

Quick Start Guide for Investigators

IRBManager
Roseman University of Health Sciences

ROSEMAN UNIVERSITY

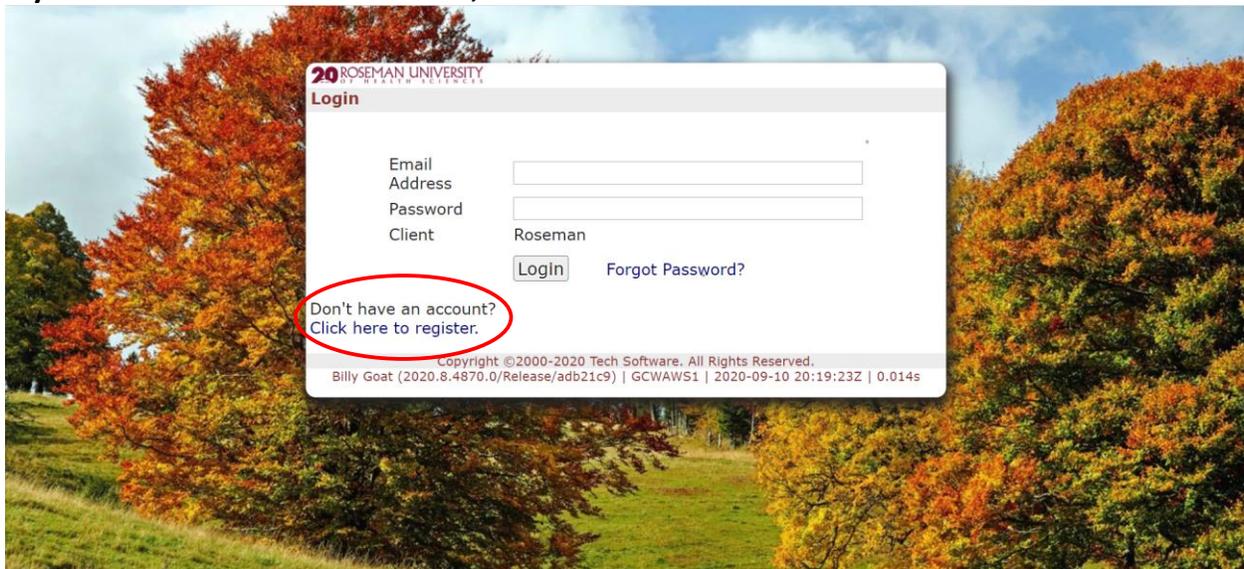
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How to Create a Profile

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.

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Register

E-Mail*	<input type="text"/>
Confirm E-Mail	<input type="text"/>
<input type="button" value="Next"/>	
* To use this registration page your email must end in one of the following: @roseman.edu, @student.roseman.edu	

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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

E Mail	r@roseman.edu
Organization	<input type="text"/>
Prefix	<input type="text"/> (e.g. Mr., Mrs., Dr., Prof.)
First Name	<input type="text"/>
Last Name	<input type="text"/>
Degree	<input type="text"/>
Phone	Business <input type="text"/>
<input type="button" value="Register"/>	

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How to Start an Initial Submission

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

The screenshot shows the IRBManager dashboard. At the top, there is a navigation bar with 'Home' and user icons. Below it is the 'My Projects' section, which contains several summary cards: 'Projects' (0), 'IRB' (0), 'xForms' (5), and 'Events' (9). A 'Notices' section with a megaphone icon is on the right. Below the summary cards, there is a row of buttons: 'Export to Excel' and 'Start xForm'. The 'Start xForm' button is circled in red. Below this row is the 'Inactive Projects' section, which shows 'Non-Roseman Co-Investigator' with a count of 1. At the bottom of the dashboard, there is a copyright notice: 'Copyright ©2000-2020 Tech Software. All Rights Reserved.'

