AURA IRB Principal Investigator (PI) Checklist

(Endorsement only)

<u>Audience:</u> 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)



Log into AURA IRB system

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



Endorse submission

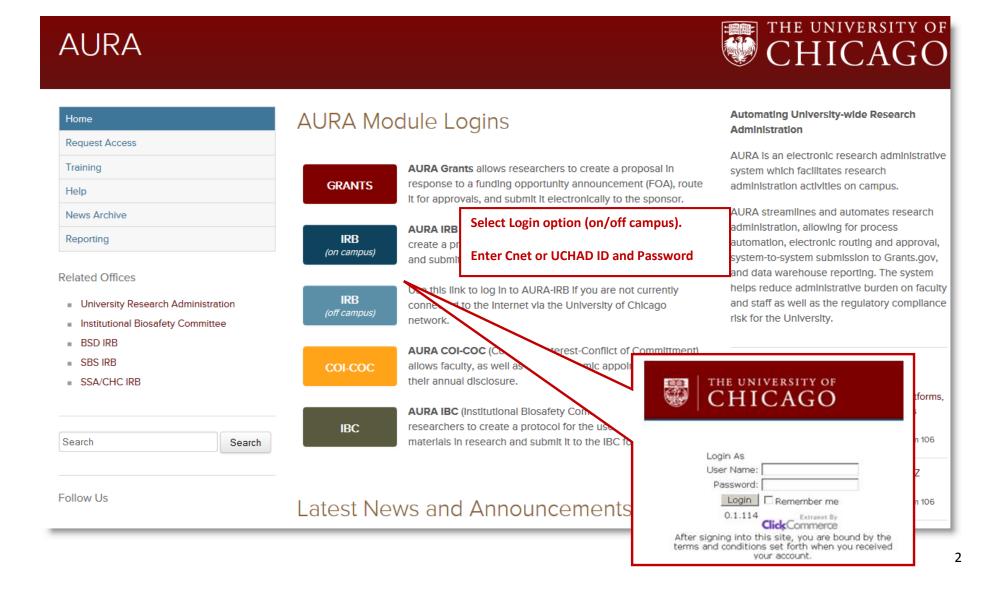
- Select PI Inbox tab and click name of submission
- Click <u>Print Preview</u> or <u>Edit Study</u> to review; make edits (if applicable)
- Upload documents (if applicable)
- Click "Exit" to return to workspace



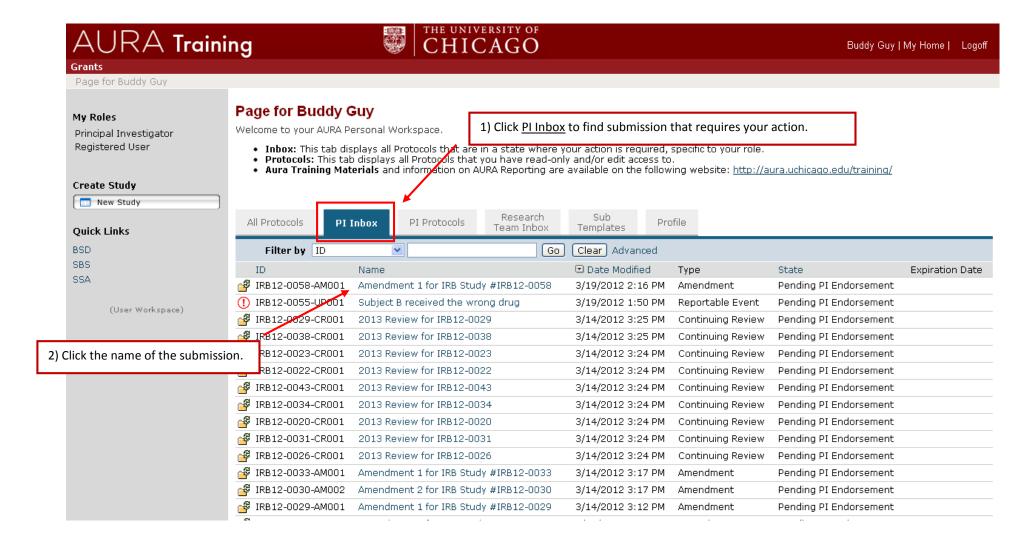
Submit to IRB

Click Submit to IRB, complete questions and click "Ok"

