



# IRBManager

Faculty Adviser Role

Human Subjects Research  
Institutional Review Board

[irb@okstate.edu](mailto:irb@okstate.edu)

405-744-3377

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## ABOUT

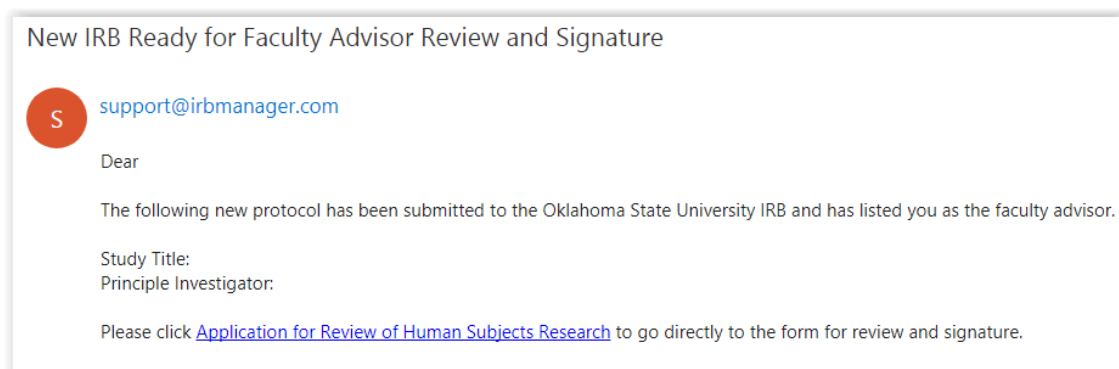
OSU requires all students which are completing an IRB application to have a faculty adviser. The role of the faculty Adviser is to provide guidance and oversight while ensuring research is carried out in accordance with University policies and procedures. This means that the faculty Adviser will need to review and sign off on their students' IRB application submissions.

When student researchers complete an IRB application, they have the option to add a collaborator to their application. Collaborators are able to assist with the completion of the application. Your student researcher will need to [add you as a collaborator](#) on their application if you wish to have the ability to edit the application. Student researchers are required to list an adviser in IRBManager. As such, you will be notified via email regarding the status of the application.

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## NOTIFICATION OF REVIEW

If you have been listed as a faculty adviser for a researcher or student on an IRB application you will receive an email from [irb@okstate.edu](mailto:irb@okstate.edu) notifying you that you have an IRB application which requires your review. A link to the IRB application is provided in the body of the email for your convenience.



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## LOGGING INTO YOUR IRBMANAGER ACCOUNT

You can log into IRBManager with your Oklahoma State University (OSU) issued Okey credentials (i.e., your email address and password). If you are not affiliated with OSU you must request access to IRBManager by completing the request access to IRBManager form located on the University Research Compliance website (<https://compliance.okstate.edu>).

Sign into IRBManager w/OSU Okey credentials (i.e., faculty, staff, and students)

1. Navigate to <https://okstate.my.irbmanager.com/>

2. Click on O-Key Sign In Service and sign in with your OSU Okey email address and Okey password.



Login

## O-Key Sign In Service

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To login using your O-Key username and password [click here](#)

To use your IRBManager issued login [click here](#)

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Blue Oyster (2016.7.262.0/Release/33d012c09bb8783e6e7120775c5e54c2f09690d8)  
PRODWEB4 at 2017-10-03 20:18:43Z  
Page generated in 0.012 seconds.

Sign into IRBManager w/IRBManager credentials (i.e.,non-OSU personnel)

1. After you have requested access to IRBManager you should have received an email notifying you that your IRBManager account has been created for you.
2. Navigate to <https://okstate.my.irbmanager.com/>
3. Click on “click here” next to “To use your IRBManager issued login”.



Login

## O-Key Sign In Service

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To login using your O-Key username and password [click here](#)

To use your IRBManager issued login [click here](#)

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Blue Oyster (2016.7.262.0/Release/33d012c09bb8783e6e7120775c5e54c2f09690d8)  
PRODWEB4 at 2017-10-03 20:22:39Z  
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## REVIEW OF APPLICATION

The easiest way to sign into IRBManager is by clicking on the link within the email you receive pertaining to your review of an IRB application.

### Review of application

1. Once logged into IRBManager, from the main Home page, click on the underlined **"# xForms"** link. This will bring up specific studies and forms requiring approval.

Home

**My Studies**

**Studies (0 Active)**

- You are not associated with any Studies.

**xForms (1 Active)**

- You have **0 unsubmitted** xForms.
- You have **1 xForm** being processed at a later stage.
- **There are 1 xForms awaiting your attention.**

**Events (0 Open)**

You have no open events.

2. On the top right of the webpage you may check the checkbox "Show forms requiring approvals ONLY". This will sort through and list only the forms which require your signature.

