Web Submissions Using IRBManager

Logging in with ePanther ID

1. Go to:

   https://irbmanager.becirb.com/?clientid=uwm

2. Select the 1Login link in the center of the login page.

3. You will be re-directed to another login page.

4. Enter your ePanther ID and password.

5. If you do not have an account, one will be automatically created when you log in with your ePanther ID.
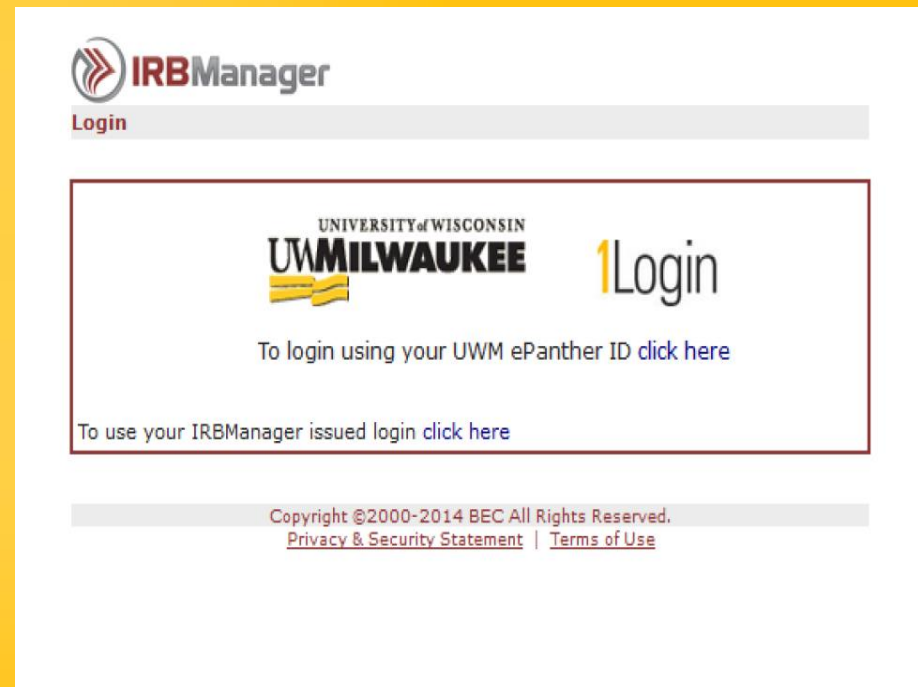
Logging into IRBManager (without an ePanther ID)

1. Go to:

    https://irbmanager.becirb.com/?clientid=uwm

2. Select the link at the bottom of the login page.

3. Enter your User Name and Password as provided by the IRB. Your user name will be your UWM email address. Enter the client as "uwm".

4. Upon initial log in, you will be required to change your password.

5. If you do not have a user name, complete request form at www.irb.uwm.edu

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3
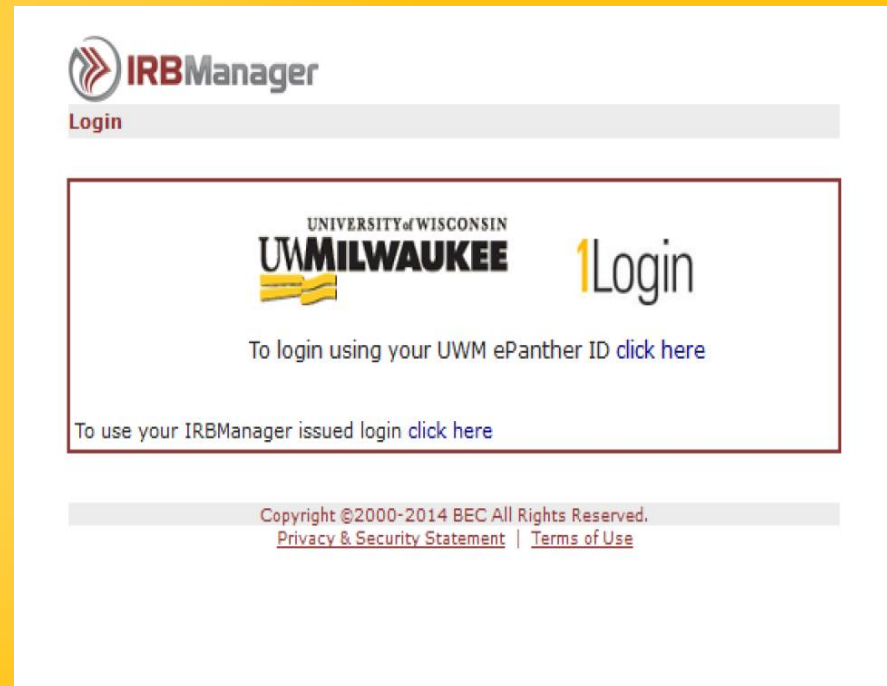
Your Home page

