New to IRBIS? Here are some FAQs

What is IRBIS?

IRBIS is an online IRB application designed by UNC-Chapel Hill. The General Administration took the core elements of the tool and offered it to institutions in the UNC system. Other campuses such as UNCG, UNCC and UNCW also use IRBIS that is customized to their IRB program.

What are the benefits of IRBIS?

As a PI, you will be able to see all of your submitted/approved IRBs from your home page. You will have access to the IRB approved versions of your documents. You will be able to see the status of submitted requests in the system. All reviews conducted online will have stipulations mapped directly in your applications. All members of your research team whom you designate can have access to the IRB.

Are there differences in the application I should know about?

Yes. While we tried to make the online application as similar to the paper versions as possible, there are differences:

Exempt applications will require more information than before. This is the way the tool is designed. The benefit to a longer exempt form is the reviewer should be able to more quickly make a determination of exemption than before.

Expedited/full board applications have nearly the same questions as before, but they are ordered differently. There are one or two new questions that are required by the coding of the tool but nothing that should cause concern.

What is the Data Security section?

IRBIS is designed to determine a data security level for your research based on how you answer certain questions. We are working with the ITS Office of Information Security to outline the security requirements for each level. We will provide as much guidance as possible on adherence requirements, but specific questions should be directed to security@appstate.edu.

How will reviews work in IRBIS?

The IRB Office will accept submissions and assign them for "triage." You will see your study in the "Submitted to IRB" file on your homepage. This will be the status until the reviewer notifies you for either changes or for approval/exemption. You will receive all formal correspondence from IRBIS in the form of an email notification with a request to log in to address the requirements. Informal correspondence may be an email from the IRB Office.

Will this speed up the review process?

Eventually, yes! We have to catch up on a backlog of reviews while entering those applications into IRBIS. Once we are caught up, the review process should be much easier for us to manage, and you should start to see a faster turnaround time.

I don't see my online application for a study that starts with a 16-.

The IRB Office is manually entering all requests from 16-0001 through 16-0175 in order to keep the numbering sequence aligned with your IRBs. We are prioritizing all studies currently under review, and then we will enter all approved/exempted studies. At minimum, you will see a basic record and attachments for your study if we have not entered your online application yet. Our target date for entering all processed requests is the end of February.

If you have a study that starts with 16- and you are submitting a modification to the approved IRB, please let us know and we will get your approved study loaded into IRBIS.

What about renewals and modifications?

We encourage you to start using IRBIS for your renewals and modifications. However, IRBIS will not let you send the request until a full e-form version of the application is entered for the study. You will only need to do this once.

You may send a paper request, but keep in mind that renewing on paper will be a slower process, while the IRB Office focuses on the migration to IRBIS.

Paper requests for the renewal or modification of a study earlier than 16-xxxx cannot be processed in IRBIS unless the online application is also entered. You will therefore be at a disadvantage in not having the full visibility/capabilities of IRBIS for this study.

We plan to establish a deadline with the IRB's approval for the end of the semester where all requests will be done through IRBIS.

If you plan to keep your study open for less than 1 year, you may contact us about continuing the process on paper.

What if I run into problems/need help/have questions or feedback?

We welcome your feedback/requests for assistance! The IRB Office is your first line of defense. Email us at irb@appstate.edu. If we cannot resolve the issue we will open a ticket with the developers at GA.

There is additional help in IRBIS. Please choose the Help tab at the top, and you have access to more resources.

If you would like someone from the IRB to visit you or a small group and go over the IRBIS application, please send a request to irb@appstate.edu.

Good luck and we hope you find IRBIS to be a valuable resource for managing your IRBs!