



IRBManager

SONA Administrator Role

Human Subjects Research
Institutional Review Board

irb@okstate.edu

405-744-3377

Table of Contents

| | |
|--|----|
| ABOUT IRBMANAGER | 3 |
| SONA ADMINISTRATOR RESPONSIBILITY | 3 |
| LOGGING INTO YOUR IRBMANAGER ACCOUNT | 3 |
| Sign into IRBManager w/OSU Okey credentials (i.e., faculty, staff, and students) | 3 |
| Sign into IRBManager w/IRBManager credentials (i.e.,non-OSU personnel)..... | 4 |
| HOME PAGE | 5 |
| Left Side..... | 5 |
| Center..... | 6 |
| Right Side | 7 |
| REVIEWING AN IRB APPLICATION | 8 |
| Receiving Notification of an IRB Application for Review | 8 |
| Approving the IRB Application | 9 |
| Adding a Note to the IRB Application | 10 |
| Removing a Note from the IRB Application | 10 |
| Returning the IRB Application..... | 11 |
| Corresponding with the IRB | 11 |

ABOUT IRBMANAGER

IRBManager is a web-based IRB application submission, tracking, and management system. This system allows researchers to securely submit their IRB applications for processing by the IRB Office.

SONA ADMINISTRATOR RESPONSIBILITY

It is the responsibility of the SONA administrator to review *Part 6.1 SONA System Recruitment* in the application and to verify all information given in that section is accurate. SONA administrators must verify they agree to accept the study into their SONA system. Additionally, failure to respond in a timely manner to emails from the IRBManager system will result in the IRB application being held up in the approval process. Finally, SONA administrators are not responsible for reviewing anything outside of the *Part 6.1 SONA System Recruitment*.

LOGGING INTO YOUR IRBMANAGER ACCOUNT

You must sign into IRBManager with your OSU Okey service account and not your personal OSU Okey account. 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

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)

You will need to log in with your OSU email service account and not your personal OSU email account.

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


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

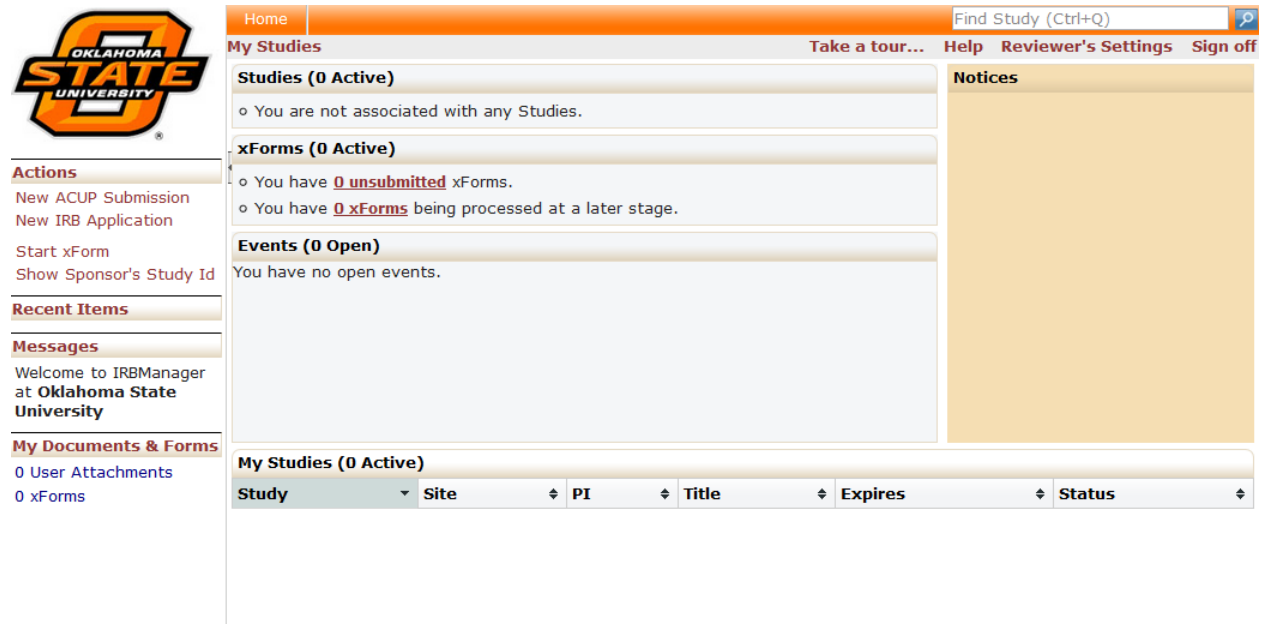
To use your IRBManager issued login [click here](#)

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Blue Oyster (2016.7.262.0/Release/33d012c09bb8783e6e7120775c5e54c2f09690d8)
PRODWEB4 at 2017-10-03 20:22:39Z
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HOME PAGE

After you log into IRBManager, you will be directed to IRBManager's Home Page. Depending upon your role(s) (i.e., researcher, IRB committee member, IRB administrator) within IRBManager, you will see slightly different menus.

