



IRBManager Instructions for Researcher/Staff

Logging into IRBManager

1. Go to this website: <https://baltimorecityschools.my.irbmanager.com>
2. Enter the **User Name and Password** that you were provided (*you will be given the option to change your password*).
3. Select <Login> to continue.

If you do not have an existing user name, please click on the 'Click here to register' link located on the bottom left corner of the Login screen.

If you are registered in IRBManager but have forgotten your password, use the 'Forgot Password?' link located next to the 'Login' button to have a temporary password emailed to you.

BALTIMORE CITY PUBLIC SCHOOLS

Login

User Name *

Password *

Client

Remember Client

Don't have an account?
Click here to register.

Copyright ©2000-2018 Tech Software. All Rights Reserved.
Steampunk (2017.11.278.0/Release/8900bc34e79f8d8d64aca0db505dSab23fb9137)
TP-WEB01 at 2018-06-06 20:45:37Z
Page generated in 0.007 seconds.

Upon logging in, your homepage will appear as below:

IRBManager Home Find Study (Ctrl+Q)

My IRBManager Take a tour... Help Johnathan's Settings Sign off

Actions

- Click here to start a new IRB submission
- Submit a new data request
- Start xForm
- Show Funder's Study Id

Recent Items

- 00023-BPoly

Messages

Welcome to IRBManager at **BaltimoreCitySchools**

My Documents & Forms

- 0 User Attachments
- 7 xForms

Studies (1 Active)

- You are associated with **1 active** Studies and **1 total** Studies.
- You are the PI for **1 active** and **1 total** Studies.
- There are **1 studies** expiring in the next 90 days.
- The next study to expire is **00023-BPoly**.

xForms (2 Active)

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

Events (5 Open)

Only show events where I am:

- You have **1 Amendments** events.
- You have **1 Continue Review** events.
- You have **1 New IRB Submission** events.
- You have **1 Reportable Event** events.
- You have **1 Study Closure** events.
- You have **5 Total Open** events

My Studies (1 Active)

Study	Site	PI	Title	Expires	Status
00023-BPoly	Baltimore Polytechnic	Investigator, Johnathan EdD, PhD	A long standing study to observe the effects of common core on the stress levels of teachers.	12/28/2016	Open and Active

Notices

Welcome to IRBManager at Baltimore City Schools

The next meeting of the City Schools Institutional Review Board will be on October 27, 2016. The deadline for submissions is on October 1, 2016.

For additional questions please contact the IRB at:

oaaresearch@bcps.k12.md.us

To Change Your Password and other Settings

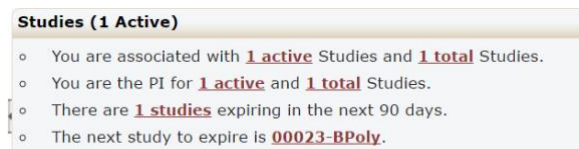
After logging in select <settings> at the top right hand side of the page; you will then have the option to change your password, contact information, update your profile, etc.



Your IRBManager Homepage is broken down into four main sections:

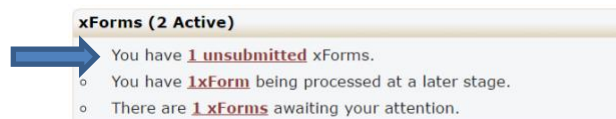
Studies - Summary of your studies (Studies that are not complete or have not been submitted will NOT appear in "Active")

Under "Studies" you will see the number of active and the total studies you are associated with. By clicking on either **#active** or **#total** will show a list of your studies you are associated with. This section lists the specific roles you have for each study (PI, Sub-I, Coordinator; etc.). This section also provides you with the next study to expire and all of the studies expiring in the next 90 days.



xForms - Summary of your xForms

Forms you are currently working on will be listed under **# unsubmitted xforms**. You can work on multiple forms at the same time, and save them for completing at a later time. If you click on this link, you will find a list of the forms you are working on but have not yet been submitted.



Once a form is submitted, it will be listed under **# xForms being processed**. You will be able to check on the status of a form after you have submitted it by clicking on this link. The current stage the form is in will be listed under the Stage column. For example, **"Under Review"** means that the form is under review by the IRB.

xForms (2 Active)

- You have [1 unsubmitted](#) xForms.
- You have [1 xForm](#) being processed at a later stage.
- There are [1 xForms](#) awaiting your attention.

