

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>)

The screenshot shows the AURA Project homepage for The University of Chicago. The header features the text "AURA Project" and the university's logo. A navigation menu on the left includes "AURA IRB Login", "AURA Grants Login", "AURA Training", "AURA Help", "University Research Admin", "AURA News Archive", "AURA Reporting", and "AURA Comments". A red arrow points to the "AURA IRB Login" link. A search bar is partially visible with the text "Log in with your CNetID or a UCHAD network ID." A large white overlay box contains the login form, which includes fields for "User Name" and "Password", a "Login" button, and a "Remember me" checkbox. Below the form, it says "Extranet By ClickCommerce" and "After signing into this site, you are bound by the terms and conditions set forth when you received your account." The background of the page shows a photograph of a building and a "LATEST NEWS AND ANNOUNCEMENTS" section with a news item titled "AURA-Grants enhancement patch - December 23, 2011".

Personal Workspace

Create Study

The screenshot displays the AURA IRB Test interface. At the top, the header includes the AURA IRB Test logo, The University of Chicago logo, and the user name 'Buddy Guy' with links for 'My Home' and 'Logout'. Below the header, the 'Grants' section is visible, showing 'Page for Buddy Guy'. On the left sidebar, under 'My Roles', the user is listed as 'Principal Investigator' and 'Registered User'. The 'Create Study' section features a 'New Study' button, which is highlighted with a red box. A red arrow points from this button to a callout box containing the text: 'Click the New Study button to begin answering the smart form questions.' The main content area shows a 'Page for Buddy Guy' with a 'Welcome to your AURA Personal Workspace' message and a list of items: 'Inbox: This tab displays...', 'Protocols: This tab displays...', and 'Aura Training Materials'. Below this, there is a 'PI Inbox' section with a 'Filter by ID' dropdown. The main content area also displays a '1.1 Study Identification' form with the following questions:

1. * Full Study Title: [Text input field]
2. * Short Study Title: (Limit to 25 characters. This short title will appear with the IRB number for tracking within AURA) [Text input field]
3. * Principal Investigator: Buddy Guy [Select...] [Clear]
4. Will the Principal Investigator be obtaining consent? Yes No [Clear]
5. * Does the Principal Investigator have a potential conflict of interest associated with this study? Yes No [Clear]
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. [Text input field]

At the bottom of the screenshot, a table of grants is visible:

Grant ID	Description	Date	Status	Notes
Pro00000480-AM001	Amendment 1 for IRB Study #Pro00000480	1/13/2012	Amendment S20 - Deferred	Amendment 1 for IRB Study #Pro00000451
Pro00000451-AM001	Amendment 1 for IRB Study #Pro00000451	1/13/2012 5:29 PM	Amendment S20 - Deferred	Amendment 1 for IRB Study #Pro00000451
Pro00000481-AM001	Amendment 1 for IRB Study #Pro00000481	1/13/2012 5:15 PM	Amendment S19 - Pending Conditional	Amendment 1 for IRB Study #Pro00000481
Pro00000453	Pending PIReminder	1/13/2012 4:36 PM	Study S2 - Pending PI Endorsement	Pending PIReminder
IRB12-0018	JLN Notification	1/13/2012	Study S4 - Changes	JLN Notification

2)

AURA IRB Test

<< Back

New: Study

Continue >>

1.1 Study Identification
This is the first step in your IRB Application. As you complete this application, you will see only the information needed to complete your submission. Please note that you will see only the information you provide.

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>

View/Edit a study

AURA IRB Test

THE UNIVERSITY OF CHICAGOBuddy Guy | My Home | Logoff

Grants

Page for Buddy Guy

My Roles

Principal Investigator
Registered User

Page for Buddy Guy

Welcome to your AURA Personal Workspace.

- Inbox:** This tab displays all Protocols that are in a state where your action is required, specific to your role.
- Read Only:** This tab displays all Protocols that you have read-only and/or edit access to.

Training Materials and information on AURA Reporting are available on the following <http://aura.uchicago.edu/training/>

In your inbox tab, click on the Name of the study to View/Edit after it has been created.

