IRBManager Guidebook

Faculty Adviser Role
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ABOUT

OSU CHS requires all students which are completing an IRB application to have a faculty adviser. The role of the faculty adviser is to provide guidance and oversight while ensuring research is carried out in accordance with University policies and procedures.

Student researchers are required to list an adviser in IRBManager. As such, the adviser will be notified via email regarding the status of the application. The adviser will need to review and sign off on their students’ IRB application submissions.

NOTIFICATION OF REVIEW

If you have been listed as a faculty adviser for a researcher or student on an IRB application you will receive an email from chsirb@okstate.edu notifying you that you have an IRB application which requires your review. A link to the IRB application is provided in the body of the email for your convenience.

Logging into your IRBManager account

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 are new to IRBManager, you can click here to register.
REVIEW OF APPLICATION

The easiest way to sign into IRBManager is by clicking on the link within the email you receive pertaining to your review of an IRB application.

Review of application

1. Once logged into IRBManager, from the main Home page, click on the underlined "# xForms" link. This will bring up specific studies and forms requiring approval.

2. On the top right of the webpage you may check the checkbox “Show forms requiring approvals ONLY”. This will sort through and list only the forms which require your signature.

3. Click the application that you wish to review and/sign off on. The application will open in a new web browser window.

Adding Notes to the application

You can add a note to any section of the application by clicking on the [Add Note] button next to the section.
A new window will appear, allowing you to enter any notes to the researcher. Click the button [OK] to save your note or click [Cancel] to not save your note.

If you wish to review all notes made for this application, click on [More] -> [View Questions with Notes] button at the bottom of the screen. A new window will appear with a list of all notes which pertain to the application.

Students also have the [View Questions with Notes] button and are able to see all of the notes their faculty Adviser provided.

Approval of the submitted application by the faculty adviser

1. Once the Faculty Adviser has reviewed the application and made any notes where applicable, they will click on the [Next] button located at the bottom of the screen.

2. The Faculty Adviser will need to answer a few questions prior to completing their review.

3. The Faculty Adviser Review screen will be displayed, allowing the Faculty Adviser to either sign off on the application or send the application back to the researcher for corrections.

4. On the Faculty Adviser Review screen you would select “Ready for Submission” in order to approve of the application and allow the application to progress to the next stage.

5. You must read and agree to each of the statements listed. At the bottom of the screen you will be required to enter your password in order to sign off on the application.
6. Click [Next].
7. Click [Submit] in order to complete your sign off, approval, and review of the application.

You’ve completed the form. You can now either save the form for later revision, or submit it.

Sending the application back to the researcher for corrections

1. Once the faculty adviser has reviewed the application and made any notes where applicable, they will click on the [Next] button located at the bottom of the screen.

2. The Faculty Adviser Review screen will be displayed, allowing the faculty Adviser to either sign off on the application or send the application back to the researcher for corrections.

3. On the Faculty Adviser Review screen you would select “Needs changes and clarifications before submission” in order for the application to be sent back to the researcher for corrections.
4. You can add any comments to the summary of needed changes textbox.

5. Click [Next]

6. Click [Submit] in order to complete your review and for an email to be sent to the researcher

7. The researcher will receive an email notifying them of the needed changes to the application.

Dear

The faculty advisor for the IRB submission below has reviewed the application and requires the following changes before submission. Please review the notes in the form and the summary below, make the necessary changes, and resubmit.

Title:
Faculty Advisor:

Summary of Changes: please clean up this application.

To go directly to the form, please click Application for Review of Human Subjects Research.