Cheat Sheet for IRB Manager Users Conducting Animal 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 (Ex: email) 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 (full email address) and password and you will be directed to IRB Manager.
   c. If you are logging in using a non-cmich email/account **(do not recommend this)**, click on the link on the lower left hand side of the log-in prompt page and enter username and password.

3. Once signed in, click on Home (top of the page, next to the CMU logo). On the left side under Action 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 IACUC Project**, (from the Start xForm tab (click it) on the left, under the Actions tab) select the type of xForm you need: (Ex: IACUC Animal Use Application).

5. For all other actions within IRB Manager (Ex: IACUC Amendment Form, IACUC Personnel Addition Form, IACUC Adverse Event Form, IACUC Continuing Review Form, etc.):

   a. Go to your dashboard (click View Dashboard on the top left-hand side of the page). Click it.
   b. Listed under "My Projects" (very bottom of the page) 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 un-submitted (PI is still working with the form) or a review is currently in progress and/or pending).

6. Select the project that you are trying to work with. This will be the highlighted title (blue) and to the very left of the page under My Projects.

   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 "Start an xForm."

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.

7. Locating historical documents

   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 (can be an old IRBNet protocol # or new 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". Here is where you will find the legacy documentation from IRBNet. 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 Deb Geasler (x6401), or Tracee Wilson (x1152).