IRBManager
Researcher Role

Human Subjects Research
Institutional Review Board
irb@okstate.edu
405-744-3377
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ABOUT IRBMANAGER

IRBManager is a web-based IRB application submission, tracking, and management system. This system allows researchers to securely submit their IRB applications for processing by the IRB Office.

LOGGING INTO YOUR IRBMANAGER ACCOUNT

You can log into IRBManager with your Oklahoma State University (OSU) issued Okey credentials (i.e., your email address and password). If you are not affiliated with OSU you must request access to IRBManager by completing the request access to IRBManager form located on the University Research Compliance website (https://compliance.okstate.edu).

Sign into IRBManager w/OSU Okey credentials (i.e., faculty, staff, and students)

1. Navigate to https://okstate.my.irbmanager.com/
2. Click on O-Key Sign In Service and sign in with your OSU Okey email address and Okey password.
Sign into IRBManager w/IRBManager credentials (i.e., non-OSU personnel)

1. After you have requested access to IRBManager you should have received an email notifying you that your IRBManager account has been created for you.
2. Navigate to https://okstate.my.irbmanager.com/
3. Click on “click here” next to “To use your IRBManager issued login”.

![Login page](image-url)
After you log into IRBManager, you will be directed to IRBManager’s Home Page. Depending upon your role(s) (i.e., researcher, IRB committee member, IRB administrator) within IRBManager, you will see slightly different menus.

You can return to the Home page at any point by clicking the Home button.

---

Left Side

On the left side of the screen you will see a menu which includes the following:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Actions</strong></td>
<td>Depending on the page you are viewing, the sections in this category will change. On some pages you will be able to add an attachment or an xForm, or send an email. [Done] will typically take you to previous page.</td>
</tr>
<tr>
<td><strong>Recent Items</strong></td>
<td>Will list any recently viewed items.</td>
</tr>
<tr>
<td><strong>Messages</strong></td>
<td>Will display important messages from the IRB Office.</td>
</tr>
<tr>
<td><strong>My documents and forms</strong></td>
<td><strong>User Attachments</strong> – will display any attachments not associated with a specific event or study within IRBManager. <strong>xForms</strong> – allows you to start a new IRB application and will also display any application that you are associated with.</td>
</tr>
</tbody>
</table>
Center

Information and status updates pertaining to your applications will be displayed in the center of the screen.

<table>
<thead>
<tr>
<th>My Studies (0 Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not associated with any Studies.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>xForms (0 Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have 0 unsubmitted xForms.</td>
</tr>
<tr>
<td>You have 0 xForms being processed at a later stage.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Events (0 Open)</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have no open events.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Studies (0 Active)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study</td>
</tr>
<tr>
<td>--------</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Studies</th>
<th>Summary information about your studies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>xForms</td>
<td>List of forms that have not been submitted and forms that have been submitted.</td>
</tr>
<tr>
<td>Events</td>
<td>Open events on your studies. The events section on the dashboard shows the submissions open by name of event (e.g., Initial Submission, Continuation, Modification, etc.).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Events (8 Open)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only show events where I am:</td>
</tr>
<tr>
<td>- You have 1 IRB - Close Out Report events.</td>
</tr>
<tr>
<td>- You have 1 IRB - Continuation events.</td>
</tr>
<tr>
<td>- You have 3 IRB - Initial Submission events.</td>
</tr>
<tr>
<td>- You have 1 IRB - Modification events.</td>
</tr>
<tr>
<td>- You have 1 IRB - Personnel Change events.</td>
</tr>
<tr>
<td>- You have 1 IRB - Unanticipated Problem or Adverse Event events.</td>
</tr>
<tr>
<td>- You have 8 Total Open events</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Studies</th>
<th>Your active studies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Studies (1 Active)</td>
<td></td>
</tr>
<tr>
<td>Study</td>
<td>Site</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
</tr>
<tr>
<td>2017-001-OSUSTW</td>
<td>OSU Stillwater</td>
</tr>
</tbody>
</table>
Right Side
The right side menu includes the following:

