

Cheat Sheet for IRB Manager Users Conducting Institutional Biosafety Research

1. To sign in to IRB Manager go to the [Office of Research Compliance Web Page](#):
2. From the menu on the right hand side of the page click on “IRBManager Login”.
 - a. If you are already logged in to cmich, you will be taken directly into the IRBManager system.
 - b. If you are not already logged in, you will be redirected to a CMU login page. Enter your cmich user name and password and you will be directed to IRB Manager.
3. Once signed in, click on the Home tab (top of the page, next to the CMU logo). On the left side of the page, under Actions, click “View Dashboard”. This will give you a snapshot of all things you are associated with in IRBManager (according to category).
4. To start a **New IBC Project**: Go to the Start xForm tab on the left, under the Actions tab. Click on it. Select the type of xForm you need: (i.e. IBC Registration Form).
5. For all other actions within IRBManager (i.e. Completing an IBC Continuing Review):
 - a. Go to your Home page. Click View Dashboard on the top left-hand side of the page.
 - b. Listed under the title My Projects are all the projects you are associated with separated into the following sections:
 - i. Projects (those already approved and/or active within IRBManager) and;
 - ii. xForms (either unsubmitted, being processed at a later stage, or awaiting your attention).
6. In the Projects section select the appropriate title (i.e. 10 active) to find the protocol that you are looking for.
7. Select the project that you would like to submit a new xForm for. This will be the highlighted information under the Project tab (i.e. 2019-511-Mt. P).
 - a. From the next screen, a menu on the left hand side shows all the available “actions” for an active project (under the Actions tab).

Most actions you will need are listed under the Project Site section to include the Start an xForm tab.

Click on that link (Start xForm) to see all available xForms. The system will walk you through the selected form systematically (Smart Form Technology) once you select the one that you need.

Note: Starting a supplemental form within an active project automatically associates it with the project. There will not be different “packages” like in IRBNet.

8. Locating historical documents – **this will be for future use once IRBManager is regularly used by the IBC.**
 - a. In the top right corner of the page, in the box titled “Find Project” type in the number of the project that you are looking for (use the IRBManager protocol #).
 - b. Next, click on the highlighted title (blue) of the project that you want to work with.
 - c. From there, almost to the bottom of the page, you will see the “events” for this protocol. “Events” has replaced the word “package” in IRBManager.
 - d. Depending on which event you are trying to find historical documentation for, click on the letters “ATT”. ATT stands for “attachments”. They will either be labeled as an attachment or a generated doc. Click on the one that you want to work with, and then click on which document you want to open. You will be able to access all historical documents this way.

If you have any questions or comments, or would like a personal tutorial to learn the new system, please contact Tracee Wilson (x7313) or via email: IBC@cmich.edu.