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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

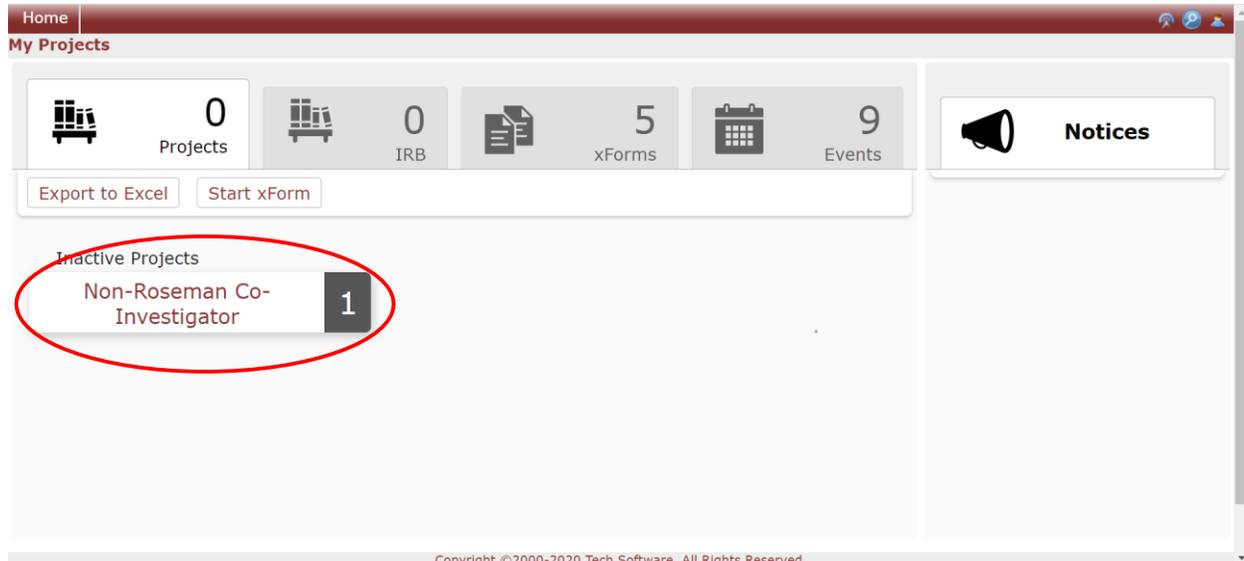
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Powered By  IRBManager

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

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)

The screenshot shows the IRB Manager interface. The left sidebar contains navigation options: Actions (Export, Show Sponsor Ids, Done), Recent Items (Test-NR Clin), and My Docs & xForms (0 Attachments, 6 xForms). The main content area is titled 'My Studies' and displays a table of projects. The table has columns for Project, Site, Title, Expires, PI, and Status. The first row is 'Test-NR Clin' at 'Non-Roseman Clinic' with title 'Test Study Changed Twice', expires '12/23/2020', PI 'Takahashi, Colleen BS', and status 'Closed'. This row is circled in red. The footer contains copyright information for Tech Software and IRBManager.

Project	Site	Title	Expires	PI	Status
Test-NR Clin	Non-Roseman Clinic	Test Study Changed Twice	12/23/2020	Takahashi, Colleen BS	Closed

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

The screenshot shows the 'Project Test-NR Clin (IRB)' details page. The left sidebar has 'Start xForm' circled in red. The main content area is divided into 'Project' and 'Project-Site' sections. The 'Project' section includes details like Project: Test, Committee: IRB, Category: Standard Educational Practices, Title: Test Study Changed Twice, Sponsor(s): Industry Sponsor (Primary), and Year: 2016. The 'Project-Site' section includes Site(s): NR Clin - Non-Roseman Clinic and others, PI: Takahashi, Colleen BS, Status: Closed, Approval: December 24, 2019 for 12 months, Expiration: December 23, 2020, Exclusion Criteria: Children under 19, Inclusion Criteria: Adults 19+, and Risk Level: Minimal Risk or Less.

Project	
Project:	Test
Committee:	IRB
Category:	Standard Educational Practices
Agent Types:	Standard Educational Practices
Title:	Test Study Changed Twice
Classification of Sponsor:	
Comments:	
Sponsor(s):	Industry Sponsor (Primary)
Sponsor Id:	
Grants:	
CRO:	
Year:	2016

Project-Site	
Site(s):	NR Clin - Non-Roseman Clinic and others
Status:	Closed
Approval:	December 24, 2019 for 12 months
Initial Approval:	December 24, 2019
Exclusion Criteria:	Children under 19
Number of Approved Subjects/Charts:	20
Risk Level:	Minimal Risk or Less
Comments:	
PI:	Takahashi, Colleen BS
Additional:	N
Expiration:	December 23, 2020
Other Expirations:	
Inclusion Criteria:	Adults 19+
Renewal Type:	

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

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Home
Find Project (Ctrl+Q)

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

Done

Recent Items

Test-NR Clin

My Docs & xForms

0 Attachments

6 xForms

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

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