Quick Links

BSD
SBS
SSA

(User Workspace)


PI Inbox | Research Team Inbox | Sub Templates | Profile | Protocols | All Projects

Filter by ID

ID	Name	<input checked="" type="checkbox"/> Date Modified	Type	State	Expiration Date	Title
CR00000014	2012 Review for Pro00000280	1/14/2012 5:31 AM	Continuing Review	S19 - Pending Conditional		2012 Review for Pro00000280
CR00000046	2012 Review for Pro00000328	1/14/2012 5:31 AM	Continuing Review	S19 - Pending Conditional		2012 Review for Pro00000328
CR00000039	2012 Review for Pro00000322	1/14/2012 5:30 AM	Continuing Review	S19 - Pending Conditional		2012 Review for Pro00000322
Pro00000480-AM001	Amendment 1 for IRB Study #Pro00000480	1/13/2012 5:33 PM	Amendment	S4b - Changes Requested by IRB Admin		Amendment 1 for IRB Study #Pro00000480
Pro00000451-AM001	Amendment 1 for IRB Study #Pro00000451	1/13/2012 5:29 PM	Amendment	S20 - Deferred		Amendment 1 for IRB Study #Pro00000451
Pro00000481-AM001	Amendment 1 for IRB Study #Pro00000481	1/13/2012 5:15 PM	Amendment	S19 - Pending Conditional		Amendment 1 for IRB Study #Pro00000481
Pro00000453	Pending PIReminder	1/13/2012 4:36 PM	Study	S2 - Pending PI Endorsement		Pending PIReminder
IRB12-0018	JLN Notification	1/13/2012	Study	S4 - Changes		JLN Notification

Tabbed browsing

AURA IRB Test

THE UNIVERSITY OF CHICAGOBuddy Guy | My Home | Logoff

Grants

Page for Buddy Guy

My Roles

Principal Investigator
Registered User

Create Study

Quick Links

BSD
SBS
SSA

(User Workspace)

Page for Buddy Guy

Welcome to your AURA Personal Workspace

- Inbox:** This tab displays all Protocols that require your attention. Protocols that require your attention are required, specific to your role. Protocols that require your attention are available to you based on your role and access to the system.
- Protocols:** This tab displays all Protocols that require your attention.
- Aura Training Materials:** and information on AURA Reporting are available on the following website: <http://aura.uchicago.edu/training/>

Tabbed browsing- Click on the appropriate tab and find studies using the Filter.

PI Inbox | Research Team Inbox | Sub Templates | Profile | Protocols | All Projects

Filter by ID

ID	Name	Date Modified	Type	State	Expiration Date	Title
CR00000014	2012 Review for Pro00000280	1/14/2012 5:31 AM	Continuing Review	S19 - Pending Conditional		2012 Review for Pro00000280
CR00000046	2012 Review for Pro00000328	1/14/2012 5:31 AM	Continuing Review	S19 - Pending Conditional		2012 Review for Pro00000328
CR00000039	2012 Review for Pro00000322	1/14/2012 5:30 AM	Continuing Review	S19 - Pending Conditional		2012 Review for Pro00000322
Pro00000480-AM001	Amendment 1 for IRB Study #Pro00000480	1/13/2012 5:33 PM	Amendment	S4b - Changes Requested by IRB Admin		Amendment 1 for IRB Study #Pro00000480
Pro00000451-AM001	Amendment 1 for IRB Study #Pro00000451	1/13/2012 5:29 PM	Amendment	S20 - Deferred		Amendment 1 for IRB Study #Pro00000451
Pro00000481-AM001	Amendment 1 for IRB Study #Pro00000481	1/13/2012 5:15 PM	Amendment	S19 - Pending Conditional		Amendment 1 for IRB Study #Pro00000481
Pro00000453	Pending PIReminder	1/13/2012 4:36 PM	Study	S2 - Pending PI Endorsement		Pending PIReminder
IRB12-0018	JLN Notification	1/13/2012	Study	S4 - Changes		JLN Notification

Basic Filter

The screenshot shows the AURA IRB Test interface for Buddy Guy. The main content area is titled "Page for Buddy Guy" and contains a table of protocols. The table has columns for ID, Name, Date Modified, State, PI Last Name, PI First Name, and Expiration Date. The "Date Modified" column header is highlighted with a red box and an arrow pointing to it from a text box that says "2) Click the Column Header to do a quick sort, click it again to reverse the order." Another red box highlights the "Advanced" button in the filter bar, with an arrow pointing to it from a text box that says "3) Click Advanced to show additional Filter options." A third red box highlights the "Protocols" tab in the navigation bar, with an arrow pointing to it from a text box that says "1) Click on the tab you want to view".

AURA IRB Test THE UNIVERSITY OF CHICAGO Buddy Guy | My Home | Logoff

Grants
Page for Buddy Guy

My Roles
Principal Investigator
Registered User

Create Study
New Study

Quick Links
BSD
SBS
SSA
(User Workspace)

Page for Buddy Guy
Welcome to your AURA IRB Test workspace. This workspace is where your action is required, specific to your role. You have read-only and/or edit access to the following protocols. Reporting are available on the following website: <http://aura.uchicago.edu/training/>

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.

