

# **>IRISS**

### **RESEARCHER PROFILE**

Everyone registered in IRISS will have their own profile page where you can modify your contact information and upload documentation.

**1.** To view your profile page, click on **Researcher Profile** tab at the top of the page.

|  |                     | Click   | here to view      | our Resea | archer I | Profile              |          |                   |    |
|--|---------------------|---------|-------------------|-----------|----------|----------------------|----------|-------------------|----|
| My Home  | Researcher Pr       | ofile   | Help              |           |          |                      |          |                   |    |
| Page for test Test   | $\sim$              |         |                   |           |          |                      |          |                   |    |
| Study / Teaching Staff   |                     |         |                   |           |          |                      |          |                   |    |
| My Roles   | Page fo             | r test  | Test              |           |          |                      |          |                   |    |
| REB Admin  |                     |         |                   |           |          |                      |          |                   |    |
| Study / Teaching Staff •   |                     |         |                   |           |          |                      |          |                   |    |
| Create an application for:   |                     |         |                   |           |          |                      |          |                   |    |
| Research Ethics Board  | Inbox               | REB     | Reportable Events | Templates | REB Pro  | tocols Research List |          |                   |    |
| Quick Links  | Filter by 😯         | ID      | Enter text to se  | arch      |          | Q + Add Filter 🗙 C   | lear All |                   | \$ |
| Participate in Research  | ID Name             | Short T | itle Date Modif   | ied       | Туре     | Legacy File#         | State    | Last State Change |    |
| REBX<br>CHEMATIX<br>RNS<br>PeopleSoft<br>TCPS 2<br>CTIT Human Subjects Research (HSR)<br>NACTRC<br>Covenant Health<br>AHS Resource Request | No data to display. |         |                   |           |          |                      |          |                   |    |

On your profile page you can, (1) Edit your researcher profile (2) View the email address and phone number you have in IRISS (3) View what roles you have in IRISS (4) View committees you are associated with in IRISS (5) View the documents you have uploaded in IRISS.

| M            | y Home                | Researcher Profile   | Help   |                             |   |                     |
|--------------|-----------------------|--|--|-----------------------------|---|---------------------|
| :e<br>/e     | Test Test's I         | Profile  |  |                             |   |                     |
| has Danfile  | Email Address:        | test@ucalgary.ca   | Your Contact Information in IRISS  | Business Phone Number: 403  | -210-1234                                 |                     |
| ersion       | Committee(s):         | CFREB<br>CHREB<br>HSACC<br>LESACC<br>VSACC   |  | Role(s):                    | Principal Investigator<br>Registered User | Your roles in IRISS |
| your profile | Account Status:       | Active   |  | Access Approved By:         | University of Calgary                     |                     |
|              | Faculty:              |  |  | Department:                 |   |                     |
|              | Institutional Status: | University Staff   |  |                             |   |                     |
|              |                       | CiTI Program - Social and Beha<br>CiTI Program - Canada Biomedi<br>CiTI Program - GCP Tutorial Cer<br>CiTI Program - Health Canada D<br>NIH Certificate:<br>College of Physicians & Surgeo | vioral Research Certificate:<br>cal Certificate:<br>tificate:<br>ivision 5 Tutorial Certificate:<br>ns of Alberta Medical Practice Permit: | Documents uploaded in IRISS |   |                     |
|              | ACC Documentation:    | DVM Degree:<br>ABVMA License:  |  |                             |   |                     |
|              | General:              | CV: Test_CV(0.01)<br>Biosafety Permit:<br>Other Self Registration Docume<br>Other Documents:<br>Name   | ntation:<br>Date last modified   |                             | Version                                   | Link                |
|              |                       | No Other Documents Provided  |  | 1                           |   |                     |
|              | Research Hi           | story Log  |  |                             |   |                     |



### EDIT YOUR RESEARCHER PROFILE

- 1. You can modify your profile name and contact information on 'Base Information' page.
- 2. You can move through the profile using the scroll menu on the left hand side

#### Click here to navigate between pages of your profile.

| Base Information              | Rea         | ding: 00018544  | Go to forms menu 🔒 Print 🔻 😢 Help  |
|-------------------------------|-------------|---|--|
| Documentation<br>ACC Training | Base<br>1.0 | Profile Information Profile Name: test Test's Profile   |  |
| Final                         | 2.0         | This information has been pre-populated from your initial contact record.<br>Honorific:<br>First Name: test<br>Middle Name:<br>Last Name: Test  |  |
|                               | 3.0         | UCID (University of Calgary Only):<br>Institutional Status:<br>University Staff   | Institutional status of "Faculty" or<br>"Staff requires verification -<br>please email<br>inss.support@ucalgary.ca to<br>initiate this request |
|                               | 4.0         | Email Address: Email Address: Email Address: test test Note: UofC users: University of Calgary policy directs users to use the ucalgary.ca email for communicating university business. For more information, please review the <u>electronic</u> communication policy. The only exception is for employees who hold joint appointments for UofC and AHS - AHS email addresses are acceptable. Phone Numbers: |  |
|                               | 6.0         | Business:<br>403.220.2297<br>Home:<br>Mobile:<br>Fax:<br>4.1 - Select you preferred contact method.Business<br>Addresses:<br>Primary Address  |  |

**3.** To add/update documents go to the **Documentation** page. Click on the **Upload** or **Upload Revision** button beside the appropriate section.

| E 🕄 Validate 🛛 🔍      | Editing: 00019104  |        | Go to forms menu | Print 🔻    | R Help |
|-----------------------|--|--------|------------------|------------|--------|
| Base Information      |  |        |                  |            |        |
| Documentation         | Supporting Documentation   |        |                  |            |        |
| ACC Training<br>Final | None       Surgeon         1.0       TCP\$ 2 Core Turvial Conflicte of Completion:         None       Surgeon         2.0       CIII Program - Social and Behavioral Research Certificate:         None       Surgeon         3.0       CIII Program - Canada Biomedical Certificate:         None       Surgeon         4.0       CIII Program - Canada Biomedical Certificate:         None       Surgeon         5.0       CIII Program - Health Canada Division 5 Tutorial Certificate:         None       Surgeons         6.0       NHI Certificate:         None       Surgeons of Alberta Medical Practice Permit:         None       Surgeons         ACC | C Exit | B Save (         | Continue ( | 0      |
|                       |  |        |                  |            |        |
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| SS – Researcher Pro   | file 2   |        |                  |            |        |
| s.support@ucalgary    | л.са   |        | Novemb           | er 202     | 1      |



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**4.** Once you have updated your profile, click on **Save** then **Exit** at the top or bottom of the page or if you are on the **Final** page, click **Save & Close**.

**Important!** There are fields in your profile that you cannot edit, such as **UCID**, **Faculty**, or **Department**. If you need something modified on your behalf, contact iriss.support@ucalgary.ca.