

Correspondence



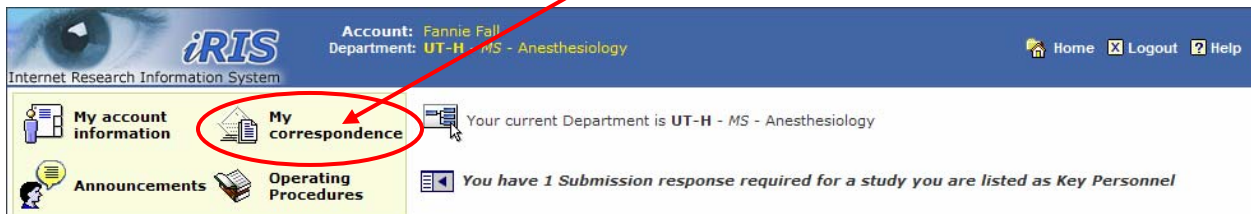
iRIS Support 713-500-3800

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Viewing Correspondence



To view correspondence in iRIS, click **My Correspondence** on your iRIS home page.



- Click the **View Message** icon to read the email message.

My Correspondences ◀ Back

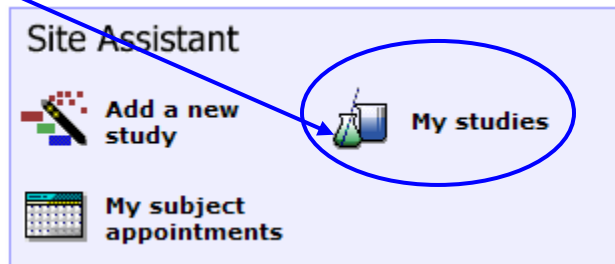
2 result(s) found...

View Message	Author	Subject
	Administrator	Posted October 26, 2004 04:37:34 PM HSC-MS-04-0192 (Flowers) Review Response
	Administrator	Posted October 26, 2004 03:57:36 PM HSC-MS-04-0192 (Flowers) Submission Correction

- To reply to the message you must go into the study.

Sending Correspondence



- Click **My Studies** on your iRIS home page.



- Click the **Open** icon to access the study.

My Studies ◀ Back

Filter my studies by study status:

Click to open	Study State	IRB Number	IRB Expiration	Principal Investigator	Study Title	Copy Study	Delete Study
	Active	HSC-MS-04-0192		Breslin, Nancy	<i>Irises, Tulips, and Daffodils</i> Flowers		

IRB Number: HSC-MS-04-0192
 PI: Breslin, Nancy

Submissions

Study Status: **Pending - Under Review** Study Title: Irises, Tulips, and Daffodils
 Expiration Date:

Submissions Study Management Subject Management

Protocol Items

- Application
- Informed Consent
- Other study documents
- Forms
- Studies Exempt from HIPAA
- Authorization for Disclosure of PHI
- IRB Waiver - Retrospective Chart Review or Preparatory to Research
- IRB Waiver - Screening and Recruitment
- IRB Waiver ? Decedent Data
- Memorial Hermann Hospital System Research Application

Submission Types

- Initial Review
- Continuing Review
- Change Request/Amendments
- Adverse Events
- IND safety reports
- Protocol Deviation
- Study Closure
- Miscellaneous
- Study Discussion/Message Center**
- Submissions History

Click **Study Discussion/Message Center**.

Click **Add a New Correspondence**.

IRB Number: HSC-MS-04-0192
 PI: Breslin, Nancy

Study Correspondence

Back

Add A New Correspondence Delete Selected Correspondence

4 result(s) found...

View Message	Author	Subject
Post a Reply to this Topic		
	Nancy Breslin	Posted October 28, 2004 03:50:40 PM HSC-MS-04-0192 (Flowers) Review and Signoff Notification
Post a Reply to this Topic		
	Administrator	Posted October 26, 2004 04:37:34 PM HSC-MS-04-0192 (Flowers) Review Response

When this **box** is checked the message is sent within iRIS and to the recipient's email address. It is recommended that you leave this option checked.