Help Faculty Advisor's Settings Sign off

Show forms requiring approvals ONLY

Started	Requires Approval
09/07/2017 at 11:51 AM	No

3. Click the application that you wish to review and/sign off on. The application will open in a new web browser window.

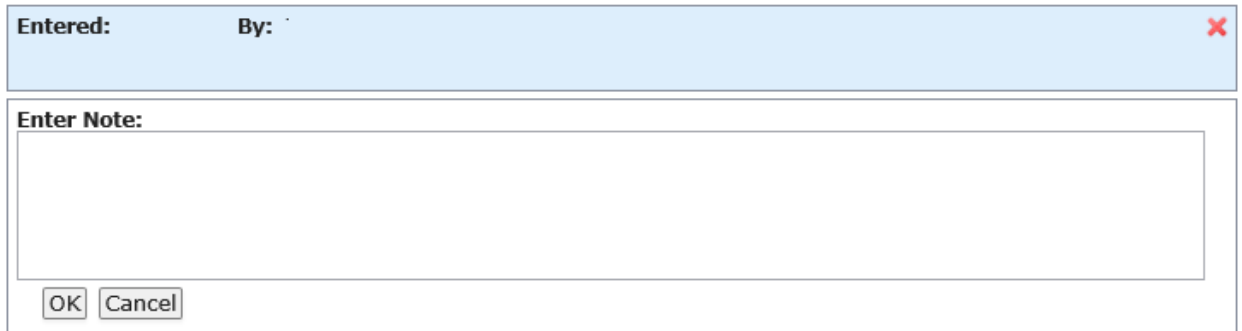
### Adding Notes to the application

You can add a note to any section of the application by clicking on the [Add Note] button next to the section.

Add Note View Audit

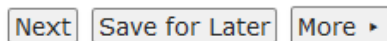
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A new window will appear, allowing you to enter any notes to the researcher. Click the button [OK] to save your note or click [Cancel] to not save your note.



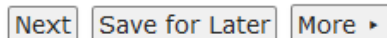
If you wish to review all notes made for this application, click on [More] -> [View Questions with Notes] button at the bottom of the screen. A new window will appear with a list of all notes which pertain to the application.

Students also have the [View Questions with Notes] button and are able to see all of the notes their faculty Adviser provided.

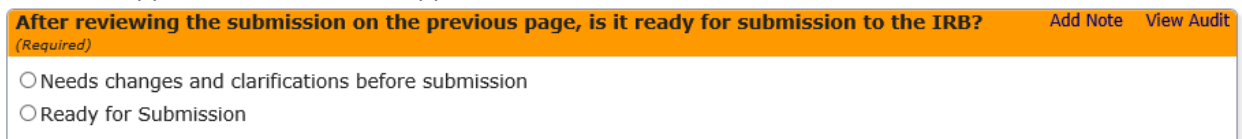


#### Approval of the submitted application by the faculty adviser

1. Once the Faculty Adviser has reviewed the application and made any notes where applicable, they will click on the [Next] button located at the bottom of the screen.



2. The Faculty Adviser will need to answer a few questions prior to completing their review.
3. The Faculty Adviser Review screen will be displayed, allowing the Faculty Adviser to either sign off on the application or send the application back to the researcher for corrections.



4. On the Faculty Adviser Review screen you would select "Ready for Submission" in order to approve of the application and allow the application to progress to the next stage.
5. You must read and agree to each of the statements listed. At the bottom of the screen you will be required to enter your OSU Okey password in order to sign off on the application.

**After reviewing the submission on the previous page, is it ready for submission to the IRB?** Add Note View Audit  
*(Required)*

Needs changes and clarifications before submission

Ready for Submission

**As Faculty Advisor, I certify the following:** *(Required)* Add Note View Audit

1. I have read the protocol submitted for this project for content, clarity, and methodology.

2. By my signature as faculty advisor on this research application, I certify that the student or guest investigator (i.e. visiting scholar) is knowledgeable about the regulations and policies governing research with human subjects and has sufficient training and experience to conduct this particular study in accord with the approved protocol.

3. I agree that the research is likely to achieve its aims and is of sufficient scientific importance to justify the risks entailed.

4. I agree to meet with the student investigator on a regular basis to monitor study progress. Should problems arise during the course of the study, I agree to be available, personally, to supervise the investigator in solving them.

5. I will ensure that the student investigator will promptly report unanticipated problems and/or adverse events to the IRB.

6. If I will be unavailable, I will arrange for an alternate faculty sponsor to assume responsibility during my absence.

7. If the student investigator is unable to fulfill requirements for submission of continuations or modifications, I will assume that responsibility.

**By entering your user password, you agree that you have read and understood the above assurances.** Add Note View Audit  
*(Required)*

To sign, enter password for

6. Click [Next].
7. Click [Submit] in order to complete your sign off, approval, and review of the application.

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

### Sending the application back to the researcher for corrections

1. Once the faculty adviser has reviewed the application and made any notes where applicable, they will click on the [Next] button located at the bottom of the screen.

2. The Faculty Adviser Review screen will be displayed, allowing the faculty Adviser to either sign off on the application or send the application back to the researcher for corrections.

