

IRBIS changes, effective 5:00 PM, August 14, 2025

IRBIS System Update:

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Preview of Stamped Consent forms

The study teams will be able to view the appearance of the consent forms with the Approval Date Stamp. This preview is available in three different places on the Consents Screen.

Upon uploading a new document.

>> 2. UPLOAD NEWLY-CREATED CONSENT FORMS

Use this section to upload your newly-created consent forms not already listed below. Select the appropriate Document Type; click [Browse](#) to locate the edited consent form on your computer; and click [Upload Consent Form](#).

Use step 2 the first time only for each form; once uploaded, revise and replace using step 3 below. In order to facilitate current and future review, please upload documents in MS Word format.

Document Type:

Attachment:

New Documents Only

All Consent Forms must be stamped as approved by the IRB before they can be used. The stamping process will sometimes produce unexpected results. To avoid delays in the approval of your research, please click [here](#) to preview this consent form to verify that it will appear as desired.

NOTE: If you need to create a consent form to use with an additional group or cohort, download a copy in step #3 below, make the necessary changes, save to your computer with a unique file name and upload in step #2 above.

Replacing a current document.

>> 3. REVISE/REPLACE PREVIOUSLY UPLOADED CONSENT FORMS

Click the file name to: download, replace, rename, delete, or view version history. If updating a pdf, please also upload a tracked copy that shows the changes.

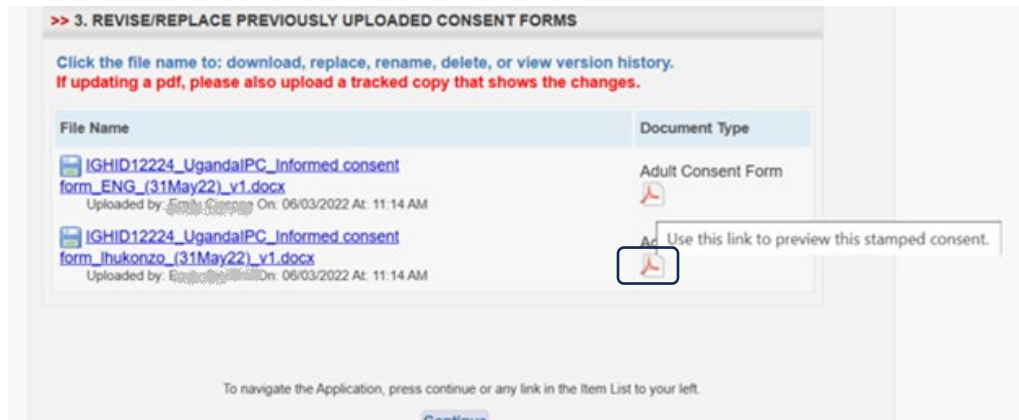
File Name	Document Type
IGHID12224_UgandaIPC_Informed consent form_ENG_(31May22)_v1.docx	Adult Consent Form

Manage Uploaded Consent Form (Mouse over links for instructional text)

REPLACE YOUR FILE WITH A CLEAN REVISED COPY (no track changes)

All Consent Forms must be stamped as approved by the IRB before they can be used. The stamping process will sometimes produce unexpected results. To avoid delays in the approval of your research, please click [here](#) to preview this consent form to verify that it will appear as desired.

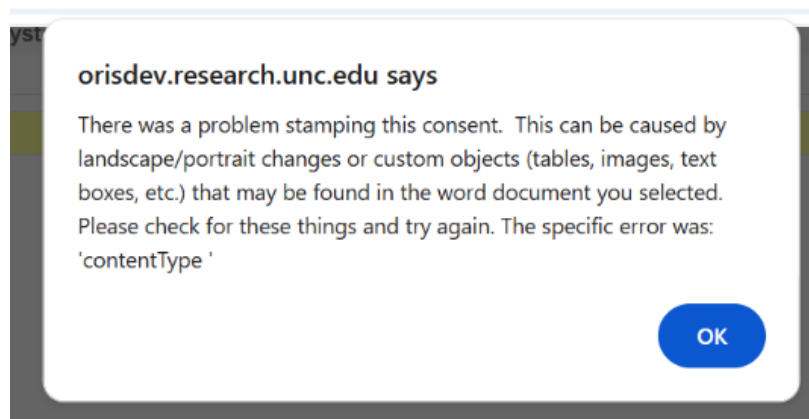
Once the document is uploaded.



Once the pdf is open, the footer will indicate that it is a preview only. This document should not be used for consenting.

Preview Only - Not Approved by UNC-IRB

If there is an issue with the document, and a pdf cannot be generated, the following error will display.



Cover Memo for Personnel Modifications

Upon instituting the Personnel Modification several years ago, we did not allow for the inclusion of a Cover Memo. It is clear that there are times when additional information is helpful for our review, so all Personnel Mods will now include an option for a Cover Memo.

Anniversary Date for Administrative Reviews

To assist in tracking of annual Administrative Reviews, the Due Date will be based on the approval of the initial submission. The Due Date will be automatically set to 12 months from the original approval date at initial submission.

For studies where an annual Administrative Review has already been finalized previously, the review cycle may be less than a year.

Example: An Administrative Review submission is submitted and approved on 8/20/2025, however, the initial submission was approved on 6/17/2021. The next Due Date will be 6/17/2026.

