



# GW iRIS

## Reference Guide: Submitting Amendments/Terminations/Renewals/Incident Reports for an IBC Study(s)

If you need to submit an additional form to an IBC study - including an amendment, termination, renewal or incident report - there are two ways to access the necessary forms:

### Option 1: From “Submit a Form”

- 1) Go to “Submit a Form” (under “Study Assistant”) and next to the study that requires an update/modification, click the icon under “Submit a New Form.”

Study Status	IBC Number	Short Title Study Title	Principal Investigator	Submit a New Form	Finish an Incomplete Form
Active	IBC-19-15	Test IBC Protocol Test IBC Protocol	Researcher, GW		

- 2) A pop-up will then display requesting that you select a form to start. Click on the form you wish to submit

**Select a form to start**

Submit a form below to report a change:

- IBC Amendment Form
- IBC Annual Renewal
- IBC Incident Reporting
- IBC Protocol Termination

- 3) Complete the form by answering each question, clicking “Save and continue to next section” through the application, and signing off and submitting for review

## Option 2: From “My Studies”

- Go to “My Studies” (under “Study Assistant”) and next to the study that requires an update/modification, click “Click to open”

The screenshot shows the 'My Studies' page with a table of study records. The first row is highlighted in yellow. The 'Click to open' button, represented by a document icon, is circled in red.

Click to open	View Details	Study Status	IBC Number	IBC Expiration	Short Title Study Title	Principal Investigator	Copy Study	Hide
		Active	IBC-19-15		Test IBC Protocol Test IBC Protocol	Researcher, GW		

- Select the form that you would like to submit and click on it

The screenshot shows the 'Submissions' page for study IBC-19-15. The 'Submit a form below to report a change:' section is highlighted with a red box, containing four radio button options.

- IBC Amendment Form
- IBC Annual Renewal
- IBC Incident Reporting
- IBC Protocol Termination

- Click “Add a New Form” to start a new form

The screenshot shows the 'IBC Amendment Form' page. The 'Add a New Form' button, which has a green plus sign, is highlighted with a red box.

Buttons: Copy Form, **Add a New Form**, Compare Two Versions, Delete Selected Form(s)

0 result(s) found...

Show Rev	Edit/View	Form Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created
----------	-----------	-------------	-------------	----------------	--------------------	-----------------	------------	--------------

## Submitting an IBC Amendment Form

If you selected 'IBC Amendment Form,' you will be brought to the GW IBC Amendment form. Make the necessary updates to each section of the application and click "Save and Continue to Next Section" to move through the form. In Section 2, you will select the type of protocol change and will update the associated information. For all changes except changes to Current Personnel, you will be asked to revise the application.

IBC Number: **IBC-19-15**  
PI: Researcher, GW

**IBC Amendment Form - (Version 1.0)**

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

George Washington University Amendment of a Biosafety Pro ...  
Protocol Changes

**2.0 Protocol Changes**

2.1 Mark the check box next to what you would like to change and then provide the information that is asked of you for that specific item

Changes to Current Personnel

Changes to Locations

Revise the application to reflect the location change in question 2.2 below.

Changes to Current Title (A title to an existing, approved protocol may be changed only if the research project procedures remain the same.)

Revise the application to reflect the Title change in question 2.2 below:

### Revising the application

You revise the application in Section 2.2 – Revise the application to reflect all proposed changes.

- Select "Click here to attach the application"

**1.9 Revise the application to reflect all proposed changes:**

Click here to attach the application.

No Application has been associated with this submission.

- If you have already modified the existing application, you can select the updated application and click "Save Attachment"

Attaching Study Application

Select the application that you would like to attach and then click Save Attachment

Save Attachment

Select	Show Rev.	Edit/View	Form Name	Approved	Create a Revised Application
<input checked="" type="radio"/>			GW IBC Protocol (Version 1.1)	No	

- If you have not modified the existing application, you can modify it from the Amendment Form by selecting "Add Revision"

## Attaching Study Application



Select the application that you would like to attach and then click Save Attachment

Save Attachment

Select	Show Rev.	Edit/View	Form Name	Approved	Create a Revised Application
<input type="radio"/>			GW IBC Protocol (Version 1.1)	No	
<input type="radio"/>			GW IBC Protocol (Version 1.0)	Yes	Add Revision

