

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>
(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/>)

The screenshot shows the AURA system homepage for The University of Chicago. The header features the AURA logo on the left and the University of Chicago logo on the right. A navigation menu on the left includes links for Home, Request Access, Training, Help, News Archive, and Reporting. Below this is a 'Related Offices' section with a list of departments. A search bar is located at the bottom left. The main content area is titled 'AURA Module Logins' and lists five modules: GRANTS, IRB (on campus), IRB (off campus), COI-COC, and IBC. Each module has a brief description. A red box highlights the 'IRB (off campus)' module with the text 'Select Login option (on/off campus). Enter Cnet or UCHAD ID and Password'. Another red box highlights a login form in the bottom right corner, which includes fields for 'User Name' and 'Password', a 'Login' button, and a 'Remember me' checkbox. The footer contains 'Latest News and Announcements' and a 'Follow Us' section.

AURA



AURA Module Logins

- GRANTS** AURA Grants allows researchers to create a proposal in response to a funding opportunity announcement (FOA), route it for approvals, and submit it electronically to the sponsor.
- IRB (on campus)** AURA IRB allows researchers to create a protocol for the use of human subjects and submit it to the IRB for review.
- IRB (off campus)** Use this link to log in to AURA-IRB if you are not currently connected to the Internet via the University of Chicago network.
- COI-COC** AURA COI-COC (Conflict of Interest-Conflict of Commitment) allows faculty, as well as other academic appointments, to complete their annual disclosure.
- IBC** AURA IBC (Institutional Biosafety Committee) allows researchers to create a protocol for the use of biological materials in research and submit it to the IBC for review.

Automating University-wide Research Administration

AURA is an electronic research administrative system which facilitates research administration activities on campus.

AURA streamlines and automates research administration, allowing for process automation, electronic routing and approval, system-to-system submission to Grants.gov, and data warehouse reporting. The system helps reduce administrative burden on faculty and staff as well as the regulatory compliance risk for the University.

Log in to AURA-IRB if you are not currently connected to the Internet via the University of Chicago network.

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Login As
User Name:
Password:
 Remember me
0.1.114 Extranet By **ClickCommerce**

After signing into this site, you are bound by the terms and conditions set forth when you received your account.

Latest News and Announcements

Follow Us

Endorse submission

AURA Training 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 Personal Workspace.

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

- **Inbox:** This tab displays all Protocols that are in a state where your action is required, specific to your role.
- **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 **PI Inbox** PI Protocols Research Team Inbox Sub Templates Profile


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

ID	Name	Date Modified	Type	State	Expiration Date
IRB12-0058-AM001	Amendment 1 for IRB Study #IRB12-0058	3/19/2012 2:16 PM	Amendment	Pending PI Endorsement	
IRB12-0055-UP001	Subject B received the wrong drug	3/19/2012 1:50 PM	Reportable Event	Pending PI Endorsement	
IRB12-0029-CR001	2013 Review for IRB12-0029	3/14/2012 3:25 PM	Continuing Review	Pending PI Endorsement	
IRB12-0038-CR001	2013 Review for IRB12-0038	3/14/2012 3:25 PM	Continuing Review	Pending PI Endorsement	
IRB12-0023-CR001	2013 Review for IRB12-0023	3/14/2012 3:24 PM	Continuing Review	Pending PI Endorsement	
IRB12-0022-CR001	2013 Review for IRB12-0022	3/14/2012 3:24 PM	Continuing Review	Pending PI Endorsement	
IRB12-0043-CR001	2013 Review for IRB12-0043	3/14/2012 3:24 PM	Continuing Review	Pending PI Endorsement	
IRB12-0034-CR001	2013 Review for IRB12-0034	3/14/2012 3:24 PM	Continuing Review	Pending PI Endorsement	
IRB12-0020-CR001	2013 Review for IRB12-0020	3/14/2012 3:24 PM	Continuing Review	Pending PI Endorsement	
IRB12-0031-CR001	2013 Review for IRB12-0031	3/14/2012 3:24 PM	Continuing Review	Pending PI Endorsement	
IRB12-0026-CR001	2013 Review for IRB12-0026	3/14/2012 3:24 PM	Continuing Review	Pending PI Endorsement	
IRB12-0033-AM001	Amendment 1 for IRB Study #IRB12-0033	3/14/2012 3:17 PM	Amendment	Pending PI Endorsement	
IRB12-0030-AM002	Amendment 2 for IRB Study #IRB12-0030	3/14/2012 3:17 PM	Amendment	Pending PI Endorsement	
IRB12-0029-AM001	Amendment 1 for IRB Study #IRB12-0029	3/14/2012 3:12 PM	Amendment	Pending PI Endorsement	

