IRB Manager Cheat Sheet for IACUC Committee Members

1. You will receive an e-mail notification with a link (within the e-mail) to the project that you have been asked to review. This will include Open Comment Period Reviews, DMR, and FCR.

    Please follow the directives in the e-mail (**and use the link to complete your review**). This is the easiest way to complete a review.

    If you cannot find this e-mail/link at a later time, and need to return to IRBManager to complete a review, follow the steps outlined below.

2. To sign in to IRBManager go to the [Office of Research Compliance Web Page:](#)

3. From the menu on the right hand side of the page, click on "IRBManager Login".

    a. If you are already logged in to cmich (Ex: email) you will be taken directly into the IRBManager system.

    b. If you are not already logged in, you will be redirected to a CMU login page. Enter your cmich user name (full email address) and password and you will be directed to IRB Manager

    c. If you are logging in using a non-cmich email/account **(do not recommend this)**, click on the link on the lower left hand side of the log-in prompt page and enter username and password.

4. Once signed in, click on Home (top of the page, next to the CMU logo). On the left under "Action", click "View Dashboard". This will give you a snapshot of all things you are associated with in IRBManager (according to different categories).

5. If you have a review that is pending, (have not done anything with the review). It will be listed at the very top of your page and will state, "<u>You have XXX reviews pending</u>" (depending on how many reviews you have pending).

6. Click on the hyperlink under the title "Type" relating to the project that you have to complete the review for (found all the way to the left). Follow the prompts to complete the review, and submit it to the system.

7. To return to a review <u>already in progress and/or to finish a review</u>:

    a. Under "Events" in your dashboard preview (middle of the page) select "Only show events where I am: **REVIEWER.** You will have to select this option from the dropdown list that is provided.

SIDE NOTE: You may not see a section title EVENTS listed in your dashboard if you have no <u>OPEN EVENTS</u> that require your attention (this could include more than just reviews).

If this is the case, this means that you do not have any reviews that you need to complete at this time, so you are good to go!

8. If #7 applies, then you will select the reviewer event (could be different and several could be listed all at once = (Ex: IACUC Amendment Review). Each reviewer event will give you a list (after you click on it) of all reviews that you need to go back to and finish (you could have more than one IACUC Amendment Review request at one time, just as an example). Again, you may not see an EVENTS section because of what was described above.

    HINT: Selecting the option "only show events where I am the "**REVIEWER**" will help you tremendously. This will show you exactly which reviews you need to finish and for what. Follow the prompts to complete the review, and submit it to the system.

<u>Note: All other events and projects listed in this section will be those you are associated with as a researcher (e.g. PI, co-I) when **"REVIEWER"** is not selected.</u>

9. Additional Helpful Hints When Completing and Submitting Reviewer Worksheets:

    a. Click on the reviewer worksheet to begin. This should be linked within the review type that you have been assigned.

    b. Select the application link in the table (same location, separate link) to open the application in a new tab (right click and make that selection). This will allow you to look at the application and the reviewer worksheet at the same time.

    c. Attachments within the application will also be accessible in this way.

    d. When you reach the end of the worksheet for the first time select "check and submit form", the system will check for any missing answers.

    e. Missing answers will appear as red hyperlinks at the top of the page that will take you to the section with missing information. Fill in the appropriate information.

    f. Once the form is complete, you will have the option to "save for later", "print", or "submit". Clicking "submit sends the competed form back to the Office of Research Compliance for processing.

    g. Any subsequent rounds of review will be repeated as described above.

10. Locating historical documents related to a project under review:

    a. From the "reviewer actions" menu on the left of the screen select "Search Projects". Enter the PI or protocol number for the project you are reviewing.

.If you have any questions or comments or would like a personal tutorial to learn the new system, please contact Deb Geasler (x6401) or Tracee Wilson (x1154)