- You will then update the application (note that it will create a new version of the application – 1.1 or 1.2, etc. – and will save the prior version).
- To get back to the Amendment Form from the revised application, either click “Back” (in the upper right corner) or go to the final section “Application Complete” and click “Save and Continue to Next Section.”
- Attach any other documentation in section 2.3 and confirm that the Amendment form has been updated properly, then select “Save and Continue to Next Section” and “Signoff and Submit”. If you are completing the form on behalf of the PI, you will get the option to “Notify the PI to Signoff”
- On the Submission Routing Signoff page, you will need to check the box under “PI Assurance”, select whether you “Approve” or “Deny” and click “Save Signoff”

Submission Routing Signoff
Back

Save Signoff

Study Title: Test IBC Protocol  
Submission Reference Number: 001808

Printable Version

Include in PDF Packet	Submission Component Name - Version
Submission Form(s)	
<input type="checkbox"/>	IBC Amendment Form - (Version 1.0)
Application	
<input type="checkbox"/>	GW IBC Protocol - (Version 1.1)

**Principal Investigator:**

By electronically signing this form, you are indicating verification that all items on this form are accurate and you agree to ensure compliance with all items.

GW Researcher as Principal Investigator do you Approve or Deny this submission?

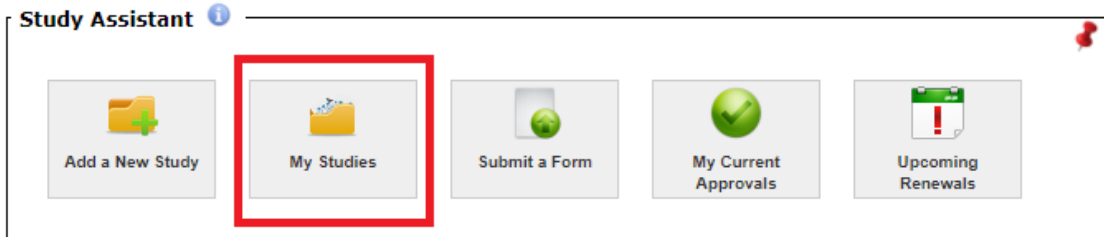
Approve  Deny

Save Signoff

Please note that once you have submitted an amendment form, you will need to wait for approval of the updated application before submitting another version. If you realize after submission that you have another modification to include, you can “retract” your application up until the review process begins (see instructions on p. 6 of this reference guide for how to retract).

**Special note for existing studies (open prior to 2/1/2019):** If you had a study approved prior to 02/01/2019, only the title and a few basic data points have been added to iRIS. In order to have an application to update/add for an amendment form, you will first need to build your application in the iRIS system. Steps to do this:

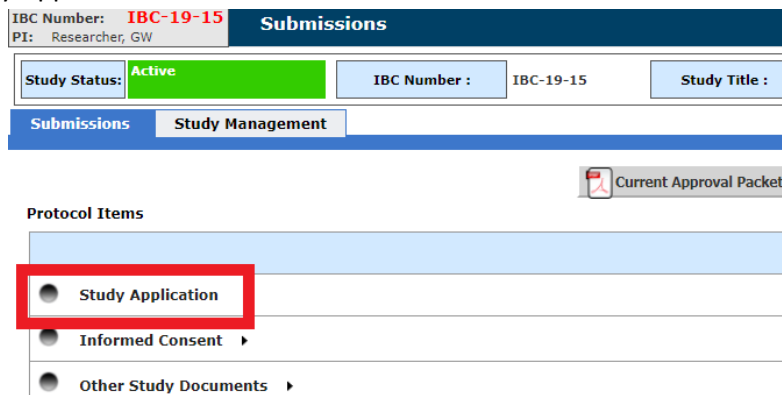
- 1) Go to “My studies” (under “Study Assistant”)



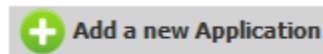
- 2) Find the study for which you would like to submit a form, clicking the link to open the study (found under the “Click to open” column)

Click to open	View Details	Study Status	IBC Number	IBC Expiration	Short Title Study Title	Principal Investigator	Copy Study	Hide
		Active	IBC-19-15		Test IBC Protocol Test IBC Protocol	Researcher, GW		

- 3) Select Study Application








- 4) Click “Add a new Application” (on right side of screen)







- 5) Select “GW IBC Protocol” and click “Start selected Application.” Some basic information about the protocol (title, PI, department) will be pre-populated but should be confirmed and/or updated as necessary. All other sections will need to be populated.
- 6) Once you have completed the application, you will go through approving the application as you do when initially building an application.
- 7) You can then add an amendment and when you get to section 2.2 and “Click here to attach the application”, select the application you just built to add to the study and click “Save attachment”

