

NEW FEATURES TO IRBMANAGER

- IRBManager will automatically update CITI training expirations after a refresher course is completed for expiring training. If you do not see the CITI training update in IRBManager, it could be because your CITI account's primary email address is not your Roseman email address. The IRB office can fix this, just email us (irb@roseman.edu).
- See below for what the screen will look like for you. The links (in red) on your dashboard in IRBManager will take you directly to the supplemental information. Now, additional resources for a successful submission are just a click away!



Notices

Welcome to IRBManager!

If you have any questions, [click here](#) to access the IRB web page and [click here](#) to access the IRB FAQ web page.

If you have any additional questions, please [click here](#) to email the IRB Office.

Links to IRB Templates & Documents

- [Adult Informed Consent Template](#)
- [Child Assent Template](#)
- [Parent Permission Template](#)
- [Consent Cover Letter Template](#)
- [Recruitment Document Template](#)
- [Recruitment Script Template](#)
- [Roseman University IRB Policy Manual](#)

DO AND DON'T

PLEASE DO...

Based on successful submissions

- Submit a modification of your initial submission if you over-enroll subjects. If you don't submit a modification, it may be considered falling out of compliance
- Check grammar on all aspects of the submission: the application AND any documents that will be used as part of the research
- Ask peers to review your application/protocol before submission
- Define jargon that is specific to your area of expertise and/or field of study
- Minimize a Breach of Confidentiality by safeguarding the data from unauthorized access. Some ways to do this include:
 - Using as few direct identifiers as practical
 - Remove all direct identifiers from your dataset ASAP
 - Substitute codes for identifiers (Example, 0 = N1 student, 1 = N2 student, etc.)
 - Maintain the code key separately from the dataset files (separate locations)
 - Use accepted methods to protect against indirect identification (such as, aggregate reporting or misleading identifiers)
 - Use and protect computer passwords
 - Access and store data on computers WITHOUT an internet connection
 - Minimize procedures involving the transfer of direct identifiers between members of the research team
 - Obtain a Certificate of Confidentiality
 - Encrypt transmitted and stored data

PLEASE DON'T...

Based on submissions that were not successful the first time

- Describe how data is obtained as part of your position within a Unit. For example, if you are the Dean and are administering a survey as part of your job duties, that survey administration is outside of the IRB's purview. Your submission should focus on what research methods will take place under the IRB's purview (what takes place after IRB approval). In this example, the IRB is concerned with how you will use the existing data for the research project.