

IRBIS changes, effective 5:00PM, April 30, 2026

IRBIS System Update:

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New Stipulations Interface

With this change, you will no longer respond to a stipulation and make the associated changes in two different locations.

Upon opening the submission page, you will find the stipulations in the upper left of the screen.

IRB Number: [25-1353](#) PI: [Cantrell, Celeste](#) Submission Type: Initial
[Study Notes:](#) Study Title: My Exempt Cypress Test
Stipulations Needing Action 6 out of 6: Choose One
Tracking Response Progress:

The drop-down menu will display a list of the stipulations and their location in the application.

Stipulations Needing Action 6 out of 6: Choose One
Tracking Response Progress:
Item List click on section name to expand
✓ Exemptions
✓ General Information
✓ [1. General Information](#)
Global/Consent Form/Attachment Stipulations; Resolved: 0 of 1
2. Project Personnel; Resolved: 0 of 1
1. General Information; Resolved: 0 of 1
A.4. Study design, methods and procedures; Resolved: 0 of 2
A.9. Identifiers; Resolved: 0 of 1

Select the one you wish to address.

Stipulations Needing Action 6 out of 6: Choose One
Tracking Response Progress:
Item List click on section name to expand
✓ Exemptions
✓ General Information
✓ [1. General Information](#)
2. Project Personnel
2. List all project personnel beginning with principal investigator, follow

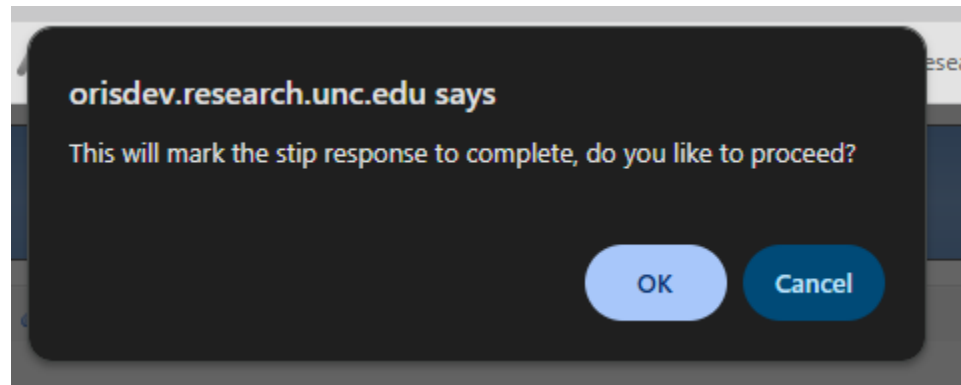
You will be taken directly to that section where you can make the change and respond to the stipulation.

The screenshot shows a web form titled "2. Project Personnel" with a reference ID of 474904. The form contains two main questions. Question 1 asks if the project will be led by a student or trainee, with radio buttons for "Yes" and "No" (selected). Question 2 asks for a list of project personnel, including instructions on who to include and exclude. Below the questions is a yellow highlighted section titled "Stipulation:" containing specific instructions about CITI training and a note that the submission may be returned before training is complete. At the bottom of this section are two buttons: "Respond Revision Complete" and "Respond with an Explanation".

You have two options for response. You can respond that the revision is complete or with an explanation.

This image is a close-up of the stipulation response options. It features a yellow background with the text "NOTE: this submission may be returned prior to all training being" in bold. Below the note are two buttons: "Respond Revision Complete" and "Respond with an Explanation".

If you select "Respond Revision Complete", you will be prompted to confirm.



Once the response is saved, the stipulation is marked as complete.

NOTE: this submission may be returned prior to all training being completed.

Latest Response by: Celeste Cantrell on Apr 30 2026 2:32PM

Complete

Edit

The stipulation menu is right at the top of the page for you to select the next one to view. In the stipulation menu, the stipulation that is resolved is now green.

Stipulations Needing Action 5 out of 6:

- Choose One
- Choose One
- Global/Consent Form/Attachment Stipulations; Resolved: 0 of 1
 - 2. Project Personnel; Resolved: 1 of 1
 - 1. General Information; Resolved: 0 of 1
 - A.4. Study design, methods and procedures; Resolved: 0 of 2
 - A.9. Identifiers; Resolved: 0 of 1

Tracking Response Progress:

Item List click on section name to expand

Exemptions

General Information

1. General Information

If you select "Respond with an Explanation", a text box displays for your typed response.

1. Check which of the following identifiers you already have or will be receiving, or select "None of the above." *

Stipulation:

It appears you will collect email addresses in your survey for future recruitment. As such, please select email addresses in the list below.