Checking the status of a form or retracting a submitted form can be done by going to My Studies and either selecting the '+' under "View Details" then clicking "Track Location" or by clicking the icon under "Click to Open" under "My studies". In the bottom right corner of the Submissions page, it will show

outstanding submissions. You can click the  icon to see the current status or "Retract Submission" to retract the submission

Click to open	View Details	Study Status	IBC Number	IBC Expiration	Short Title	Pr In	
		Active	IBC-19-15		Test IBC Protocol-testing update Test IBC Protocol	Res	
<b>Submissions in Process</b>		<b>Completed Submissions</b>		<b>Submissions Returned with Char</b>			
Reference Number	Track Location	Status	Request Type	Details	Review Board	View Outcome Letters	Review Proce
001808			IBC Amendment Form				
			IBC Amendment Form		IBC		

View of the "My studies" page

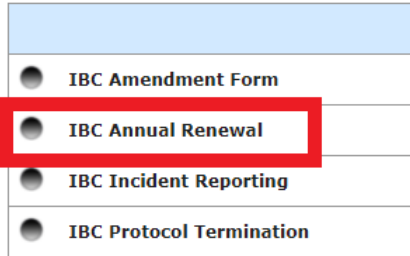
 Outstanding Submission(s)			
Track Location	Ref Number	Request Type	Process Submission
 In Process	001808	Click on the hyperlink to edit/view the submission.  IBC Amendment Form	 Retract Submission

"Outstanding submissions" section of the "Submissions" page. You get to this by clicking the icon under "Click to open" from the "My studies" page

## Submitting an IBC Annual Renewal Form

- 1) Select the IBC Annual Renewal Form

Submit a form below to report a change:



IBC Amendment Form

**IBC Annual Renewal**

IBC Incident Reporting

IBC Protocol Termination

- 2) Respond to the questions. In Section 2.0, you will be asked to update personnel and information on controls. If you indicate you are making a change to the current protocol, you will be asked to submit a modified application (following the instructions for “submitting an IBC Amendment Form”).



IBC Number: **IBC-19-15** IBC Annual Renewal - (Version 1.0) Back

PI: Researcher, GW

Print Friendly Refresh Constant Fields Save Section Save and Continue to Next Section

Section view of the Form Entire view of the Form

1.0 George Washington University Annual Renewal of a Biosafet ...

**2.0 Annual Update Information**

2.1 Personnel Information:

- 3) Click the “Save and Continue” button in the upper right corner and go through the steps to “Signoff and Submit” the form

## Submitting an IBC Incident Report

- 1) Select the IBC Incident Reporting

Submit a form below to report a change:



IBC Amendment Form

IBC Annual Renewal

**IBC Incident Reporting**

IBC Protocol Termination

- 2) Respond to the questions in Sections 1.0 and 2.0
- 3) Click the “Save and Continue” button in the upper right corner and go through the steps to “Signoff and Submit” the form

## Submitting an IBC Protocol Termination

- 1) Select the IBC Protocol Termination

Submit a form below to report a change:

<input type="radio"/>	IBC Amendment Form
<input type="radio"/>	IBC Annual Renewal
<input type="radio"/>	IBC Incident Reporting
<input checked="" type="radio"/>	IBC Protocol Termination

- 2) Respond to the questions in Sections 1.0 and 2.0
- 3) Click the “Save and Continue” button in the upper right corner and go through the steps to “Signoff and Submit” the form

## Starting a Form and Returning to it at a Later Date

If you start one of the IBC forms and want to return to it later to complete and/or submit it, you can access it one of two ways:

- 1) From the homescreen, go to “Submit a Form” and select “Finish an Incomplete Form”. Find the form you want to complete and click the icon under “Edit/View”

	Show Rev	Edit/View	Form Number	Sub. Rounds	Track Location	Process Submission	Submission Date
<input type="checkbox"/>			1.0				

- 2) From the homescreen, go to “My Studies” and click the icon under the “Click to Open” column. In the bottom right corner, under “Outstanding Submissions”, click the link to the form to access it again

Outstanding Submission(s)			
Track Location	Ref Number	Request Type	Process Submission
	001811	Click on the hyperlink to edit/view IBC Protocol Termination	<input type="button" value="Send Submission"/>

***If you have any questions or need any additional assistance, please contact the Office of Lab Safety at 202-994-8258 or email [labsafety@gwu.edu](mailto:labsafety@gwu.edu).***