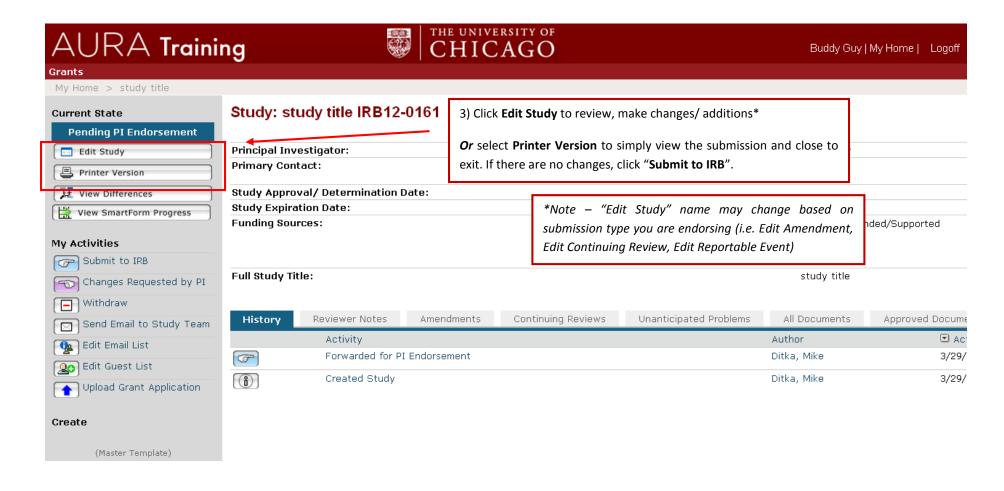
Log into AURA system (http://aura.uchicago.edu/)



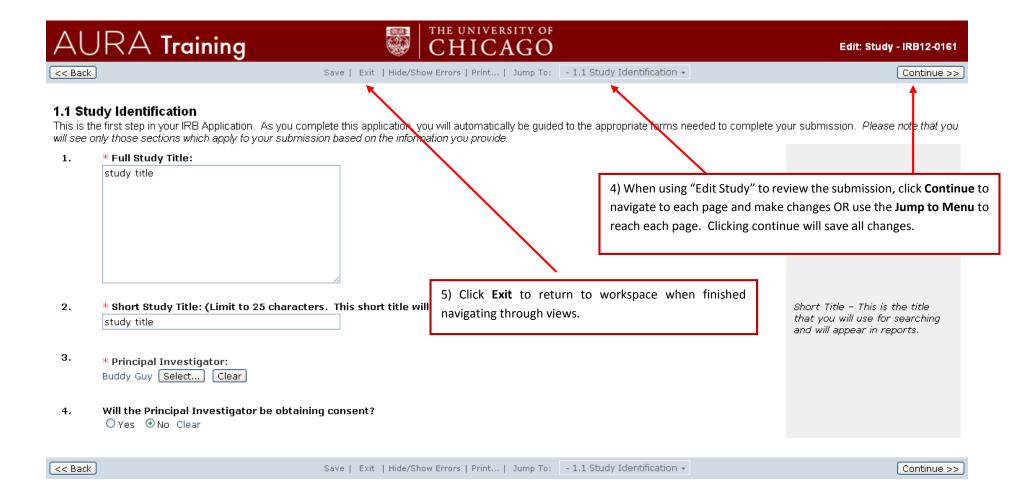
Endorse submission



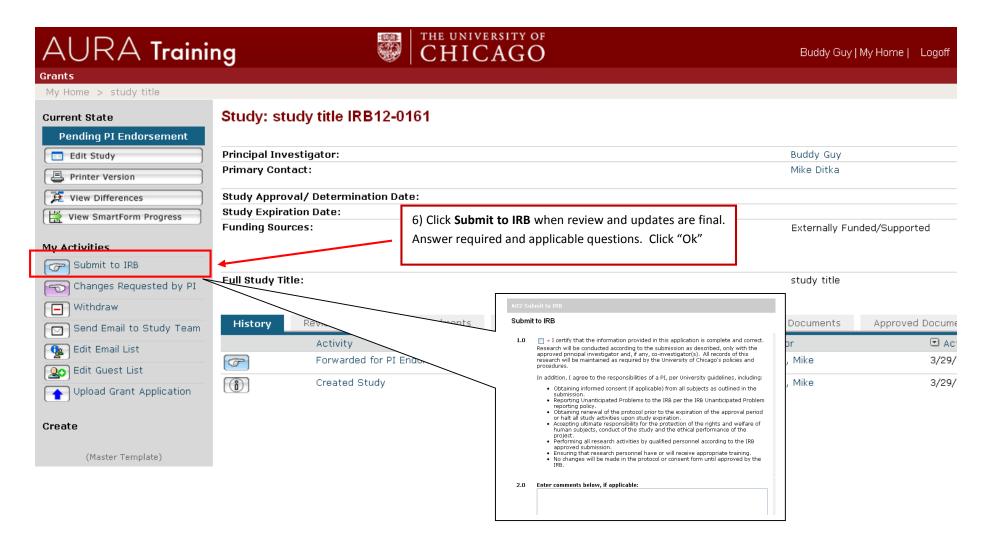
■ Endorse submission (Cont'd)



■ Endorse submission (Cont'd)



■ Submit to IRB



~ PI Endorsement Complete ~