Submitting a Study/Project Through iRIS

Office of Research Compliance and Biosafety
September 2012
Log In

- The log in screen for iRIS: http://imedris.tamu.edu
- Use your SSO log in (UIN with no spaces or dashes) and associated password
Logged In View
My Assistant Tab

Your account information is derived from your Directory Information. Please check that your information is correct.
Profile Information

You may add a CV or other information if preferred.
Navigation within iRIS

Always use this Back button to navigate to a previous screen. If you use the Browser’s back button, you may be logged out and lose your session.
Ready to add a new study?
Select the Application

Select New Study Application Form

Please select a New Study Application from the list below:

- IRB Application
- IACUC Application
- IBC Application

[Options to Start selected Application or Cancel and Return]
Begin your application

All three applications have the same introductory questions. For IBC applications, please use your last name or lab name for the study title.
Now add Key Personnel

The personnel added on this screen are the ones who are associated with the University or a System member. External personnel will be added later in the application depending on the research type.
This is where the application branches to the three areas. At this point, the application should mirror the print applications you have previously used.

<table>
<thead>
<tr>
<th>Section view of Application</th>
<th>Entire view of the Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 General Information</td>
<td></td>
</tr>
<tr>
<td>2.0 Setup Department(s)</td>
<td></td>
</tr>
<tr>
<td>3.0 Grant Key Personnel</td>
<td></td>
</tr>
<tr>
<td>4.0 Form Information</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The IACUC recommends investigators contact the Office of the Attending Veterinarian during the planning of the project if animal procedures have the potential to cause more than momentary pain or distress.

If you encounter problems with completing the form, please contact the Animal Welfare Assurance Program (IACUC office):

- Email: animalcompliance@tamu.edu
- Phone: Tennille, Ken, Ashley, or Lisa 845-1828
Finishing the Application

Submission Packet to the Review Board

1.0 Submission Packet to the Review Board

1.1 Review Board Reference Number

1.2 Study Title:
Test title

1.3 Principal Investigator:
User

1.4 Lay Summary:

- Click here to access the text editor.

weaverwrt

1.5 Include any appropriate comments for the submission:

[Text area for comments]
Attach Documents – Informed Consent for IRB or IACUC if using Privately owned animals
Not applicable for IBC.
### 3.0 Study Documents (This can include any applicable grants or other files needed by the Review Board)

#### 3.1

Attach any study documents to include with the initial review submission: Examples would include Sponsor Information, appropriate SOPs, etc.

<table>
<thead>
<tr>
<th>+ Add a New Document</th>
<th>+ Add Multiple Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detach</td>
<td>Version</td>
</tr>
</tbody>
</table>

No Document(s) have been attached to this form.
Form is Completed – Now Signoffs
Select All Personnel for Sign Off for Initial Submission

Please include all staff for sign off as you did for paper forms.
Other Sign Offs – Department Head or Supervisor

This allows you to add a department or supervisor signature if needed.
Almost There!
AUP PI Assurance Form

Texas A&M University is committed to maintaining high standards for the care and use of animals in its research, testing and teaching programs. Texas A&M has adopted the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training," and complies with all applicable federal, state, and local laws which impact the care and use of animals. Texas A&M investigators, teachers, staff, and students accept responsibility for determining that research, testing and teaching involving the use of animals fulfill these principles, policies, and regulations. To assure compliance:

- APPROVAL OF AUPs - All vertebrate animals must be covered by an Animal Use Protocol (AUP) approved by the Institutional Animal Care and Use Committee prior to acquisition and/or use of animals and throughout the active period of animal use as well as any necessary pre-checks.
Click approve or deny and sign. Field studies only will appear if that was selected in the application.
## Submission Complete

### Workflow - Submission Tracking

<table>
<thead>
<tr>
<th>Status</th>
<th>View Details</th>
<th>Date Received / Date Completed</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🔄</td>
<td></td>
<td>09/02/2012 11:35 AM CDT</td>
<td>TAMU IACUC received the submission</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>09/02/2012 11:35 AM CDT</td>
<td>TAMU IACUC assigned with the IACUC Number of IACUC2012-0013</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>09/02/2012 11:35 AM CDT</td>
<td>All study personnel have been verified with up to date training records.</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>09/02/2012 11:35 AM CDT</td>
<td>AUser as Principal Investigator review and apply signoff</td>
</tr>
<tr>
<td>✔️</td>
<td>Routing Assignment List</td>
<td>09/02/2012 11:31 AM CDT</td>
<td>Assign Department Personnel for Signoff</td>
</tr>
<tr>
<td>✔️</td>
<td></td>
<td>09/02/2012 11:30 AM CDT</td>
<td>Initial Review Submission Form is waiting to be submitted</td>
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