Forms that require your sign off will be listed under **# xForms awaiting your attention**. After you click on the link, it will bring up a list of forms. If you click on the box on the upper right corner next to "Show forms requiring approvals ONLY", the list will be sorted and display only the forms you need to sign off on.

xForms (2 Active)

- You have [1 unsubmitted](#) xForms.
- You have [1 xForm](#) being processed at a later stage.
- There are [1 xForms](#) awaiting your attention.

Events

Once a form has been submitted and accepted into IRBManager, an event is created. To see what events are open (i.e.; Modifications, New Study Submissions, etc.) look under the events section and you will be able to check the status of that event.

Events (5 Open)

Only show events where I am:

- You have [1 Amendments](#) events.
- You have [1 Continue Review](#) events.
- You have [1 New IRB Submission](#) events.
- You have [1 Reportable Event](#) events.
- You have [1 Study Closure](#) events.

You have [5 Total Open](#) events

My Studies - Listing of your studies

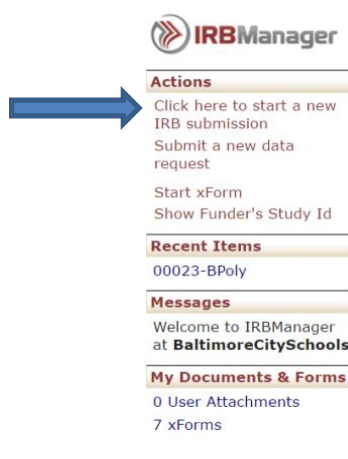
You can filter your list of studies on the particular item you choose to filter (i.e.; PI Name, Expiration Date, etc.). When the filter feature is turned on, a yellow dashed box surrounds the data. To remove the filter, click again on your original filter item.

My Studies (1 Active)					
Study	Site	PI	Title	Expires	Status
00023-BPoly	Baltimore Polytechnic	Investigator, Johnathan EdD, PhD	A long standing study to observe the effects of common core on the stress levels of teachers.	12/28/2016	Open and Active

TO SUBMIT FORMS TO THE IRB – SELECT FORM THE FOLLOWING OPTIONS

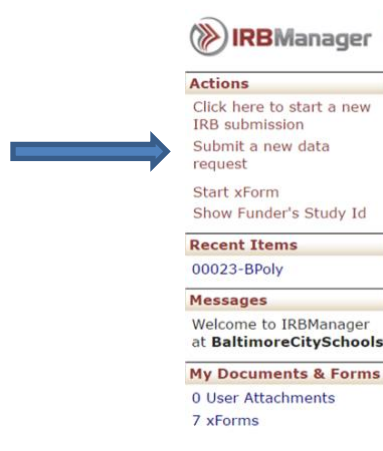
1. **Creating a New IRB Submission**

If you want to create a new study submission form, click on **<Click here to start a new IRB submission>**



2. **Submitting a new data request**

If you want to submit a new data request, click on **<Submit a new data request>**



3. **Creating forms for Active Studies**

To submit a request on an active study, click on **# active** Studies,




Studies (1 Active)

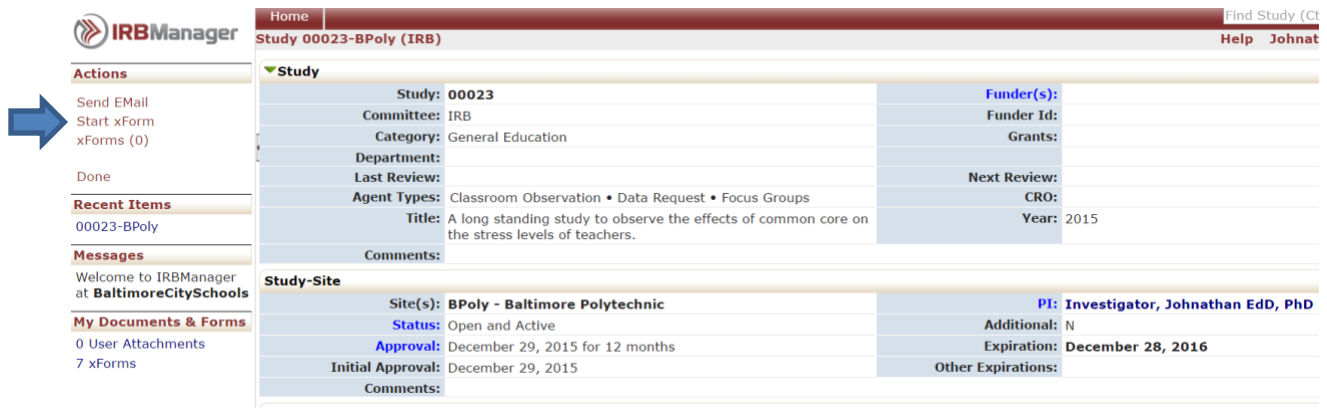
- o You are associated with **1 active** Studies and **1 total** Studies.
- o You are the PI for **1 active** and **1 total** Studies.
- o There are **1 studies** expiring in the next 90 days.
- o The next study to expire is **00023-BPoly**.

