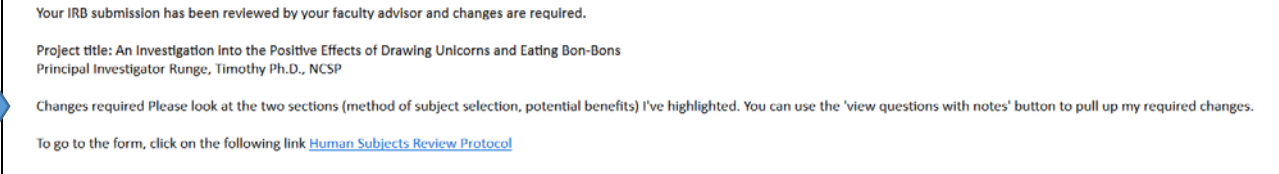


## IRBManager Instructions for Researchers

### The IRB/DRB/my Faculty Advisor asked for revisions to my protocol, now what?

You will learn in one of two ways that a protocol (or other submission) requires changes.

- 1) You will receive an **email notification** that your form was reviewed and requires changes. You can go directly to the form by clicking on the link in the email. Below is a sample email notification:



Your IRB submission has been reviewed by your faculty advisor and changes are required.

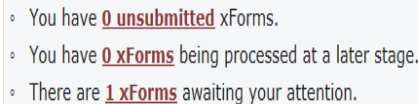
Project title: An Investigation into the Positive Effects of Drawing Unicorns and Eating Bon-Bons  
Principal Investigator Runge, Timothy Ph.D., NCSF

Changes required Please look at the two sections (method of subject selection, potential benefits) I've highlighted. You can use the 'view questions with notes' button to pull up my required changes.

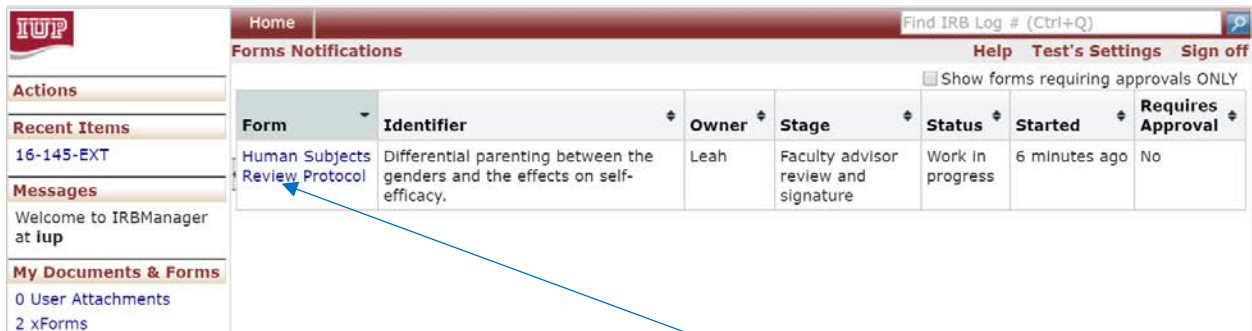
To go to the form, click on the following link [Human Subjects Review Protocol](#)

After clicking the link, you will be asked to log in using your IUP single sign-on username and password.

- 2) You can also find the submission on your IRBManager home page under **xForms** using the link titled **"# xForms awaiting your attention"**.

- 
- You have **0 unsubmitted** xForms.
  - You have **0 xForms** being processed at a later stage.
  - There are **1 xForms** awaiting your attention.

Clicking on the underlined **"# xForms"** link will bring up the specific studies and forms requiring changes.



The screenshot shows the IRBManager home page. On the left is a navigation menu with sections: Actions, Recent Items (16-145-EXT), Messages (Welcome to IRBManager at iup), and My Documents & Forms (0 User Attachments, 2 xForms). The main content area is titled 'Forms Notifications' and includes a search bar 'Find IRB Log # (Ctrl+Q)'. Below the search bar are links for 'Help', 'Test's Settings', and 'Sign off'. A checkbox option 'Show forms requiring approvals ONLY' is present. A table lists the forms:

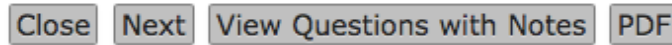
Form	Identifier	Owner	Stage	Status	Started	Requires Approval
<a href="#">Human Subjects Review Protocol</a>	Differential parenting between the genders and the effects on self-efficacy.	Leah	Faculty advisor review and signature	Work in progress	6 minutes ago	No

Click the form that you need to revise by clicking on the form name. The form (i.e., New Protocol, Request for Change, Request for Continuing Review) will launch in a new window.

