

# IRBManager Instructions for Researchers

## 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 single sign-on username and password
3. Click Login

**IUP**  
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:

Home

My IRBManager

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.

xForms (1 Active)

- You have **1 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

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

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

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.

For help and instructions for using IRBManager, please click IRBManager Manual for Researchers.

For additional questions please contact the IRB at: [irb-research@iup.edu](mailto:irb-research@iup.edu)

[Sample Consent Form](#)

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 investigators are associated with.

**My IRBManager**

**IRB Log #s (2 Active)**

- You are associated with **2 active** IRB Log #s and **2 total** IRB Log #s.
- You are the PI for **1 active** and **1 total** IRB Log #s.
- You are the Faculty Advisor 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 **TEST 99-100-EXT**.

The top line of this section shows investigators the total number of protocols they are associated with. The next two lines show the number of protocols where the investigator is 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). Finally, this section also provides information about protocols set to expire in the next 90 days.

(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 investigators are currently working on *but have not submitted for review*, will be listed under **# unsubmitted xforms**. Investigators can work on multiple forms at the same time, and save these forms for completion 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**. Investigators 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 an investigator's signature/approval (e.g., forms where an investigator is listed as the faculty advisor) or forms that require revisions will be listed under **# xForms awaiting your attention**. Clicking on the box on the upper right corner next to "Show forms requiring approvals ONLY" sorts and displays only the forms require a signature.

- 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 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