<table>
<thead>
<tr>
<th>Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find Study</td>
<td>Will enable you to search for a specific study.</td>
</tr>
<tr>
<td>Take a tour...</td>
<td>Will provide you with a high-level tour of IRBManager.</td>
</tr>
<tr>
<td>Help</td>
<td>For assistance please contact the appropriate compliance office. IRB – <a href="mailto:irb@okstate.edu">irb@okstate.edu</a> IACUC – <a href="mailto:iacuc@okstate.edu">iacuc@okstate.edu</a></td>
</tr>
<tr>
<td>Settings</td>
<td>Enables you to change your account information.</td>
</tr>
<tr>
<td>Sign Off</td>
<td>Sign off will sign you out of IRBManager.</td>
</tr>
</tbody>
</table>

STUDY/PROTOCOL PAGE
From the Home page you can view all studies you are involved with by clicking on the study number (in blue) under the section “My Studies”.

<table>
<thead>
<tr>
<th>Protocol Code</th>
<th>Site</th>
<th>Investigator</th>
<th>Study Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-111-Psy</td>
<td>Psychology</td>
<td>Test Investigator</td>
<td>Test Study Survey</td>
</tr>
<tr>
<td>0110.1-Nurse</td>
<td>Nursing</td>
<td>Test Investigator</td>
<td>Test Study - Expedited</td>
</tr>
<tr>
<td>0110.2-Psy</td>
<td>Psychology</td>
<td>Test Investigator</td>
<td>Expedited Study Test #2</td>
</tr>
</tbody>
</table>

VIEWING ALL AVAILABLE QUESTION OPTIONS
If you wish to view all available question options in the IRB Application form please follow the steps below.

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

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New ACUP Submission</td>
</tr>
<tr>
<td>New IRB Application</td>
</tr>
<tr>
<td>Start xForm</td>
</tr>
<tr>
<td>Show Sponsor's Study Id</td>
</tr>
</tbody>
</table>
2. Click on the printer icon located next to the form name “Application for Review of Human Participant Research”.

3. This will open the form and display all available options for each question. Each of the options below are highlighted.

<table>
<thead>
<tr>
<th>Select xForm to start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
</tr>
<tr>
<td>--------</td>
</tr>
<tr>
<td>📢</td>
</tr>
<tr>
<td>📝</td>
</tr>
<tr>
<td>📧</td>
</tr>
</tbody>
</table>

STARTING A NEW IRB APPLICATION

You can start a new IRB application by following the instructions below.

1. From the home page, click on New IRB Application under the section “Actions” located on the left-hand side of the screen.

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New ACUP Submission</td>
</tr>
<tr>
<td>New IRB Application</td>
</tr>
<tr>
<td>Start xForm</td>
</tr>
<tr>
<td>Show Sponsor’s Study Id</td>
</tr>
</tbody>
</table>

2. Next, you will begin creating your new IRB application.

Guidance for most questions can be found next to the question.

<table>
<thead>
<tr>
<th>Will you be working with any other collaborating institutions as part of this project? (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>➕ Yes ➖ No</td>
</tr>
</tbody>
</table>

While you are completing the IRB application, IRBManager will provide you with any “issues” that it detects with the form as you progress. The “issues” will be listed at the top of the screen for your review and correction.

The following issues exist. Click on an issue to jump there.

- Title of Project - Required.
- Main PI - Required.
- College - Required.
- Campus - Required.
- Collaborating Institutions - Required.
The buttons located at the bottom of each section will help you navigate through the application. Your work in IRBManager is saved each time you click the buttons [Next], [Previous], or [Save for Later] located at the bottom of the webpage.

<table>
<thead>
<tr>
<th>Previous</th>
<th>Takes you to the previous screen/question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Next</td>
<td>Will move to the next question. If there are any required questions which have not been answered you will not be able to proceed to the next section until the questions have been answered.</td>
</tr>
<tr>
<td>Save for Later</td>
<td>Saves your progress and allow you to return at a later time to complete the application.</td>
</tr>
<tr>
<td>View Attachment Questions</td>
<td>View attachments.</td>
</tr>
<tr>
<td>View Questions with Notes</td>
<td>View questions which contain notes.</td>
</tr>
<tr>
<td>PDF</td>
<td>Creates a PDF of your form.</td>
</tr>
</tbody>
</table>

Starting a new application for submission

**Things to consider**

- All PIs, Co-PIs and Faculty Advisers must have an IRBManager account before being listed anywhere in the application.
- Application questions are asked in different formats, such as short answer, check boxes, drop down menus, etc.
- The [Add Note] link allows you to leave notes for the reviewer or the IRB office on a specific question(s).

