AURA IRB Principal Investigator (PI) Checklist

(Endorsement only)

**Audience:** Principal Investigators (PI) who endorse and submit new submissions: Initial protocols, Amendments, Continuing Reviews, and Unanticipated Problems the Research Team has prepared for submission to AURA-IRB. Process below is the same for all submissions; however, names of buttons will change. (e.g. In an Initial Submission “Edit Study" button will state “Edit Amendment” in an Amendment submission)

1. **Log into AURA IRB system**
   - Go to [http://aura.uchicago.edu](http://aura.uchicago.edu)
     (Select the appropriate Login option [On/ Off-Campus])
   - Enter your CNET ID or UCHAD ID and password

2. **Endorse submission**
   - Select PI Inbox tab and click name of submission
   - Click Print Preview or Edit Study to review; make edits (if applicable)
   - Upload documents (if applicable)
   - Click “Exit” to return to workspace

3. **Submit to IRB**
   - Click Submit to IRB, complete questions and click “Ok”
Log into AURA system (http://aura.uchicago.edu/)

Select Login option (on/off campus).

Enter Cnet or UCHAD ID and Password
Endorse submission

1) Click PI Inbox to find submission that requires your action.

2) Click the name of the submission.
Endorse submission (Cont’d)

3) Click **Edit Study** to review, make changes/ additions*

*Note – “Edit Study” name may change based on submission type you are endorsing (i.e. Edit Amendment, Edit Continuing Review, Edit Reportable Event)
1. **Endorse submission (Cont’d)**

1.1 Study Identification

This is the first step in your IRB Application. As you complete this application, you will automatically be guided to the appropriate forms needed to complete your submission. Please note that you will see only those sections which apply to your submission based on the information you provide.

1. **Full Study Title:**

   study title

2. **Short Study Title:** (Limit to 25 characters. This short title will be used for searching and will appear in reports.)

   study title

3. **Principal Investigator:**

   [Buddy Guy](mailto:Buddy.Guy@example.com)  
   [Select...](#)  
   [Clear](#)

4. **Will the Principal Investigator be obtaining consent?**

   - [ ] Yes
   - [ ] No
   - [ ] Clear

4) When using “Edit Study” to review the submission, click **Continue** to navigate to each page and make changes OR use the **Jump to Menu** to reach each page. Clicking continue will save all changes.

5) Click **Exit** to return to workspace when finished navigating through views.
6) Click **Submit to IRB** when review and updates are final. Answer required and applicable questions. Click “Ok”