

## Designating RiSC Web Access

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Approved by: Interim Vice Chancellor for Research  
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AAHRPP Elements: NA

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### POLICY:

- I. OPRS utilizes an electronic information and protocol management system called RiSC®. The information system allows the staff to communicate electronically with PIs regarding their research and to store information regarding each research protocol and the review process. RiSC Web is a web-based phase of the RiSC database which allows PIs to log in and access information regarding their active human subject research protocols and training at UIC.
- II. PIs may designate individuals other than themselves as persons who may have access to the protocol information contained in RiSC Web. This delegation may be done by the PI while logged into RiSC Web for each individual protocol, via [Appendix P](#) at the time of submission of the initial review, continuing review or amendment application, or by completing a separate request form. The individual designated to have RiSC Web access does not have to be listed on the protocol as key research personnel, but may be an administrative or business coordinator (someone who primarily does administrative or clerical duties).

### PROCEDURE:

- I. PIs create a RiSC Web account using their email address and a password. The e-mail address must match the e-mail address currently in the RiSC database for that PI, as provided by the PI on the most recent submission to the IRB.
- II. The PI may allow for RiSC Web access for other individuals for a specific protocol through RiSC Web or via UIC OPRS form [Appendix P](#) at the time of submission of the initial review, continuing review or amendment application.
- III. PIs may also designate access to individuals other than themselves by completing the UIC OPRS [Designate RiSCWeb Access for Active Protocols to Research Personnel](#) form and submitting it to OPRS.
  - A. OPRS staff will grant the designated individual access to the protocols listed on the form by assigning them as “RiSC Web View Only” in RiSC.
  - B. Upon receipt of the UIC OPRS [Designate RiSCWeb Access for Active Protocols to Research Personnel](#) form, the front desk staff updates RiSC, and the form is then forwarded to data entry to place in the research protocol file. If more than one research protocol number is indicated on the form, copies are made for each protocol listed on the form.

- IV. Once logged into RiSC Web, the PI and/or the designated individual is able to:
- A. View a list of all protocols;
  - B. View detailed information about a protocol;
  - C. View the IRB meeting schedule;
  - D. View the training schedule for initial and CE;
  - E. View their own human subject training status;
  - F. Email OPRS staff directly without exiting the program;
  - G. Update their own contact information;
  - H. Ascertain the status of a particular submission; and
  - I. Download correspondence sent to the PI from OPRS related to the research protocol.

**REFERENCES:**

NA

**REVISION LOG:**

<b>Version (#, date)</b>	<b>Replaces (#, date)</b>	<b>Summary of changes</b>
1.1, 3/13/09	1.0, 10/15/08	Minor change to designation term in RiSC. Changed "RiSC Web Access Only" to "RiSC Web View Only" to correspond with changes to RiSC.