

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 Locating historical documents: click on the blue project number (hyperlink) on your homepage.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).