

Add New Contact

Attention students: Your mentor/advisor/chair must have logged in one time prior to adding you to their application. You will not be filling out a contact form for your mentor/advisor/chair. Instead, if you cannot find your contact in the system, you will need to ask your mentor/advisor/chair to log in for the first time.

If an external researcher is not in the IRBManager database, you can add a contact by following the steps below.

1. If you are not logged into IRBManager, do so.
2. From the dashboard, click **Start xForm**

The screenshot shows the IRBManager dashboard for the University of La Verne. The dashboard is divided into several sections:

- My IRBManager**: Contains sections for Studies (1 Active), xForms (1 Active), and Events (1 Open).
- Actions**: Includes links to submit a Mentor Approved Application, Initial ULV IRB application, Start xForm, and Show Sponsor's Study Id.
- Recent Items**: A section for recent items.
- Messages**: A message welcoming the user to IRBManager at LaVerne.
- My Documents & Forms**: Shows 0 User Attachments and 3 xForms. A blue arrow points to the '3 xForms' link.
- My Studies (1 Active)**: A table with columns for Study, Site, PI, Study Title, Expires, and Status.
- Notices**: A section with links to the ULV IRB Website, IRBManager Training Resources, ULV IRB Example Forms, ULV IRB Policies, ULV IRB Reviewer Checklist, and HHS.gov Code of Regulations.

At the bottom of the dashboard, there is a footer with copyright information: Copyright © 2000-2016 BEC All Rights Reserved. Blue Oyster (51/Release/57c7f70d643f749264f5e5065c81bf034493d) PROQWES4 at 2016-08-21 19:04:20Z. Page generated in 0.035 seconds.

3. Click on **New Contact Form**



Filter:

Select xForm to start

Action	Form (Click to start)	Description
	Initial ULV IRB Application	Please use this form for all new applications for the Institutional Review Board.
	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.
	New Contact Form	Please use this form to add a new contact to IRB Manager.

Copyright ©2000-2016 BEC All Rights Reserved.
 Blue Oyster (24/Release/402301f5629d617dce6144bctd50662233f5a789)
 PRODWES84 at: 2016-08-07 23:50:34Z
 Page generated in 0.011 seconds.
 Powered By IRBManager

4. The contact form will pop up. Complete at bare minimum the researcher's name and email address. The contact can complete the rest of the information when they are emailed via IRBManager.



Collaborators Page 1 of 1 [Next](#)

New Contact Form -- New Contact

Submitter	Add Note View Audit
tester, second	
Email: <input type="text" value="irb@laverne.edu"/>	Business: <input type="text" value="909-448-4564"/>
Please answer all relevant questions to create a new contact in IRB Manager. Add Note	
New Contact Prefix (Required)	Add Note
<input type="text"/>	
New Contact First Name (Required)	Add Note
<input type="text"/>	
New Contact Middle Initial	Add Note
<input type="text"/>	
New Contact Last Name (Required)	Add Note
<input type="text"/>	
New Contact Suffix	Add Note
<input type="text"/>	
New Contact Degree	Add Note
<input type="text"/>	

5. At the bottom of the form, click **Next** when you have input the contact's information.

New Contact Email (Required) Add Note

New contact affiliation/position with ULV? (Required) Add Note

New Contact Phone Number Add Note

After you click Next and then click Submit, the contact details will be added to IRBManager and the contact you input should receive an email containing login information. A confirmation email from IRB Manager should follow this submission. Add Note

[Next](#) [Save for Later](#) [View Questions with Notes](#) [PDF](#)

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (24/Release/402301f5d29d617dce6144ac1d5b662233f5a789)
PRODWEB4 at 2016-08-07 23:49:36Z
Page generated in 0.133 seconds.
Powered By IRBManager

6. Click **Submit** on the next screen.

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 (24/Release/402301f5d29d617dce6144ac1d5b662233f5a789)
PRODWEB4 at 2016-08-08 03:43:18Z
Page generated in 0.020 seconds.
Powered By IRBManager

7. A confirmation page will appear.

Form Submitted

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

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (24/Release/402301f5d29d617dce6144ac1d5b662233f5a789)
PRODWEB4 at 2016-08-08 03:43:32Z
Page generated in 0.003 seconds.
Powered By IRBManager

Sunday Aug 07 11:43 PM