

Guide for Submission of IBC Three Year Renewal

(All Three Year Renewals require a revised application)

1. Log in to iRIS.
2. Hover over My Workspaces
3. Hover over Study Assistant
4. Click View My Studies
5. Click on your IBC study
6. Click on IBC Three Year Renewal
7. Click on “Add a New Form”
8. Enter a date
9. Click on “Save and Continue”
- 10. Without Changes**
11. Click on “Save and Continue”
12. Click to attach a revised application
13. Click “Create a Revised Application”
14. Click confirm
15. Click Convert to New Form
16. 5.1 Provide a summary of your research
17. 5.2 Select yes or no
18. 5.0-5.27
 - a. Ensure all questions relevant to your study are answered
19. Click on “Save and Continue”
- 20. 7.0-7.7** Respond to all questions relevant to your study
21. Click on “Save and Continue”
- 22. 4.1** Select yes or no
- 23. 4.3** Select yes or no
- 24. 4.4** Provide a summary of the progress made within the last 3 years
25. Click on “Save and Continue”
- 26.** Signoff and Submit
- 27. With Changes**
28. 2.2 Select the type of Modification
29. Click on “Save and Continue”
30. 3.1 Provide a summary of the changes
31. Click on “Save and Continue”
- 32. Creating a Revised Application**
33. 4.1 Click on “Click here to attach the application”
34. Click on Create a Revised Application
35. Click Confirm
36. Click Convert
37. Scroll through the IBC Study Application to make the necessary revisions

38. Click "Save and Continue" until you reach the end of the application
- 39.5.1 Select "yes or no"
- 40.5.3 Select "yes or no"
- 41.5.4 Provide a summary in the text box provided
42. Click on "Save and continue"
- 43. *Creating a Revised Application***
- 44.4.1 Click on "Click here to attach the application"
45. Click on Create a Revised Application
46. Click Confirm
47. Click Convert
48. Scroll through the IBC Study Application to make the necessary revisions
49. Click "Save and Continue" until you reach the end of the application
- 50.5.1 select "yes or no"
- 51.5.3 Select "yes or no"
- 52.5.4 provide a summary in the text box provided
53. Click on "Save and continue"
- 54.4.1-4.4 provide a response
55. Click on "Save and continue"