ID	Name	Date Modified	State	PI Last Name	PI First Name	Expiration Date
Pro00000320	JLN NCR-R Test 3	1/17/2012 1:02 PM	S18 - Decision and Correspondence Review	Guy	Buddy	
Pro00000359	DP 5.0D - Expedited 01	1/17/2012 11:12 AM	S11 - Approved	Guy	Buddy	11/30/2012
IRB11-0012	FC UP Security Test	1/17/2012 11:12 AM	S5 - Pre-Review	Guy	Buddy	12/14/2012
Pro00000481	JLN Notification Test 11	1/13/2012 4:58 PM	S11 - Approved	Guy	Buddy	1/13/2012
MS1_Pro00000481	JLN Notification Test 11	1/13/2012 4:58 PM	Amendment Open	Guy	Buddy	1/13/2012
Pro00000453	Pending PIReminder	1/13/2012 4:36 PM	S2 - Pending PI Endorsement	Guy	Buddy	
IRB12-0018	JLN Notification Test 14	1/13/2012 4:10 PM	S4 - Changes Requested By IRB Staff	Guy	Buddy	
IRB12-0020	JLN Notification Test 15	1/13/2012 4:08 PM	Pre Submission	Guy	Buddy	
IRB12-0019	JLN Notification Test 15	1/13/2012 4:08 PM	Pre Submission	Guy	Buddy	

Advance Filter

AURA IRB Test



THE UNIVERSITY OF CHICAGO

Buddy Guy | My Home | Logoff

Grants

Page for Buddy Guy

My Roles

Principal Investigator
Registered User

Create Study

Quick Links

BSD
SBS
SSA

(User Workspace)

Page for Buddy Guy

Welcome to your AURA Personal Dashboard

- Inbox:** This tab displays your inbox where your action is required, specific to your role.
- Protocols:** This tab displays protocols that you have read-only and/or edit access to.
- Aura Training Materials:** This tab displays training materials that are available on the following websites: [training/](#)

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.

PI Inbox | Research Team Inbox | Sub Templates | Profile | **Protocols** | All Projects

Filter by ID: %00004 | Name: JLN | State: Amendment Open | Basic

ID	Name	Date Modified	State	PI Last Name	PI First Name	Expiration Date
MS1_Pro00000481	JLN Notification Test 11	1/13/2012 4:58 PM	Amendment Open	Guy	Buddy	1/13/2012
MS1_Pro00000480	JLN Notification Test 10	1/5/2012 2:41 PM	Amendment Open	Guy	Buddy	1/4/2013
MS1_Pro00000474	JLN Notification Study 9	1/5/2012 2:39 PM	Amendment Open	Guy	Buddy	1/4/2013
MS1_Pro00000473	JLN Notification Test 8	1/4/2012 5:08 PM	Amendment Open	Guy	Buddy	1/3/2013
MS1_Pro00000469	JLN Notification Test 7	1/4/2012 4:55 PM	Amendment Open	Guy	Buddy	1/13/2012
MS1_Pro00000467	JLN Notification Test 6	1/4/2012 3:18 PM	Amendment Open	Guy	Buddy	1/6/2012
MS1_Pro00000452	JLN Notification Testing 3	12/30/2011 3:44 PM	Amendment Open	Guy	Buddy	12/29/2012
MS1_Pro00000451	JLN Notification	12/29/2011 3:48	Amendment	Guy	Buddy	

Studies meeting those parameters display here.

Copy a Study/Create a Template

1)

AURA Training THE UNIVERSITY OF CHICAGO Mike Ditka | My Home | Logoff

Grants My Home > Aaron House 002

Current State

Pre Submission

- Edit Study
- Printer Version
- View Differences
- View SmartForm Progress

My Activities

- Forward for PI Endorsement
- Withdraw
- Send Email to Study Team
- Edit Email List
- Edit Guest List
- Copy Study
- Upload Grant Application

Create

(Master Template)

Study: Aaron House 002 IRB12-0002

Principal Investigator: Buddy Guy
Primary Contact: Mike Ditka

Study Approval/ Determination Date:
Study Expiration Date:

Funding Sources: Externally Funded/Supported
National Heart, Lung, and Blood Institute
Aaron House 002

Full Study Title:

History Reviewer Notes Amendments Continuing Reviews Unanticipated Problems All Documents Approved Documents Gra

Activity	Author	Activity Date
Created Study	Ditka, Mike	3/10/2012 4:15 PM CST

Enter all data into the study then click the Copy Study button.

