
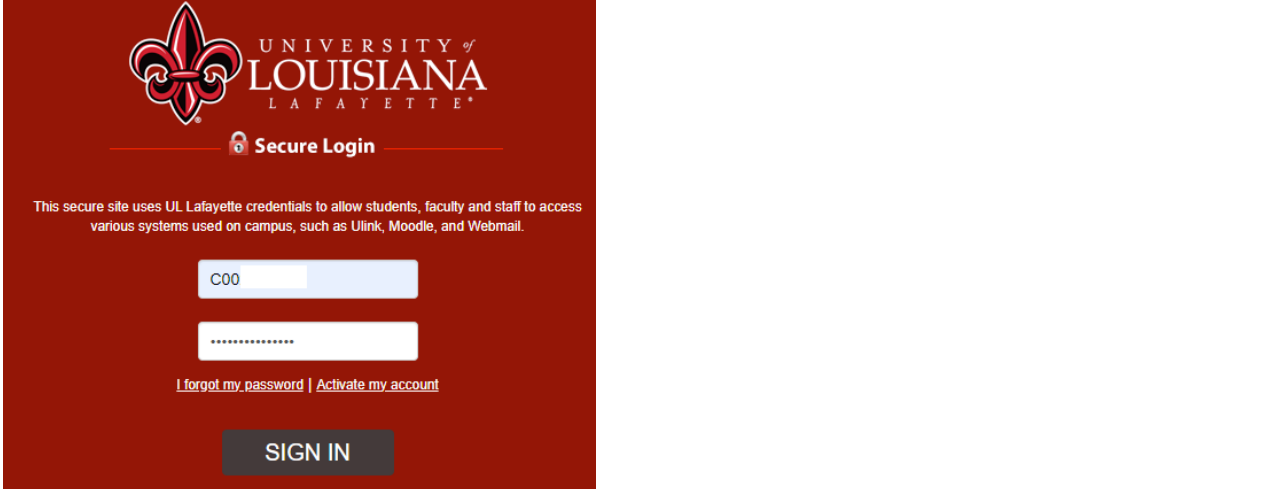
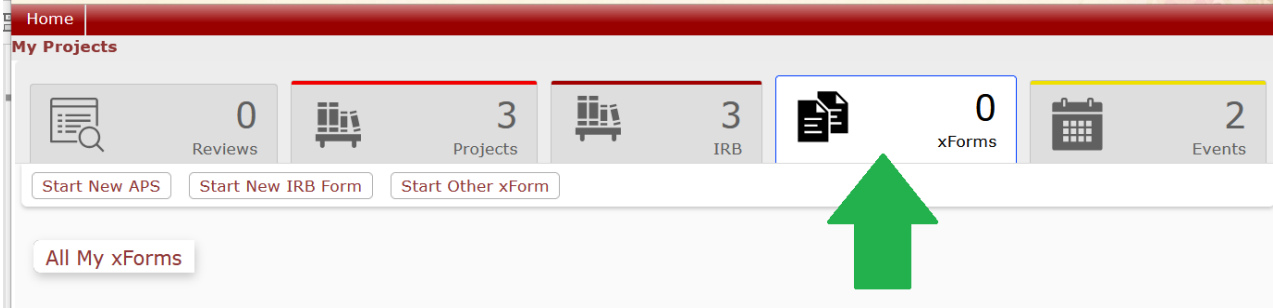
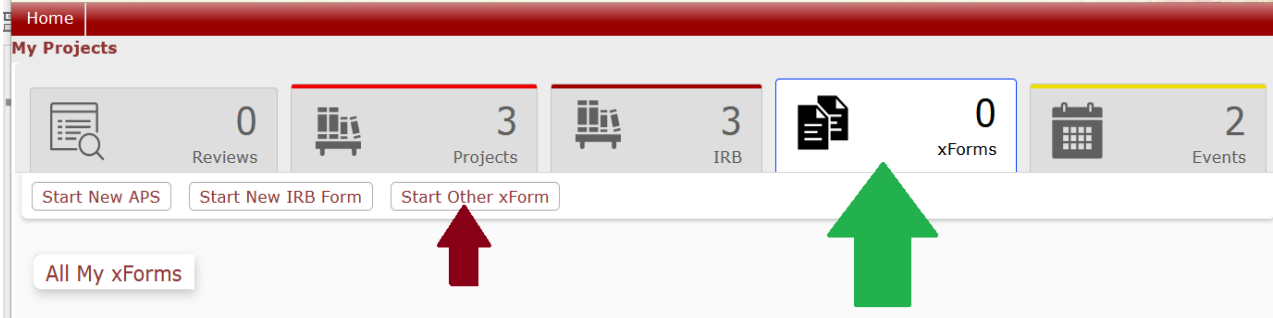


