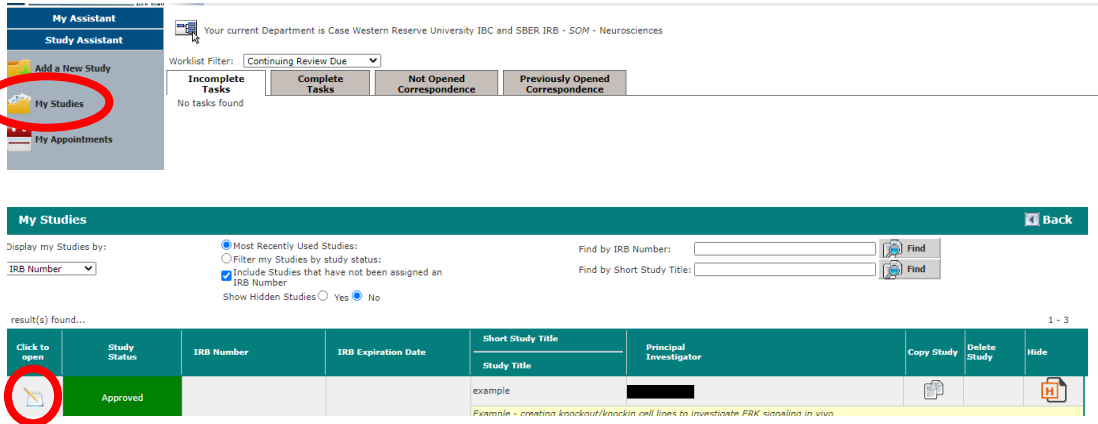
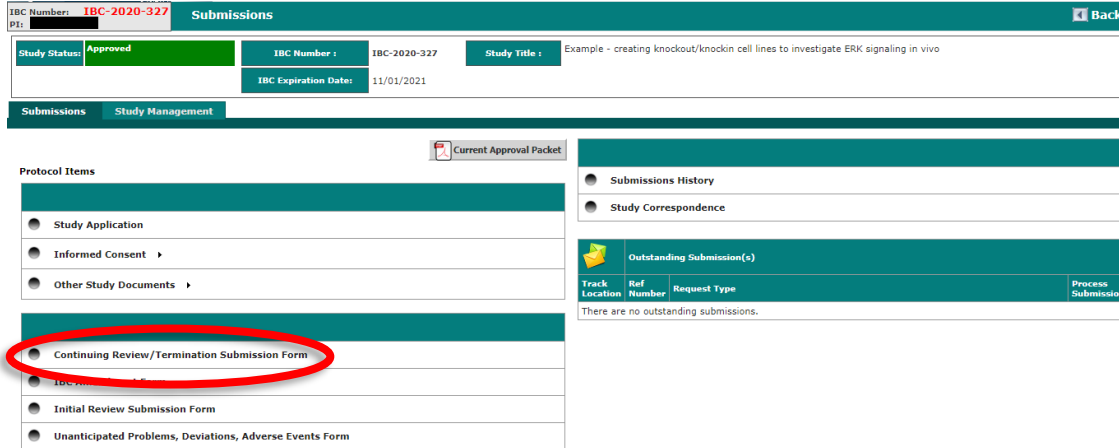
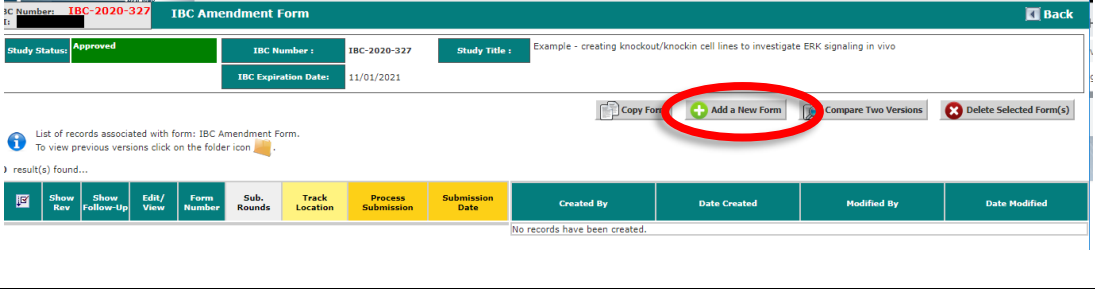
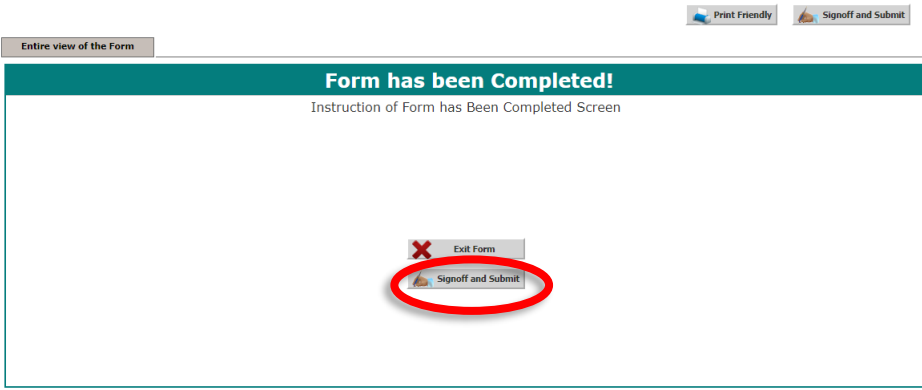
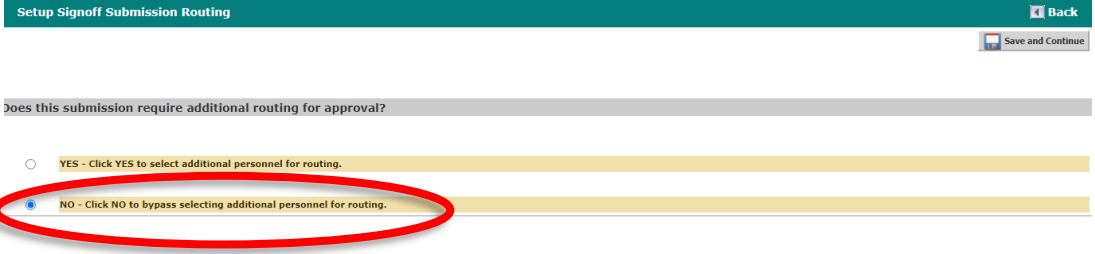