1. Your Home page can always be accessed by selecting the tab

2. Important UWM IRB messages will be displayed

3. Links to the IRBManager User guide, UWM IRB website and the Protocol Form and Consent Templates are available

4. Studies you are associated with will be listed at the bottom

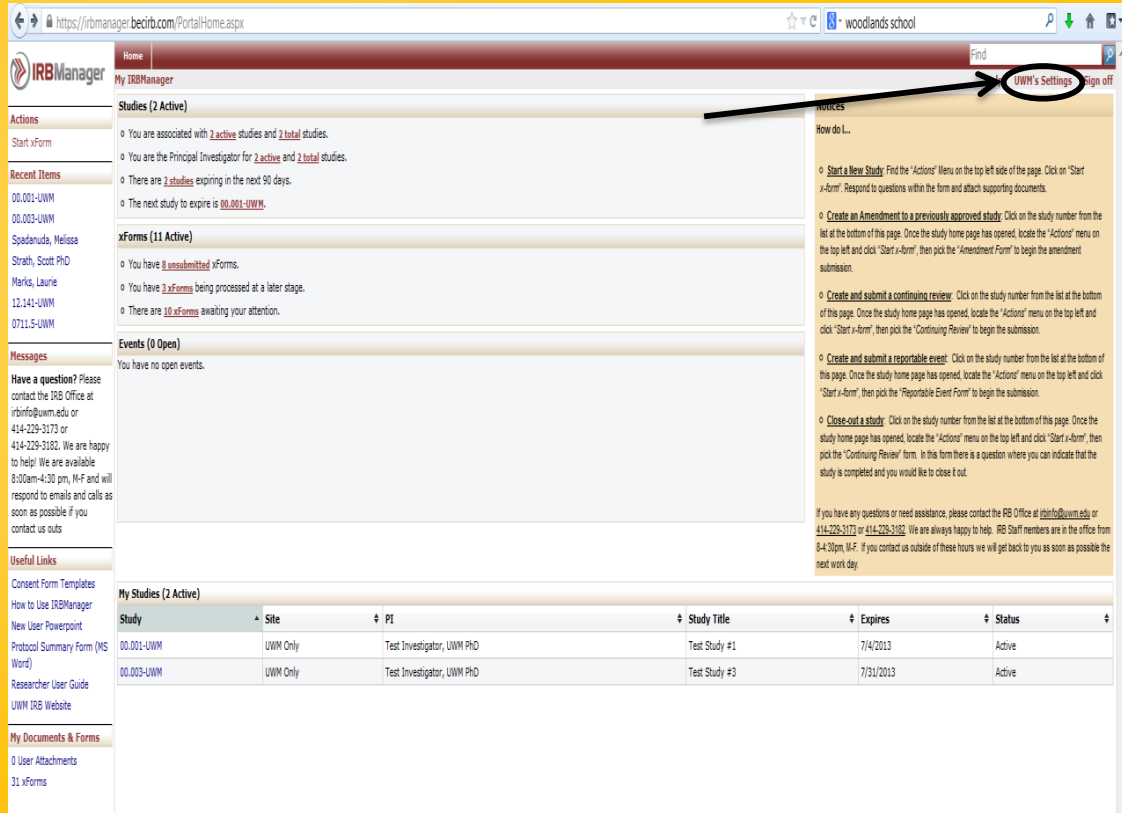5. Notices section on right contains instructions

Update Password or other Info

1. Go to your Home page.

2. Select UWM's Settings in the upper right menu

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Update Password or other Info

3. Click on "**Change my password**" to revise your current password. This is only to change your IRBManager password (not your ePanther password.)

