IRBManager Instructions for Members

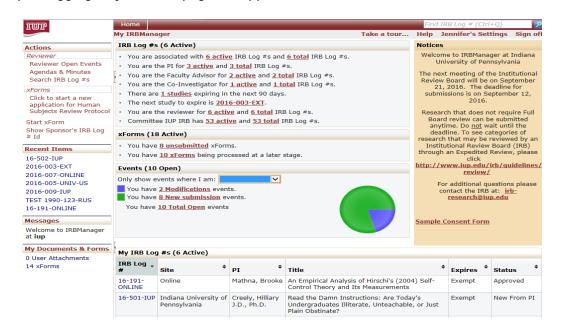
Brief Introduction to IRB Manager. IRBManager is a web-based system designed specifically for the IRB review process, all the way from submission to approval letters. Investigators are able to sign forms electronically, collaborate with other investigators, and access the current status of the submission at any time. Investigators create their submissions in IRBManager using smart forms called "Xforms". Email notifications to investigators provide links to access, review and update study material immediately. In fact, investigators have remote access capability from any computer with an internet connection. In addition, IRB reviewers will have access to a study's entire history as they conduct their review, which will enable informed decisions guickly.

Logging into IRBManager

- 1. Go to this website: https://iup.my.irbmanager.com
- 2. Enter your IUP username and password
- 3. Click Login



Upon logging in, your homepage will appear as below:



The center of your IRBManager Homepage is broken down into four main sections:

1) IRB Log #s – This section provides a summary of the number of active protocols and the total protocols you are associated with.

IRB Log #s (6 Active) • You are associated with 6 active IRB Log #s and 6 total IRB Log #s. • You are the PI for 3 active and 3 total IRB Log #s. • You are the Faculty Advisor for 2 active and 2 total IRB Log #s. • You are the Co-Investigator for 1 active and 1 total IRB Log #s. • There are 1 studies expiring in the next 90 days. • The next study to expire is 2016-003-EXT. • You are the reviewer for 6 active and 6 total IRB Log #s. • Committee IUP IRB has 53 active and 53 total IRB Log #s.

The top line of this section tells you the total number of protocols you are associated with. The next two lines tell you how many protocols where you are listed as the PI and Faculty Advisor respectively. Clicking on either #active or #total brings up a list of these protocols with more specific information (i.e., Log # for each protocol, Title of the protocol, expiration date, status). This section also tells you about protocols set to expire in the next 90 days. IRB Members can also see studies where they were assigned as reviewer and all protocols in our system.

(NOTE: Studies that are not complete or have not been submitted will NOT appear in this section. Find these protocols in progress under the 'xForms' section.)

2) xForms – Think of xForms as the electronic version of our standard paper forms (i.e., New Protocol, Request for Change, Request for Continuing Review).

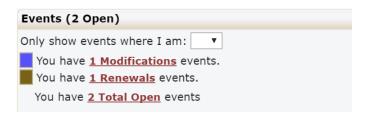
Forms you are currently working on *but have not submitted for review*, will be listed under <u># unsubmitted xforms</u>. You can work on multiple forms at the same time, and save them for completing at a later time.



Once a form is submitted, it will be listed under #xForms being processed. You will be able to check on the status of a submitted form by clicking on this link. The current stage the form is in will be listed under the Stage column. For example, "Under Review" means that the form is under review by the IRB.

Forms that require your signature/approval (e.g., forms where you are listed as the faculty advisor), forms that require revisions, or forms that require your review will be listed under # xForms awaiting your attention. If you click on the box on the upper right corner next to "Show forms requiring approvals ONLY", the list will be sorted and display only the forms you need to sign off on.

3) Events Events are the markers/folders for every submission (i.e., New Protocol Form, Request for Change, Request for Continuing Review) associated with a particular study. Once a form has been submitted and accepted into IRBManager, an event is created. To see what events are open (i.e., Modifications (i.e., Requests for Change), Renewals (i.e., Request for Continuing Review), New Study Submissions), look under the events section and you will be able to check the status of that event.



4) My IRB Log #s - This final section contains a listing of your studies. You can filter your list of studies on the particular item you choose to filter (i.e., PI Name, Expiration Date, etc.).



The left hand column of the home page has four sections as well:

- <u>Actions</u> On the home page you can click <Reviewer Open Events>, <Agendas and Minutes>, or <Search IRB Log #s> as part of Reviewer actions, or <Click to start a new application for Human Subjects Review Protocol>, <Start xForm>, or <Show Sponsor's IRB Log # Id>.
- •Recent items the hyperlinks under this heading shows what the most recent protocol that the user has reviewed. The hyperlinks can be utilized to return to another protocol previously viewed.
- •Messages this heading is an area that the IRB Office may communicate to all of the users within the system. An example message would be, "All submissions are due to the IRB office by the first of every month prior to the IRB meeting."
- •My Documents & Forms this heading shows how many attachments and xforms the user has submitted.