Once in the form, you will find notes from the IRB/DRB/Faculty Advisor highlighted in blue (see below for an example note). In these areas, you'll want to make changes.

<b>Purpose of the study</b> <span style="float: right;">Add Note View Audit</span>	
<b>Entered:</b> 09/08/16 <b>By:</b> Faculty, Test <span style="float: right;">✖</span>	
You need to better establish the background of the study. Make sure you cite work related to the topic. You need to provide enough background for a reader who is not familiar with your research questions	
To investigate how many office supplies are taken from the workplace without permission each year.	<i>In a few sentences, describe the purpose of the study. This section need not be elaborate, but does need to clearly indicate the purpose of the study in a way that is clear to persons not familiar with the project.</i>

NOTE: If you want to review all of the note made for this submission, you can click on the "View Questions with Notes" button at the bottom of the screen.



Clicking that button will open a *new window* that allows you to see all of the notes created by the IRB/DRB/Faculty Advisor for this protocol. This will allow you to focus on the specific sections that require changes.

View xForm - Human Subjects Review Protocol

Please use this Human Subjects Review Protocol form when submitting to the IUP IRB.

New protocol data entry  
- Submitted 9/8/2016 1:21:34 PM ET by PI, Test

Project Information  
Funding Information  
Project Description  
**Purpose of the study**  
Entered: 09/08/16 By: Faculty, Test  
You need to better establish the background of the study. Make sure you cite work related to the topic. You need to provide enough background for a reader who is not familiar with your research questions

To investigate how many office supplies are taken from the workplace without permission each year. *In a few sentences, describe the purpose of the study. This section need not be elaborate, but does need to clearly indicate the purpose of the study in a way that is clear to persons not familiar with the project.*

Subject Population  
Methods and Procedures  
Risks/Benefits  
Privacy/Consent/Nature of Risk  
Exemption Qualification  
Expedited Review Qualification  
Attachments

Please attach any site approval letters

Entered: 09/08/16 By: Faculty, Test

Since your study takes place outside of IUP, you will need a site approval letter. Contact Company X and ask that they produce one. The site approval letter needs to come on THEIR letterhead, contain a statement that clearly indicates they understand what's being asked of them/what the research subjects will be asked to do, and be signed by a person with the authority to provide such approval (e.g., President). You will attach that letter here.

No answer provided. *The site approval letter **MUST** be on the official letterhead of the site and endorsed by the person responsible for the site.*

Faculty advisor review and signature  
Faculty advisor review

Remember that you can use the **drop down menu** at the top of the screen to navigate to specific sections of the form.

IUP Collaborators Page 1 of 10 Next

Human Subjects Review Protocol -- Project Information

**Saving Instructions**  
Each time you click 'Next' or 'Previous' you are and leave the form. Finally, if you work on each page will be saved. You work are entered.

**Submitter**  
Roberts, Jennifer Ph.D.  
Email: jroberts@iup.edu

**Project Title (Required)**

**Project Information** (dropdown menu)  
Project Information  
Funding Information  
Project Description  
Subject Population  
Methods and Procedures  
Risks/Benefits  
Privacy/Consent/Nature of Risk  
Exemption Qualification  
Expedited Review Qualification  
Attachments  
Check & Submit Form

**Add Note**  
click 'Save for Later' to save where you are dropdown at the top of the for, your Submit' form until all required fields

**Add Note View Audit**

**Add Note View Audit**

After you make your revisions, you are given the choice to 'save for later' or 'submit'. If you choose 'save for later', you can access that protocol on the IRB Manager dashboard under "# unsubmitted xForms."

Please NOTE, if required changes are incomplete, IRB Manager will provide an 'issues' message and direct you to the sections that must be completed. Incomplete protocols cannot be submitted.