**Submitting a new application**

1. Once logged into IRBManager you can begin a new IRB Application by clicking on the link [New IRB Application] under the Action heading.

2. Begin completing the sections of the form. Below are brief descriptions of each section of the IRB application form.

**Part 1 – Administrative Information**

Part 1 of the IRB application requests some basic information pertaining to your research. Such information encompasses items such as title of project, your college and department, and if the research is funded externally.
Part 2 – Determination of Research
Part 2 of the IRB application helps determine whether the proposed project is research related and requires the submission of the application.

Part 3 – Determination of Human Participants
Part 3 of the IRB application helps determine whether the proposed project is human subject research related and requires the submission of the application. If either part 2 or 3 is no, then a determination of non-human subjects form is completed.

Part 4 – Purpose & Benefits
Part 4 of the IRB application requests you provide the purpose, results, and benefits of the research intended.

Part 5 – Participants
Part 5 of the IRB application requests information pertaining to the human participants. Questions pertain to the following:
   - International population
   - Native American population
   - Studies with prisoners

Part 6 – Recruitment
Part 6 of the IRB application request information pertaining to recruitment methods

Part 7 – Compensation/Remuneration
Part 7 of the IRB application request information pertaining to compensation to be given to subjects.

Part 8 – Study Overview & Location
Part 8 of the IRB application request information pertaining to basic study design and location of study. Such questions pertain to the following:
   - Social, behavioral, educational, or methodology questions
   - Existing data social, or behavioral
   - Biomedical methodology questions
   - Use of existing biological materials methodology questions

Part 9 – Risks
Part 9 of the IRB application request information pertaining to the risk of the study. Description of risks and safeguards in place to mitigate those risks, Handling of adverse events and unanticipated problems, Certificates of confidentiality and National Institute of Health privacy certificates

Part 10 – Privacy & Confidentiality
Part 10 of the IRB application request information pertaining to the consent process. Such questions pertain to the following:
   - Description of privacy and confidentiality measures
   - Use of audio/video recordings and photograph description of measures in place
   - Studying employee/supervisor relationship confidentiality measures
   - Use of deception
Part 11 – Consent Process
Part 11 of the IRB application describes the procedures you will use to consent participants and/or obtain parent/guardian permission and assent for your study.

Part 12 – Other Regulatory Applicability
Part 12 of the IRB application request information pertaining to compliance and review by the following:

- Health Insurance Portability and Accountability Act (HIPAA)
- The Family Educational Rights and Privacy Act (FERPA)
- Protection of Pupil Rights Amendment (PPRA)
- Institutional Biosafety Committee
- Institutional Animal Care and Use Committee
- Laser Safety
- Radiation Safety

Training Verification
The training verification page will verify your CITI training compliance and allow you to enter in your OSU training information for Working with Minors. All training must be completed prior to the submission of your application.

Protocol Attachments
At the end of the application you will be required to attach any additional documents required by the IRB for review. Microsoft Word (.docx) and Adobe PDF (.pdf) files will only be accepted. Examples of documents you may be required to upload include the following:

- Curriculum Vita’s
- Biomedical Study Qualifications
- Recruitment Materials
- Supporting Materials
- Letters of Support and/or Permission
Biomedical Supporting Materials

- Curriculum Vita’s (CVs) or Resumes for Study Personnel
  Please attach CV for each PI, Co-PI, and Advisor that indicate qualifications to conduct this study.
  Add Attachment

- Biomedical Study Qualifications Documentation
  Please include appropriate documentation related to training qualifications need to carry out your research projects specific procedures (i.e. certificates of training completion, letters of reference).
  Add Attachment

- Recruitment Materials
  Submit with this application a copy of all materials to be used to invite subjects to participate.
  Add Attachment

- Supporting Materials
  Please attach copies of all supporting materials such as surveys, measures, demographics, interview questions, focus group questions, debriefing scripts, photo releases, deed of gifts, and procedure guides.
  Add Attachment

- Biomedical Supporting Materials
  Please attach par-q, medical history forms, standard operating procedures (SOPs), device brochures, drug brochures, literature, safety information, and/or other documents that describe how the procedures will be conducted.
  Add Attachment

- Letters of Support and/or Permission
  Please attach permission and/or support letters as needed.
  Add Attachment

PI Review and Signature

The submission page requires reading and agreeing to each item followed by entering the submitter’s OSU Okey password in the password field.