4. Click on "**User Settings**" to make a change to your first name, last name, phone number or email address.

5. Click on "**Address Information**" to make a change to your address or add a secondary address.

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6
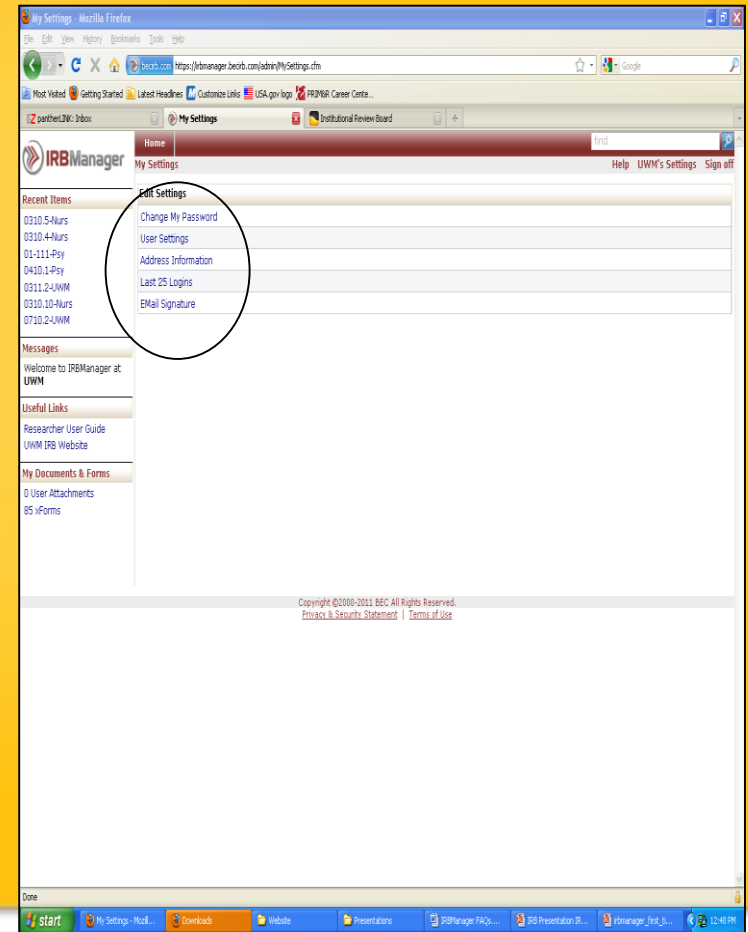
Creating a New Study

1. Go to your Home page.

2. In the left menu, under the heading "Actions," select "Start xForm"

Creating a New Study

To Start the x-form, click on the blue "New Study x-Form" link and follow the instructions

You may print a copy of the form by selecting the printer icon or you may enter the xForm by selecting "**New Study Form**" in blue font

