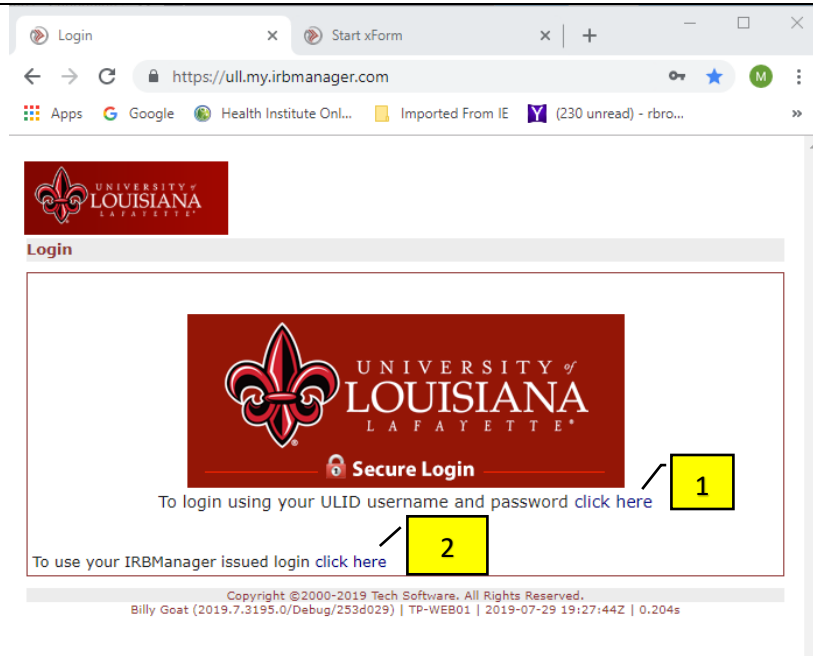
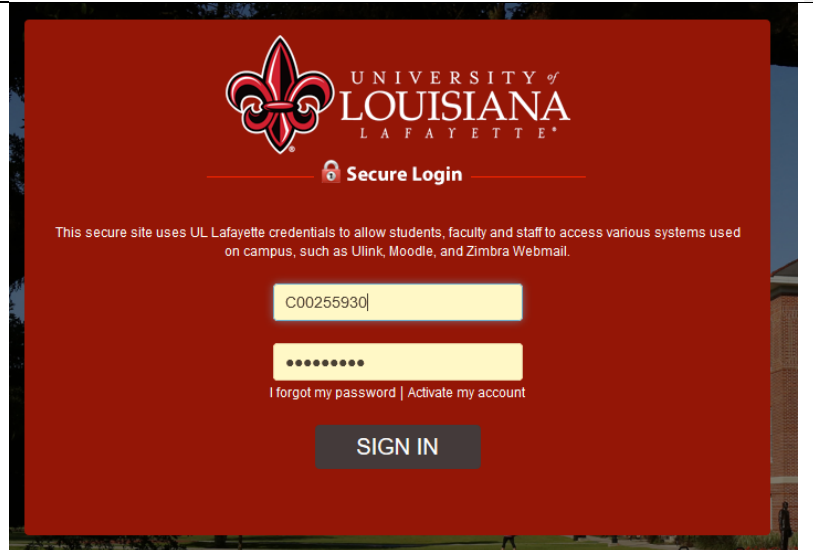
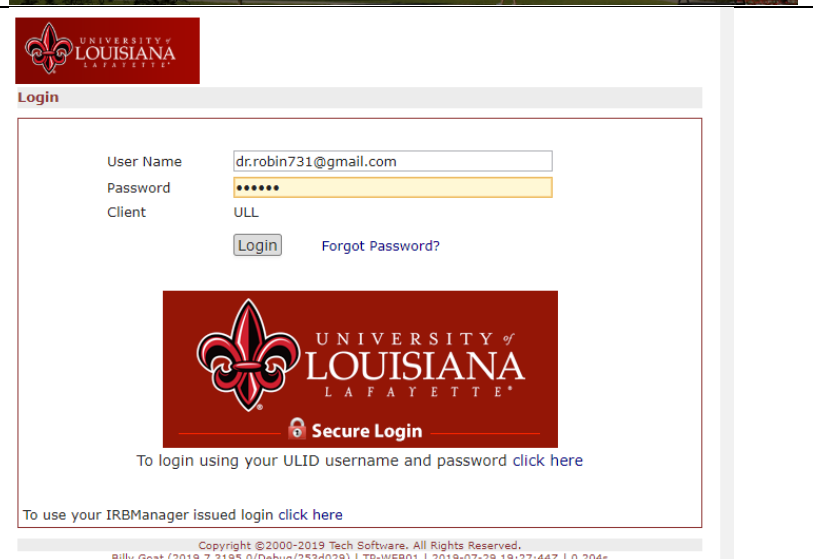
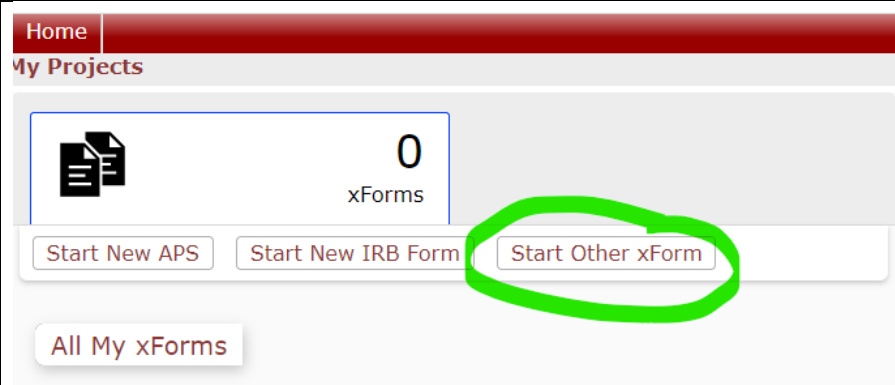


