ROSEMAN UNIVERSITY
INSTITUTIONAL REVIEW BOARD

Quick Start Guide
for Investigators

IRBManager
Roseman University of Health Sciences

How to Create a Profile

This is the login screen for IRBManager. If the login screen does not have Roseman as the client, then you are not in the right client screen. Here is the correct link to the Roseman client screen, if needed; https://roseman.my.irbmanager.com/

If you had an IRBNet account, please email IRB@roseman.edu to receive your login information. This will allow for protocols submitted in IRBNet to be automatically linked to your new account in IRBManager.

If you never had an IRBNet account, click the link circled below.
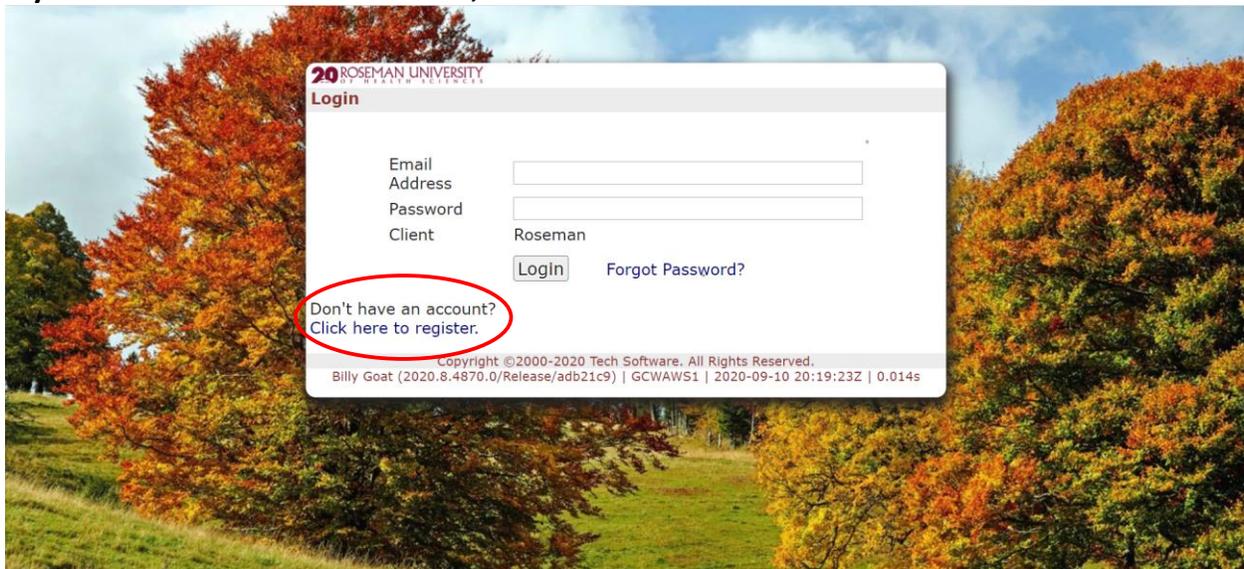
After clicking the button to register, you will see the picture below. Please use your Roseman email for your IRBManager account.

Complete the remaining sections, and verify all information is correct before selecting 'Register.' Once this section is done, your IRBManager profile will be created!

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Register

EMail	r@roseman.edu
Organization	
Prefix	(e.g. Mr., Mrs., Dr., Prof.)
First Name	
Last Name	
Degree	
Phone	Business ⌄

Register

How to Start an Initial Submission

To start an initial submission, click on "Start xForm" (Circled below)

From here, click on Initial Submission (Circled below)

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Start Form on User

Select xForm to start

Action	Form (Click to start)	▼	
🖶	Initial Submission		I

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Billy Goat (2020.8.4870.0/Release/adb21c9) | GCWAWS1 | 2020-09

Powered By **IRBManager**

How to Access Forms for Approved Studies

Adverse Event Reporting Form, Continuing Review/Annual Check in, Modification Request, Closure Form

