Online Application Features (1)
Data Entry

Most, but not all, textboxes are rich text formatted.

Responses to radio buttons or checkboxes may open additional questions or textboxes.

Red asterisk indicates a response is required.

Pull corner to expand.

Click Clear Responses to remove all responses on page.
For example, at General Information / Project Personnel:

1) Click “Click here to add personnel” link to open the personnel data entry form.

2) Click the look-up icon (magnifier) to open the Personnel Search pop-up.

3) Type the study team member’s name or PID to search the campus directory, then:
   - Select the relevant record to auto-populate the Project Personnel data entry form.

Online Application Features (2)

Look-ups provide access to personnel and sponsor records maintained in University databases. IRBIS facilitates search of these databases, and selection and mapping of records into the IRB application, thereby saving data entry time, and ensuring data consistency across integrated systems, campus-wide.
1) Responses to some questions additionally require the attachment of a document.

2) Accumulated document requirements are listed at the Consent Forms and Attachments sections. Requirements are marked with a red X until “satisfied” (green check).

3) Requirements are “satisfied” by uploading documents of a corresponding Document Type.