


Mentor Approval for Mentor Approved Application

Once a student has submitted a Mentor Approved application you will receive an email from the ULV IRB containing the link to submit your approval. You will need your IRBManager password available to make your approval.

1. Open the email from the ULV IRB, which will look similar to the one below. The subject line will state “Mentor Approval Form Requesting Approval from Mentor.” Click on the **Mentor Approved Human Subjects Research Application** link at the bottom of the email.

Mentor Approval Form Requesting Approval from Mentor

 irb
Sunday, August 21, 2016 at 1:51 PM
To: Kanya Godde

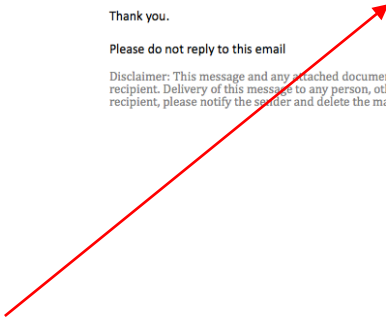
The University of La Verne (ULV) Institutional Review Board (IRB) has received a proposed Mentor Approval form from a ULV student, tester, second, titled My Senior Thesis in Senior Thesis A Anth 499A. The student named you as their ULV Advisor or Mentor. Your signature as a ULV Advisor/Mentor is required to complete the submission of this Mentor Approval form.

To view and sign off, please follow this link: [Mentor Approved Human Subjects Research Application](#)

Thank you.

Please do not reply to this email

Disclaimer: This message and any attached documents contain information which may be confidential, privileged, or exempt from disclosure under applicable law. These materials are intended only for the use of the intended recipient. Delivery of this message to any person, other than the intended recipient, shall not compromise or waive such confidentiality, privilege or exemption from disclosure as to this communication. If you are not the intended recipient, please notify the sender and delete the material from any computer. Any dissemination or reproduction of this message or attachments is strictly prohibited.



2. The following screen will appear. This is the student's application.

UNIVERSITY OF LA VERNE

Collaborators Application

Next

View xForm - Mentor Approved Human Subjects Research Application

The Mentor Approved Human Subjects Research Application is for research involving human subjects that does not need to be approved by the Institutional Review Board based on specific qualifications/requirements. Hide Help Text

Mentor Approved Application Data Entry
- Submitted 8/21/2016 4:23:31 PM ET by Chrisco, Kanya Godde Ph.D.

Application

Instructions for completing the Mentor Approved Human Subject Research Application. Please select from the options below and complete the appropriate form. [Add Note](#)

If the student(s) are:

- 1) Completing the ULV IRB forms (application, human subjects training, etc.) in the classroom as a course assignment, then the instructor and the student do not need to submit anything to the ULV IRB. **DO NOT COMPLETE THIS FORM** (paper copies that can used in the classroom are available on the [ULV IRB website](#)).
- 2) Completing a class/course project involving human subjects research *only* intended for the classroom (e.g. will not be presented at a conference or published), then submit this form with your *proof* of completion of human subject's protections (NIH or CITI training certificate) training, along with mentor approval.
- 3) Completing a master's thesis/doctoral dissertation that *does not involve human subjects*, then submit this form with your proof of completion of human subject's protections (NIH or CITI training certificate) training, along with mentor/advisor or dissertation chair approval.
- 4) Completing a master's thesis/doctoral dissertation that *does involve human subjects*, then student will need to submit a new Initial ULV IRB application to the ULV IRB with proof of completion of human subject's protections (NIH or CITI training certificate) training, along with mentor/advisor or dissertation chair approval. Please exit out of this form and select the Initial ULV IRB application form from the prior menu.
- 5) Completing an undergraduate senior thesis/research project that involves human subjects that is **NO to LOW risk** and is *only intended for the classroom (e.g. will not be presented at a conference or published)*, then submit this form with your

3. Review the contents, scroll to the bottom and click **Next**.

UNIVERSITY OF LA VERNE

Collaborators Application

Next

View xForm - Mentor Approved Human Subjects Research Application

What is the minimum age of proposed participants? [Add Note](#) [View Audit](#)
18

Do you plan to publish or present this research off campus (conference, journal article, etc.)? [Add Note](#) [View Audit](#)
No *If you plan to publish or present off campus you will need to submit a NEW ULV IRB application for review instead of this application.*

Are you planning on using an informed consent? If yes, make sure to include that as an attachment with your application. [Add Note](#) [View Audit](#)
Yes

Include your proposed informed consent with your submission. [Add Note](#) [View Audit](#)
Consent Informed Consent Form - Participant

Close Next View Questions with Notes PDF PDF with attachments

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (S1/Release/57c770c543749264f5e5b65c81bf034493d)
PRODWEB4 at 2016-08-21 20:25:08Z
Page generated in 0.131 seconds.
Powered By IRBManager

4. Select **Yes** or **No**, depending on whether you approve of what the student input into IRBManager. Then, click **Next**.

