

IRBManager Instructions for Researchers

How Do I Request a Change 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 HS #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 HS #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 **HS #** under the "**Study**" column.

893 matching Studies			
Study	Site	PI	Title
HS-0541-NJH	National Jewish Health	Murphy, Robert PhD	LEUKOTRIENES AND SLOW REACTING SUBSTANCES OF ANAPHYLAXIS.

Once in the study, click on **<Start xForm>** on the left side of your screen under "Actions."

The screenshot shows the NJH IRB Manager interface. The top navigation bar includes Home, Meetings, Create Study, Reports, Contacts, and Administration. The user is logged in as 'Researcher, IRB Manager (ResearcherIRBManager@gmail.com)'. The left sidebar is titled 'Actions' and contains several categories: Maintenance (Add Address, Add Phone, Add Related Contact, Add Note, Manage Groups, Expirations, Send EMail, Reset Dashboard), Documents & Forms (Attachments (0), Generate Doc, Start xForm, xForms owned (0), xForms created (1)), and Misc. An orange arrow points to the 'Start xForm' option. The main content area is titled 'Preview Contact' and displays a form for 'IRB Manager' with the following fields: Prefix (TEST), First Name (IRB Manager), Middle Name, Last Name (Researcher), Suffix, Degree, Specialty, Company, Department, Groups, and Expirations. There is an 'Edit' button below the form. At the bottom, there is a 'Login Information' table with columns: Action, Active, Locked?, Special Auth, and User Name.

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).

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.