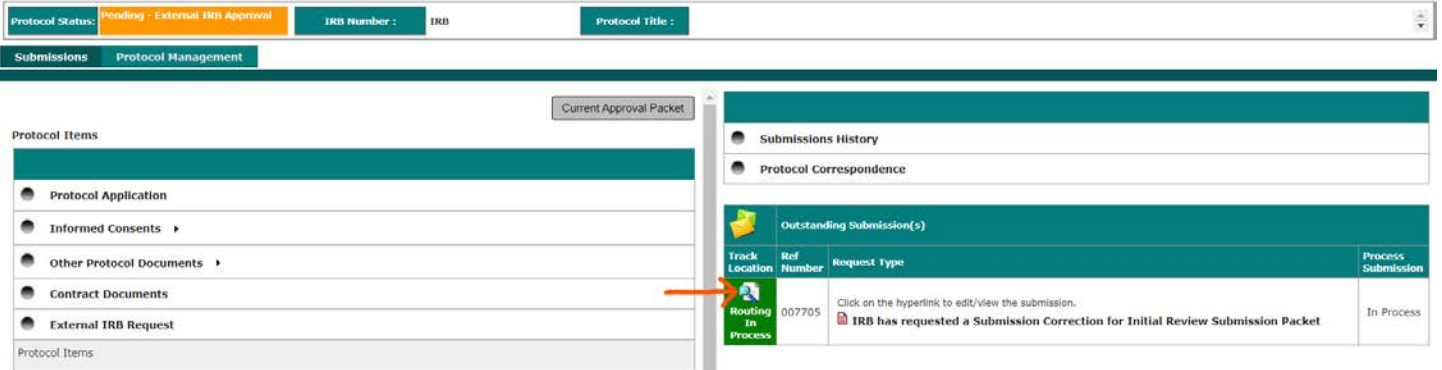
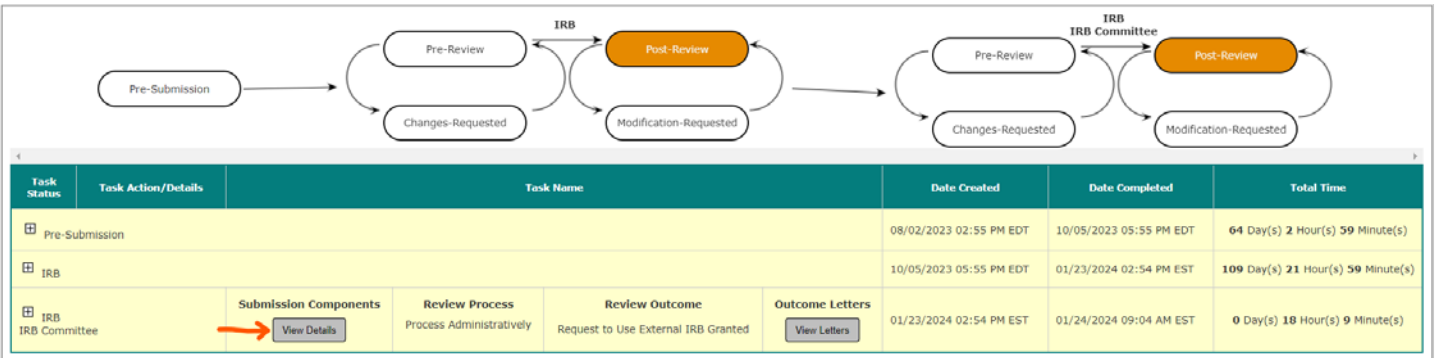


