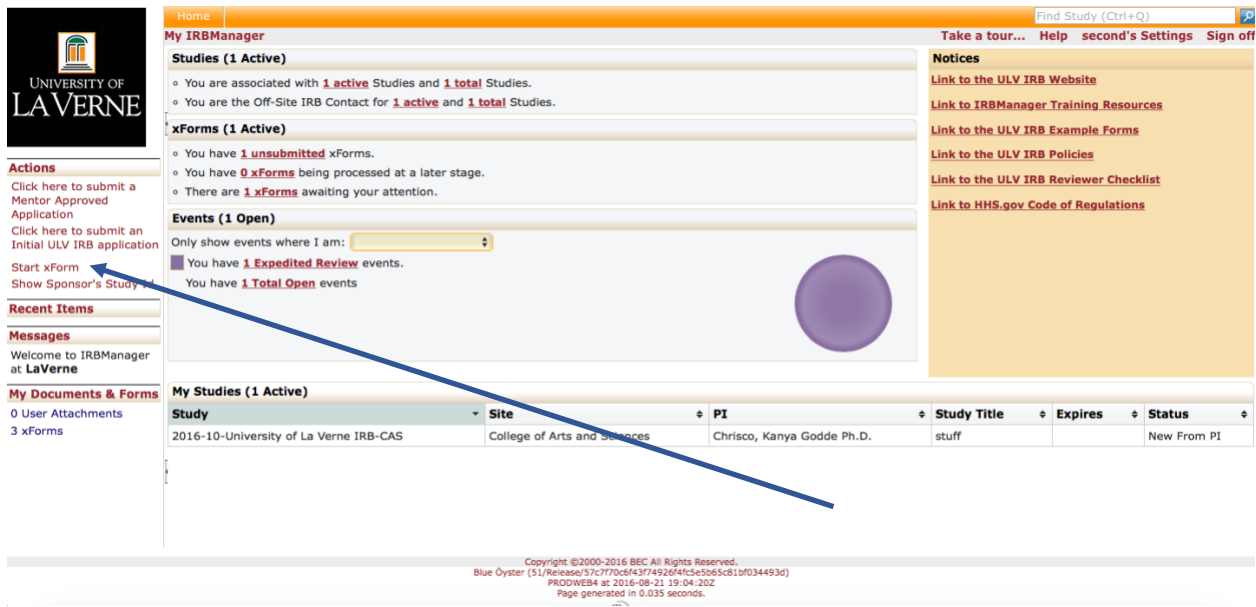


Add New Contact

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

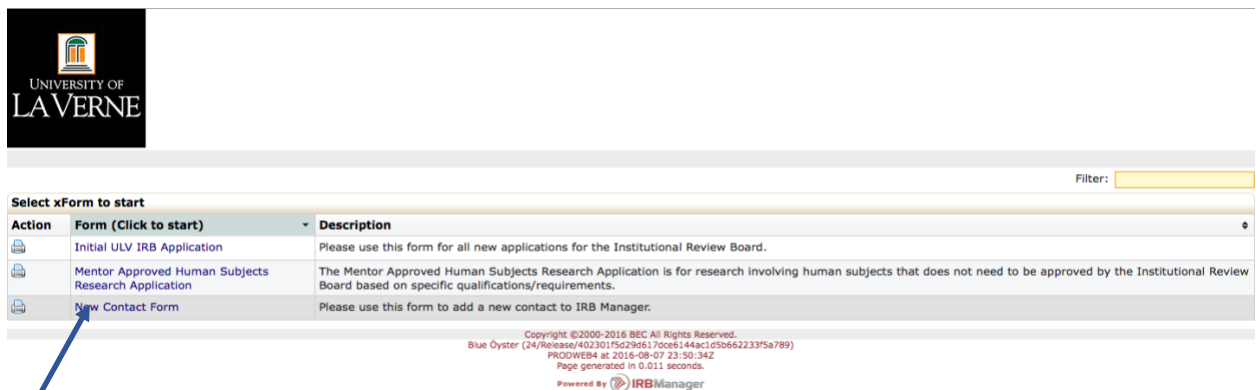
1. If you are not logged into IRBManager, do so.
2. From the dashboard, click **Start xForm**



The screenshot shows the IRBManager dashboard for the University of La Verne. The dashboard includes a navigation menu on the left with options like 'Actions', 'Recent Items', 'Messages', and 'My Documents & Forms'. The main content area displays 'My IRBManager' statistics, including 'Studies (1 Active)', 'xForms (1 Active)', and 'Events (1 Open)'. A blue arrow points to the 'Start xForm' button in the 'Actions' section. Below the dashboard, there is a table for 'My Studies (1 Active)' with columns for Study, Site, PI, Study Title, Expires, and Status. The footer contains copyright information and page generation details.

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

3. Click on **New Contact Form**



The screenshot shows the 'Select xForm to start' form in the IRBManager system. The form has a search filter and a table with columns for 'Action', 'Form (Click to start)', and 'Description'. A blue arrow points to the 'New Contact Form' option in the table. The footer contains copyright information and the IRBManager logo.

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.

- The contact form will pop up. Answer the question regarding whether the person whose information you are entering is an EEA resident. Read this question carefully as it has legal implications that can cause the university to be fined a large amount of money if EEA residents are not disclosed as to their privacy rights correctly.

- If you clicked **Yes** a message will appear providing instructions for EEA residents to gain access to IRBManager. If you click **No**, click **Next** to fill out the contact's information.

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

7. 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](#)

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PRODWEB4 at 2016-08-07 23:49:36Z
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8. 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](#)

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9. A confirmation page will appear.



Sunday Aug 07 11:43 PM

Form Submitted

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

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