

Human Subjects Research Institutional Review Board <u>chsirb@okstate.edu</u>

# **IRBManager Guidebook**

IRB Member Role

# Table of Contents

LOGGING INTO YOUR IRBMANAGER ACCOUNT AS A COMMITTEE MEMBER	3
Accessing the IRB Member's Meeting Material	3
COMPLETING A REVIEW	4
Accessing and Completing a Review	4
Adding Internal Notes (IRB Office Only), Notes to the PI, and Requiring the PI to Address Changes	5
Reviewing Protocol Attachments	7
Converting Microsoft Word documents to Adobe PDF	7
Sanitizing your Adobe PDF documents prior to uploading into IRBManager	8
VIEWING ALL AVAILABLE QUESTION OPTIONS	9
Corresponding with the IRB	10

# LOGGING INTO YOUR IRBMANAGER ACCOUNT AS A COMMITTEE MEMBER

You can log into IRBManager at <u>https://osu-chs.my.irbmanager.com</u>. 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.

Home	Meetings		
Meeting N	Maintenance		
Meeting	5		
Action	Date	*	Committee
I0/03/2017 IRB			

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

Ac	tion
<b>~</b>	0

4. Next, in the center of the screen click on the "Event" link next to the study you wish to review. New Protocol for Review (1)

As	sign to Full Board Agenda of IRB - In	itial Submission
	Study	Title
	AS-17-51-OSUSTW (Event)	Attitudes & Personality (Study 2)

5. You can download any IRB study attachments pertaining to the study by clicking on the "Attachments" link under the heading "Actions".

Actions	
Attachments (2)	
Send EMail	
Start xForm	
<u>xForms (0)</u>	
Done	

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

Attachments on Event IRB - Initial Submission Started 06/16/2017 on AS-17-51-OSUSTW

Attachments (0)	Name	3
Generated Docs (2)	No records to display.	

## COMPLETING A REVIEW

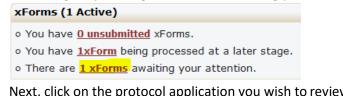
#### Accessing and Completing a Review

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, <u>chsirb@okstate.edu</u>, 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.



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

	Home Meetings			
F	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.

Part 1: Administrative Information
------------------------------------

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

Close Next View Attachment Questions View Questions with Notes PDF

- 7. You can download the protocol attachments by following the instructions in the "<u>Review</u> <u>Protocol Attachments</u>" 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].

Please upload any files from the protocol in which you have made review comments directly in the Add Note View Audit file.

Please remove your name from all comments as these will be sent directly to the PI. Directions for how to remove your name are in the reviewer instruction guide.

Add Attachment

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

Close Next View Attachment Questions View Questions with Notes PDF

11. Finally, click on [Submit] to complete your review. You've completed the form. You can now either save the form for later revision, or submit it.

Save for Later Print Submit

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

Form	Submitt	ed

Your form has been submitted. You may close this window.

### 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].

Submitter			Add Note	View Audit
	Enter Note:			
	Internal Note Only Require Changes OK Cancel			
	Email:	Phone:		

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

Submitter	
	Enter Note:
	Internal Note Only
	Require Changes
	OK Cancel
	Email:

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

Difficter	
	Enter Note:
	Internal Note Only
	Require Changes
	OK Cancel

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).

Submitter	
	Enter Note:
	Internal Note Only
	Require Changes
	OK Cancel

### **Reviewing Protocol Attachments**

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

1. Look for the section titled "Protocol Attachments"

In this section you will upload all needed documents for the IRB to process your application. You are able to upload more than one document per category.	Add Note	View Audi
Curriculum Vita's (CVs) or Resumes for Study Personnel Please attach CV for each PI, Co-PI, and Adviser that indicate qualifications and training to conduct this study. test CV.txt CV's/Resumes		
Recruitment Materials Submit with this application a copy of all materials to be used to invite subjects to participate. They should be in a forma recruitment method. E-mails should include sending email address and subject lines as well as opt out links.	t appropriate to y	our
test CV.txt Recruitment Materials		
Supporting Materials Please attach copies of all supporting materials such as surveys, measures, demographics, interview questions, focus gr scripts, photo releases, deed of gifts, and procedure guides.	oup questions, de	briefing
No answer provided.		
Adult Consent Form		
Please attach a copy of the adult consent form to utilized in your study.		
test CV.txt_Adult Consent Form (English)		
Letters of Support and/or Permission Please attach permission and/or support letters, authorization agreements, data sharing agreements, etc. if needed. No answer provided.		

- 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.

Tools	Fill & Sign	Comment
-------	-------------	---------

 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 "<u>Sanitizing your Adobe PDF documents</u> 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".



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].

	—	þ	$\times$
			×
	Customize	*	
Tools	Fill & Sign	Con	nment

- 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].

chek [OK].	
Properties	×
Appearance General    Author:  IRB Reviewer    Subject:	
	OK Cancel

9. Next, you will notice that all comments entered now have the author of "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".

Select xForm to start	
Action Form (Click to start)	
	ACUP New Submission
	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