IRBIS changes, effective 9:30 AM, March 13, 2018

IRBIS 5.09.06.02 Update:

The Expedited Checklist will apply to all applications designated as Not Full Board. It will be accessible from the left hand menu of the Application review window, just below the Item List.

NHSRs, HUDs, Exempts, Rely Ons, Closures, and Full Board submissions do not have access to the Checklist tab on the Applications screen.

During the transition from the old checklist to the new, some studies may want to bypass this requirement. A Justification text area has been added for when the N/A option is checked.

This should only be used if the old checklist has been filed out, or if the study is not subject to the policy.

From within the Checklist, hyperlinks to the relevant section(s) will now take the user to that area within the application and will close the checklist once IRBIS has navigated to the section selected. To return to the checklist, click the tab to reopen.
We do not show specific sections related to the criteria if the section listed is not in the current review. Each criterion must be noted as Met, Not Met, or not applicable (n/a only available for certain criteria)

A checklist confirmation has been implemented. It’s very similar to the PI Response confirmations. You select criterion met/criterion not met and a confirm is required before the submission can be finalized. Just as responses to stipulations, the person (Analyst or Chair) who is finalizing the review is the one who should confirm the checklist is correct.

At the bottom of the checklist there is a Confirm All option.
All criteria must be noted as Met, Not Met, or N/A and confirmed in order to proceed with finalizing a letter. Each new review (i.e. swim lane) will carry over the selections made in the checklist during the previous review, but may be changed as needed.

The new hard stop will be displayed in the event any criteria have not had a selection confirmed which will keep you from finalizing the letter:

![Image showing a hard stop in the review process]

**Letter cannot be finalized at this time**

The letter cannot be finalized at this time as the Expedited Reviewer Checklist requirements have not been met.

Please go to the Application screen and click on the CHECKLIST tab on the left side.
Once a submission is approved, a PDF is created and stored automatically in OHRE attachments that is a read only display of the Checklist for each review. This is useful when reviewing timestamps for auditing purposes.