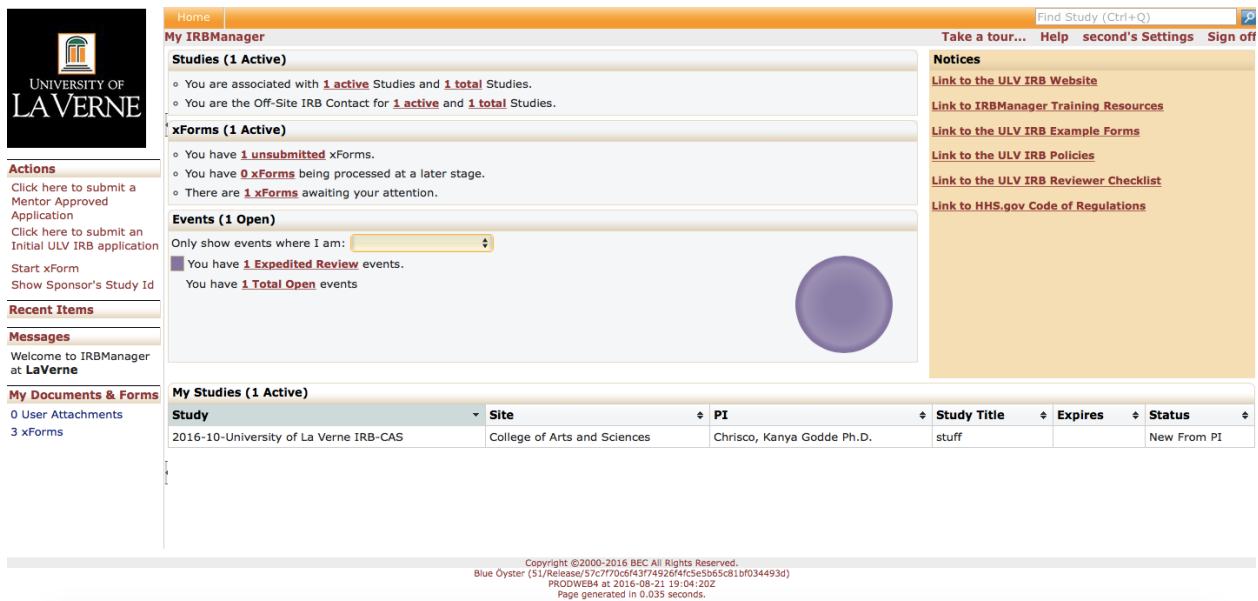


## Starting the Mentor Approved Human Subjects Research Application

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. Your mentor must have a profile in IRBManager to approve or return your research. If needed, 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 a Mentor Approved Application**. Alternatively, you can click on **Start xForm** and then click on **Mentor Approved Application**.



The screenshot displays the IRBManager dashboard for the University of La Verne. A red arrow points to the 'Actions' menu in the left sidebar, which includes options like 'Click here to submit a Mentor Approved Application' and 'Start xForm'. The main content area shows 'My IRBManager' with sections for 'Studies (1 Active)', 'xForms (1 Active)', and 'Events (1 Open)'. The 'My Studies (1 Active)' section contains a table with the following data:

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

At the bottom of the page, there is a footer with copyright information: 'Copyright ©2000-2016 BEC All Rights Reserved. Blue Oyster (51/Released/57c7f770c8437749264fcd5985c81bf034493d) PRODWEB4 at 2016-08-21 19:04:20Z. Page generated in 0.035 seconds.'

- A new tab in your web browser will pop up. This is the application. A reminder of the ***Am a Student, Which Form Should I Use?*** decision tree is at the top. If you have not determined which form to use, do so at this time.

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Mentor Approved Human Subjects Research Application -- 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 proof of completion of human subject's protections (NIH or CITI training certificate) training, and along with mentor approval (same as #2).
- 6) Completing an undergraduate senior thesis/research project that involves human subjects and the student plans to *present at a conference, has plans to publish, and/or the study involves more than MINIMAL risk* (interventions, research involving vulnerable populations, etc...), then the student will need to submit a new Initial ULV IRB application 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.

- If you have select the Mentor Approved Application, complete the form and click **Next** to proceed. 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.

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Mentor Approved Human Subjects Research Application -- Application

Observation  
 Interview  
 Survey  
 Intervention (you plan to intervene in some way)

**Do you plan to publish or present this research off campus (conference, journal article, etc.)?** [Add Note](#)  
 (Required)  
  
 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.

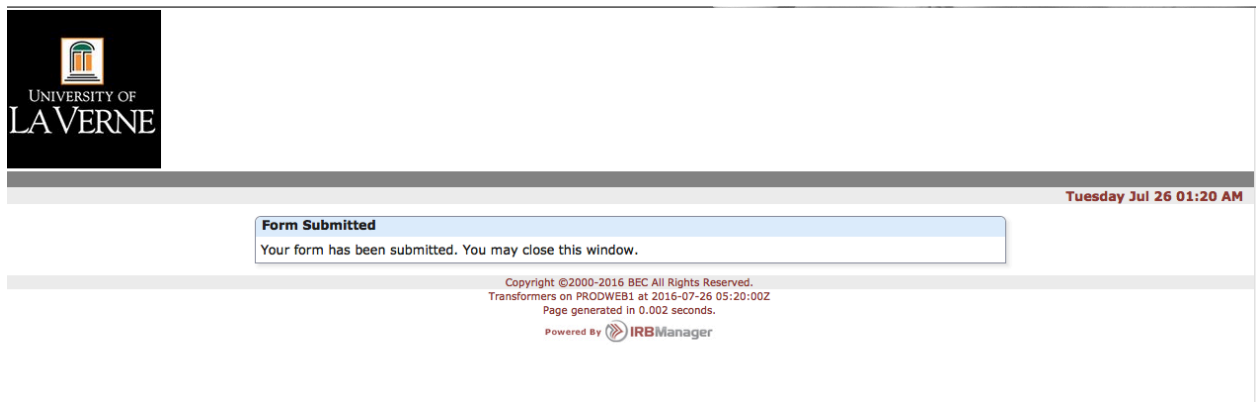
**Are you planning on using an informed consent? If yes, make sure to include that as an attachment with your application.** [Add Note](#)  
 (Required)

[Next](#) [Save for Later](#) [PDF](#)

6. 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.



7. If you click submit, the following message will appear indicating your application has been received and will be reviewed by your mentor.



8. You will receive an email with a link to click if you need revisions as requested by your mentor or by the ULV IRB (including that you need to complete an Initial ULV IRB application for IRB review). If you do not address their revisions, your study is not approved and you may not start your research. Watch your emails carefully to ascertain if your 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 your Master's thesis/dissertation.