

## How to respond to a Stipulation(s).

My Workspaces Study Assistant

### Featured Study Operations

- Create a New Study
- View My Studies
- Start a Study Submission Form
- Track Approvals
- Incomplete Forms 15

### Tasks

- View All Tasks 20
- View Study Tasks 20

STEP 1: Select to Tasks

Study Tasks Outstanding Completed Search for RB Number, Title, Alias Search

All Tasks Study Tasks Task List: All

21 result(s) found... 1 - 10

Click to open	Task Type	Received	Study Status	Study Title	Principal Investigator	Review Board	RB Number	RB Expiration
				Study Number				
	Submission Correction	01/21/2019 03:06 PM PST	Pending - Submitted for Initial Review	M1		IRB		

STEP 2: Select to address Stipulation(s).

NOTE: iRIS will take you to this next Screen which is called a Review Response Submission Form where the PI can address the Stipulation(s).

Section view of the Form Entire view of the Form

1.0 **Review Response Submission Form**  
You have received this form either during the administrative pre-review process or after formal review by the committee. This form allows you to respond to recommendations, stipulations, or other issues identified during this review process. Make the appropriate revisions to your submission and attach the new versions in the Revised Submission Materials section.

1.1 Principal Investigator:  
Administrator

1.2 Study Title:  
M1

1.3 Study Number:  
IRB-2019-0009

1.4 Study Alias:  
M1

The Review Response form consists of two (2) sections. This is the first.

You can Save and Continue to the Next Section.

These fields will be pre-filled for the PI.

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Confirm the adding a revision.

Are you sure you want to create a revision?

OK Cancel

This will pop up, select OK.

Select to address Stipulation.

Stipulation is displayed here.

## 2.0 Stipulations and Comments

2.1 Please write your responses to each of the stipulations in the Details fields rather (The system keeps a history of stipulations and responses and it doesn't work if it's not used right.)

Stipulations that must be addressed:

Stipulation 1 out of 1:

Description:

4.1 Please answer this question.

Stipulation Type: (Stipulation must be addressed)

Links to Components  
(These are the items that are linked to this stipulation)

Do you accept this Stipulation?

N/A Yes No

Provide an explanation on how you addressed this Stipulation:

Operation	Action Status	Component Name	Action
Modify Existing Attachment	Action Not Complete	IRB Application (Version 1.0) Section: Study Locations Question: Please indicate all locations to be used in support of this study	Revise Existing

### Section view of the Form

- 1.0 Review Response Submission Form You have received this form ...
- 2.0 Stipulations and Comments

### Entire view of the Form

My Workspaces

IRB Number: IRB-2019-0009

PI: Administrator

Study Assistant

IRB Application (Version 1.1)

Print Friendly

Save Section

Save and Continue to Next Section

Back

### Section view of Application

- 1.0 General Information
- 2.0 Setup Department(s) Access
- 3.0 Grant Key Personnel access to the study
- 4.0 Study Locations
- 5.0 IRB Application
- 6.0 Study Summary
- 7.0 Study Subjects
- 8.0 Risks and Benefits

### Entire view of the Application

## 4.0 Study Locations

4.1 Please indicate all locations to be used in support of this study.

Please identify the specific site(s).

Stipulation addressed

Protocols prior to 2019, please select this check box.

NOTE: This is for Administration only.  
☐ Select

STEP 3: iRIS will take the PI directly to the section/question where they can make the correction. Save Section then select Back to return to the Review Response form and complete the process.

### Section view of the Form

- 1.0 Review Response Submission Form You have received this form ...
- 2.0 Stipulations and Comments

### Entire view of the Form

Stipulations that must be addressed:

Stipulation 1 out of 1:

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(These are the items that are linked to this stipulation)

Do you accept this Stipulation?

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Provide an explanation on how you addressed this Stipulation:

Operation	Action Status	Component Name	Action
Modify Existing Attachment	Action Complete	IRB Application (Version 1.1) IRB Application (Version 1.0) Section: Study Locations Question: Please indicate all locations to be used in support of this study	Compare Application Version

Then

Select/fill in the appropriate fields.

Print Friendly

Refresh Constant Fields

Save Section

Save and Continue to Next Section

Print Friendly
Signoff and Submit

Section view of the Form  
 Review Response  
 1.0 Submission Form You have received this form ...  
 2.0 Stipulations and Comments

Entire view of the Form

## Form has been Completed!

Instruction of Form has Been Completed Screen

STEP 4

Select either button to complete the process.

Exit Form

Signoff and Submit

Save Signoff

Study Title: M1

Submission Reference Number: 000061

Printable Version

Include in PDF Packet	Submission Component Name - Version
Submission Form(s)	
<input type="checkbox"/>	Pre-Review Correction Form - IRB - (Version 1.0)
<input type="checkbox"/>	Initial Review Submission Packet - (Version 2.0)
Application	
<input type="checkbox"/>	IRB Application - (Version 1.1)

Administrator as Principal Investigator do you Approve or Deny this submission?

☒ Approve ☐ Deny

User ID:

Password:

Save Signoff

STEP 5: PI must select and apply their credentials to submit back to the Board for Review.

**You are now done with responding to Stipulation(s).**