The forms listed above can only be accessed through individual projects. To find them, click the button that is circled below from the project home page.
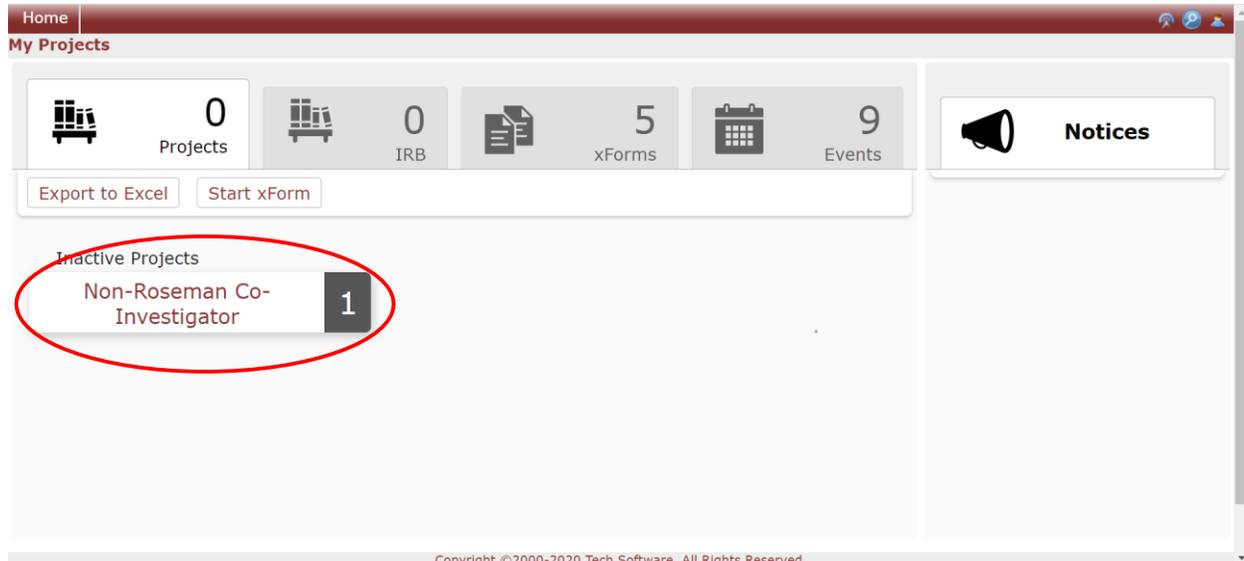
Home					
My Projects					

📚 **0** Projects	📚 **0** IRB	📄 **5** xForms	📅 **9** Events	📢 **Notices**

Export to Excel   Start xForm

Inactive Projects

Non-Roseman Co-Investigator   **1**

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Next, click on the protocol that you would like to submit the document for. (Circled below)

Then, click on the button that says, "Start xForm" (Circled below)

You can then select the form that you need. When you submit the form, it will be linked to the correct protocol automatically.

Home

Find Project (Ctrl+Q)

Actions

Done

Recent Items

Test-NR Clin

My Docs & xForms

0 Attachments

6 xForms

Forms on Project Test-NR Clin (IRB)   Help   Taylor's Settings   Sign off

Filter:

Action	Form	Identifier	Stage/Status	Started	Submitted	By
📄	Closure Form		PI Signature for Non-PI Submission	08/21/2020 at 8:15 PM		Murray, Taylor
📄	Modification Request		PI Signature for Non-PI Submission	08/21/2020 at 8:09 PM		Murray, Taylor
📄	Continuing Review/Annual Check in		PI Signature for Non-PI Submission	08/21/2020 at 7:31 PM		Murray, Taylor
📄	Adverse Event Reporting Form		PI Signature for Non-PI Submission	08/21/2020 at 7:15 PM		Murray, Taylor