As Principal Investigator, I certify the following: (Required)

☐ 1. I certify I have reviewed this protocol submission and acknowledge my responsibilities as Principal Investigator.
☐ 2. I certify that all information provided in this application is complete and correct.
☐ 3. I understand that, as Principal Investigator, I have the ultimate responsibility for the conduct of this study, the ethical performance of this project, the protection of the rights and welfare of human subjects, and strict adherence to any stipulations imposed by the OSU IRB.
☐ 4. I agree to comply with all OSU policies and procedures, as well as with all applicable federal, state, and local laws regarding the protection of human subjects, including, but not limited to the following:
☐ a. Conducting the project by qualified personnel according to the approved protocol.
☐ b. Implementing no changes in the approved protocol without prior modification approval from the IRB.
☐ c. Obtaining informed consent from each participant or their legally responsible representative prior to their participation in this project employing only the currently approved means of consent (ex. form).
☐ d. Promptly reporting unanticipated problems and/or adverse events to the IRB in writing within 5 working days after learning of the occurrence.
☐ e. Conduct this study only during the time period approved by the OSU IRB.
☐ f. I will prepare and submit a continuation request and supply all supporting documents to the IRB office at least two weeks before the approval period has expired if it is necessary for me to continue the research project beyond the time period approved by the OSU IRB.
☐ g. I have completed all the training necessary as indicated in the application.
☐ h. I agree that the research study is likely to achieve its aims and is of sufficient scientific importance to justify the risks entailed.

My signature indicates that I have read, understand and agree to conduct this research project in accordance with the assurances listed above.

By entering my password in the space provided, I am electronically signing this form and confirming the above attestations.

(Required)

To sign, enter password for
Finally, you **must** click [Submit] in order to submit your application.

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

- Save for Later
- Print
- Submit

Submitting an application on behalf of a PI

If someone other than the PI submits the application xForm, the PI will receive an email informing them that they need to review and approve the submission in order for the application to be submitted to the IRB office for review.

Dear

The following new protocol has been submitted to the Oklahoma State University IRB and has listed you as the principle investigator.

Study Title:
Submitted By:

Please click [Application for Review of Human Subjects Research] to go directly to the form for review and signature.

- After the PI reviews the xForm and attachments, they can save the form for later, print a copy, accept the application and submit to the IRB by entering in the password in the “Submit” box.

Approval of the submitted application by the PI

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

- [Next]
- Save for Later
- More

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

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

   After reviewing the submission on the previous page, is it ready for submission to the IRB?
   - [Add Note]
   - [View Audit]
   - Needs changes and clarifications before submission
   - Ready for Submission
4. On the PI 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 OSU Okey 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.
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.

4. Click [Save].

CHECKING ON THE STATUS OF YOUR APPLICATION, CONTINUING REVIEW

IRB Application – Status of your application

If you wish to check on the status of your IRB application please follow the instruction below.

