#### **IRIS USER GUIDE** CWRU ADMINISTRATION OFFICE case-ibc@case.edu

#### **IBC Termination Submission**

- A termination form should be submitted by the PI at the time a study is closed/discontinued.
- For clinical studies, the IBC protocol can be closed one year after the last participant at the site has received the last dose of study agent.

# How do I submit a Termination form?

Step 1	Log into iRIS: <u>ht</u> left, and open the	<b>sps://spartaIBC.case</b> study that is being clo	e.edu. On the Home scree osed.	n, click My Studies on the
	Hy Assistant Study Assistant Add a New Study Hy Studies Hy Appointments	ur current Department is Case Western Reserve University ter: [Continuing Review Due v] Islete Complete Not Opened Ks Correspondence Found	IBC and SBER IRB - SOM - Neurosciences Previously Opened Correspondence	
	My Studies Display my Studies by: IRB Number	<ul> <li>Most Recently Used Studies:</li> <li>Filter my Studies by study status:</li> <li>Itel Monthers that have not been assigned an</li> <li>Itel Humber</li> <li>Show Hidden Studies ○ Yes ● No</li> </ul>	Find by IRB Number:	€ Back
	Click to Study IRB / Open Status Approved	Iumber IRB Expiration Date	Short Study Title         Principal Trivestigator           Study Title         Example           example         Example - creating knocknut/knockin cell lines to investigate FBK signal	Copy Study Points Hide
Step 2	On the left-hand Review/Termina	l side of the screen, ition form.	on the lower section, se	lect IBC Continuing
	IBC-2020-327         Sub           P1:         Study Statum         Approved           Study Statum         Study Management         Study Management	IBC Number : IBC-2020-327 IBC Expiration Date: 11/01/2021	Study Title : Example - creating knockout/knockin cell lines to	Back
	Protocol Items	() Curr	ent Approval Packet Submissions History Study Correspondence	
	Study Application     Informed Consent      Other Study Documents		Outstanding Submission(s)           Track         Ref Request Type           There are no outstanding submissions.	Process Submissio
	Continuing Review/Termination Decau Initial Review Submission Form Unanticipated Problems, Deviati	Submission Form		
Step 3	Click the button	to Add a New Form		

# **IRIS USER GUIDE**

CWRU ADMINISTRATION OFFICE

case-	ibc@	Case	.edu
cuse	INC C	cuse	·cuu

	IBC Amendment Form					
	Study Status: Approved 18C Number : 18C-2020-327 Study Title : Example - creating knockout/knockin cell lines to investigate ERK signaling in vivo					
	IN CAPARATION DATE: IN UN2021					
	Ust of records associated with form: IBC Amendment Form.         To view previous versions click on the folder icon         .					
	Show Show Key Follow-Up     Show Show Kelly     Form Rounds     Track     Process     Submission     Date       Created By     Date Created     Modified By     Date Modified					
	No records have been created.					
Step 4	Complete the form, choosing Termination Notification in Section 2.					
Stop 6	The form has been completed. If the PI created the form then there will be a					
Step o	button to Signoff and Submit. If someone else created the form, there will be a					
	The form has been completed. If the PI created the form, then there will be a button to Signoff and Submit. If someone else created the form, there will be a button to Notify PI for signoff. The PI can login to iRIS, and there will be a task on the Home page for Submission Routing Signoff.					
	the Home page for Submission Routing Signoff.					
	Entire view of the Form					
	Form has been Completed!					
	Instruction of Form has Been Completed Screen					
	Exit Form					
	ka, Signoff and Submit					
Step 7	At Signoff, no additional routing is needed.					
	Setup Signoff Submission Routing					
	Research Continue					
	Space this submission requires additional routing for approval					
	YES - Click YES to select additional personnel for routing.					
	NO - Click NO to bypass selecting additional personnel for routing.					
	Fverything attached to the Continuing Review Submission form will be listed on the					
	signoff page. The PI will need to click the button for "Approve" at the bottom of the					
	signoff page, and provide a CWRU ID and password. Hit Save Signoff in the upper					
	right.					

### **IRIS USER GUIDE**

CWRU ADMINISTRATION OFFICE

case-ibc@case.edu

Submission Routing Signoff		🔣 Back
Study Title Submission Reference Number	Example - greating knockout/knockin cell lines to investigate ERK signaling in vivo	Save Signol
		Printable Version
Submission Form(s):	Include in PDF Packet Submission Component Name - Version	
	Submission Form(5)  BCAmendment Form - (Version 1.0)	
	Application Study to lization - (Version 1.1)	
Evan Deneris as Responsible/Princip Investigator do you Approve or Deny this submission?	○ Approve ○ Deny	
This form requires your electronic signature. Please enter your User ID & Past yord:	User ID: 5	
	save Signoff	

More questions? Contact the Institutional Biosafety Committee: case-ibc@case.edu