IRB Number: HSC-MS-04-0192
 PI: Breslin, Nancy

Study Correspondence

Back

Save Correspondence

Send E-mail

***Recipient(s)**

Additional recipient(s):

*Subject:

Content: [Click Here to edit the Content](#)

Attachments: [Add a new Attachment](#)
 No Attachments have been added to this message

Click **Recipient(s)** to select the recipient(s) for your message.

- Click the check **box** next to the name(s) of the recipient(s). You may select more than one recipient.

Correspondence contact

Back Save Changes

Contacts	Role		
Key Study Personnel	Principal Investigator	<input checked="" type="checkbox"/>	Breslin, Nancy
	Study Contact	<input type="checkbox"/>	Breslin, Nancy
		<input type="checkbox"/>	Fall, Fannie
Compliance Officer		<input type="checkbox"/>	Administrato
		<input type="checkbox"/>	IMedRIS Employee
		<input type="checkbox"/>	Legate, Barbara S
Committee for the Protection of Human Subjects IRB #1	Chair	<input type="checkbox"/>	Chairperson, Bob

- When you have finished selecting recipient(s), click **Save Changes** in the top right corner of the screen.

Adding Additional Recipients

- If you need to send email to someone not on the list of recipients, click **Additional recipient(s)**.

IRB Number: HSC-MS-04-0192 Study Correspondence Back

PI: Breslin, Nancy Save Correspondence

Send E-mail:

Recipient(s): Nancy Breslin

Additional recipient(s)

*Subject:

Content: [Click Here to edit the Content](#)

Attachments: [Add a new Attachment](#)
No Attachments have been added to this message

- Click **Add A New Contact**.

Correspondence Additional Contacts Back

Add A New Contact Remove Selected Contacts Save And Return

Name	E-mail Address
No Additional Recipients have been added.	

- Type the **name** of the contact and the **email address** of the contact.

Correspondence Additional Contacts Back

Add A New Contact Remove Selected Contacts Save And Return

Name	E-mail Address
Kathy Matthew	kmatthew@uth.tmc.edu

- Click **Save and Return** in the top right corner of the screen.

- Type a **subject** for the email message.

IRB Number: HSC-MS-04-0192 Study Correspondence Back

PI: Breslin, Nancy Save Correspondence

Send E-mail:	<input checked="" type="checkbox"/>
*Recipient(s):	Nancy Breslin
Additional recipient(s):	Kathy Matthew
*Subject:	<input type="text"/>
Content:	Click Here to edit the Content
Attachments:	Add a new Attachment No Attachments have been added to this message

- Click here to edit the content** brings up the text editor for you to type your message.

Save Correspondence

Enter the Message Content

What other documents do we need to attach to this study?

OK

- When you have finished typing your message click **OK**.

- Click **Save Correspondence**.



Send E-mail:	<input checked="" type="checkbox"/>
*Recipient(s):	Nancy Breslin
Additional recipient(s):	
*Subject:	Study Attachments
Content:	Click Here to edit the Content What other documents do we need to attach to this study?
Attachments:	Add a new Attachment No Attachments have been added to this message

Add A New Correspondence Delete Selected Correspondence

10 result(s) found...

View Message	Author	Subject
Post a Reply to this Topic		
<input type="checkbox"/>	Nancy Breslin	Posted March 21, 2005 02:42:25 PM HSC Doc
Post a Reply to this Topic		
<input type="checkbox"/>	Administrator	Pos HSC Sub

Microsoft Internet Explorer

Correspondence information has been successfully added!

OK

- Click **OK**.

Responding to Correspondence

- Click on **Post a Reply to this Topic** to reply to a message.