Enter a new project into the RSC online submission system

<p>Go to https://ull.my.irbmanager.com/</p> <p>ULL persons - Use the link next to item 1, to login in with ULL credentials.</p> <p>Non-ULL persons will need to request a login from ORI before using the link next to item 2 to login.</p>	
<p>For ULL persons, the login looks like this.</p>	
<p>For Non-ULL persons, the login looks like this. Enter your login info. Be sure the client says ULL.</p>	

As a new user, your dashboard will have an “xForms” tab where you can click “Start Other xForm.”

xForms are the various applications that are available.

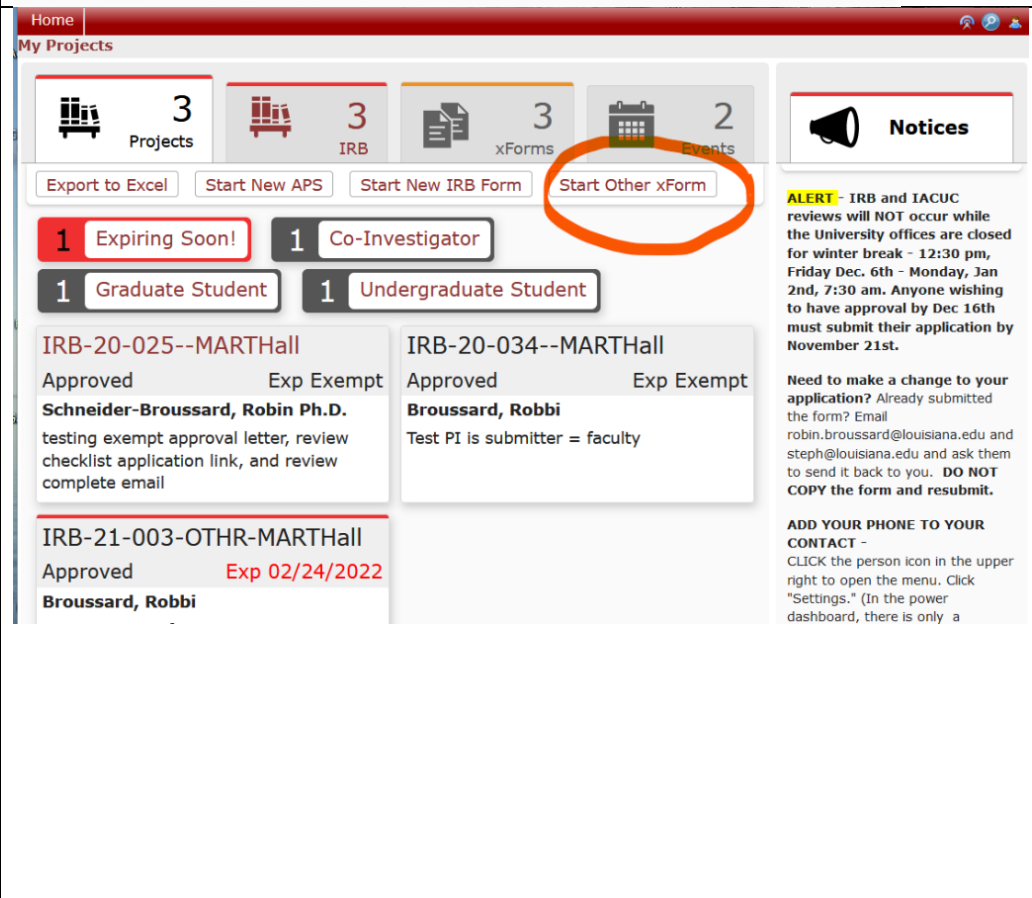


An existing user will have tabs for each committee that has reviewed applications for them and a “Projects” and “xForms” tab on their dashboard. All of these tabs will have a “Start Other xForm” or “Start xForm” button that opens the list of forms.

NOTE – You cannot start an xForm from the “Reviews” tab or the “Events” tab.

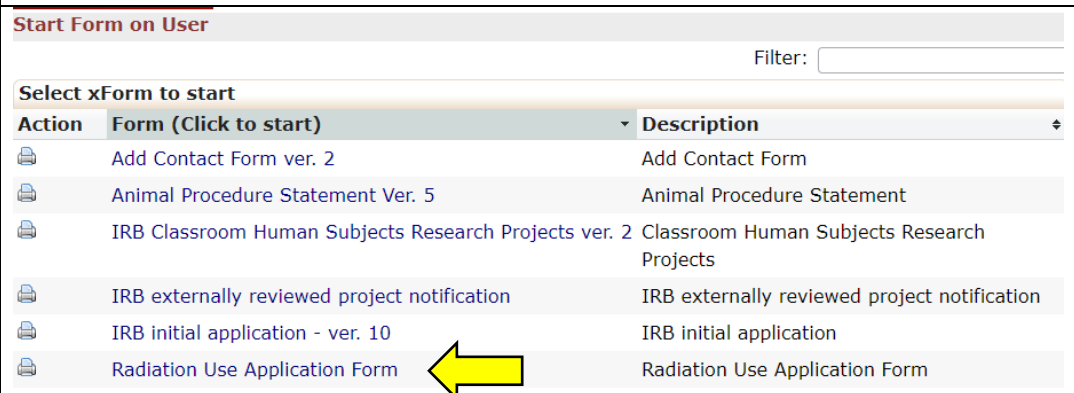
“Reviews” tab appears for committee members that are doing reviews.

“Events” tab is where you can track the progress of all your applications that are under review. Events are initial submissions, modifications to approved projects and renewals.



Click the link to the “Radiation Use Application Form” to open the form.

If you click the printer icon, a PDF of the blank form will be created and you can print that to look at the questions. It is not fillable.



When the forms opens, you will see your name listed as the "Submitter." It does not automatically assume that you are the PI for the project to be described, in case you have someone assisting you with the form.

Choose the type of submission. This helps with processing.

Start typing the PI's name and select the correct one from the list that pops up.

Choose the department and whether training has been completed in the last 3 years.

UNIVERSITY OF LOUISIANA
Collaborators

General Project Information Page 1 of 4 Next

Radiation Use Application Form -- General Project Information

Submitter Add Note View Audit
Test4, PI
Email: pitest4@louisiana.edu Business: 337-482-1419

Type of Submission (Required) Add Note View Audit
 Initial Application
 Modification
 Renewal

Principal Investigator (Required) Add Note View Audit

PI Department (Required) Add Note View Audit

Has the PI completed the required Basic Radiation Safety training within the last 3 years? (Required) Add Note View Audit
 Yes
 No

Next Save for Later More >

If a PI's name is not in the system, it is preferred to have them login once to create their profile. Alternatively, you can use the add new contact form.

