Online Application Features (1)
Data Entry

Most, but not all, textboxes are rich text formatted. The Tips and Techniques hyperlink has additional information on using the online text editor.

Red asterisk indicates a response is required.

Pull corner to expand.

Responses to radio buttons or checkboxes may open additional questions or textboxes.
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.
   - Please confirm the PID and information for all personnel as there may be multiple similar names.

Online Application Features (2)
Look-ups

Look-ups provide access to personnel and sponsor records maintained in University data bases. 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.

NOTE: The IRB database will link automatically to separate instructions about COI disclosures. The IRB Number or Reference ID lookups at the top of the IRBIS Home screen, rather than compile a list of waiting reviewers must access individual submissions using the IRB Number or Reference ID lookups.
Online Application Features (3) 
Attachment Requirements

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.
To upload documents that may not be listed as required but should be reviewed, there is a list of different types of documents in the Consent section and in the Attachment section.