1. Once logged into IRBManager, from the Home page click on your xForms “being processed at a later stage”.

2. You can check the status of your IRB application by looking at the “Stage” column next to your application.

<table>
<thead>
<tr>
<th>IRB Application Stage</th>
<th>Stage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Data Entry</td>
<td>Application has been started by the submitter. It has not yet been submitted to the IRB.</td>
</tr>
<tr>
<td></td>
<td>-or- Application has been returned by faculty advisor, SONA administrator, or IRB Office for revision.</td>
</tr>
<tr>
<td>Stage Description</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>PI Signature for Project Coordinator Submission</td>
<td>Awaiting principal investigator sign off on IRB application, if someone other than the principal investigator is submitting the protocol (such as a coordinator or graduate student on behalf of a PI).</td>
</tr>
<tr>
<td>Faculty Adviser Review and Signature</td>
<td>Awaiting faculty adviser review and sign off on IRB application.</td>
</tr>
<tr>
<td>SONA Administrator Review &amp; Approval</td>
<td>Awaiting SONA administrators review and sign off on IRB application.</td>
</tr>
<tr>
<td>IRB Office Pre-Review</td>
<td>Application is submitted to the IRB Office. A pre-review is conducted to determine if the application is complete and ready to be reviewed. Turnaround time is estimated at 1-2 days.</td>
</tr>
<tr>
<td>IRB Office Determination of Review Level</td>
<td>The application is evaluated for review level. The application is assigned a tracking number. Turnaround time is estimated at 1-2 days.</td>
</tr>
<tr>
<td>Non-Human Participant Review</td>
<td>Waiting in the queue for NHS Review. Turnaround time is estimated at 1-2 weeks.</td>
</tr>
<tr>
<td>Exempt Review</td>
<td>Waiting in the queue for exempt review. Turnaround time is estimated at 2-3 weeks.</td>
</tr>
<tr>
<td>Send for Expedited Review</td>
<td>Protocol has been sent to the expedited reviewer. IRB office is waiting for the faculty member to complete the expedited review. Turnaround time is 2-3 weeks.</td>
</tr>
<tr>
<td>IRB Office Review of Non-Full Board Studies</td>
<td>Expedited Review has been received by the IRB from the faculty member and is awaiting for IRB office review and forwarding to PI. Turnaround time is 2-3 weeks.</td>
</tr>
<tr>
<td>Post Approval for Non-Full Board Studies</td>
<td>NHS, Exempt, or Expedited protocol has been approved and is waiting for IRB Office to generate approval letters and stamped letters and stamped documents. Turnaround time is estimated at 1 day.</td>
</tr>
<tr>
<td>Full Board Pre-Review</td>
<td>Protocol has been sent to the Full Board reviewer. IRB office is waiting for the faculty member to complete the Full Board pre-review. Turnaround time is 1-2 weeks.</td>
</tr>
<tr>
<td>Under Full Board Review</td>
<td>Protocol has completed Full Board pre-review process and is on the agenda for the next scheduled Board meeting.</td>
</tr>
<tr>
<td>Office Processing of Full Board Determination</td>
<td>The processing of the full board application by the IRB office after the IRB Board meeting has occurred. Turnaround time is estimated at 2-3 days.</td>
</tr>
<tr>
<td>Post Approval Full Board Studies</td>
<td>Full Board protocol has been approved and is waiting for the IRB office to generate approval letters and stamped documents. Turnaround time is estimated at 1 day.</td>
</tr>
</tbody>
</table>
IRB Continuing Review – Status of your review
If you wish to check the status of your IRB continuation review please follow the instructions below.

1. Once logged into IRBManager, from the Home page click on your xForms “being processed at a later stage”.

2. You can check the status of your IRB application by looking at the “Stage” column next to your application.

<table>
<thead>
<tr>
<th>IRB Application Stage</th>
<th>Stage Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Data Entry</td>
<td>Application has been started by the submitter. It has not yet been submitted to the IRB. -or- Application has been returned by faculty advisor, SONA administrator, or IRB Office for revision.</td>
</tr>
<tr>
<td>PI Signature for Project Coordinator Submission</td>
<td>Awaiting principal investigator sign off on IRB application, if someone other than the principal investigator is submitting the protocol (such as a coordinator or graduate student on behalf of a PI).</td>
</tr>
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<td>Faculty Adviser Review and Signature</td>
<td>Awaiting faculty adviser review and sign off on IRB application.</td>
</tr>
<tr>
<td>SONA Administrator Review &amp; Approval</td>
<td>Awaiting SONA administrators review and sign off on IRB application.</td>
</tr>
<tr>
<td>IRB Office Pre-Review</td>
<td>Application is submitted to the IRB Office. A pre-review is conducted to determine if the application is complete and ready to be reviewed. Turnaround time is estimated at 1-2 days.</td>
</tr>
<tr>
<td>IRB Office Determination of Review Level</td>
<td>The application is evaluated for review level. The application is assigned a tracking number. Turnaround time is estimated at 1-2 days.</td>
</tr>
<tr>
<td>Send for Expedited Review</td>
<td>Protocol has been sent to the expedited reviewer. IRB office is waiting for the faculty member to complete the expedited review. Turnaround time is 2-3 weeks.</td>
</tr>
<tr>
<td>IRB Office Review of Non-Full Board Studies</td>
<td>Expedited Review has been received by the IRB from the faculty member and is awaiting for IRB office review and forwarding to PI. Turnaround 1-2 days.</td>
</tr>
<tr>
<td>Post Approval for Non-Full Board Studies</td>
<td>NHS, Exempt, or Expedited protocol has been approved and is waiting for IRB Office to generate approval letters and stamped letters and stamped documents. Turnaround time is estimated at 1 day.</td>
</tr>
<tr>
<td>Under Full Board Review</td>
<td>Protocol has completed Full Board pre-review process and is on the agenda for the next scheduled Board meeting.</td>
</tr>
</tbody>
</table>
IRB Application – Expiration Date(s)
If you wish to check the expiration date of your IRB application(s) you can do so from the Home page. Expiration dates are listed at the bottom of the Home page next to the Title of your IRB application.

