Overview:
This document lists a few common issues and how to resolve them when it comes to submitting applications, amendments, submission responses, and other items in iRIS. For additional help please see the training portal, contact the Help Desk, or call the IRB office.

Study Application Incomplete Error:
Sometimes when submitting a submission response you may get an error stating that the application is incomplete. Below are the steps on how to correct this error:

1. After receiving the pop up error select “OK”

2. Open you Submission Response item by clicking the open icon

3. Look for the item marked with a red incomplete, and select the link to open the form.

4. Complete the form in its entirety and try to submit your response form. If you continue to have issues please contact the Help Desk.
I am trying to respond to corrections requested in IRBWise but cannot submit:
The only way to submit items in iRIS is with a submission form. If you are trying to respond to changes requested in IRBWise but are unable to submit follow the steps below to correct this issue.

1. Select “Study Assistant” and then select “My Studies”

2. From your list of studies, select the one you wish to submit the revisions for.

3. Select “Initial Review Form”

| Amendment Form | Continuing Review Submission Form | Initial Review Submission Form | Protocol Deviation Form | Study Closure Form | Unanticipated/Adverse Event Form |

4. Select “Add a New Form”

5. Fill out the form accordingly and select “Save and Continue”
6. Select “Click here to attach the application” and attach the new version of the application you created.

Below is your completed application, select edit/view to review.