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.

Upon logging in, your homepage will appear as below:
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.
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.

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.

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

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

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).

**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.

If you have any questions about IRBManager please contact:
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