IRBManager Guidebook

IRB Member Role

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LOGGING INTO YOUR IRBMANAGER ACCOUNT AS A COMMITTEE MEMBER

You can log into IRBManager at https://osu-chs.my.irbmanager.com. Your username is your email address. You create your own password.

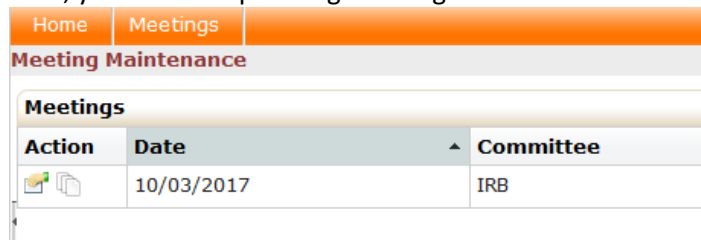If you forget your password, use the "Forgot Password?" feature at the login page.

Accessing the IRB Member's Meeting Material

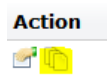Follow the instructions below to access the IRB meeting materials.

1. Once logged into IRBManager, click on the [Meetings] button located in the upper-left-hand side.
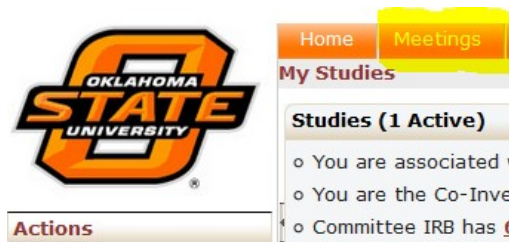
2. Next, you will see upcoming meetings listed for IRB.

3. Click on the papers icon to view the agenda.

4. Next, in the center of the screen click on the "Event" link next to the study you wish to review.
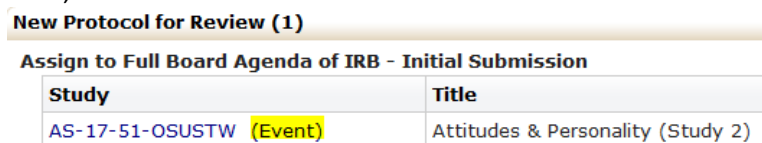
5. You can download any IRB study attachments pertaining to the study by clicking on the "Attachments" link under the heading "Actions".

6. Attached documents will be listed under "Attachments" and any IRB Office generated documents will be listed under "Generated Docs".

COMPLETING A REVIEW

Accessing and Completing a Review

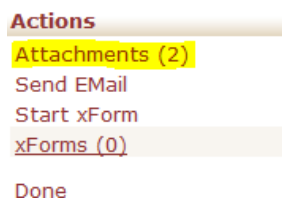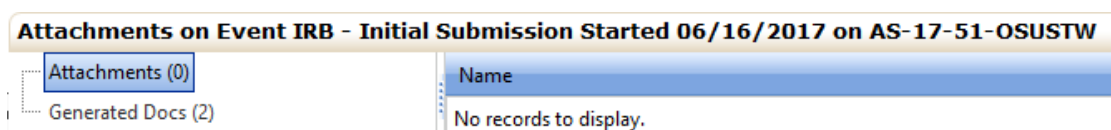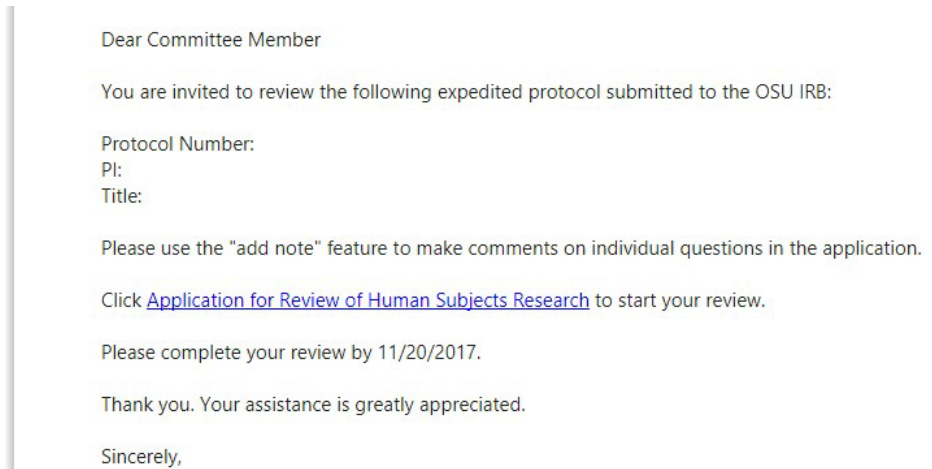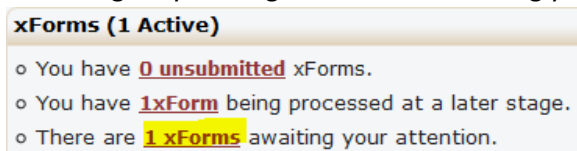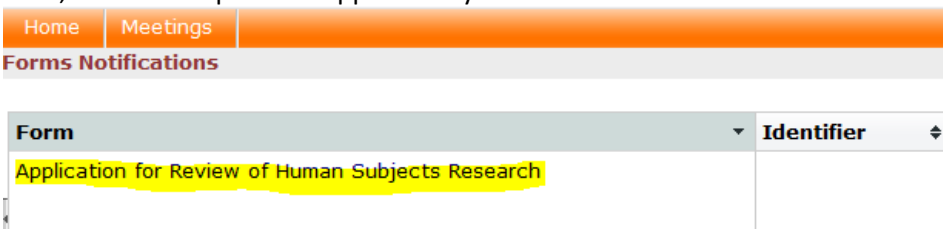Follow the instructions below in order to access and review protocol applications assigned to you.