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AURA-Help: aura-help@uchicago.edu

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2)

AURA Training | THE UNIVERSITY OF CHICAGO

Execute "Copy Study" on IRB12-0002 - Google Chrome

Mike Ditka | My Home | Logoff

Grants

My Home > Aaron House 002

Current State

Pre Submission

- Edit Study
- Printer Version
- View Differences
- View SmartForm Progress

My Activities

- Forward for PI Endorsement
- Withdraw
- Send Email to Study Team
- Edit Email List
- Edit Guest List
- Copy Study
- Upload Grant Application

Create

(Master Template)

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Copy Study

This activity will COPY this study. You will remain the Principal Investigator for the new Study and it will be placed in your Inbox. All attachments will be copied as well.

* **New Study Name:**

* **Copy this study to My Templates¹:**
 Yes No Clear

¹ This will allow this study to be used as a starting point for other studies.
This activity takes time but can save you work! We thank you for your patience.
Use Background Processing:

Click OK to copy the study.

OK Cancel

Name the new study and decide if you'd like this to be a template.

3)

AURA Training | THE UNIVERSITY OF CHICAGO

Execute "Copy Study" on IRB12-0002 - Google Chrome

https://aurairbtest.uchicago.edu/irbtrain2/ResourceAdministration/Activity/form?ActivityType=com.webridge.entity.Entity%5BBOID%5B1550E159BF6A4D46876

Copy Study

This activity will COPY this study. You will remain the Principal Investigator for the new Study and it will be placed in your Inbox. All attachments will be copied as well.

* **New Study Name:**

* **Copy this study to My Templates¹:**
 Yes No Clear

¹ This will allow this study to be used as a starting point for other studies.
This activity takes time but can save you work! We thank you for your patience.
Use Background Processing:


Click OK to copy the study.

Click **OK** once finished.

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4)

AURA Training



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Mike Ditka | My Home | Logoff

Grants

My Home > Aaron House 002

Study: Aaron House 002 IRB12-0002

Current State

Pre Submission

- Edit Study
- Printer Version
- View Differences
- View SmartForm Progress

My Activities

- Forward for PI Endorsement
- Withdraw
- Send Email to Study Team
- Edit Email List
- Edit Guest List
- Copy Study
- Upload Grant Application

Create

(Master Template)

Principal Investigator: Buddy Guy

Primary Contact: Mike Ditka

Study Approval/ Determination Date:

Study Expiration Date:

Funding Sources: Fully Funded/Supported

Heart, Lung, and Blood Institute

Full Study Title: Aaron House 002

History | Reviewer Notes | Amendments | Continuing Reviews | Unanticipated Problems | All Documents | Approved Documents | Grants

Activity	Author	Activity Date
Copied Study	Ditka, Mike	3/10/2012 10:50 PM CST
Copy Status...		
Created Study	Ditka, Mike	3/10/2012 4:15 PM CST

The history log confirms that the activity was successfully executed


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5)

AURA Training



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Mike Ditka | My Home | Logoff

Grants

Page for Mike Ditka

My Roles

Registered User
Research Personnel

Create Study

Quick Links

BSD
SBS
SSA

(User Workspace)

Page for Mike Ditka

Welcome to your AURA Personal Workspace.

- Inbox:** This tab displays all Protocols that are in a state of being reviewed.
- Protocols:** This tab displays all Protocols that you have reviewed.
- Aura Training Materials** and information on AURA Reporting.

The copy of the study appears in your personal workspace. uchicago.edu/training/

All Protocols | Research Team Inbox | Sub Templates | Profile

Filter by ID

ID	Name	Date Modified	State	Primary Sponsor	Primary Contact Last Name	Primary Contact First Name	PI Last Name	PI First Name	Expiration Date
IRB12-0004	Aaron House 004 Template 004	3/10/2012 10:50 PM	Template	National Heart, Lung, and Blood Institute	Ditka	Mike	Guy	Buddy	
IRB12-0002	Aaron House 002	3/10/2012 10:50 PM	Pre Submission	National Heart, Lung, and Blood Institute	Ditka	Mike	Guy	Buddy	
IRB12-0003	Aaron House 003	3/10/2012 7:59 PM	Pre Submission		Ditka	Mike	Guy	Buddy	
IRB12-0001	Aaron House 001	3/9/2012 3:35 PM	Pre Submission	National Institutes of Health	Ditka	Mike	Guy	Buddy	

1 to 4 of 4 / page

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6)

AURA Training | THE UNIVERSITY OF CHICAGO | Mike Ditka | My Home | Logoff

Grants
Page for Mike Ditka

My Roles
Registered User
Research Personnel

Create Study
New Study

Quick Links
BSD
SBS
SSA
(User Workspace)

Page for Mike Ditka
Welcome to your AURA Personal Workspace.

