Cheat Sheet for IRB Manager Users Conducting Human Subject Research

Note: Projects conducted in Saginaw (Covenant/St. Mary's) should be submitted to the Covenant IRB via IRBnet.

1. To sign in to IRB Manager go to the Office of Research Compliance Web Page:

2. 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 e-mail address) and password and you will be directed to IRB Manager.
   c. If your are logging in using a non-cmich email/account, follow the link on the lower left hand side of the log-in prompt page.

3. Once signed in you will start on your home page/dashboard.

4. To start a New IRB Project, (from the Start xForm tab on left) select the type of xForm you need:
   a. Application to Conduct Research Involving Human Subjects
   b. Application to Conduct Exempt Research
   c. Does My Project Need IRB Review
   d. Protocol Change Form **only for amendments to IRB protocols that were active/approved in IRBNet and are not yet available to amend in IRB Manager.**

5. For any actions related to an active/approved project (e.g. Amend a project, Upload supporting documents, Report Adverse Events):
   a. Go to your dashboard.
   b. Listed under "My Projects" are all the projects you are associated with, separated into the following sections:
      i. Projects (a full list of approved projects) and;
      ii. xForms (those projects that are either un-submitted or under review).
   c. Select the blue hyperlink to work on the corresponding active project or xForm in progress.
   d. From the next screen, a menu on the left shows all the available "actions" for an active project. Most actions you will need are listed under "Start an xForm." Click on that link.
   e. The list of xForms related to an active project includes:
      i. Adverse event reports
      ii. Continuing review forms
      iii. Status Report forms (for projects where continuing review is not required)
      iv. Protocol Change forms (amendment forms)
      v. End of project forms.

Note: Starting a supplemental form within an active project automatically associates it with that project.

6. Locating historical documents: click on the blue project number (hyperlink) on your homepage.
   a. Under "events" click on the hyperlinked number (e.g. 1,2,3,4) in the "Att" column
   b. The next page provides a list of all the attached (Att) documents.

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, TW July 11, 2019