2) Click the name of the submission.

Endorse submission (Cont'd)

AURA Training



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Buddy Guy | My Home | Logoff

Grants

My Home > study title

Current State

Pending PI Endorsement

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

My Activities

- Submit to IRB
- Changes Requested by PI
- Withdraw
- Send Email to Study Team
- Edit Email List
- Edit Guest List
- Upload Grant Application

Create

(Master Template)

Study: study title IRB12-0161

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

Or select **Printer Version** to simply view the submission and close to exit. If there are no changes, click **“Submit to IRB”**.

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

Principal Investigator:

Primary Contact:

Study Approval/ Determination Date:


Study Expiration Date:

Funding Sources:

Full Study Title: study title

History	Reviewer Notes	Amendments	Continuing Reviews	Unanticipated Problems	All Documents	Approved Documents
	Activity				Author	Ac
	Forwarded for PI Endorsement				Ditka, Mike	3/29/
	Created Study				Ditka, Mike	3/29/

Endorse submission (Cont'd)

AURA Training  **THE UNIVERSITY OF CHICAGO** Edit: Study - IRB12-0161

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.1 Study Identification ▾ Continue >>

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.*

- * Full Study Title:**
- * Short Study Title: (Limit to 25 characters. This short title will**
- * Principal Investigator:**
Buddy Guy
- Will the Principal Investigator be obtaining consent?**
 Yes No

Short Title - This is the title that you will use for searching and will appear in reports.

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: - 1.1 Study Identification ▾ Continue >>

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.

Submit to IRB

AURA Training THE UNIVERSITY OF CHICAGO Buddy Guy | My Home | Logoff

Grants My Home > study title

Current State
Pending PI Endorsement

Edit Study
Printer Version
View Differences
View SmartForm Progress

My Activities

Submit to IRB
Changes Requested by PI
Withdraw
Send Email to Study Team
Edit Email List
Edit Guest List
Upload Grant Application

Create
(Master Template)

Study: study title IRB12-0161

Principal Investigator: Buddy Guy
Primary Contact: Mike Ditka

Study Approval/ Determination Date:
Study Expiration Date:
Funding Sources: Externally Funded/Supported

Full Study Title: study title

History

Activity
Forwarded for PI Endorsement
Created Study

Submit to IRB

1.0 I certify that the information provided in this application is complete and correct. Research will be conducted according to the submission as described, only with the approved principal investigator and, if any, co-investigator(s). All records of this research will be maintained as required by the University of Chicago's policies and procedures.

In addition, I agree to the responsibilities of a PI, per University guidelines, including:

- Obtaining informed consent (if applicable) from all subjects as outlined in the submission.
- Reporting Unanticipated Problems to the IRB per the IRB Unanticipated Problem reporting policy.
- Obtaining renewal of the protocol prior to the expiration of the approval period or halt all study activities upon study expiration.
- Accepting ultimate responsibility for the protection of the rights and welfare of human subjects, conduct of the study and the ethical performance of the project.
- Performing all research activities by qualified personnel according to the IRB approved submission.
- Ensuring that research personnel have or will receive appropriate training.
- No changes will be made in the protocol or consent form until approved by the IRB.

2.0 Enter comments below, if applicable:

~ PI Endorsement Complete ~