- Inbox:** This tab displays all Protocols that are in a state where your action is required.
- Protocols:** This tab displays all Protocols that you have read-only and/or edit access to.
- Aura Training Materials** and information on AURA Reporting are available on the following website: <http://aura.uchicago.edu/training/>.

All Protocols | Research Team Inbox | **Sub Templates** | Profile

If you have created copies of any submissions to use as "templates" for future submissions, they will appear here.

Filter by Name [dropdown] [input] [Go] [Clear] Advanced

Name	Type	State
Aaron House 004 Template 004	Study	Template

1 to 1 of 1 | 25 / page

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<https://aurairbtest.uchicago.edu/irbtrain2/Rooms/DisplayPages/LayoutInitial?PageID...>

7)

AURA Training



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Mike Ditka | My Home | Logoff

Grants

IRB Studies > Aaron House 004 Template

Study: Aaron House 004 Template IRB 12-0004

Current State

Template

- Edit Study
- Printer Version
- View Differences
- View SmartForm Progress

My Activities

- Copy Study**

Create

(Master Template)

Principal Investigator: Buddy Guy

Primary Contact: Mike Ditka

Study Approval/ Determination Date:

Study Expiration Date:

Funding Sources: Externally Funded/Supported

National Heart, Lung, and Blood Institute

Aaron House 004 Template

Full Study Title:

Click the Copy Study button.

History | Reviewer Notes | Amendments | Continuing Reviews | Unanticipated Problems | All Documents | Approved Documents | Gra

Activity	Author	Activity Date
Created Study	Ditka, Mike	3/10/2012 10:50 PM CST

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8)


The screenshot displays the AURA Training interface. At the top, the header includes 'AURA Training' and 'THE UNIVERSITY OF CHICAGO'. The user is logged in as 'Mike Ditka | My Home | Logoff'. The main content area is titled 'Copy Study' and contains the following information:

- Copy Study**: This activity will COPY this study. You will remain the Principal Investigator for the new Study and it will be placed in your Inbox. All attachments will be copied as well.
- * New Study Name:** Aaron House 005 copy
- * Copy this study to My Templates¹:**
 - Yes
 - No
 - Clear
- ¹ This will allow this study to be used as a starting point for other studies.
- This activity takes time but can save you work! We thank you for your patience.
- Use Background Processing:**
- Click OK to copy the study.
- Buttons: OK, Cancel

A red callout box with a white background and a red border is positioned over the 'Copy this study to My Templates' section. It contains the text: 'Say No to the Template Question. Click OK once finished.' A red arrow points from the callout box to the 'No' radio button.

9)

AURA Training



THE UNIVERSITY OF CHICAGO

Mike Ditka | My Home | Logoff

Grants

Page for Mike Ditka

My Roles

Registered User
Research Personnel

Create Study

Quick Links

BSD
SBS
SSA

(User Workspace)

Page for Mike Ditka

Welcome to your AURA Personal Workspace.

- Inbox:** This tab displays all Protocols that are in a state where your action is required
- Protocols:** This tab displays all Protocols that you have read-only and/or edit access
- Aura Training Materials** and information on AURA Reporting are available on the following page.

New copy of study appears in your personal workspace.

All Protocols										
Filter by ID <input type="text"/> <input type="button" value="Go"/> <input type="button" value="Clear"/> <input type="button" value="Advanced"/>										
ID	Name	Date Modified	State	Primary Sponsor	Primary Contact Last Name	Primary Contact First Name	PI Last Name	PI First Name	Expiration Date	
IRB12-0006	Aaron House 005 copy	3/11/2012 2:38 PM	Pre Submission	National Heart, Lung, and Blood Institute	Ditka	Mike	Guy	Buddy		
IRB12-0004	Aaron House 004 Template	3/11/2012 2:37 PM	Template	National Heart, Lung, and Blood Institute	Ditka	Mike	Guy	Buddy		
IRB12-0002	Aaron House 002	3/10/2012 10:50 PM	Pre Submission	National Heart, Lung, and Blood Institute	Ditka	Mike	Guy	Buddy		
IRB12-0003	Aaron House 003	3/10/2012 7:59 PM	Pre Submission		Ditka	Mike	Guy	Buddy		
IRB12-0001	Aaron House 001	3/9/2012 3:35 PM	Pre Submission	National Institutes of Health	Ditka	Mike	Guy	Buddy		

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