# GW iRIS

Reference Guide: Navigating the home screen

To start a new study in the Integrated Research Information System (iRIS), you will first need to login (please see login instructions for first-time users). **It is recommended that you allow pop-ups for this site when logging in. Certain actions within the application will <u>not</u> function if the pop-up blocker is turned on for this site.** Changing this setting will depend on the browser and version that you are using.
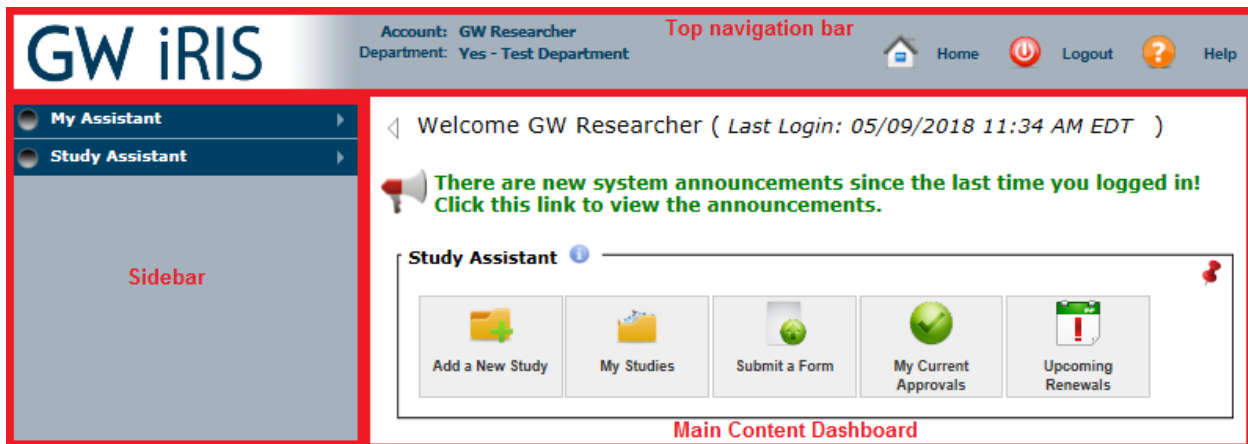
The home screen is pictured above. It contains three main sections: the left sidebar, the main Content Dashboard and the top navigation bar. Please note that the view pictured is the "Modern" view. An option to select this view will appear when you first login and again in the upper right corner ( )

Top navigation bar

Along the top, you will see your name and Department along with three options that will be available at all times: Home, Logout, Help.

- **Home** will bring a user back to the Home Page
- **Logout** will log you out of the system
- **Help** will guide you to any reference materials that have been developed to help navigate the system *(please note there are none loaded at this time)*

Left Sidebar/Main Content Dashboard

My Assistant/Study Assistant

On the left sidebar, the **My Assistant** and **Study Assistant** exist (if you are a Board Member, you will also see the **IRB Assistant** or **IACUC Assistant**). Study Assistant is also "pinned" to the main section of the iRIS homescreen. You can unpin this by clicking the 📌 in the upper right corner of this box (you can repin it by going to Study Assistant and

selecting "Pin Study Assistant to the Content Dashboard" from the dropdown). The dropdown in the Study Assistant in the left sidebar has the same options as the Study Assistant in the main content dashboard

My Assistant
Within the "My Assistant" section of GW iRIS, users can:
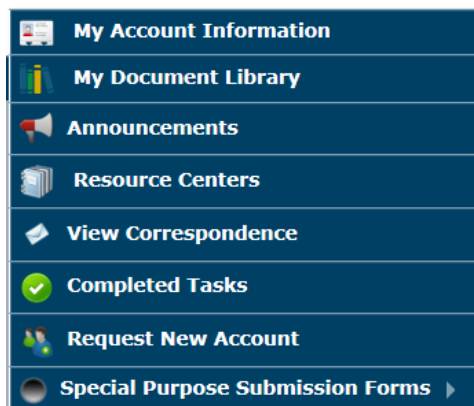
- **My account information**: View/edit your profile information, including your name, email, mailing address, etc. Please note that if you are GW faculty/staff/student, some of the fields in "Profile" are auto-populated from GW's personnel system, Banner
- **My document library:** This acts as a personal repository for you to upload documents to store in iRIS (ie. Consent forms, study documents, etc.). When uploading attachment(s) associated with a submission, you are able to select from the library (you are also able to access any files on your local computer/available drives)
- **Announcements:** View any announcements that the system administrators have made (if there have been any new announcements since your last login, you will also receive a notification on the main homescreen next to the)
- **Resource Centers:** View helpful resources to guide you through various processes in GW iRIS
- **View Correspondence**: View any correspondence related to protocols that have been submitted and are being reviewed
- **Completed Tasks:** View a history of homescreen tasks that have been completed. Common homescreen tasks include reviewer assignment tasks (for reviewers), waiting for PI to signoff task, submission corrections task, submission response task (for researchers),etc.
- **Request New Account:** Request a new iRIS account on behalf of another user. This may be particularly useful for multi-site studies where GW is the lead site. If a site contact needs to request account(s) for another site PI and/or personnel, they request an account here.
- **Special Purpose Submission Forms:** Access the GW Human Subjects Determination form to submit an inquiry as to whether or not your research qualifies as human subjects research. You can read more about accessing and completing this form in the Submitting a Human Subjects Determination Request reference guide.

Study Assistant
Within the "Study Assistant," users can submit a new study, find studies that are in process and/or have already been submitted and view upcoming renewals. Study assistant is viewable from the left sidebar or the main content dashboard (unless unpinned)
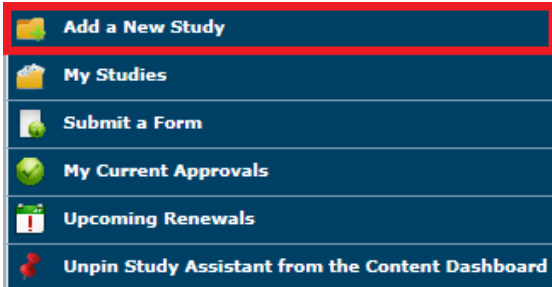
● **Add a New Study**: Select this to start an IRB or IACUC application (in the future, this is where you will also access IBC and COI applications). The screenshot below will appear. Select the radio button next to the option you would like, and click "Start selected application"

- **My Studies:** View/edit any studies you have submitted previously and/or that you are developing currently. This section will show basic information about your studies and will provide you with the status and submission history of your studies. If you have started but not yet submitted a study, you will find it here and continue working on it. You can also open a study to review the application materials and/or to submit a continuing review request, IRB or IACUC modification request, closure form, etc.
- **Submit a Form:** Select this to submit a submission/change form related to an already submitted study (i.e., modification form, promptly reportable new information, continuing review form, etc.). You can also submit a change form by going to your study in "My Studies"
- **My Current Approvals:** This is where you will find Study Documents, Consents, and Outcome Letters that have been approved by the board.
- **Upcoming Renewals:** This will display studies that require renewal within 30/60/90 days. Please note that Continuing Reviews Due will also appear as notifications on the homescreen (see screenshot below).