How to create a PDF Submission Packet of an MHC IRB Submission in iRIS

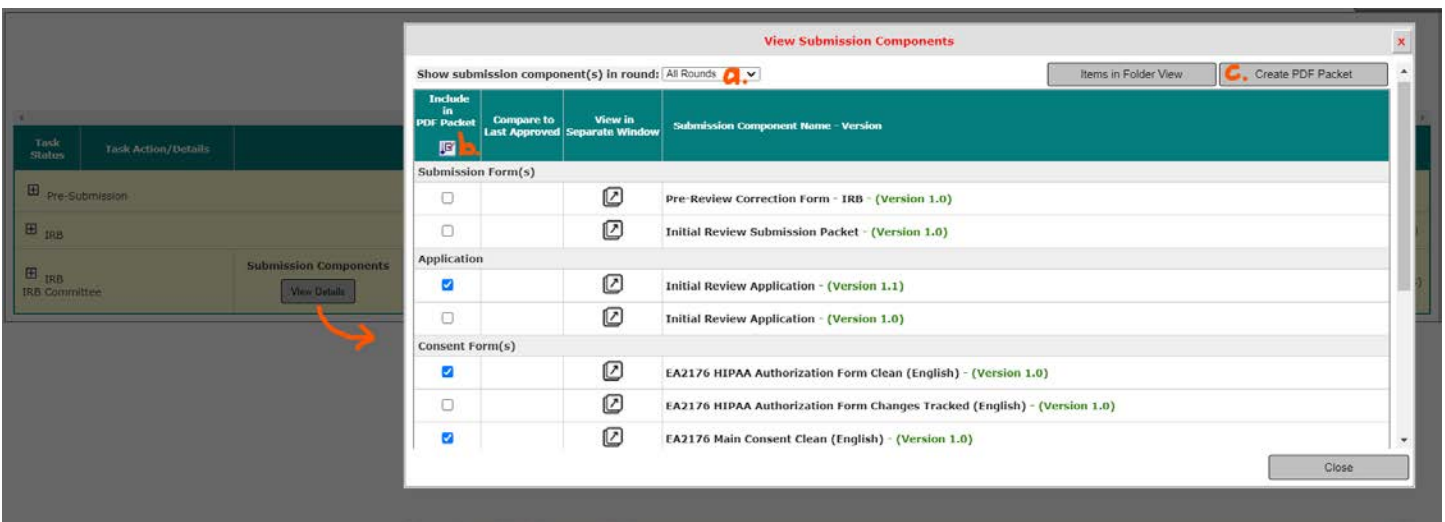
1. Locate your submission on the dashboard and open the Study Workspace. On the second column, select the magnifying glass icon to open submission history for Initial Review Submission Packet.



2. On the IRB Committee row, select the View Details button underneath Submission Components.



3. Select the submission components you want to include in the Submission Packet. Use the notes below this screenshot as a guide.

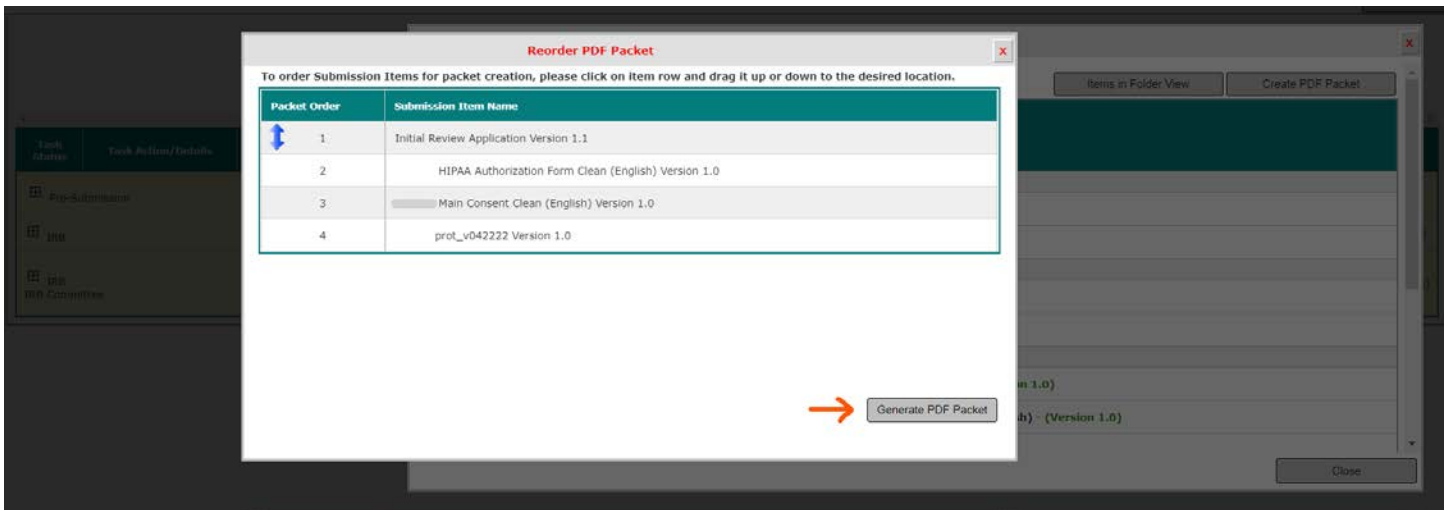


- a. Select the last round in the submission to display so all study components appear.
- b. Use the selection box column to select the submission components you want to include in the packet. * If there is more than one version, select the most current/updated version of that component(s).

c. Select the Create PDF Packet button to begin the conversion process.

* **NOTE:** Select the most current version of each component as previous ones do not reflect the most recent changes made in previous rounds of the submission.

4. Another pop-up box will appear. This will allow you to arrange the order of the submission components however you would like it to be arranged in the packet. Once you finalize the order of the components, click on the Generate PDF Packet button and iRIS will convert all the selected components into PDF format. From there you can save and/or print the packet.



5. Once the steps above are done, your task is now complete.