UNIVERSITY OF CALGARY | **›IRISS**

DOCUMENTATION

ADD DOCUMENTS TO YOUR STUDY

Any member of the study team can add / update documents on a study:

Log in to IRISS: https://research.ucalgary.ca/iriss

1. Click on name of study in your **Inbox** to open Study Workspace. State will show as **Pre Submission**.

2. Click **Edit Study** to open the application.

3. Use the left hand navigation pane to navigate to the **Documentation** page.

4. Go to the appropriate section and click on the **Add** button.

Assent Forms:
Attach supporting documents, naming them as you want them to appear in the approval letter:

+ Add

Document Name	Document	Version	Document Date	Upload Date
There are no items to display				

Questionnaires, Cover Letters, Surveys, Tests, Interview Scripts, etc.
Attach supporting documents, naming them as you want them to appear in the approval letter:
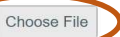
+ Add

5. When the Add Document Box Opens:

   1. Click **Choose File** to select the document you want to attach to the application;
   2. Type the name of document as you want it to appear on the Certificate of Approval; (**do not add the version # and/or date as part of the Name in section 2.0 or it will show twice on your Certificate of Approval**)
   3. Add the version # (i.e. v.1 or v.1.0 or version 1);
   4. Click on the calendar icon to choose the document date.

Add DocumentIRISS

Add Attachment
(* indicates a required field)

1.0   * **Document to attach:**

   Questionnaire.pdf   Choose File

2.0   **Name:** (if not supplied, the file name will be shown)

   Questionnaire

3.0   **Version:**

   V.1

4.0   **Date:**

   11/1/2018   📅

* Required   OK   OK and Add Another   Cancel

6. Click **OK** or if you wish to add another document to this section, click **OK and Add Another**. The document will now show on the documentation page under the appropriate section.

7. Once all documents have been added, click **Save** or **Continue** to save the page.

8. If you cannot find an appropriate section, then add documents under Section 11.0 – **Other Documents.**

9. Do not add documents under Section 12 – **Electronic Resubmission Documentation**. This section is only used for paper applications that have been migrated to IRISS.

10. If you are unsure what documents are required for your application, contact REB Administration.

UPDATE INFORMATION OR ADD A NEW VERSION OF A DOCUMENT

1. To change the information showing for a current document or to add a new document click the **Update** button beside the document name to open the Edit Document box.

2. Make appropriate change and click **OK** to update the information on a document.
3. To add a new version of a document - When the Edit Document Box Opens, on click of **Update** button:
   1. Click **Choose File** to select the revised document you want attached to the application;
   2. The name of the document would remain the same;
   3. Change the version # (i.e. v.1 to v.2);
   4. Click on the calendar icon to choose the new document date.

> **Important!** Both clean and tracked change copies of all revised documents are required for review.

4. Click **OK** in the bottom right hand corner. The new document will now show on the **Documentation** page.
5. Click the **Save** button to save this page or the **Continue** button to save and move to the next page.

> **Important!** Do not delete the previous version of the document, it will remain in the Document History.

VIEW DOCUMENT HISTORY

To view the **history** of a document or **previous uploads**:

1. Click **Update** or **View** button beside the document name. When the Edit or View Document box opens, click on icon ↺ to View History.

Protocol:

Attach supporting documents, naming them as you want them to appear in the approval letter:

+ Add

	Document Name	Document	Version	Document Date	Upload Date	
☑ Update	Protocol	TESTING Protocol_V7.0_Amendment 6_19Sept2016.pdf	7.0	19 Sep 2016	6 Oct 2016	✖

Edit DocumentIRISS

Add Attachment

(* indicates a required field)

1.0 *** Document to attach:**
Protocol(7.0) ↺ ✖

[View History]   Choose File

2.0 **Name:** (if not supplied, the file name will be shown)

Protocol

3.0 **Version:**

7.0

4.0 **Date:**

9/19/2016   📅

* Required   **OK**   **OK and Add Another**   **Cancel**

2. To view a previous version, click on the appropriate link under Uploaded file. Click **OK** to go back to the previous screen.

Resource History for Protocol   ❓ Help

Title: Protocol
File: Protocol.pdf
Owner: Michelle Mann
Author:
Content Type: Document
Version: 8.0
Description:

History:

▼ Date	Version	Person	Action	Notes	Uploaded File
9/25/2018 11:46 AM	7.01	Test Test	File Uploaded & Edited	**Version:** 8.0 **Date:** September 25, 2016	Protocol.pdf
10/6/2016 2:24 PM	0.01	Michelle Mann	Created	**Version:** 7.0 **Date:** September 19, 2016	TESTING Protocol_V7.0_Amendment 6_19Sept2016.pdf

|◄ ◄ 1-2 of 2 ► ►|

OK