

## Quick Start Guide - Submitting a New Study Application in iRIS

### Before You Begin: Required Pre-Submission Forms

To start a new study, two forms must be completed before you can submit in iRIS:

- **New Study Assessment Form**
- **Research Orders Form**

Where to find them:

- In iRIS: Click **Help** on your dashboard
- IRB website: <https://www.ranchoresearch.org/irb>

What to do:

1. Download both forms
2. Complete all sections
3. Email the forms to Philip Requejo, PhD at [prequejo@ranchoresearch.org](mailto:prequejo@ranchoresearch.org) for review and pre-approval.

*Note:* You must wait for these forms to be signed before submitting your iRIS application.



### Start Your iRIS Application

You may begin entering information in iRIS while your forms are under review.



### Upload Required Study Documents

Attach all documents that apply to your study, such as:

- Study protocol
- Informed consent form(s)
- HIPAA authorization (if accessing PHI)
- Recruitment materials (flyers, scripts, ads)
- Questionnaires, interview guides, or surveys
- Any additional supporting materials

*Tip:* Use clear filenames (e.g., *Protocol\_v1.0\_01Jan2026*).

### Add Study Personnel

Under Study Personnel, be sure to:

- List **all** individuals involved in the study, including the Department Chair. If the PI or Co-I is also the Department Chair, contact the IRB for instructions.



### Final Checks Before Submission

Before clicking “Submit to IRB,” confirm:

- Signed **New Study Assessment Form** is attached
- Signed **Research Orders Form** is attached (if required)
- All study documents are uploaded
- Personnel list is complete
- Department Chair is included
- All required fields in iRIS show as complete

**Need Help?** If you're unsure about any step, reach out to the IRB office. Early questions prevent delays later.