IRBManager Quick Guide

Logging in to IRBManager

1. Go to: https://liu.my.irbmanager.com/
2. Log in using your LIU email address and password
3. Click "Login"
4. This will bring you to the Dashboard (or homepage)

How to start and submit an xForm for a new study (application form)

1. From the Dashboard, click the xForms tab and then on "Start Other xForm"
2. Click "IRB Application"
3. Follow the instructions and answer all of the application questions
4. When the form is complete, **be sure to click "Submit."** If you close the browser or save without submitting, the form will not route to the next stage.

Submit an amendment or continuing review (Note: this can only be completed for an *active* study in IRBManager)

1. Click on the "My Projects" tab in the Dashboard
2. Click on the study ID number that you would like to amend to renew
3. Once you are in the study, click on the "Start xForm" button under the "Actions" menu on the left
4. This will open a new screen with a list of all of the application forms available and a description of each form
5. Click on the xForm you would like to start
6. When the form is complete, **be sure to click "Submit."** If you close the browser or save without submitting, the form will not route to the next stage.

Add a collaborator to an unsubmitted xForm

In IRBManager, only the person who started the xForm may edit and submit an xForm unless the author adds others as collaborators. To add a collaborator to an unsubmitted xForm:

1. Click on the "xForms" tab in the Dashboard
2. Select the study you wish to add the collaborator to
3. Click on the "Collaborators" icon on the top left of the xForm
4. Enter the email address of the person(s) you wish to add as a collaborator to this submission (they must already be a registered user in the IRBManager system)
5. Select the type of permission you would like her/him to have (i.e., Edit; Edit and Manage; Edit, Manage, and Submit)
6. Add any notes to be sent to the collaborator (optional)

7. Click "Add" to send the email
8. The individual will receive an email with a direct link to the form inviting her/him to be a collaborator on the submission. This email should be saved as it provides a link for accessing the submission.

How to find your study documents

To save/print a copy of a submission or xForm:
1. Click on the "Events" tab in the Dashboard
2. Click on the appropriate event link (NOT study number)
3. Click on "xForms" under "Actions" on the left side tool bar
4. Click on the link to the event form you would like to save or print (e.g., Amendment)
5. Scroll to the bottom of the form and click "More"
6. Click "View as PDF"
7. This will download a copy of the xForm that you can save or print
8. Note: you can click "Done" in the right hand menu to return to the previous page.

Access to approval and study-related documents
1. Click on the "Events" tab in the Dashboard
2. Click on the appropriate event link (NOT study number)
3. Click "Attachments" under "Actions" on the left side tool bar
4. Click on the attachment you'd like to view or download and save
5. All study-related documents (e.g., approval memo, informed consent form, recruitment materials) that are attached to an xForm can be downloaded here

Finding the status of an xForm submission

1. Click on the "xForms" tab in the Dashboard
2. To see what stage an xForm is at, click on the "Being processed at a later stage."
3. This will show you active xForms that are being processed at a later stage that does <u>not</u> require action on your part (e.g., under administrative review, department chair signature, etc.). The stage will be listed immediately under the project title. xForms that do require action on your part will be listed under "Awaiting Your Attention" or "Unsubmitted."

Getting help

Contact the IRB Administrator, Dr. Lacey Sischo, at 516-299-3591 or lacey.sischo@liu.edu.