

## **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).