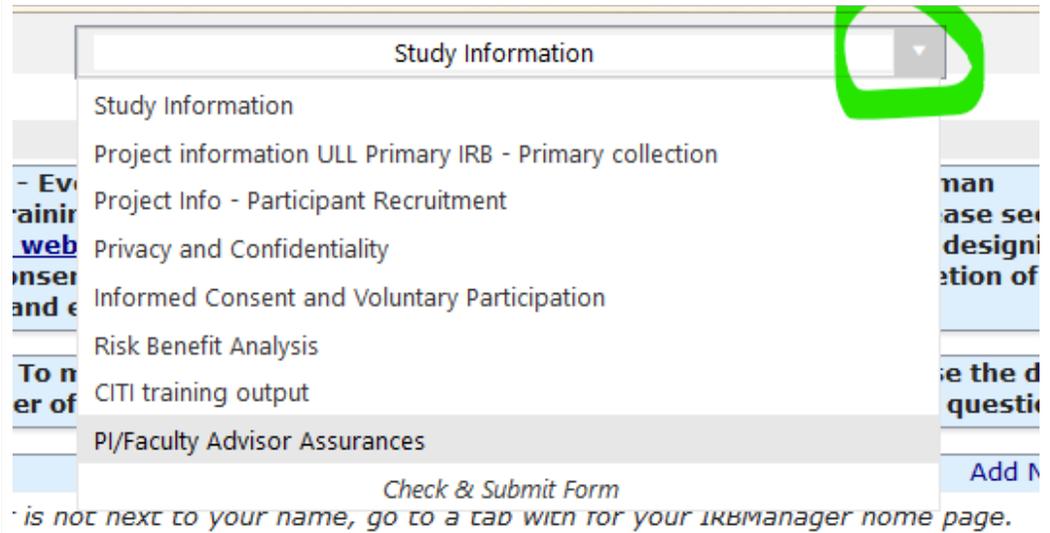


IRBManager Tips and Tricks

Use the drop down at the top to select and move to a new page before answering all the questions on the current page.

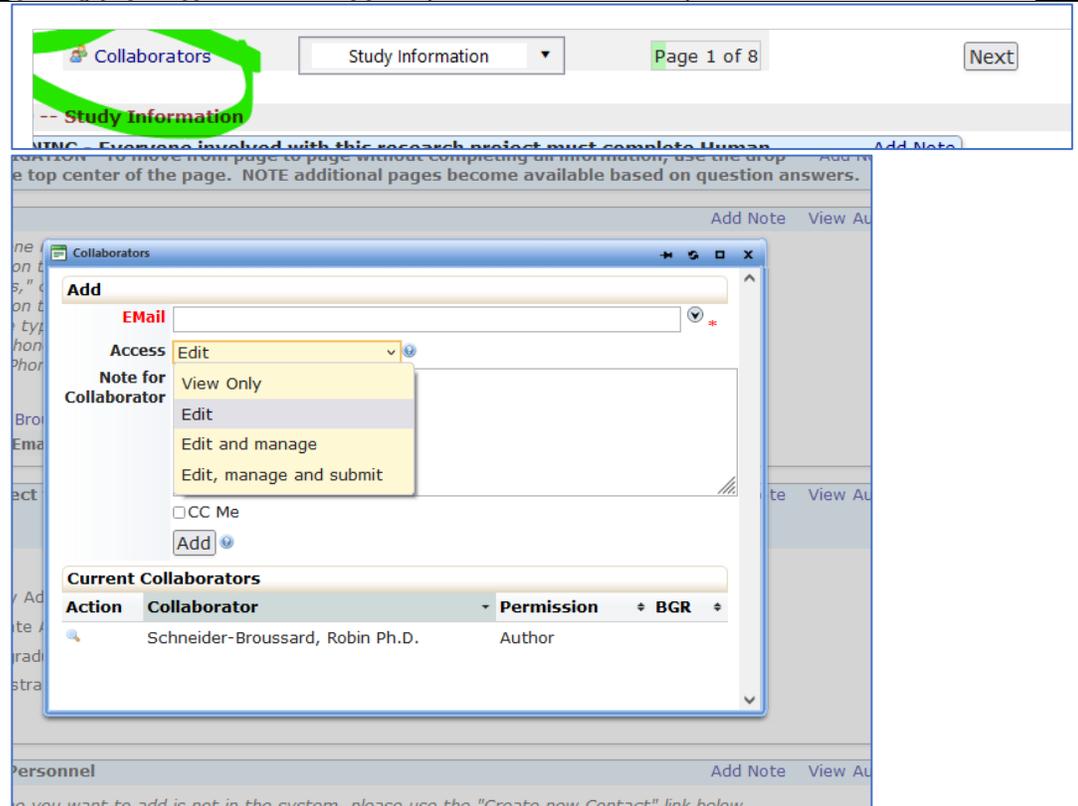


Use the "Collaborators" link to add people to help with your application while you are entering information.

