division 5 of the Food and Drug Regulations of Health Canada; Alberta's Health Information Act, RSA 2000 cH-5; and US Federal Regulations of the Department of Health and Human Services (42 CFR part 101); International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) Q10; International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) Q12; International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) Q13; International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) Q14; International Conference on Harmonization of Technical Requirements for Registration of Pharmaceuticals for Human Use (ICH) Q15; 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A right-click context menu is open over the date 'November 16, 2019', with the 'Print...' option highlighted.

5. A print pop up screen is displayed as below. Select **Adobe PDF** to save the certificate in pdf format or your **printer name** (in this e.g. the printer name is Staff2 on itctsequitracto3) in order to print the certificate. Once Adobe PDF or printer name is selected, click on **Print** button at the bottom of the pop up screen.



UNIVERSITY OF
CALGARY

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Calgary AB T2N 1N4
Telephone: (403) 220-2297
chreb@ucalgary.ca

CERTIFICATION OF INST

The Conjoint Health Research Ethics Board (CHREB), University of Calgary has reviewed an

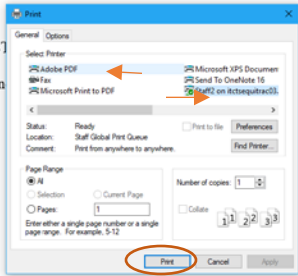
Ethics ID:	REB18-1099
Principal Investigator:	Test Test
Co-Investigator(s):	There are no items to display
Student Co-Investigator(s):	There are no items to display
Study Title:	Test Study _ Print / Save Certificate
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6. If **Adobe PDF** is selected, it will ask the location in your system to save the certificate in pdf format. If **Printer name** is selected the certificate will be printed.

Note: If Adobe PDF is not showing in the pop up screen, you will need to install the Adobe in your system.