**After reviewing the submission on the previous page, is it ready for submission to the IRB?** Add Note View Audit  
*(Required)*

Needs changes and clarifications before submission

Ready for Submission

3. On the Faculty Adviser Review screen you would select “Needs changes and clarifications before submission” in order for the application to be sent back to the researcher for corrections.
4. You can add any comments to the summary of needed changes textbox.

**After reviewing the submission on the previous page, is it ready for submission to the IRB?** Add Note View Audit  
*(Required)*

- Needs changes and clarifications before submission
- Ready for Submission

**On the previous page, please add notes next to the questions that need further clarification or changes. In the text box below, please enter a summary of the needed changes which will be e-mailed back to the principle investigator after you click next and submit.** Add Note View Audit  
*(Required)*

5. Click [Next]
6. Click [Submit] in order to complete your review and for an email to be sent to the researcher

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

Save for Later Print Submit

7. The researcher will receive an email notifying them of the needed changes to the application.

Dear

The faculty advisor for the IRB submission below has reviewed the application and requires the following changes before submission. Please review the notes in the form and the summary below, make the necessary changes, and resubmit.

Title:  
Faculty Advisor:

Summary of Changes: please clean up this application.

To go directly to the form, please click [Application for Review of Human Subjects Research](#).

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## PROVIDE OTHERS ACCESS TO MY APPLICATION

A student may add you to their IRB application as a collaborator with edit rights on their application. Below are the instructions on how the student can accomplish this task.

### Add a Co-PI or unnamed personnel

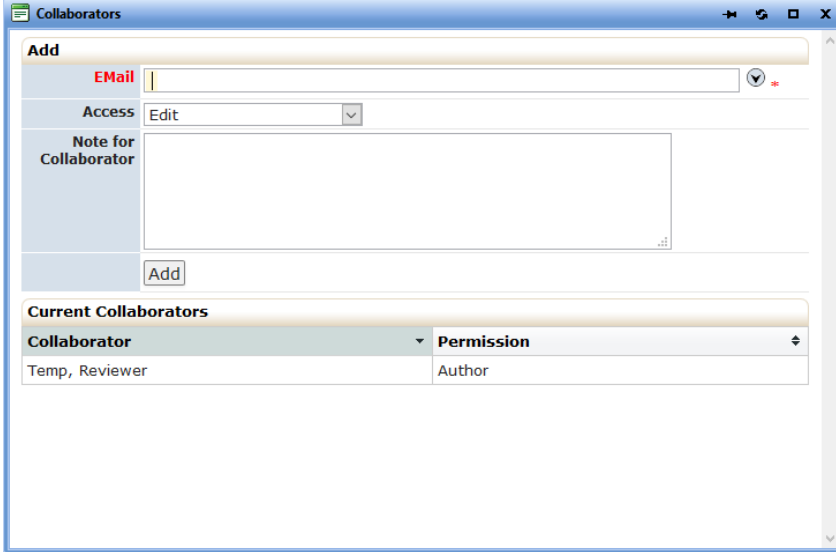
You may add a collaborator at any time during the application writing/editing stage. Adding a collaborator will allow those added to help you write/edit the form. Collaborators can edit, manage, and/or submit an application depending upon the level of access granted. Collaboration can allow co-investigators or others associated with the application to assist the author of the form.

1. You may collaborate with other people by clicking on the [Collaborators] button located at the top of the page within the application.

CollaboratorsPart 1: Administrative InformationPage 1 of 12



- Next, begin typing the email address of the person you wish to collaborate with on your application.



- Select the access level you wish the collaborator to have on your application.


<b>View Only</b>	Can only view the application.
<b>Edit</b>	This will allow the person to edit the application.
<b>Edit and Manage</b>	This will allow the person to edit the form and invite new collaborators.
<b>Edit, Manager and Submit</b>	This will allow the person to edit the form, invite new collaborators, and submit the application.

- Click [Add] in order to add the person to your collaborators list. Once you click [Add], the person added will receive an email informing them that they have been added to the list of collaborators for your application. This email will include a link to your IRB application form. Lastly, the added person can access the form under the

Faculty Advisor,  
 Temp, Reviewer has invited you to collaborate on a Application for Review of Human Subjects Research xForm.  
 Additional comments were:  
 You can access the xForm from your dashboard, or directly at <https://okstate.my.irbmanager.com/xForms/d739366d-62db-42ab-b310-d481cd843a1d>.

### Remove Collaborator(s)

You can remove collaborators at any time by selecting the [Collaborators] link at the top of each page of the application and then clicking the red X under the heading “Action” in order to remove a collaborator.

Current Collaborators		
Action	Collaborator	Permission
	Temp, Faculty Advisor	Edit
	Temp, Reviewer	Author

### New Collaborator(s)

Once logged into IRBManager, collaborators can interact with the application by clicking on xForms under the xForms heading and then selecting the application.

**My Studies**

**Studies (1 Active)**

- o You are associated with **1 active** Studies and **1 total** Studies.
- o You are the Faculty Advisor for **1 active** and **1 total** Studies.