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8
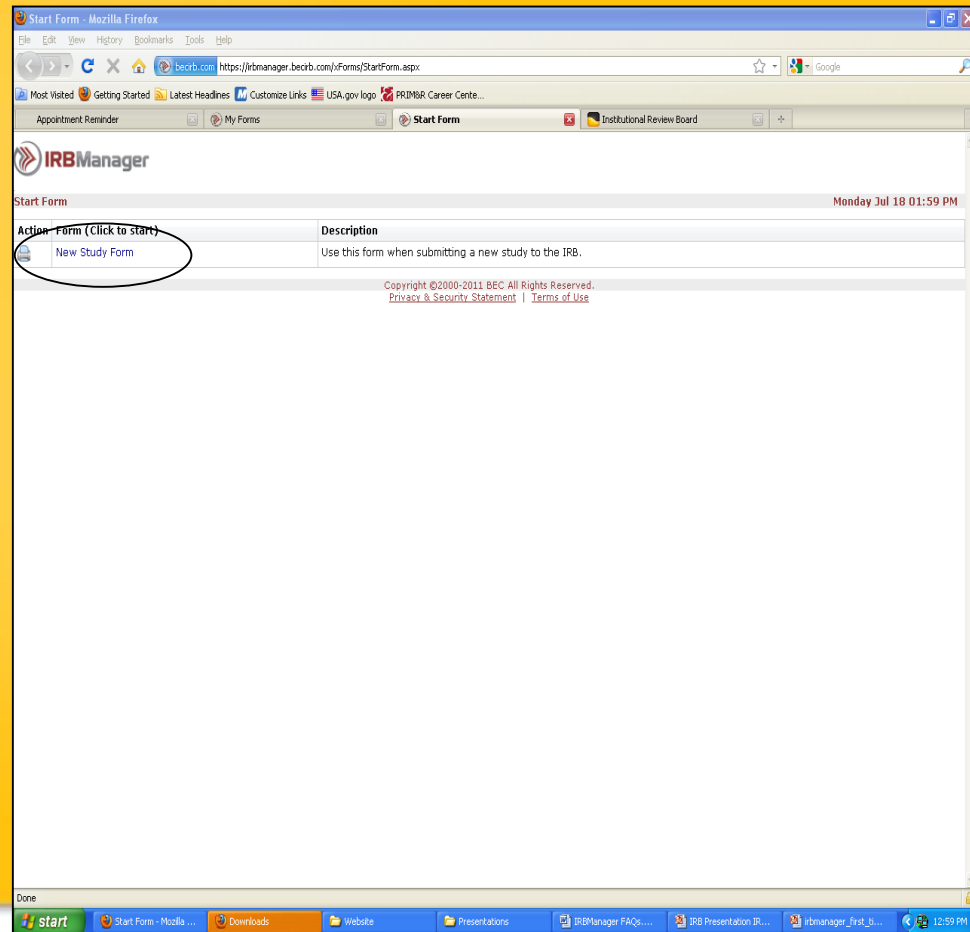
Creating a New Study

- The PI and Student PI must have an IRBManager account.

- Select the Collaborators link at the top of any page to share with others for editing/reviewing.

- Questions are asked in a variety of formats: short answer, check boxes, drop down menus, etc.

- Section notes provide details and helpful information about questions.

- Add a note allows the researcher to enter any special circumstances or notes you want the reviewer to be aware of.

- Options at the bottom of screen enable to move through form.

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Creating a New Study

- At end of the xForm, attach any additional documents required for IRB review.

- You will find links to the current protocol form and consent templates on this page.

- The PI will be required to enter his/her account password to submit the study to the IRB for review.

Creating a New Study - Students

- A student PI or other contact may complete the xForms.

- The PI will receive an email stating he/she needs to review and approve the submission in order to submit the study to the IRB for review. The email will contain a link to the xForm.

- The PI can accept the study and "submit" to the IRB, or "reject" and send the xForm back to the student PI for revisions.

Amendments, Continuing Review, Etc.

1. Go to your Home page.

2. At the bottom of the page, select the study number of the protocol needing a continuing review, amendment or reportable event.

Amendments, Continuing Review, Etc.

3. From within the study's home page, select "Start xForm" from the left menu.

4. After selecting "Start xForm," you will select the appropriate type of submission (amendment, continuing review, or reportable event)

5. Complete and submit the form following the instructions.

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13

Viewing Study Information

1. Select the study of interest from the Home page.

2. The study home page will indicate the study expiration date.

3. You can check the status of a submission and expected completion dates by selecting the event of interest.

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14

Finding Attachments

- Click on the event of interest

- Under the "Actions" menu on the left side, click on "Attachments"

- A list of all attachments associated with this event will be shown

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Adding Contacts to a Study

1. Select the study of interest from the Home page.

2. Select "Add Protocol Site – Contact"

3. Enter contacts name by typing in first or last name or part of either and press "Enter."

4. Select correct name from drop down menu. Contact must have IRBManager account.

5. Enter contact's role.

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16

Notifications

- Revisions letters will be sent via email and will contain links to the study x-form. Revised documents and

- Approval letters will be sent via email and a copy added as an attachment to the study event in IRBManager

- Continuing review email reminders will be automatically generated by the system when a study is nearing expiration

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17

For Additional Information

- Please visit UWM IRB website for training and general information
  - www.irb.uwm.edu

- Please feel free to contact the IRB office with any questions
  - irbinfo@uwm.edu
  - 414-229-3173 (Melissa)
  - 414-229-3182 (Jessica)

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