Respond Revision Complete Respond with an Explanation

Rich text editor toolbar with icons for undo, redo, bold, italic, underline, bulleted list, numbered list, and link.

|

Submit Response Clear Response

Once you enter your response and save, you can still edit further if needed.

Stipulation:

It appears you will collect email addresses in your survey for future recruitment. As such, please select email addresses in the list below.

Latest Response by: Celeste Cantrell on Apr 30 2026 2:37PM

We have amended the survey to remove the collection of email addresses.

[Edit](#)

1. Check which of the following identifiers you already have or will be receiving, or select "None of the above." *

Stipulation:

It appears you will collect email addresses in your survey for future recruitment. As such, please select email addresses in the list below.

Latest Response by: Celeste Cantrell on Apr 30 2026 2:38PM

We have amended the survey to remove the collection of email addresses. So, no change was made.

[Edit](#)

Once all stipulations have been addressed, you will see the notice update to indicate there are no outstanding stipulations.

[Study Notes](#) Study Title: my exempt cypress test

Stipulations Needing Action 0 out of 6: Choose One

Tracking Response Progress: Choose One

Item List click on section name to expand

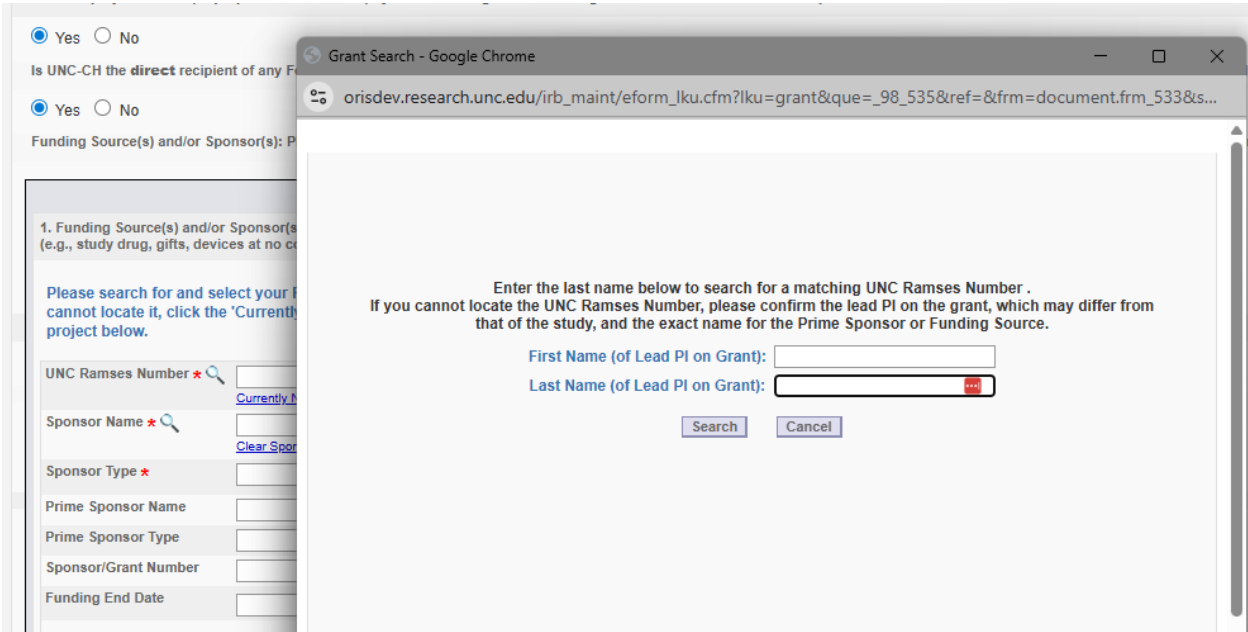
- Exemptions
 - [Request Exemption](#)
 - [Consent Process for Exemptions](#)

Global/Consent Form/Attachment Stipulations; Resolved: 1 of 1
 2. Project Personnel; Resolved: 1 of 1
 1. General Information; Resolved: 1 of 1
 A.4. Study design, methods and procedures; Resolved: 2 of 2
 A.9. Identifiers; Resolved: 1 of 1

Additional RAMSeS Instructions

When searching for RAMSeS numbers in the Funding section, you will see some additional tips for locating the correct proposal number. The Lead PI on the grant may be different from that of the IRB record.

It is recommended that you only search the RAMSeS number by name and do not enter a Sponsor since the name entered must match the Sponsor name in RAMSeS exactly.



Move SOM in B.3.4

To better reflect that the School of Medicine is not under UNC Medical Center, we have entered a separate selection when SOM is a site for study visits.