then click on **Study #** under the "**Study #**" column.

Study	Site	Title	Expires	PI	Status
00023-BPoly	Baltimore Polytechnic	A long standing study to observe the effects of common core on the stress levels of teachers.	12/28/2016	Investigator, Johnathan EdD, PhD	Open and Active



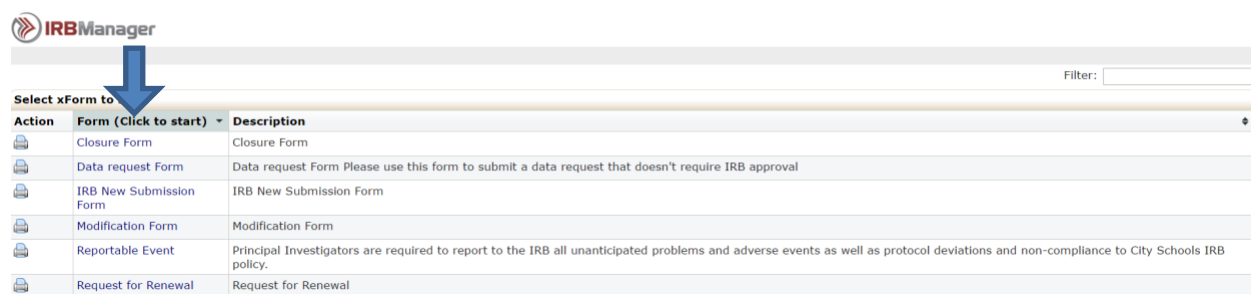
Once in the study, click on **<Start xForm>** on the left side of your screen under "Actions."



The screenshot shows the IRBManager interface for Study 00023-BPoly (IRB). On the left sidebar, under the 'Actions' section, the 'Start xForm' button is highlighted with a blue arrow. The main content area displays study details, including the title 'A long standing study to observe the effects of common core on the stress levels of teachers', the PI 'Investigator, Johnathan EdD, PhD', and the expiration date 'December 28, 2016'.

Select the event **form** by clicking on the form's title.

Note: The screen below represents **SOME** of the available forms. (screenshot is for example only).



The screenshot shows the 'Select xForm to' section of the IRBManager interface. A blue arrow points to the 'Form (Click to start)' column header. Below is a table listing various forms available for selection.

Action	Form (Click to start)	Description
	Closure Form	Closure Form
	Data request Form	Data request Form Please use this form to submit a data request that doesn't require IRB approval
	IRB New Submission Form	IRB New Submission Form
	Modification Form	Modification Form
	Reportable Event	Principal Investigators are required to report to the IRB all unanticipated problems and adverse events as well as protocol deviations and non-compliance to City Schools IRB policy.
	Request for Renewal	Request for Renewal

PLEASE NOTE: To complete one of the above forms, you must be in the specific study for which you want to complete the form. The only exception is the IRB New Submission Form.

Studies about to Expire

This section will list the next study to expire as well as all studies that will be expiring in the next 90 days. You will continue to receive reminder emails until a continuing review report is signed off and submitted.

The screenshot shows a section titled "Studies (1 Active)" with a list of bullet points. An orange callout box labeled "Expiring in 90" points to the third bullet point. A blue callout box labeled "Next to expire" points to the fourth bullet point.

Studies (1 Active)

- You are associated with **1 active** Studies and **1 total** Studies.
- You are the PI for **1 active** and **1 total** Studies.
- There are **1 studies** expiring in the next 90 days.
- The next study to expire is **00023-BPoly**.

If you have any questions about IRBManager please contact:
ooaresearch@bcps.k12.md.us