

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 quickly.

Logging into IRBManager

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

IRBManager Login

User Name *

Password *

Client

Remember Client

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (16/Release/595968de5f8156d11affb59a8feb5ae73dbc4704)
PRODWEB4 at 2016-07-28 19:47:53Z
Page generated in 0.013 seconds.

Upon logging in, your homepage will appear as below:

IRBManager Home

Find IRB Log # (Ctrl+Q)

My IRBManager Take a tour... Help Jennifer's Settings Sign off

Actions

- Reviewer
 - Reviewer Open Events
 - Agendas & Minutes
 - Search IRB Log #s
- xForms
 - Click to start a new application for Human Subjects Review Protocol
 - Start xForm
 - Show Sponsor's IRB Log # Id
- Recent Items
 - 16-502-IUP
 - 2016-003-EXT
 - 2016-007-ONLINE
 - 2016-005-UNIV-US
 - 2016-009-IUP
 - TEST 1990-123-RUS
 - 16-191-ONLINE
- Messages
 - Welcome to IRBManager at iup
- My Documents & Forms
 - 0 User Attachments
 - 14 xForms

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.

xForms (18 Active)

- You have **8 unsubmitted** xForms.
- You have **10 xForms** being processed at a later stage.

Events (10 Open)

Only show events where I am:

- You have **2 Modifications** events.
- You have **8 New submission** events.
- You have **10 Total Open** events.

Notices

Welcome to IRBManager at Indiana University of Pennsylvania

The next meeting of the Institutional Review Board will be on September 21, 2016. The deadline for submissions is on September 12, 2016.

Research that does not require Full Board review can be submitted anytime. Do **not** wait until the deadline. To see categories of research that may be reviewed by an Institutional Review Board (IRB) through an Expedited Review, please click <http://www.iup.edu/irb/quidelines/review/>

For additional questions please contact the IRB at: irb-research@iup.edu

[Sample Consent Form](#)

My IRB Log #s (6 Active)

IRB Log #	Site	PI	Title	Expires	Status
16-191-ONLINE	Online	Mathna, Brooke	An Empirical Analysis of Hirschi's (2004) Self-Control Theory and Its Measurements	Exempt	Approved
16-501-IUP	Indiana University of Pennsylvania	Creely, Hilliary J.D., Ph.D.	Read the Damn Instructions: Are Today's Undergraduates Illiterate, Unteachable, or Just Plain Obstinate?	Exempt	New From PI

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.

My IRBManager

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 **# unsubmitted xforms**. You can work on multiple forms at the same time, and save them for completing at a later time.

xForms (0 Active)

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



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.

Events (2 Open)

Only show events where I am:

■ You have **1 Modifications** events.

■ You have **1 Renewals** events.

You have **2 Total Open** events

- 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.).

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

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

•**Actions** –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.