

IRBManager Instructions for Researchers


How Do I Create a Request for Research Restart Form for a Previously Approved Study?

To submit a Request for Research Restart to an active (approved) study that was paused due to Covid-19, you need to start by finding the study in IRBManager. From your IRB Manager homepage, you can do this one of two ways,

- 1) Look under 'My IRB Log #s' at the bottom of your screen. Click on the [blue link](#) for the study you are interested in.

My IRB Log #s (2 Active)					
IRB Log #	Site	PI	Title	Expires	Status
2016-005-UNIV-US	Universities in U.S	Member, Test	Differential parenting between the genders and the effects on self-efficacy.		New From PI
TEST 99-100-EXT	External to IUP Sites	PI, Test	The Impact of the Pyramid Approach to Education Model on Student Behavior	07/23/2016	Approved

- 2) OR click on # active IRB Log #s,

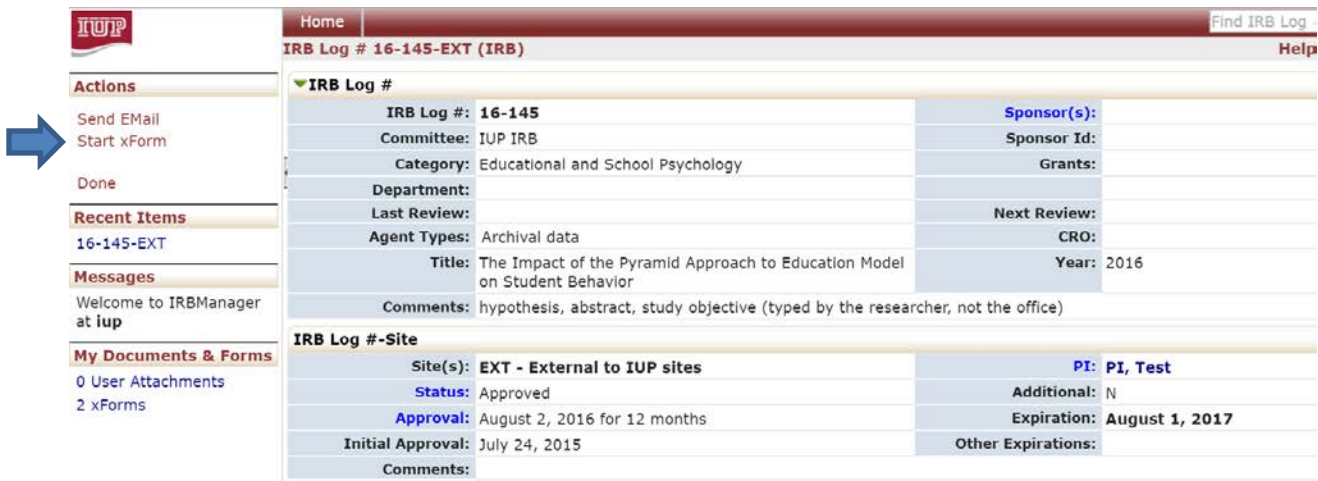


IRB Log #s (1 Active)
<ul style="list-style-type: none"> You are associated with 1 active IRB Log #s and 1 total IRB Log #s. You are the PI for 1 active and 1 total IRB Log #s.

then click on IRB Log # under the "IRB Log #" column.

My IRB Log #s (1 Active)					
IRB Log #	Site	PI	Title	Expires	Status
16-145-EXT	External to IUP sites	PI, Test	The Impact of the Pyramid Approach to Education Model on Student Behavior	08/01/2017	Approved

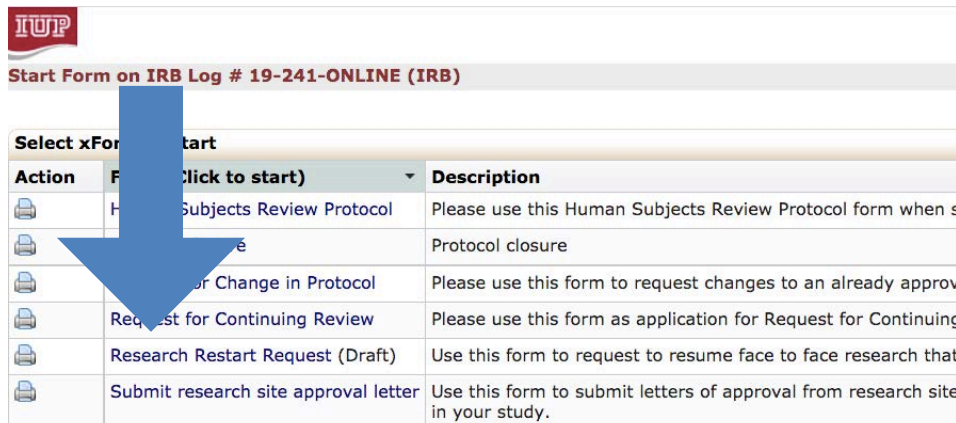
Once in the study, click on <[Start xForm](#)> on the left side of your screen under "Actions."



The screenshot shows the IRB Manager interface for IRB Log # 16-145-EXT (IRB). On the left sidebar, under the 'Actions' section, the 'Start xForm' button is highlighted with a blue arrow. The main content area displays details for the IRB Log # 16-145, including the committee (IUP IRB), category (Educational and School Psychology), department, last review date, agent types (Archival data), title (The Impact of the Pyramid Approach to Education Model on Student Behavior), and comments (hypothesis, abstract, study objective). Below this, the 'IRB Log #-Site' section shows site(s) as EXT - External to IUP sites, status as Approved, approval date as August 2, 2016 for 12 months, and expiration date as August 1, 2017.

Next select the **Request for Research Restart** form by clicking on the form's title.

Note: The screen below represents **SOME** of the available forms.



The screenshot shows the 'Start Form on IRB Log # 19-241-ONLINE (IRB)' screen. A large blue arrow points to the 'Request for Research Restart Request (Draft)' form in the list. The list includes the following forms:

Action	Form Title (Click to start)	Description
	Human Subjects Review Protocol	Please use this Human Subjects Review Protocol form when s
	Protocol closure	Protocol closure
	Request for Change in Protocol	Please use this form to request changes to an already approv
	Request for Continuing Review	Please use this form as application for Request for Continuing
	Research Restart Request (Draft)	Use this form to request to resume face to face research that
	Submit research site approval letter	Use this form to submit letters of approval from research site in your study.

PLEASE NOTE: You **MUST** be in a specific study in order to complete the Request for Research Restart form.

Follow the onscreen instructions and answer the required questions to complete the form. Once you have completed the entire document, you are given the choice to 'save for later' or 'submit'. If you choose 'save for later', you can access that form on the IRB Manager dashboard under "# **unsubmitted xForms**."

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