When name(s) are not found for UL Lafayette people, ask them to login to IRBManager and log out. This will create their profile in the system. When you refresh your page, you should be able to pull their name up. Add Note

If this is not an option use the "Add New Contact" link to open the "Add Contact Form." Fill in the form, submit, and wait 1 minute before adding their name above.

[Add New Contact](#)

Navigate through the pages using the "Next" at the top and bottom of the page buttons or the top center drop down.

Page 1 of 4 Next

Next Save for Later More >

If you click "Next" and get a list of red items at the top of the page, these are questions that have not been filled answered.

They are links to the questions. Click one and the form will go directly to the question.

Radiation Use Application Form -- General Project Information

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

- [PI emergency phone - Required.](#)
- [Project title - Required.](#)
- [Primary Research Site - Required.](#)
- [Purpose - Required.](#)
- [purchasing/using existing - Required.](#)
- [Are radiative materials used - Required.](#)
- [radiation equipment y/n - Required.](#)
- [Describe Use - Required.](#)

If you would like to move to a new page without completing all these questions, use the drop down in the top center of the form to choose a new page.

When all questions are answered, use "Check & Submit Form."

The form will perform once last check of required questions.

When there are questions that still need to be addressed, a page will open listing all the pages and questions remaining. The page titles are links to the page, click this to go back to the page and click the question link(s) at the top of the page to go directly to the question.

Form Validation Messages

Your progress to this point *has been saved*, however you must address the following issues before you can submit this form.
Click on a page name to go to issues on that page.

[General Project Information](#)

- PI emergency phone - Required.
- Project title - Required.
- Primary Research Site - Required.
- Purpose - Required.
- Are radiatve materials used - Required.
- radiation equipment y/n - Required.
- Describe Use - Required.

When filling in tables, click "Add Row"

Survey Instruments Add Note View Audit

Possible options to list below, include:

	Radiation Detected	Detection Range
Bicron Surveyor 2000	alpha, beta, gamma	0-2000 mR/h
Ludlum 3 & 44-2 detector/probe	gamma	175 cpm per µR/hr
Ludlum 3 & 44-7 detector/probe	alpha, beta, gamma	2100 cpm per mR/hr
Ludlum 3 & 44-9 detector/probe	alpha, beta, gamma	3300 cpm per mR/hr
Ludlum 5	gamma	0-2000 mR/hr
Ludlum 375 & 42-30 detector/probe	neutron	200 cpm per mrem/hr
Ludlum 375 & 133-2 dectector/probe	gamma	1000 cpm per mR/hr