1. You will receive an email from the IRB Office email, chsirb@okstate.edu, informing you of the need to complete a review on a protocol. You can access the protocol you have been assigned to review by clicking on the link within the email.

> Dear Committee Member
>
> You are invited to review the following expedited protocol submitted to the OSU IRB:
>
> Protocol Number:
> PI:
> Title:
>
> Please use the "add note" feature to make comments on individual questions in the application.
>
> Click Application for Review of Human Subjects Research to start your review.
>
> Please complete your review by 11/20/2017.
>
> Thank you. Your assistance is greatly appreciated.
>
> Sincerely,

2. Additionally, you can access the protocol you have been assigned to review from within IRBManager by clicking on "xForms" awaiting your attention.

> **xForms (1 Active)**
> ○ You have **0 unsubmitted** xForms.
> ○ You have **1xForm** being processed at a later stage.
> ○ There are **1 xForms** awaiting your attention.

3. Next, click on the protocol application you wish to review.

> | Home | Meetings |
> |------|----------|
> | **Forms Notifications** | |
>
> | Form | ▼ | Identifier | ⬍ |
> |------|---|------------|---|
> | Application for Review of Human Subjects Research | | | |

4. The protocol application will open and you can begin your review.
   a. For instructions on adding notes please refer to the section "*Adding Internal Notes (IRB Office Only), Notes to the PI, and Requiring the PI to Address Changes*".

5. You may jump to any part of the application by selecting the part from the dropdown menu located in the top-center of the page.

6. Next, click on the button [Next] located at the bottom of the application.

7. You can download the protocol attachments by following the instructions in the "Review Protocol Attachments" section.

8. You will be required to answer a list of questions prior to completing your review.

9. You can upload any protocol attachments you provided comments on by looking for the section below and clicking [Add Attachment].

10. Next, click on the button [Next] located at the bottom of the application.

11. Finally, click on [Submit] to complete your review.

12. You will receive confirmation that you review has been submitted.

Adding Internal Notes (IRB Office Only), Notes to the PI, and Requiring the PI to Address Changes

Follow the instructions below in order to add notes

1. Clicking on [Add Note] next to any question will allow you to add a note to the IRB Office and/or the PI.

2. Once you have entered any notes and selected the appropriate checkbox (Internal Note Only, Require Changes) you will need to click [OK].