IRB Number: HSC-MS-04-0192 Study Correspondence Back

PI: Breslin, Nancy

Add A New Correspondence Delete Selected Correspondence

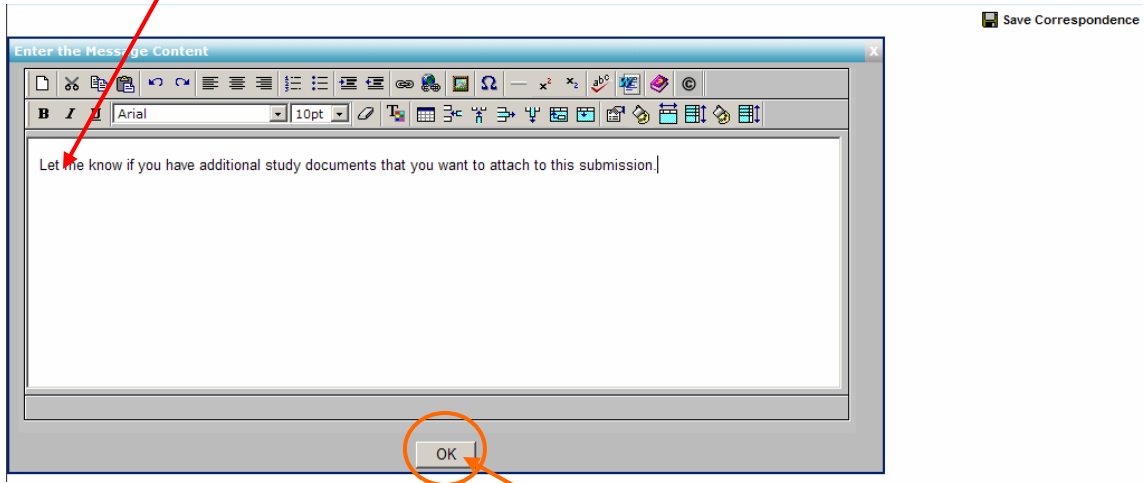
Post a Reply to this Topic		
<input type="checkbox"/>	Fannie Fall	Posted October 28, 2004 05:15:30 PM HSC-MS-04-0192 (Flowers) Study Attachments
Post a Reply to this Topic		
<input type="checkbox"/>	Fannie Fall	Posted October 28, 2004 05:08:34 PM HSC-MS-04-0192 (Flowers) Recent s

- Click on the **icon** to view the message.
- To post a reply to the topic, **Click here to edit the content**.

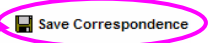
Save Correspondence

Send E-mail:	<input checked="" type="checkbox"/>
*Recipient(s):	Fannie Fall
Additional recipient(s):	
*Subject:	Study Attachments
Content:	<input type="text" value="Click Here to edit the Content"/>
Attachments:	Add a new Attachment No Attachments have been added to this message

- Type your **reply** here.

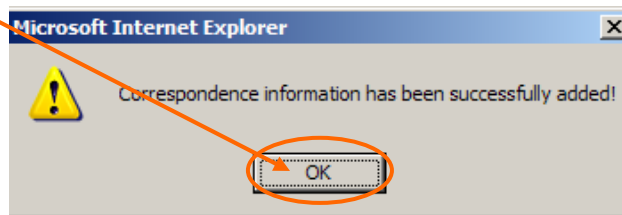


- When you finish typing your message, click **OK**.
- Click **Save Correspondence**.



Send E-mail:	<input checked="" type="checkbox"/>
*Recipient(s):	Fannie Fall
Additional recipient(s):	
*Subject:	Study Attachments
Content:	Click Here to edit the Content Let me know if you have additional study documents that you want to attach to this submission.
Attachments:	<input type="button" value="Add a new Attachment"/> No Attachments have been added to this message

- Click **OK**.



- Your **reply** will be posted just above the original message.

Post a Reply to this Topic		
<input type="checkbox"/>	Nancy Breslin	Posted March 31, 2005 04:24:06 PM HSC-MS-04-0192 (Flowers) Study Attachments
<input type="checkbox"/>	Fannie Fall	Posted October 28, 2004 05:15:30 PM HSC-MS-04-0192 (Flowers) Study Attachments