IBC Termination Submission

- A termination form should be submitted by the PI at the time a study is closed/discontinued.
- For clinical studies, the IBC protocol can be closed one year after the last participant at the site has received the last dose of study agent.

How do I submit a Termination form?

Step 1	<p>Log into iRIS: https://spartaIBC.case.edu. On the Home screen, click My Studies on the left, and open the study that is being closed.</p>  <p>The screenshot shows the 'My Studies' interface. On the left sidebar, 'My Studies' is highlighted with a red circle. Below the sidebar, there are filters for 'Worklist Filter' (Continuing Review Due) and tabs for 'Incomplete Tasks', 'Complete Tasks', 'Not Opened Correspondence', and 'Previously Opened Correspondence'. The 'My Studies' section shows a table with columns: Click to open, Study Status, IRB Number, IRB Expiration Date, Short Study Title, Principal Investigator, Copy Study, Delete Study, and Hide. The first row shows 'Approved' status and 'example' study title, with the 'Click to open' icon circled in red.</p>
Step 2	<p>On the left-hand side of the screen, on the lower section, select IBC Continuing Review/Termination form.</p>  <p>The screenshot shows the 'Submissions' page for study IBC-2020-327. The 'Protocol Items' list on the left includes 'Continuing Review/Termination Submission Form', which is circled in red. Other items include 'Study Application', 'Informed Consent', 'Other Study Documents', 'IBC...', 'Initial Review Submission Form', and 'Unanticipated Problems, Deviations, Adverse Events Form'. The right side shows 'Submissions History' and 'Study Correspondence' sections.</p>
Step 3	<p>Click the button to Add a New Form.</p>

	 <p>IBC Number: IBC-2020-327 IBC Amendment Form Back</p> <p>Study Status: Approved IBC Number: IBC-2020-327 Study Title: Example - creating knockout/knockin cell lines to investigate ERK signaling in vivo</p> <p>IBC Expiration Date: 11/01/2021</p> <p>Copy Form Add a New Form Compare Two Versions Delete Selected Form(s)</p> <p>List of records associated with form: IBC Amendment Form. To view previous versions click on the folder icon</p> <p>1 result(s) found...</p> <table border="1"><thead><tr><th>Show Rev</th><th>Show Follow-Up</th><th>Edit/View</th><th>Form Number</th><th>Sub. Rounds</th><th>Track Location</th><th>Process Submission</th><th>Submission Date</th><th>Created By</th><th>Date Created</th><th>Modified By</th><th>Date Modified</th></tr></thead><tbody><tr><td colspan="12">No records have been created.</td></tr></tbody></table>	Show Rev	Show Follow-Up	Edit/View	Form Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Date Modified	No records have been created.											
Show Rev	Show Follow-Up	Edit/View	Form Number	Sub. Rounds	Track Location	Process Submission	Submission Date	Created By	Date Created	Modified By	Date Modified														
No records have been created.																									
Step 4	Complete the form, choosing Termination Notification in Section 2.																								
Step 6	<p>The form has been completed. If the PI created the form, then there will be a button to Signoff and Submit. If someone else created the form, there will be a button to Notify PI for signoff. The PI can login to iRIS, and there will be a task on the Home page for Submission Routing Signoff.</p>  <p>Print Friendly Signoff and Submit</p> <p>Entire view of the Form</p> <p>Form has been Completed! Instruction of Form has Been Completed Screen</p> <p>Exit Form Signoff and Submit</p>																								
Step 7	<p>At Signoff, no additional routing is needed.</p>  <p>Setup Signoff Submission Routing Back</p> <p>Save and Continue</p> <p>Does this submission require additional routing for approval?</p> <p><input type="radio"/> YES - Click YES to select additional personnel for routing.</p> <p><input checked="" type="radio"/> NO - Click NO to bypass selecting additional personnel for routing.</p> <p>Everything attached to the Continuing Review Submission form will be listed on the signoff page. The PI will need to click the button for “Approve” at the bottom of the signoff page, and provide a CWRU ID and password. Hit Save Signoff in the upper right.</p>																								

IRIS USER GUIDE

CWRU ADMINISTRATION OFFICE

case-ibc@case.edu

Submission Routing Signoff Back

Save Signoff

Study Title: Example - creating knockout/knockin cell lines to investigate ERK signaling in vivo
Submission Reference Number: 012418

Printable Version

Include in PDF Packet	Submission Component Name - Version
<input checked="" type="checkbox"/>	Submission Form(s)
<input checked="" type="checkbox"/>	IBC Amendment Form - (Version 1.0)
<input checked="" type="checkbox"/>	Application
<input checked="" type="checkbox"/>	Study Application - (Version 1.1)

Evan Deneris as Responsible/Principal Investigator
do you Approve or Deny this submission?
 Approve Deny

This form requires your electronic signature.
Please enter your User ID & Password:
User ID:
Password:

Save Signoff

More questions? Contact the Institutional Biosafety Committee:
case-ibc@case.edu