

Routing (investigator): Add optional cover memo

The screenshot displays the IRBIS Office of Human Research Ethics interface. The top navigation bar includes the IRBIS logo and the text "Office of Human Research Ethics" along with "HOME", "HELP", and "LOGOUT" links. The user is logged in as "David Tegm".

The left sidebar contains an "Item List" with the following items:

- General Information
- Exemptions
- Part A. Questions Common to All Studies
- Part B. Direct Interaction
- Part D. The Consent Process
- Data Security Requirements
- Attachments
- Approving Depts
- Approving Depts
- Cover Memo
- Application Cover Memo

The main content area is titled "Optional Cover Memo" and contains the following text:

This section serves as a cover memo from the Investigator to the IRB, if needed. Provide any additional information here that is not already addressed above. You are not required to submit a cover memo.

Below this text is a rich text editor labeled "Application Cover Memo:" with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, and link. The editor is currently empty.

At the bottom of the main content area, there is a "Save and Continue" button and the text: "To navigate the Application, press any link in the Item List to your left."

A yellow callout box at the top of the main content area states: "The Application can be submitted at this time by clicking the yellow submit button located on the bottom left of the screen." A dashed arrow points from this callout to the "Submit" button in the bottom left corner of the interface.

Before submitting, you may add an (optional) Application Cover Memo to be directed to the IRB. The Optional Cover Memo screen automatically appears upon clicking *Continue* on the (prior) Approving Departments screen. Alternatively, access by clicking Application Cover Memo at the Item List. Your memo will be viewable by any of the approving departments, as well as the IRB, and will be retained with your application.