

Log into IRBManager and navigate to your Bubble Dashboard

<https://ull.my.irbmanager.com>

Once you are on your dashboard, select the IRB project that you wish to complete an Annual Check-In or Termination form for by clicking the project ID in red letters.

The dashboard shows the following statistics:

- Projects: 3
- IRB: 1
- IACUC: 1
- IRB Cla: 0

Buttons: Search Projects, Export to Excel, Start New APS, Start New IRB Form, Start Other xForm

Summary Cards:

- 1 Expired!
- 2 PI
- 1 Co-Investigator
- 1 Graduate Student

Project List:

Project ID	Status	Expiration	PI	Form Type
2023-TEST-APS-MARTHall	Approved	Exp 06/27/2026	Ruiz, Raven L TEST	TEST
IBC-23-002--MARTHall	Approved	Exp 08/24/2023	Ruiz, Stephannie G Ed.D.	Testing IBC Form
IRB-22-119-BIOL-OL	Approved	Exp Exempt	Ruiz, Stephannie G Ed.D.	Test Proposal

After you have found and selected your IRB project, navigate to the left side of the screen underneath the Project Site heading.

Click "Start xForm" (boxed in green)

This will bring you to a new page.

The page shows the following details for Project IRB-22-119-BIOL-OL (IRB):

Field	Value
Project:	IRB-22-119-BIOL
Committee:	IRB
Category:	Biology
Department:	Office of Research Integrity
Last Review:	Exempt
Agent Types:	Observation of Public Behavior
Title:	Test Proposal
Exempt categories v. 2:	Exemption 1 - Conducted in an educational setting involving normal education practices 45 CFR 46.104(b)(3) and (d)(1).
expedited categories:	
External IRB Institution:	
PI status:	Faculty/Staff
Sponsor(s):	
Sponsor Id:	
Grants:	
Next Review:	
CRO:	
Year:	2022
exempt categories ver. 1:	
External IRB FWA Number:	
IRB of Record:	

Actions:

- Project
  - Update
  - Add Attachment
  - Add Contact
  - Add Project-Site
- Project-Site
  - Update
  - Add Attachment
  - Add Contact
  - Add Event
  - Add Note
  - Add Related Project-Site
  - Add Animal Expirations
  - Generate Doc
  - Send EMail
  - Start xForm** (boxed in green)
  - xForms (0)

Click "IRB Study Annual Check-In/Completion Form"

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Start Form on Project-Site IRB-22-119-BIOL-OL

Filter:

Select xForm to start

Action	Form (Click to start)	Description
	<a href="#">Add Contact Form ver. 2</a>	Add Contact Form
	<a href="#">IRB Adverse Event Form</a>	IRB Adverse Event Form
	<a href="#">IRB annual review form ver. 2</a>	IRB annual review form
	<a href="#">IRB initial application - ver. 10</a>	IRB initial application
	<a href="#">IRB initial application - ver. 11 (Draft)</a>	IRB initial application
	<a href="#">IRB Study Annual Check-In/Completion Form</a>	Use this form for status updates on a non-expiring study.

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2024.1.7486.0/Release/b892bbc | GCWAW51 | 2024-01-29 20:51:21Z | 0.112s  
Powered By IRBManager

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Collaborators

Data Entry

IRB Study Annual Check-In/Completion Form -- Data Entry

Submitter

Add Note View Audit

Ruiz, Stephannie G Ed.D.

Email: C00256373@louisiana.edu Phone:

IRB Number

Add Note View Audit

IRB-22-119-BIOL

Title of IRB Project

Add Note View Audit

Test Proposal

Principal Investigator

Add Note View Audit

Ruiz, Stephannie G Ed.D.

Email: C00256373@louisiana.edu Phone:

PI Status (Required)

Add Note View Audit

☐ Faculty/Staff

☐ Student

Study Status (Required)

Add Note View Audit

☐ Active/Continuing

☐ Ready for Completion

Click NEXT then Click SUBMIT

Next Save for Later More ▸

Your form is complete!