IRB Manager Cheat Sheet for IRB Committee Members

1. To initiate a review you will receive an e-mail notification with a link to the project and the reviewer worksheet. Please respond to the e-mail if you are unable to complete the review. If you cannot find this e-mail/link later and need to return to complete the review, follow the steps outlined below.

2. To sign in to IRB Manager go to the [Office of Research Compliance Web Page:](#)

3. From the drop down menu on the right hand side click on "[IRBManager Login](#)"
   a. If you are already logged in to any cmich web page (e.g. email) you will be taken directly into the IRBManager system.
   b. If you are not already logged in you 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, click on the link on the lower left hand side of the log-in prompt page and enter username and password.

4. Select "View dashboard" from the list on the left side of your home page.

5. To start a new review: Under "Events" change the selection to show events where you are a "reviewer" (the other selections are "PI" or "submitter").

6. To return to a review already in progress:
   a. Do as indicated in "5" above or;
   b. Under "Projects" select the link where it indicates "you are a reviewer for…" or
   c. Use the "reviewer open events" link in the left hand menu

7. From the projects listed in the table, select the project you wish to review.

Note: All other events and projects listed in this section will be those you are associated with as a researcher (e.g. PI, co-I).

8. Completing and submitting reviewer worksheets:
   a. Click on the reviewer worksheet to begin (e.g. "expedited review")
   b. Select the application link in the table to open the application in a new tab.
   c. Attachments within the application will also be accessible in this way
   d. When you reach the end of the worksheet for the first time select "check and submit form", the system will check for any missing answers.
   e. Missing answers will appear as red hyperlinks at the top of the page that will take you to the section with missing information.
   f. Once the form is complete you will have the option to "save for later", "print", or "submit". Clicking "submit sends the competed form back to the IRB Office for processing.
   g. Any subsequent rounds of review will be repeated as described above.

9. Locating historical documents related to a project under review:
   a. From the "reviewer actions" menu on the left of the screen select "Search Projects"
   b. Enter the PI or protocol number for the project you are reviewing.

If you have any questions or comments or would like a personal tutorial to learn the new system, please contact Deb Geasler (x6401), Audrey Brown (x7313), or Joe Crossno (x3748).

JC, RB, DG June 7, 2019