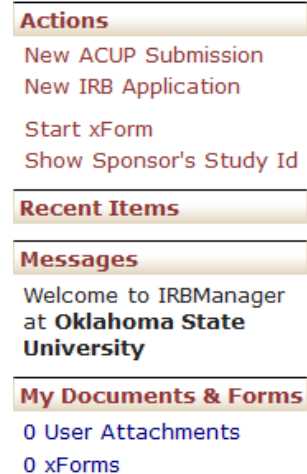
You can return to the Home page at any point by clicking the Home button .



Left Side

On the left side of the screen you will see a menu which includes the following:

| | |
|-------------------------------|---|
| Actions | Depending on the page you are viewing, the sections in this category will change. On some pages you will be able to add an attachment or an xForm, or send an email. [Done] will typically take to you to previous page. |
| Recent Items | Will list any recently viewed items. |
| Messages | Will display important messages from the IRB Office. |
| My documents and forms | <p>User Attachments – will display any attachments not associated with a specific event or study within IRBManager.</p> <p>xForms – allows you to start a new IRB application and will also display any application that you are associated with.</p> |

Center

Information and status updates pertaining to your applications will be displayed in the center of the screen.

My Studies [Take a tour...](#) [Help](#) [Com](#)

Studies (0 Active)

- You are not associated with any Studies.

xForms (0 Active)

- You have **0 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

Events (0 Open)

You have no open events.

My Studies (0 Active)

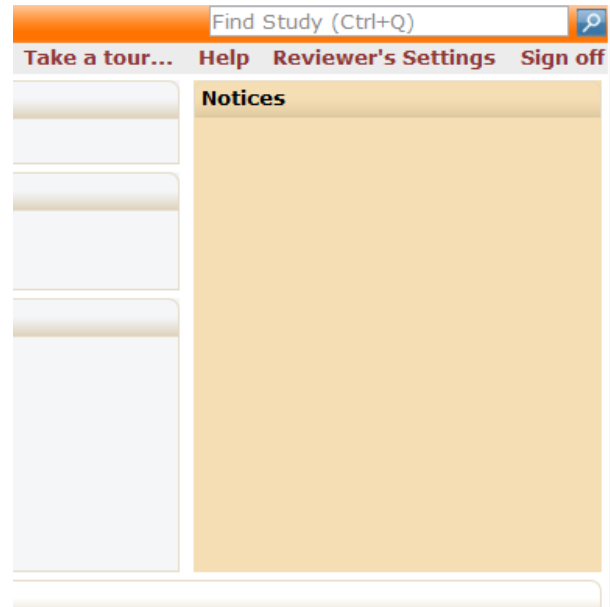
| Study | Site | PI | Title | Expires |
|-------|------|----|-------|---------|
| | | | | |

| Studies | Summary information about your studies. | | | | |
|-------------------|---|-------|------|-----------------|----------------|
| xForms | List of forms that have not been submitted and forms that have been submitted. | | | | |
| Events | <p>Open events on your studies. The events section on the dashboard shows the submissions open by name.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Events (1 Open)</p> <p>Only show events where I am: <input type="text" value=""/></p> <p>You have 1 IRB - Initial Submission events.</p> <p>You have 1 Total Open events</p> </div> | | | | |
| My Studies | <p>Your active studies.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>My Studies (1 Active)</p> <table border="1"> <thead> <tr> <th>Study</th> <th>Site</th> </tr> </thead> <tbody> <tr> <td>2017-001-OSUSTW</td> <td>OSU Stillwater</td> </tr> </tbody> </table> </div> | Study | Site | 2017-001-OSUSTW | OSU Stillwater |
| Study | Site | | | | |
| 2017-001-OSUSTW | OSU Stillwater | | | | |

Right Side

The right side menu includes the following:

| | |
|-----------------------|--|
| Find | Will enable you to search for a specific study. |
| Take a tour... | Will provide you with a high-level tour of IRBManager. |
| Help | For assistance please contact the appropriate compliance office. IRB – irb@okstate.edu IACUC – iacuc@okstate.edu |
| Settings | Enables you to change your account information. |
| Sign Off | Sign off will sign you out of IRBManager. |



REVIEWING AN IRB APPLICATION

Receiving Notification of an IRB Application for Review

You will receive notification via email when you have an IRB application to review. Your responsibility for the review of the application is outlined in the *SONA Administrator Responsibility* section above.

