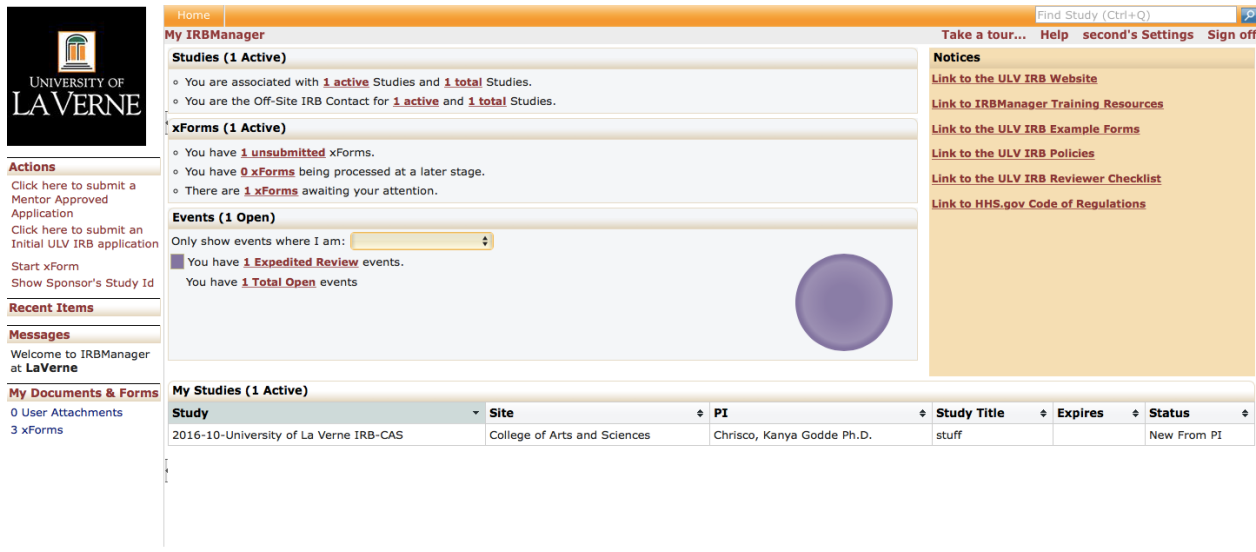


Starting a New IRB Application – Faculty/Administration/Staff

A copy of the application can be found linked to the IRBManager page on the ULV IRB website for review prior to inputting. We recommend you peruse it in order to be prepared to complete your application.

Students: Do not start this form until you have determined which application form is correct for your project by using the [I Am a Student, Which Form Should I Use?](#)

1. Login to IRBManager.
2. Your **Dashboard** will appear. If you have co-PIs or other individuals on your research team, they must all have a profile in IRBManager. Refer to the **Add a New Contact** instructions for adding new external individuals to IRBManager. Each person will need to upload their Human Subjects Training Certificate.
3. Under the **xForms** menu in the **Actions** header, click on **Click here to submit an Initial ULV IRB Application**. Alternatively, you can click on **Start xForm** and then click on **Initial ULV IRB Application**.



The screenshot displays the IRBManager dashboard. On the left, the University of La Verne logo is visible. The main content area is divided into several sections: **My IRBManager** with a search bar, **Studies (1 Active)** showing 1 active and 1 total study, **xForms (1 Active)** showing 1 unsubmitted and 0 being processed, and **Events (1 Open)** showing 1 expedited review event. A red arrow points to the 'Click here to submit an Initial ULV IRB application' link in the **Actions** section. The **My Studies (1 Active)** table is shown below.

Study	Site	PI	Study Title	Expires	Status
2016-10-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	stuff		New From PI

4. A new tab in your web browser will pop up. This is the application.

Collaborators Application Header and Instructions Page 1 of 8 Next

UNIVERSITY OF LAVERNE

Initial ULV IRB Application -- Application Header and Instructions

Choose the most appropriate option for this submission. (Required) Add Note

This is a new proposal for a new study
 This is an amendment (modification) to an already ULV IRB approved existing study
 This is an extension (continuing review) to an already ULV IRB approved existing study
 This is an undergraduate class project/assignment

Submitter Add Note View Audit

tester, second
Email: irb@laverne.edu Business: 909-448-4564

Title of proposed research study: (Required) Add Note

Principal Investigator (PI) email address: (Required) Add Note

Please enter the email address of the principal investigator. If you are the principal investigator please enter your email address.