| Office Processing of Full Board Determination | The processing of the full board application by the IRB office after the IRB Board meeting has occurred. Turnaround time is estimated at 2-3 days. |
| Post Approval Full Board Studies | Full Board protocol has been approved and is waiting for the IRB office to generate approval letters and stamped documents. Turnaround time is estimated at 1 day. |

RETURNING TO YOUR APPLICATION IN PROGRESS

When you log back into IRBManager after beginning your application, your screen will look like the following:

1. You will click on the xForm, “unsubmitted xForms”, awaiting your attention.
2. Next, you will click on the form in order to pick back up with completing your IRB application.
Revising a submitted application

1. After you have submitted your application you may be notified by reviewers that your application needs correcting.
2. You will receive notification via email when corrections are needed to your IRB application. You can click the link in the email, which will take you to the form directly.

Revisions Requested for IRB Exempt Protocol

Dear

The reviewer has identified revisions and/or clarifications that need to be addressed before approval for your Exempt Application can be given.

Protocol Number:
Title:

The revisions are as follows:

Click Application for Review of Human Subjects Research to go directly to your protocol.

Sincerely,

Dawnett Watkins, CIP
Whitney IrchAllister, MS

Oklahoma State University
Institutional Review Board
Office of University Research Compliance
223 Scott Hall, Stillwater, OK 74078
Website: https://irb.okstate.edu/
Ph: 405-744-3377 | Fax: 405-744-4335 | irb@okstate.edu

3. Once logged into IRBManager you can find your IRB application which needs attention under the xForms heading and click on the xForms next to “awaiting your attention”.

4. Next, you will select the application which needs attention from the list.
5. You can easily locate any question which need attention by looking for any blue boxes as shown below.
6. You see a list of questions which need to be addressed by clicking on the button [View Questions with Notes] located at the bottom of the page.

7. Once you have addressed each of the questions you may resubmit the application.

---

**SUBMITTING A CONTINUATION**

You will complete a Continuation form in order to extend your IRB approval date. This form must be submitted at least two weeks in advance for Expedited Review or by the Full Board deadline prior to your expiration date for Full Board studies. Please follow the instruction below in order to complete this process.

1. From the Dashboard under the section titled “My Studies”, click on the study you wish to complete a continuation form.

My Studies (1 Active)

<table>
<thead>
<tr>
<th>Study</th>
<th>Site</th>
<th>PI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-006-K-12 School</td>
<td>K-12 School</td>
<td></td>
</tr>
</tbody>
</table>

2. Next, you will see details pertaining to the study you selected displayed.

<table>
<thead>
<tr>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send EMail</td>
</tr>
<tr>
<td>Start xForm</td>
</tr>
<tr>
<td>xForms (0)</td>
</tr>
</tbody>
</table>

3. On the left-hand-side of the screen, under the heading “Actions”, click on “Start xForm”.
4. Next, click on “IRB Continuation Form”, in order to start your Continuation Form for the IRB application you are within.

Select xForm to start

<table>
<thead>
<tr>
<th>Action</th>
<th>Form (Click to start)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
<td>Application for Review of Human Subjects Research</td>
</tr>
<tr>
<td></td>
<td>IRB Continuation Form</td>
</tr>
<tr>
<td></td>
<td>Protocol Modification Request Form</td>
</tr>
<tr>
<td></td>
<td>Request of OSU System E-mail Addresses</td>
</tr>
</tbody>
</table>

5. Work through each section of the IRB Continuation form.
6. After you have addressed each section of the IRB Continuation form you must click on the button [Submit] in order to submit your form to the IRB Office.
SUBMITTING A MODIFICATION

You will complete a Modification form if you need to make any changes to your approved IRB. Please follow the instruction below in order to complete this process.

