

# IRBManager Instructions for Researchers

## How Do I Create a Form for an Active Study?

To submit a Request for Change, a Request for Continuing Review, or add a Site Approval Letter to an active (approved) study, 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
<a href="#">2016-005-UNIV-US</a>	Universities in U.S	Member, Test	Differential parenting between the genders and the effects on self-efficacy.		New From PI
<a href="#">TEST 99-100-EXT</a>	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,

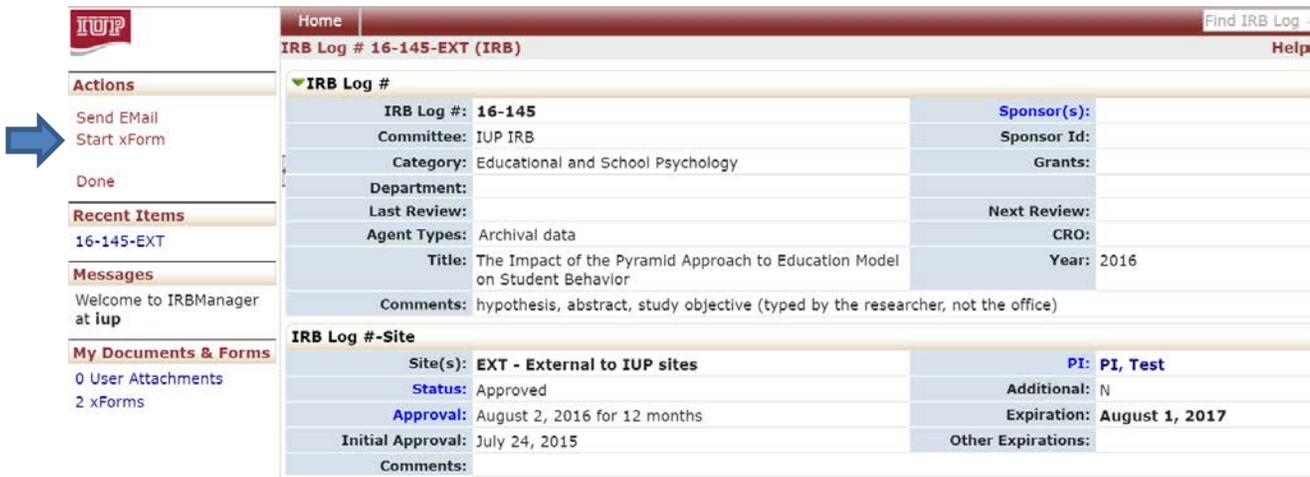
**IRB Log #s (1 Active)**

- 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
<a href="#">16-145-EXT</a>	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. 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 IRB Log # 16-145-EXT (IRB). The details are organized into two sections: 'IRB Log #' and 'IRB Log #-Site'.

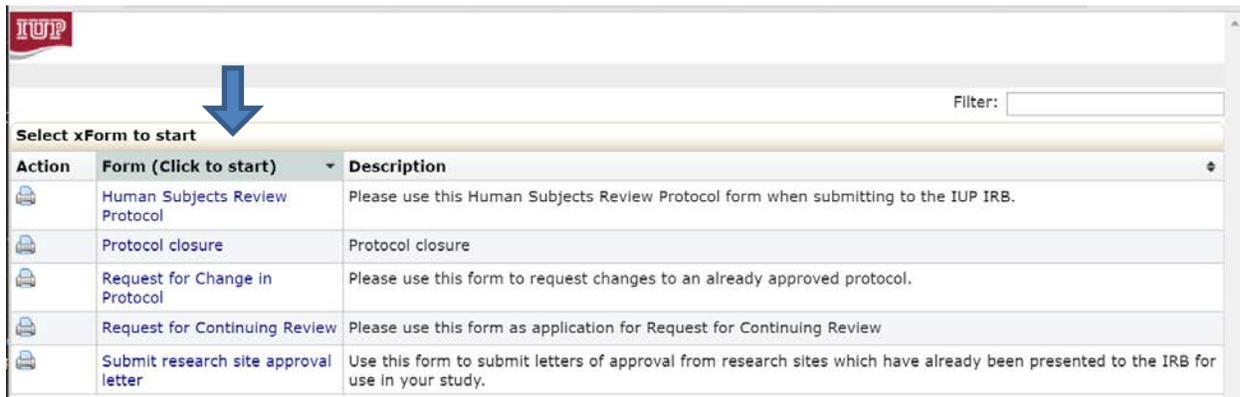
IRB Log #	
IRB Log #:	16-145
Committee:	IUP IRB
Category:	Educational and School Psychology
Department:	
Last Review:	
Agent Types:	Archival data
Title:	The Impact of the Pyramid Approach to Education Model on Student Behavior
Comments:	hypothesis, abstract, study objective (typed by the researcher, not the office)

IRB Log #-Site	
Site(s):	EXT - External to IUP sites
Status:	Approved
Approval:	August 2, 2016 for 12 months
Initial Approval:	July 24, 2015
Comments:	

Next select the **form** you need by clicking on the form's title.

**Note:** The screen below represents **SOME** of the available forms. (screenshot is for example only).



The screenshot shows the 'Select xForm to start' interface. A blue arrow points to the 'Human Subjects Review Protocol' form in the list. The list has columns for 'Action', 'Form (Click to start)', and 'Description'.

Action	Form (Click to start)	Description
	Human Subjects Review Protocol	Please use this Human Subjects Review Protocol form when submitting to the IUP IRB.
	Protocol closure	Protocol closure
	Request for Change in Protocol	Please use this form to request changes to an already approved protocol.
	Request for Continuing Review	Please use this form as application for Request for Continuing Review
	Submit research site approval letter	Use this form to submit letters of approval from research sites which have already been presented to the IRB for use in your study.

**PLEASE NOTE:** You **MUST** be in a specific study in order to complete the Request for Change, Request for Continuing Review, or to add a Research Site Approval letter.

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.