<p>Navigate to IRBManager Website:</p>	<p><a href="https://ull.my.irbmanager.com/">https://ull.my.irbmanager.com/</a></p>
<p>Log into IRBManager Click the link (boxed in green)</p>	 <p>The screenshot shows the login page for the University of Louisiana at Lafayette. At the top left is the university logo. Below it is a 'Login' button. In the center is a large red box with the university logo and the text 'Secure Login'. Below this, there is a link 'click here' highlighted with a green box. At the bottom, there is a copyright notice and 'Powered By IRBManager'.</p>
<p>Type in your ULID and your University password</p>	 <p>The screenshot shows the secure login form. It features the university logo and 'Secure Login' text. Below this, there is a message: 'This secure site uses UL Lafayette credentials to allow students, faculty and staff to access various systems used on campus, such as Ulink, Moodle, and Webmail.' There are two input fields: one for the ULID (containing 'C00') and one for the password (masked with dots). Below the fields are links for 'I forgot my password' and 'Activate my account'. At the bottom is a 'SIGN IN' button.</p>
<p>Navigate to your Bubble Dashboard  Click the "xForms" tab as indicated by the green arrow</p>	 <p>The screenshot shows the 'My Projects' dashboard. It has a navigation bar with 'Home' and 'My Projects'. Below the navigation bar are five tabs: 'Reviews' (0), 'Projects' (3), 'IRB' (3), 'xForms' (0), and 'Events' (2). The 'xForms' tab is highlighted with a blue border and a green arrow pointing up. Below the tabs are buttons for 'Start New APS', 'Start New IRB Form', and 'Start Other xForm'. At the bottom is a button for 'All My xForms'.</p>
<p>Click "Start Other xForm" as indicated by the burgundy arrow</p>	 <p>The screenshot shows the same 'My Projects' dashboard as the previous one. The 'Start Other xForm' button is highlighted with a burgundy arrow pointing up.</p>

Click **“IBC Application”** as indicated by the green arrow

Start Form on User

Filter:

Select xForm to start

Action	Form (Click to start)	Description
	Add Contact Form ver. 2	Add Contact Form
	Animal Procedure Statement Ver. 7	Animal Procedure Statement
	<b>IBC Application</b>	IBC Application - for initial submissions only
	IRB Classroom Human Subjects Research Projects ver. 2	Classroom Human Subjects Research Projects
	IRB externally reviewed project notification	IRB externally reviewed project notification
	IRB initial application - ver. 10	IRB initial application
	IRB initial application - ver. 11 (Draft)	IRB initial application
	Radiation Use Application Form	Radiation Use Application Form

You have now initiated a new IBC application.

Collaborators General Project Information Page 1 of 1 Next

IBC Application -- General Project Information

You may add collaborators (people who you want to view/help you work on your application) by clicking **“Collaborators”** indicated by the blue arrow

**Submitter** Add Note View Audit

Ruiz, Stephannie G Ed.D.  
 Email: C00256373@louisiana.edu Phone:

**For assistance completing this form, please [click here](#) to access the following UL Lafayette IBC documents and find contact information for the BSO and IBC Chair:** Add Note

- "Guidelines for Submission and Review of Applications"
- "Policies and Procedures Document"

**Note - the NIRC Biosafety Manual is available from NIRC Occupational Services.**

**The UL Lafayette IBC welcomes suggestions for changes to this application form.**

**IBC Number** Add Note View Audit

**Display approved Biosafety Level.** Add Note View Audit

*This will be autofilled after a project is approved. It is meant to be informative during modifications and renewals.*

**Type of Submission (Required)** Add Note View Audit

New  Amendment  Renewal

Navigate to different pages using the drop down menu as indicated by the red arrow

If this is a new IBC application, select **“NEW”** as indicated by the green arrow

**NOTE: Individuals must have IRBManager accounts to be added as collaborators. Adding collaborators to a form does not make them Co-PIs on your project.**