1. From the Dashboard under the section titled “My Studies”, click on the study you wish to complete a continuation form.

2. Next, you will see details pertaining to the study you selected displayed.

3. On the left-hand-side of the screen, under the heading “Actions”, click on “Start xForm”.

4. Next, click on “Protocol Modification Request Form”, in order to start your Modification Form for the IRB application you are within.

5. Work through each section of the IRB Modification form.

6. After you have addressed each section of the IRB Modification form you must click on the button [Submit] in order to submit your form to the IRB Office.

7. You will be notified via email of any corrections and once the modification has been approved.
SUBMITTING A REPORTABLE EVENT

If you need to submit a reportable event pertaining to an unanticipated problem or adverse event that has occurred as part of your research project. It is recommended to call the IRB Office to discuss prior to submitting this form.

1. From the Dashboard under the section titled “My Studies”, click on the study you wish to complete a continuation form.

   My Studies (1 Active)
   
<table>
<thead>
<tr>
<th>Study</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-006-K-12 School</td>
<td>K-12 School</td>
</tr>
</tbody>
</table>
   
2. Next, you will see details pertaining to the study you selected displayed.
3. On the left-hand-side of the screen, under the heading “Actions”, click on “Start xForm”.

   Actions
   Send EMail
   Start xForm
   xForms (0)

   Done

4. Next, click on “Protocol Modification Request Form”, in order to start your Modification Form for the IRB application you are within.

   Select xForm to start
   
<table>
<thead>
<tr>
<th>Action</th>
<th>Form (Click to start)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Application for Review of Human Subjects Research</td>
</tr>
<tr>
<td></td>
<td>IRB Approved Protocol Modification Request Form</td>
</tr>
<tr>
<td></td>
<td>IRB Closure Form</td>
</tr>
<tr>
<td></td>
<td>IRB Continuation Form</td>
</tr>
<tr>
<td></td>
<td>IRB Unanticipated Problem/Adverse Event Form</td>
</tr>
</tbody>
</table>

5. Complete the IRB Closure form and ensure that your study meets the criteria for closure.
6. After you have addressed each section of the IRB Closure form you must click on the button [Submit] in order to submit your form to the IRB Office.

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

   Save for Later  Print  Submit

7. You will be notified via email of any corrections and once the modification has been approved.
CLOSING OUT AN IRB APPLICATION

You will complete a Closure form when all study procedures have come to an end. Please follow the instructions below in order to complete the Closure form.

1. From the Dashboard under the section titled “My Studies”, click on the study you wish to complete a continuation form.

   ![My Studies (1 Active)]

<table>
<thead>
<tr>
<th>Study</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-006-K-12 School</td>
<td>K-12 School</td>
</tr>
</tbody>
</table>

2. Next, you will see details pertaining to the study you selected displayed.
3. On the left-hand-side of the screen, under the heading “Actions”, click on “Start xForm”.

   ![Actions](Send EMail, Start xForm, xForms (0))

   Done

4. Next, click on “Protocol Modification Request Form”, in order to start your Modification Form for the IRB application you are within.

   ![Select xForm to start](Application for Review of Human Subjects Research, IRB Approved Protocol Modification Request Form, IRB Closure Form, IRB Continuation Form, IRB Unanticipated Problem/Adverse Event Form, Request of OSU System E-mail Addresses)

5. Complete the IRB Closure form and ensure that your study meets the criteria for closure.
6. After you have addressed each section of the IRB Closure form you must click on the button [Submit] in order to submit your form to the IRB Office.

   ![You’ve completed the form. You can now either save the form for later revision, or submit it.](Save for Later, Print, Submit)

7. You will be notified via email of any corrections and once the modification has been approved.

WITHDRAWING AN IRB APPLICATION

If you need to withdraw your already submitted IRB application you will need to contact the IRB Office via email irb@okstate.edu or phone 405-744-3377.
ACCESSING YOUR APPROVED STAMPED DOCUMENTS

You can access attached documents and any IRB Office generated documents such as approval letters and stamped consent forms by following the instructions below.