UNIVERSITY OF LA VERNE

Collaborators Mentor Review Questions Page 1 of 1 Next

Mentor Approved Human Subjects Research Application -- Mentor Review Questions

As the Advisor/Mentor do you approve of this submission to the IRB Committee? (Required) Add Note

Yes No

Previous Next Save View Questions with Notes PDF

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (S1/Release/57c770dcf4374926f4fce5b65c81bf034493d)
PRODWEB4 at 2016-08-21 20:27:27Z
Page generated in 0.057 seconds.
Powered By IRBManager

5. If you click **Yes**, the following screen will appear. Enter in your password and click **Next**.

UNIVERSITY OF LA VERNE

Collaborators Mentor Review Questions Page 1 of 1 Next

Mentor Approved Human Subjects Research Application -- Mentor Review Questions

As the Advisor/Mentor do you approve of this submission to the IRB Committee? (Required) Add Note View Audit

Yes

By entering my password (required for submission), I certify that the student has sufficient knowledge to conduct the study in keeping with the protection of human participants and that I will be acting on behalf of the University of La Verne (ULV) Institutional Review Board (IRB) to protect human subjects, abiding by all institutional policies and procedures. Further, I agree to: (1) monitor study progress; (2) supervise the researcher in solving problems in the research as they arise; (3) identify an alternate advisor/mentor or sponsor in the event that I (as Advisor/Mentor) am unavailable (on leave or sabbatical) and advise the IRB in writing of such arrangements. Add Note

(Required)

To sign, enter password for kgodde@laverne.edu

Previous Next Save for Later View Questions with Notes PDF

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (S1/Release/57c770dcf4374926f4fce5b65c81bf034493d)
PRODWEB4 at 2016-08-21 20:27:27Z
Page generated in 0.083 seconds.
Powered By IRBManager

If you clicked **No**, the following screen will appear. Enter in your reason why you are returning the application to your student. Then click **Next**. You will have the opportunity to put in your password on the following screen just like if you clicked **Yes** above.

Collaborators Mentor Review Questions Page 1 of 1 Next

UNIVERSITY OF LA VERNE

Mentor Approved Human Subjects Research Application -- Mentor Review Questions

As the Advisor/Mentor do you approve of this submission to the IRB Committee? (Required) Add Note View Audit

No

Requiring additional information/clarification for ULV IRB application questions. Add Note

On the previous page please add notes on the questions (see add note option) that require additional information/clarification.

Please provide a summary of additional information/clarifications needed for ULV IRB application. (Required) Add Note View Audit

Previous Next Save for Later View Questions with Notes PDF

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (S1/Release/57c770c943749264fcd5e5b65c81bf034493d)
PRODWEB4 at 2016-08-22 00:56:23Z
Page generated in 0.075 seconds.
Powered By IRBManager

6. The following screen will appear. Click **Submit**.

IRBManager

You've completed the form. You can now either save the form for later revision, or submit it.

Save for Later Print Submit

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (S1/Release/57c770c943749264fcd5e5b65c81bf034493d)
PRODWEB4 at 2016-08-21 20:31:02Z
Page generated in 0.035 seconds.
Powered By IRBManager

7. The following confirmation will appear indicating the approval has been submitted. If you did not get this screen, you did not approve the study.



Sunday Aug 21 04:31 PM

Form Submitted
Your form has been submitted. You may close this window.

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (51/Release/57c770c64374926f4c5e5b65c81bf034493d)
PRGOWEB4 at 2016-08-21 20:31:11Z
Page generated in 0.003 seconds.
Powered By IRBManager

You will receive another email with a link to click if you sent revisions back to your student or the ULV IRB has requested revisions (including that the student needs to complete an Initial ULV IRB application for IRB review). If you and the student do not address the revisions, their study is not approved and they may not start their research. Watch your emails carefully to ascertain if the application needs further revisions.

For students conducting research not on human subjects, a determination letter will be issued by the IRB Chair for inclusion in the appendix of their Master's thesis/dissertation.