Principal Investigator (PI) Position:

Professor
 Administrator/Staff
 Doctoral Student
 Masters Student
 Undergraduate

Enter the appropriate position for the principal investigator.

5. Complete the form using the drop down boxes, radio buttons, check boxes, and text boxes. Click **Next** to proceed to the next page of the form. At the bottom of the page, you may also click **Save for Later** to save your application and return to it via the **Dashboard**, or **PDF** to save a copy of your completed form for download.

Collaborators Application Header and Instructions Page 1 of 8 Next

UNIVERSITY OF LAVERNE

Initial ULV IRB Application -- Application Header and Instructions

What is your affiliation with ULV for the proposed research? (Required) Add Note

Have you reviewed the ULV IRB policies and procedures located on the on the ULV IRB website? (Required) Add Note

If you have not reviewed the website, please make sure to review it (www.laverne.edu/irb) prior to submission of your application.

Do you have additional proposed research personnel associated with this study? (Required) Add Note

Additional proposed research personnel may include; advisor, students, mentor, other investigators, research coordinators, etc...

Next Save for Later PDF

Copyright ©2000-2016 BEC All Rights Reserved.
Transformers on PRODWEB1 at 2016-07-25 20:50:00Z
Page generated in 0.165 seconds.
Powered By IRBManager

- At the top of the screen there is a drop down menu (called the **Header**) that will allow you to proceed to specific pages. Your work will be saved in the current page if you choose to move within the application to a page by not clicking **Next**. Instructions for the questions can be found on the left.

Tip: if you want to leave a page incomplete to work through later, don't click **Next** as it will give you an error that portions of the page are incomplete. Instead, use the header to select the next page on which you want to work.

The screenshot shows the IRBManager interface. At the top left is the University of La Verne logo. A navigation bar contains 'Collaborators', 'Application Header and Instructions' (with a dropdown menu), 'Page 1 of 8', and a 'Next' button. The dropdown menu lists: Application Header and Instructions, Study Details, Recruitment, Proposed Protocol, Inducements, Proposed Risk, Standard Review Supplemental Questions, Informed Consent, and Check & Submit Form. Below this is the 'Initial ULV IRB Application -- Application Header and Instructions' section. The 'Principal Investigator (PI): (Required)' section includes an email address field and a position selection list (Professor, Administrator/Staff, Doctoral Student, Masters Student, Undergraduate, Other). The 'Principal Human Subjects Training Expiration Date' section shows a contact field and an expiration date of 07/25/2016. The 'Attach your human subjects training certification' section is partially visible.

- IRBManager is smart, so as you answer questions the application will update with questions specific to your study and eliminate many of those that are not. Once you have completed the entire application you will be brought to a final screen where you can click **Submit** to move the application to review.

The screenshot shows the final screen of the IRBManager application. At the top left is the IRBManager logo. A message box states: 'You've completed the form. You can now either save the form for later revision, or submit it.' Below this are three buttons: 'Save for Later', 'Print', and 'Submit'. The footer contains copyright information: 'Copyright ©2000-2016 BEC All Rights Reserved. Blue Oyster (24/Release/402301f5d29d6170ce6144ec1050662233f5a789) PROCVES84 at 2016-08-08 04:21:35Z Page generated in 0.088 seconds. Powered By IRBManager'.


8. A confirmation page will appear.



Monday Aug 08 12:21 AM

Form Submitted

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

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (24/Release/40230159d29d6179c6e51443c1f5b662233f5a789)
PRODWEB4 at 2016-08-08 04:21:45Z
Page generated in 0.024 seconds.
Powered By  IRBManager

9. To check the status of your application, refer to the ***Check the Status of My Application*** instructions.