1. From the Home screen, click on the active studies link shown below.

   ![Home screen](image1)

   ![My Studies](image2)

   - You are associated with 1 active Studies and 1 total Studies.
   - You are the Faculty Advisor for 1 active and 1 total Studies.

2. Click on the study you wish to access approved and stamped documents.

   ![My Studies (1 Active)](image3)

   - Study: 2017-006-K-12 School
   - Site: K-12 School

3. Next, under the heading “Events”, located at the bottom of the screen, you will see details pertaining to the study you selected displayed. Click on the # next to the heading you wish to view the attachments. For example: the initial submission shown in the image below has 4 attachments. You can click on “4” to view these attachments.

   ![Events (2)](image4)

   - Event:
     - IRB - Continuation
     - IRB - Initial Submission
   - #: 0 & 4

4. From the attachments screen you can download each attachment listed for your review.

   ![Attachments on IRB](image5)

   - Name:
     - test CV txt
     - test CV txt
     - test CV txt

5. Attached documents will be listed under “Attachments” and any IRB Office generated documents will be listed under “Generated Docs”.

   ![Attachments on Event IRB](image6)

   - Name:
     - No records to display.
PROVIDE OTHERS ACCESS TO MY APPLICATION

If you wish for your adviser to make changes to your application, you must add them as a collaborator with edit rights on your application.

Add a Co-PI or unnamed personnel

You may add a collaborator at any time during the application writing/editing stage. Adding a collaborator will allow those added to help you write/edit the form. Collaborators can edit, manage, and/or submit an application depending upon the level of access granted. Collaboration can allow co-investigators or others associated with the application to assist the author of the form.

1. You may collaborate with other people by clicking on the [Collaborators] button located at the top of the page within the application.

2. Next, begin typing the email address of the person you wish to collaborate with on your application.

3. Select the access level you wish the collaborator to have on your application.

<table>
<thead>
<tr>
<th>Access Level</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Only</td>
<td>Can only view the application.</td>
</tr>
<tr>
<td>Edit</td>
<td>This will allow the person to edit the application.</td>
</tr>
<tr>
<td>Edit and Manage</td>
<td>This will allow the person to edit the form and invite new collaborators.</td>
</tr>
<tr>
<td>Edit, Manager and Submit</td>
<td>This will allow the person to edit the form, invite new collaborators, and submit the application.</td>
</tr>
</tbody>
</table>
4. Click [Add] in order to add the person to your collaborators list. Once you click [Add], the person added will receive an email informing them that they have been added to the list of collaborators for your application. This email will include a link to your IRB application form. Lastly, the added person can access the form under the

Remove Collaborator(s)
You can remove collaborators at any time by selecting the [Collaborators] link at the top of each page of the application and then clicking the red X under the heading “Action” in order to remove a collaborator.

New Collaborator(s)
Once logged into IRBManager, collaborators can interact with the application by clicking on xForms under the xForms heading and then selecting the application.

VIEWING ALL AVAILABLE QUESTION OPTIONS
If you wish to view all available question options in the IRB Application form please follow the steps below.

1. **Once signed into IRBManager**, under the heading “Actions”, click on “Start xForm”.

---

**Faculty Advisor,**
Temp, Reviewer has invited you to collaborate on a Application for Review of Human Subjects Research xForm.
Additional comments were:
You can access the xForm from your dashboard, or directly at [https://ckstate.my.irbmanager.com/xforms/6738366d-62cb-42ab-b310-cd810cd83e3d](https://ckstate.my.irbmanager.com/xforms/6738366d-62cb-42ab-b310-cd810cd83e3d)
2. Click on the printer icon located next to the form name “Application for Review of Human Participant Research”.

<table>
<thead>
<tr>
<th>Action</th>
<th>Form (Click to start)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACUP New Submission</td>
<td></td>
</tr>
<tr>
<td>Application for Review of Human Subjects Research</td>
<td></td>
</tr>
<tr>
<td>Request of OSU System E-mail Addresses</td>
<td></td>
</tr>
</tbody>
</table>

3. This will open the form and display all available options for each question. Each of the options below are highlighted.

Please indicate your position/rank. 
*(Required)*

- Select one of the following options from the list of radio buttons presented:
  - [ ] Faculty
  - [ ] Postdoctorate Fellow
  - [ ] Graduate Student
  - [ ] Undergraduate Student
  - [ ] Staff