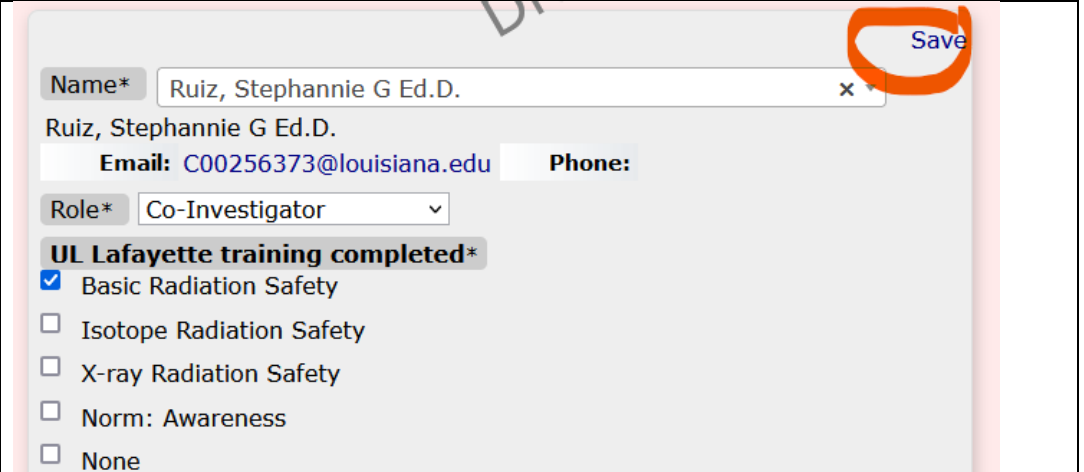
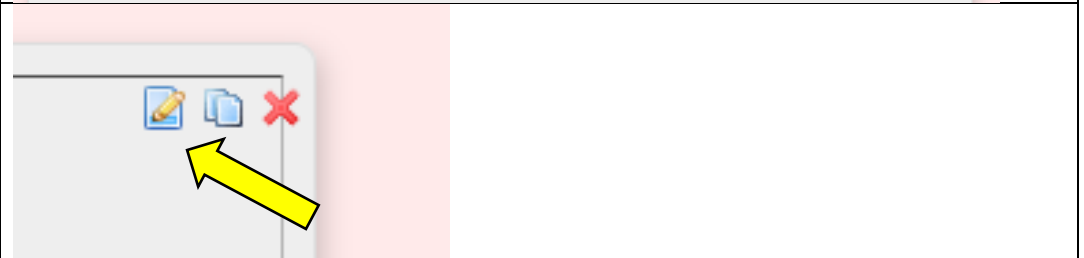
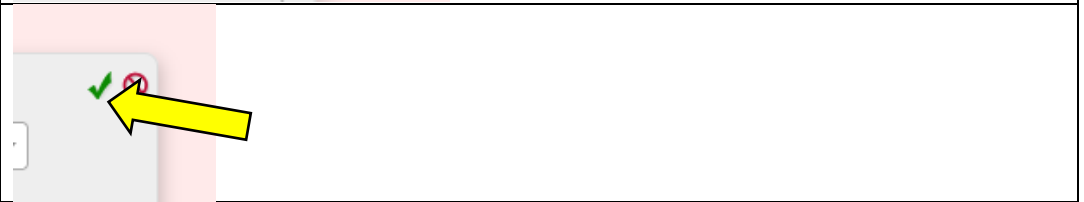
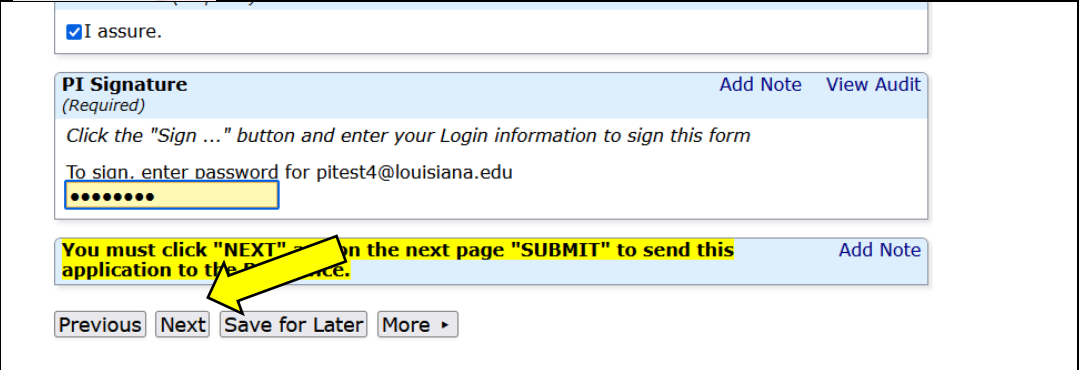
(Required)

Action	Instrument	Manufacturer	Model	Serial Number	Radiation Probe Detected	Sensitivity
↶						
<input type="button" value="Add Row"/>						

Click "Save for Later" at the bottom of the page to save the information in this table.

Provide the requested information. Be sure to click "Next" or "Save for Later" at

Action	Instrument	Manufacturer	Model	Serial Number	Probe	Radiation Detected	Sensitivity
↶							
<input type="button" value="X"/>	Survey r ▾	Ludlum	3	123	44-7	alpha, l ▾	per mR/hr
↷							

<p>the bottom of the page before closing the window.</p> <p>Click the red X to delete any rows.</p>	
<p>****VERY IMPORTANT ****</p> <p>When completing the training section for research personnel, SCROLL TO THE TOP OF THE CARD TO CLICK "Save" for each person added BEFORE CLICKING "Next."</p>	
<p>To edit information in the training section, hover over the card and click the "pencil on paper icon."</p>	
<p>When editing of training info is finished, click the green check mark to save.</p>	
<p>When all questions are answered and the form is signed, Click "Next" at the bottom of the page.</p>	
<p>Click "Submit" on the new page that opens.</p> <p>If you don't click Submit, you haven't submitte.</p>	