AURA-IRB Fundamentals Quick Reference Guide (QRG)

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Log into AURA-IRB

- Click AURA-IRB Login on the AURA Homepage (http://aura.uchicago.edu)
Personal Workspace

Create Study

Click the New Study button to begin answering the smart form questions.
1. Study Identification
This is the first step in your IRB Application. As you complete this application, you will need to complete your submission. Please note that you will see only the information you provide.

1.1 Full Study Title:

2. Short Study Title: (Limit to 25 characters. This short title will appear with the IRB number for tracking within AURA)

3. Principal Investigator:
Buddy Guy

4. Will the Principal Investigator be obtaining consent?
   - Yes
   - No

5. Does the Principal Investigator have a potential conflict of interest associated with this study?
   - Yes
   - No

6. If yes to question 5, please describe below or attach a memo or letter to explain to the IRB Committee the conflict associated with the PI and how it relates to the specific study being proposed.

Red asterisk questions are required by the system in order to proceed. However, for each submission, all applicable questions should be answered regardless of red asterisks.

Click the Continue button to save and advance to next View.*

*For additional information about submitting a new study (or an amendment, continuing review, unanticipated problem, et. al) please exit this training resource and see the companion check lists and quick reference guides here: [http://aura.uchicago.edu/page/aura-irb-training](http://aura.uchicago.edu/page/aura-irb-training)
In your inbox tab, click on the Name of the study to View/Edit after it has been created.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Date Modified</th>
<th>Type</th>
<th>State</th>
<th>Expiration Date</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR00000014</td>
<td>2012 Review for Pro000000260</td>
<td>1/14/2012 5:31 AM</td>
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<td>Amendment</td>
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<td>Study</td>
<td>S2 - Pending PI Endorsement</td>
<td></td>
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<tr>
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<td>JLN Notification</td>
<td>1/13/2012 4:36 PM</td>
<td>Study</td>
<td>S4 - Changes</td>
<td></td>
<td>JLN Notification</td>
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</tbody>
</table>
Tabbed browsing

Click on the appropriate tab and find studies using the Filter.
Basic Filter

1) Click on the tab you want to view
2) Click the Column Header to do a quick sort, click it again to reverse the order.
3) Click Advanced to show additional Filter options.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
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<th>State</th>
<th>PI Last Name</th>
<th>PI First Name</th>
<th>Expiration Date</th>
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<tbody>
<tr>
<td>Pro0000320</td>
<td>JLN, NCR-R Test 3</td>
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<td>S18 - Decision and Correspondence Review</td>
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<td>Buddy</td>
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<td>IRB11-0012</td>
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<td>1/17/2012 11:12 AM</td>
<td>S5 - Pre-Review</td>
<td>Guy</td>
<td>Buddy</td>
<td>12/14/2012</td>
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<td>Pro0000481</td>
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<td>1/13/2012 4:58 PM</td>
<td>S11 - Approved</td>
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<td>Buddy</td>
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<td>Guy</td>
<td>Buddy</td>
<td></td>
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</tbody>
</table>
The Advanced Filter allows you to sort by ID, Name and State.

Add a percentage sign (%) to do a “wildcard” search.

Click Go once you’ve set your search parameters.

Studies meeting those parameters display here.
Copy a Study/Create a Template

1) Enter all data into the study then click the Copy Study button.
2) Name the new study and decide if you'd like this to be a template.
3) Click OK once finished.
The history log confirms that the activity was successfully executed.
The copy of the study appears in your personal workspace.
The Sub Template tab shows you templates that are available. Click through the name to create another copy.
Click the Copy Study button.
Say No to the Template Question.
Click OK once finished.
New copy of study appears in your personal workspace.