SONA Administrator Approval Required for IRB Study



irb@okstate.edu

Today, 8:33 AM



Action Items

Dear SONA Administrator,

The PI has indicated this study will be recruiting subjects using the SONA system.

Your attestation of the following is needed:

1. This study is accepted for SONA recruitment; and
2. If the study is anonymous, it has been set up in the SONA system as such.

Please click [Application for Review of Human Subjects Research](#) to complete this acknowledgment.

PI:

Title:

Sincerely,

Dawnett Watkins, CIP
Whitney McAllister, MS

Oklahoma State University
Institutional Review Board
Office of University Research Compliance
223 Scott Hall, Stillwater, OK 74078
Website: <https://irb.okstate.edu/>
Ph: 405-744-3377 | Fax: 405-744-4335 | irb@okstate.edu

Approving the IRB Application

The easiest way to access the IRB application is by clicking the link within the email you receive from IRBManager. Additionally, you can access the IRB application through the IRBManager website.

1. Log into IRBManager.
2. Locate the IRB application under xForms; click on “1 xForms”

xForms (0 Active)

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

3. Next, you will see the list of IRB applications awaiting your review. Click on any of the applications to begin your review.

| Form | Identifier | Owner | Stage |
|---|------------|--|--------------------------------------|
| Application for Review of Human Subjects Research | | IRB - Initial Submission 2017-006-K-12 School | SONA Administrator Review & Approval |

4. You may jump to any location within the application by using the dropdown menu located at the top-center of each page of the application.

Part 1: Administrative Information

5. On the section “SONA Review”, if you concur with the information pertaining to SONA within the IRB application you can sign-off on the review by:
 - a. Selecting the SONA system for this attestation
 - b. Check “Approve As Is” under the heading “Determination”
 - c. Entering your OSU Okey password in the field for certifying the above statement

Please select which SONA system this attestation is being made: *(Required)* [Add Note](#) [View Audit](#)

Psychology
 Education
 Marketing
 Management

Determination: *(Required)* [Add Note](#) [View Audit](#)

Approve As Is
 Revisions Needed
 Denied

By entering my password below, I am certifying the above statement is true. *(Required)* [Add Note](#) [View Audit](#)

To sign, enter password for irbm-sona1@okstate.edu

To submit your application, please click next. Select Submit on the next page. [Add Note](#)

6. Click [Next].
7. Click [Submit].

Adding a Note to the IRB Application

1. Please only add notes to the Part 6.1 SONA System Recruitment section. You can add a note by clicking [Add Note].

Add Note **View Audit**

2. Fill out the Note information and click [OK]

Enter Note:

3. For example, the applicant did not select the correct SONA system, your note might be as follows:

Please specify the SONA system to be used. (Required) Add Note View Audit

Enter Note:
Did not select the correct SONA system. Please revise. |

Psychology Marketing
 Education Management

Removing a Note from the IRB Application

Please be aware that notes you enter into the application in IRBManager will be viewable by the applicant. As such you can use the note feature to assist the applicant.

1. You can remove your note by clicking the red X.


Please specify the SONA system to be used. (Required) Add Note

Entered: 12/05/17 **By:** Temp, User 1 ✖

Did not select the correct SONA system. Please revise.

2. You will be prompted as follows. Click [OK] to delete your note.

Message from webpage ✖

 Are you sure you want to delete ?

Returning the IRB Application

If the IRB application is not acceptable from a SONA administrative perspective you will need to return the IRB application to the applicant by following the procedures outlined below.

1. On the section "SONA Review", if you concur with the information pertaining to SONA within the IRB application you can sign-off on the review by:
 - a. Selecting the SONA system for this attestation
 - b. Check "Revisions Needed" or "Denied" under the heading "Determination"
 - c. Entering your OSU Okey password in the field for certifying the above statement

| | | |
|--|--------------------------|----------------------------|
| Please select which SONA system this attestation is being made: <i>(Required)</i> | Add Note | View Audit |
| <input type="checkbox"/> Psychology <input type="checkbox"/> Education <input type="checkbox"/> Marketing <input type="checkbox"/> Management | | |
| Determination: <i>(Required)</i> | Add Note | View Audit |
| <input type="checkbox"/> Approve As Is <input type="checkbox"/> Revisions Needed <input type="checkbox"/> Denied | | |
| By entering my password below, I am certifying the above statement is true. <i>(Required)</i> | Add Note | View Audit |
| To sign, enter password for irbm-sona1@okstate.edu <input type="password"/> | | |
| To submit your application, please click next. Select Submit on the next page. | | Add Note |

2. Click [Next].
3. Click [Submit].

Corresponding with the IRB

If you have questions or concerns regarding the IRB application please contact the IRB office.

irb@okstate.edu

405-744-3377