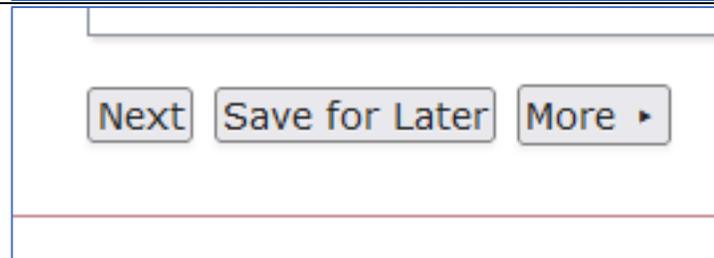
Start typing their name in the "Email" field and select the person you want to add.

You can give them the ability to "Edit" or "View Only" access, where they can only leave you notes.

Simply listing them as investigators in the application questions does not give them the ability to access the form until after it is approved.



If you are in the process of writing a text answer and need to click away from the page, use the "Save for Later" button at the bottom of the page to not lose the text you have entered.



Clicking the link in the red message at the top of the page will take you to the question that needs to be completed.

At the bottom of the page, use the "More" button to open the features:
"View Attachment Questions"
"View Questions with Notes"
"View Changed Responses".

Clicking on each of these will cause a new "View xForm" tab to open that displays the item noted. NOTE - you cannot make changes on the "View xForm" tabs, you must go back to the active "xForm" tab.

"View as PDF" will print a PDF of the application form that you can save and send to others.

At any point, you can use the "Check & Submit Form" link in the top drop down to see what questions need to be addressed.

The page names underlined in blue are links to the page. Click the link to go to the page.

On the page, red links for each unanswered question will take you to the question when you click on it.

The following issues exist. Click on an issue to jump there.

- manage upset participants - Required

Submitter

- Yes
 No

View Attachment Questions
View Questions with Notes
View Changed Responses

Next

Save for Later

More ▾

View as PDF

Study Information Page 1 of 8

Study Information
Project information ULL Primary IRB - Primary collection
Project Info - Participant Recruitment
Privacy and Confidentiality
Informed Consent and Voluntary Participation
Risk Benefit Analysis
CITI training output
PI/Faculty Advisor Assurances

Check & Submit Form

Your progress to this point has been saved, however you must address the form.

Click on a page name to go to issues on that page.

[Project information ULL Primary IRB - Primary collection](#)

- describe Environment mod - Required.
- time in environ mods - Required.
- Describe instrument use - Required.
- Host if online survey - Required.

The following issues exist. Click on an issue to jump there.

- describe Environment mod - Required.
- time in environ mods - Required.
- Describe instrument use - Required.
- Host if online survey - Required.
- Describe focus groups/interviews - Required.
- What meeting modality will be used - Required.
- time commitment - Required.

The following questions, when answered, will provide additional questions for you to answer.

Add Note

Will interventions and treatments be used? (Required)

Add Note View Audit

The questions will be highlighted in pink/salmon.

Please indicate how long participants will experience the experimental environment modification. (Required) Add Note View Audit
=> Required.

Please describe how adverse effects will be managed? (Required) Add Note View Audit
test

After signing a document, you must submit the document to the IRBManager system for IRB review. To do this, click "Next" to move to the next page.

As faculty member, I am responsible for ensuring IRB approval is received prior to implementing significant changes in this project. (Required)
 I certify.
Faculty advisor signature (Required)
Signed Wednesday, February 2, 2022 10:13:46 AM by Schneider-Broussard, Robin Ph.D.

After signing, click "Next" and "Submit" to submit to the IRB.

Previous **Next** Save for Later More ▾

On the next page you can either save, print or submit. By clicking the "Submit" button, you submit the form to the IRBManager System.

Form Completed
You've completed the form. You can now either save the form for later revision, or submit it.

Go Back Save for Later Print **Submit**

You will know that the application is submitted when you see the "Form Submitted" message.

Form Submitted
Your form has been submitted. You may close this window.