

Submitting an Adverse Event or Unanticipated Problem Form

1. Log into IRBManager. The Dashboard will appear.
2. Click on the active study link for the application for which you want to report an event.

UNIVERSITY OF LA VERNE

Home | Find Study (Ctrl+Q) | Take a tour... | Help | second's Settings | Sign off

My IRBManager

Studies (14 Active)

- You are associated with **14 active** Studies and **14 total** Studies.
- You are the PI for **11 active** and **11 total** Studies.
- You are the Off-Site IRB Contact for **3 active** and **3 total** Studies.

xForms (22 Active)

- You have **14 unsubmitted** xForms.
- You have **8 xForms** being processed at a later stage.
- You have **2 xForms** in error.
- There are **2 xForms** awaiting your attention.

Events (25 Open)

Only show events where I am:

- You have **12 Exempt Review** events.
- You have **11 Expedited Review** events.
- You have **2 Standard (Full Board) Review** events.
- You have **25 Total Open** events.

My Documents & Forms

- 1 User Attachments
- 33 xForms

My Studies (14 Active)

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
2016-20-University of La Verne IRB-CAS	College of Arts and Sciences	Dunn, Sarah L. Ph.D.	;adilfj		New From PI
2016-42-University of La Verne IRB-CAS	College of Arts and Sciences	Chrisco, Kanya Godde Ph.D.	;lkjg;lgfjk		New From PI
2016-44-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-45-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI
2016-46-University of La Verne IRB-CAS	College of Arts and Sciences	tester, second	;lkjg;lgfjk		New From PI

- Verify the information about the study is the correct one you want to report and click **Start xForm**.

Home Find Study (Ctrl+Q)

Study 2016-10-University of La Verne IRB-CAS (IRB) Help second's Settings Sign off

Study

Study: 2016-10-University of La Verne IRB	Sponsor(s): *Not Sponsored (Primary)
Committee: University of La Verne IRB	Sponsor Id:
Category: Anthropology	Grants:
Department:	Next Review:
Last Review:	CRO:
Agent Types: Questionnaire Administered Via Email	Year:
Study Title: stuff	Expected Sample Size: 500
College:	Off-site IRB Contact Email Details:
Group Sub-Committee:	
Comments:	

Study-Site

Site(s): CAS - College of Arts and Sciences	PI: Chrisco, Kanya Godde Ph.D.
Status: New From PI	Additional: N
Approval:	Expiration:
Initial Approval:	Other Expirations:
Comments:	

Contacts (1)

Name	Role
tester, second	Off-Site IRB Contact

Events (1)

Event	Att	FE	Instance/UDF	Start	Complete	Last Mtg
Expedited Review	0			08/08/2016		

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Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)
PRODWEB4 at 2016-08-30 04:38:08Z

- Select Adverse Event or Unanticipated Problem.

University of La Verne

Filter:

Select xForm to start

Action	Form (Click to start)	Description
	Activity Reporting	A short report stating whether your study is active and if there have been any adverse events.
	Adverse Event or Unanticipated Problem	Please use this form in the case of an adverse event or unanticipated problem
	Initial La Verne IRB Application V2	Please use this form for all new initial applications for the Institutional Review Board.
	La Verne IRB Amendment Form	Please use this form for all amendments. Your study cannot be expired if you intend to use this form.
	La Verne IRB Study Closure Form	Please use this form for to notify the IRB your study is closed. This is required at the end of your study, or one year (if an extension is not sought), whichever comes first.
	La Verne IRB Study Extension/Continuation	Please use this form for all extensions. Your study cannot be expired if you intend to use this form.
	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 IRBManager if you are working with someone who is NOT affiliated with La Verne.

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Blue Oyster (2016.7.273.0/Release/64754f48f8e2636ca80c5f823ddb696eab08838)
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5. The application will appear. Verify the appropriate study pre-populated into the application and click Next. Describe the nature of the event in the text boxes provided. Click Next and click Submit.