Transitoning Long-Term Studies Into iRIS
Active, long-term studies initially submitted to the IRB using a paper-based application must transition into iRIS for Continuing Reviews and for submitting Modifications, Protocol Deviations, and Unanticipated Problems.

Researcher Role:
To transition an active study into iRIS before its expiration date:

1. Gather the active study’s hardcopy and/or electronic documents, including the Initial Application form, Consent Documents, HIPAA Form, etc. (Please note that this information cannot deviate from what was originally approved by the IRB)
2. Log into iRIS.
3. Click the Study Assistant tab.
4. Click Add a New Study.

Figure 1: Application General Information Section

5. In Section 1.0, Question 1.1, enter the full title of your study.
6. This is a critical step. If this step is omitted, the study will be reviewed as a NEW STUDY NOT AN ACTIVE ONE. In Section 1.0, Question 1.2, enter the campus code for the IRB to which the study was initially submitted plus the current IRB number.
   • Example: OU Norman Campus IRB campus code is NC: Should read as NC 12345 in this section.
7. Click the Save and Continue to the Next Section button.
8. Complete the rest of the iRIS Application.
9. In Section 5000 – Exit Application Interview, click the green bar to access the Word text editor. This step is critical. It serves as a redundancy for Step 6 to prevent the active study from being reviewed as a new study.

![Figure 2: Transitioning an Active Study -- Application Exit Application Interview Section](image1)

10. In the text editor, note that this application is for an active study transitioning from the paper-based system into iRIS.

![Figure 3: Transitioning an Active Study -- Application Exit Application Section Text Editor](image2)

11. Complete the rest of the iRIS Application and the Initial Submission Packet, uploading a clean copy (in Word) of the most recently approved Consent document(s). Other study documents can be uploaded as Word files or PDFs.

12. Signoff and submit the completed Initial Submission Packet.