

To access the OHRE/IRB COI Grid, log into IRBIS (irbis.unc.edu), then:

1. Enter your Reference ID number into the search field and click search or enter.
2. Click on the Personnel Tab to view the COI grid.

IRBIS Office of Human Research Ethics

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Dashboard

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- Renewal
- New Safety Information
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Submissions In Progress

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- Submitted to IRB (1)
- IRB Waiting PI Response

All My Studies

- My Studies
- Studies in My Dept

Routing Inbox

- PI/Advisor Certification
- Dept Approval
- Dept Reviewer

My Letter History

- View Letter History

IRB
University of North Carolina - Chapel Hill
720 Martin Luther King, Jr. Blvd.
Bldg. 385, 2nd Floor
CB #7037
Chapel Hill, NC 27599-7037
(919) 966-3113

Dashboard Version: 2.0

Human Research Application for IRB Approval

Online Submission FAQ | Online Submission Guide

IRB Number: 19-0000 | Reference ID: Search

WELCOME TO IRBIS, THE IRB INFORMATION SYSTEM

The system is designed to be used for all of your interactions with the IRB. Here you can create new applications, modify or update approved studies and view the status of pending submissions. After you select the relevant action from the left hand column, you will be prompted to provide the information needed to complete your submission, including consent forms, as relevant. Your application will be customized to fit the circumstances of your research, depending on your responses as you proceed. The questions are designed to be answered in a sequential order; however, you may use the links in the left column to revisit any portion of the application. Once you have provided the necessary information, your submission will be electronically certified by the principal investigator, routed for department level approvals (when indicated) and then received by the IRB.

For assistance, please contact the IRB Office at IRB_Questions@unc.edu or (919) 966-3113

View Sample Application

Click above to view a sample application with most questions available for review. Your application will differ based on your answers.

Departmental Correspondence Awaiting PI Response

Reference ID	IRB Number	Submission Type	Date Submitted	Title	Principal Investigator	Dept Action	View Routing Comments
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Routing | Routing Comments | Status History | Submitted Documents | Addenda | **Personnel** | sIRB

Training and Conflict of Interest entered for this Submission [-] collapse all

Full Name	Role	Department	CITI HSP Training	CITI GCP Training	COI Training	COI Number	Initial COI Disclosure	Potential Conflict	COI Review Process	COI Review Result
[REDACTED]	Principal Investigator	Biochemistry and Biophysics	✗	n/a	✓	19-10841	✓	Yes	Completed	Admin Considerations UNC Transparency
[REDACTED]	Co-investigator	Department of Medicine	✓	✓	✓	19-10837	✓	Yes	Staff Review	Pending
[REDACTED]	Co-investigator	Department of Medicine	✓	✓	✓	19-10839	✓		Completed	No Conflict
[REDACTED]	Co-investigator	Lineberger Comprehensive Cancer Center	✓	✓	✓	19-10843	✗			
[REDACTED]	Co-Investigator	UNC Eshleman School of Pharmacy-Office of the Dean	✓	✓	✓	19-10630	✓		Completed	No Conflict
[REDACTED]	Co-investigator	Department of Medicine	✓	✗	✓	19-10846	✓		Completed	No Conflict
[REDACTED]	Co-Investigator	Neurology	✓	✓	✓	19-10636	✓		Completed	No Conflict
[REDACTED]	Study Coordinator	Lineberger Comprehensive Cancer Center	✓	✓	✗	19-10842	✗			
[REDACTED]	Study Coordinator	Department of Medicine	✓	✓	✓	19-10840	✓		Completed	No Conflict

External Institutions

External Institution	COI Policy	Assurance Letter	Management Plan
Duke University	Policy Undetermined	✗	✗

Full Name	Role	Department Name	CITI HSP Training	CITI GCP Training	COI Training	COI Number	Initial COI Disclosure	Potential Conflict	COI Review Process	COI Review Result
[REDACTED]	External Site PI		-	-	-		n/a			n/a

HOW TO UNDERSTAND THE GRID:

✓ means all is completed

✗ means that something is not completed or submitted

n/a means **not applicable**; there is no COI requirement for this individual.

Columns to focus on:

CITI HSP or GCP Training: Please contact the Office of Human Research Ethics (OHRE) for details.

COI Number: The number assigned to the COI disclosure in the AIR system (air.unc.edu), useful reference when contacting the COI Office with questions.

Initial COI Disclosure: if there is a Red ✗ in this location, it means the individual has not yet submitted their COI disclosure.

Potential Conflict: if it is blank, it means either the person has not completed the COI disclosure or there is no conflict, see COI review process column for clarification. If it says YES, then a potential conflict has been declared and needs review by the Chairs/COI Office. See the next two columns for details on the review process and results.

COI Review Process: This column has been added to provide more information, as detailed below, as to the status of the disclosure as it moves through the COI process. Following are the possible statuses that may be shown after the initial submission:

- Potential Conflict – submitter has indicated a potential conflict and the COI disclosure is in route via the system.
- Staff Review –the COI disclosure is in the review bucket in the COI Office and assigned to a staff member. Note that a disclosure can go from the staff to a COI Chair and then back to the staff.
- Awaiting Submitter Response – question(s) have been sent to submitter; the COI Office is awaiting a response.
- Submitter Change Needed – changes to the protocol or other areas have been requested by a COI Committee and/or COI Office. The review cannot move forward until submitter makes required changes and confirmation has been made by the COI Office.
- Chair Review – the applicable COI Committee chair is reviewing the COI disclosure.
- Designated Review – a designated reviewer is reviewing the COI disclosure.
- Committee Review – the COI disclosure has been assigned to the applicable COI Committee for review. Committee meetings are generally once a month.

When all items are related to the COI disclosure are completed to the COI Chair(s)/Committee satisfaction, including report to the Sponsor if necessary, then:

- Completed – the review is complete, review result will appear in the COI Review Results column.

COI Review Results: Are visible to everyone but do not impact processing except for “deferral.” The deferral status means additional information has to be obtained and the disclosure will have to go back to COI Committee for review. For the PI results only, in some cases additional text may appear in yellow which indicates an Institutional Interest. Any actions required are included in the PI’s COI Finalization letter.

NOTES: COI review generally takes about 3-4 weeks after the COI Office has been notified. Cases going to committee may take longer.