3. If you wish to add a note for only the IRB Office to see, ensure that "Internal Note Only" is checked.

4. If you wish to add a note for the PI to see, ensure that "Internal Note Only" is **not** checked.

5. If you wish to require the researcher to address the changes mentioned in the notes you can check "Require Changes" which prohibits the researcher from resubmitting the application without addressing the issue(s).
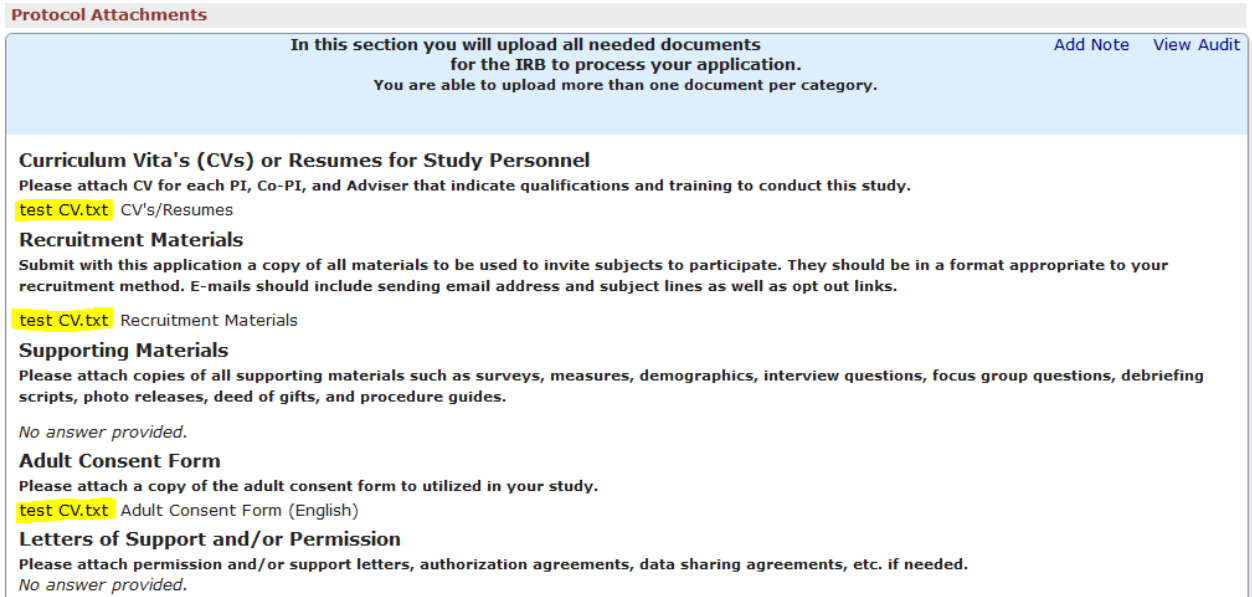
Reviewing Protocol Attachments

You can download any of the protocol attachments and review them.

1. Look for the section titled "Protocol Attachments"

2. Once you have downloaded the protocol attachments you can review them by using the add comments feature in Adobe Reader/Pro. If the document is not in Adobe PDF format you will need to save the document as an Adobe PDF document first.

3. Click on the button "Comment" located in the upper-right-hand corner.

4. Click the sticky note icon and proceed to add notes to any section within the Adobe PDF document.
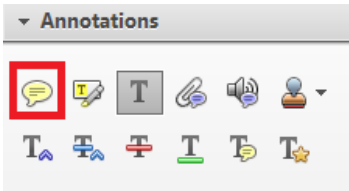
5. Save the document with your comments. You may wish to sanitize your Adobe PDF document prior to uploading to IRBManager. Please see the section "*Sanitizing your Adobe PDF documents prior to uploading into IRBManager*" for details.

Converting Microsoft Word documents to Adobe PDF

You can easily convert Microsoft Word documents to Adobe PDF

1. Open your Microsoft Word document.

2. Click on the [File] tab and select "Save As".

New

Open

Save

Save As

Save as Adobe
PDF

Print
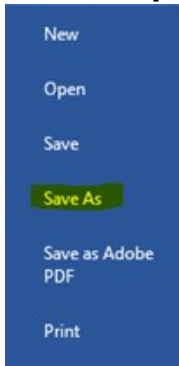
3. Next, select the location to save the converted document and select "PDF (*.pdf)" from the "Save as type" dropdown menu.
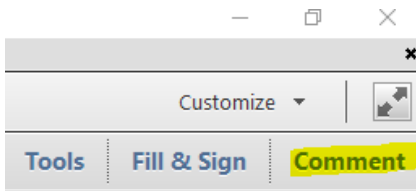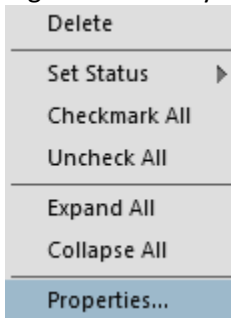
File name:

Save as type: PDF (*.pdf)
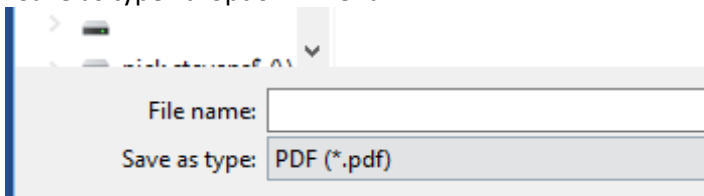
4. Click [Save].

Sanitizing your Adobe PDF documents prior to uploading into IRBManager

You can easily sanitize your comments made in an Adobe PDF file by following the instructions below.

1. Open the Adobe PDF document you wish to remove your name from the comments.
2. Click on the button [Comments].

Customize ▾

Tools   Fill & Sign   Comment

3. Next, click on the heading "Comments Link".
4. On your keyboard click [Ctrl] + [A] in order to select all the comments.
5. Right-click on any of the comments highlighted and click on [Properties…].

Delete

Set Status   ▸

Checkmark All

Uncheck All

Expand All

Collapse All

Properties…

6. Select the "General" tab.

7. In the field "Author" type in "IRB Reviewer".
8. Click [OK].

Properties

Appearance | General

Author: IRB Reviewer

Subject:

☐ Locked   OK   Cancel
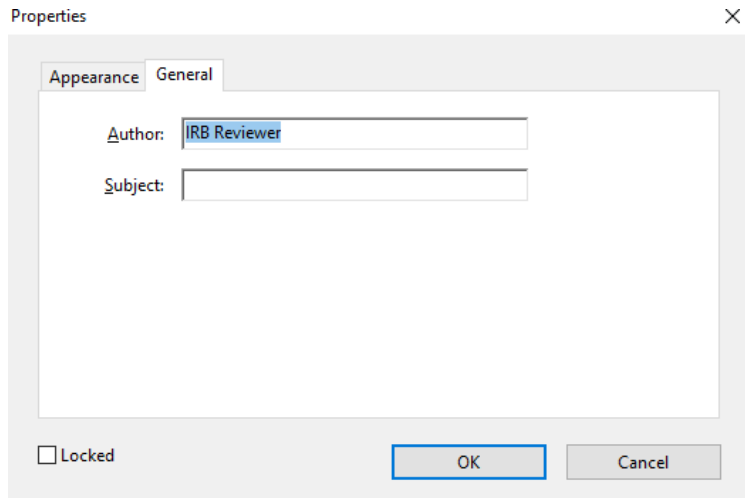
9. Next, you will notice that all comments entered now have the author of "IRB Reviewer".

IRB Reviewer ▾   ☑
I

IRB Reviewer ▾   ☑

IRB Reviewer ▾   ☑

IRB Reviewer ▾   ☑
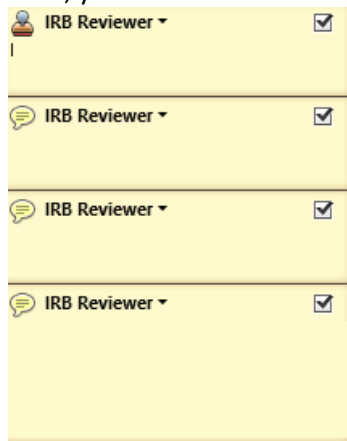
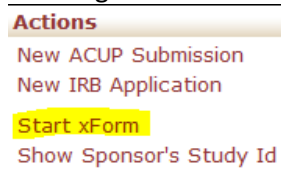10. Save your Adobe PDF document.

VIEWING ALL AVAILABLE QUESTION OPTIONS

If you wish to view all available question options in the IRB Application form you can following the steps below.

1. Once signed into IRBManager, under the heading "Actions", click on "Start xForm".

Actions
New ACUP Submission
New IRB Application

Start xForm
Show Sponsor's Study Id

2. Click on the printer icon located next to the form name "Application for Review of Human Subjects Research".

3. This will open the form and display all available options for each question.

Corresponding with the IRB

If you have questions or concerns regarding the IRB application please contact the IRB office.

chsirb@okstate.edu
918-561-1413