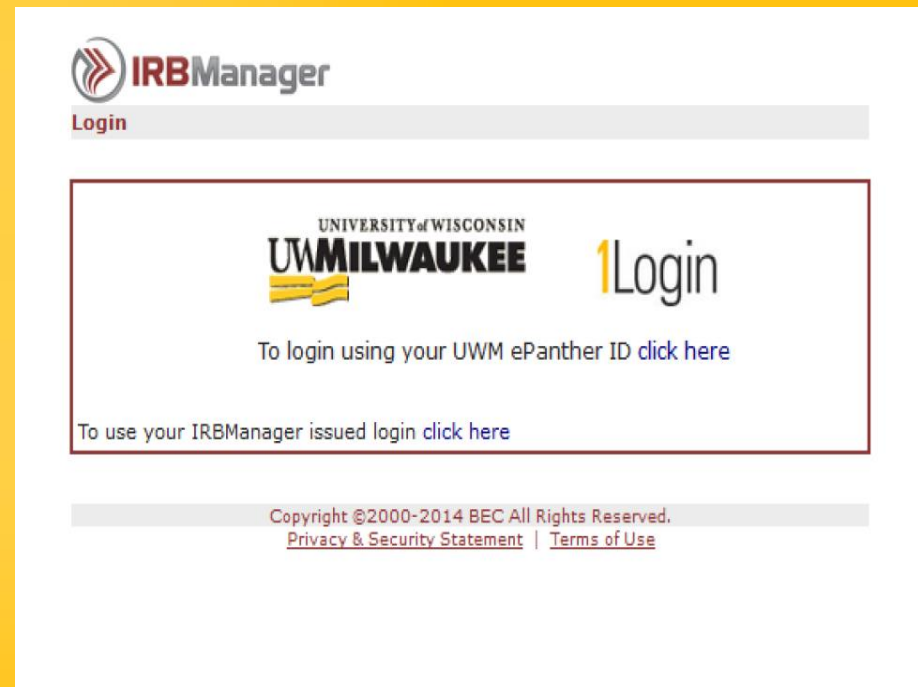


# Web Submissions Using IRBManager

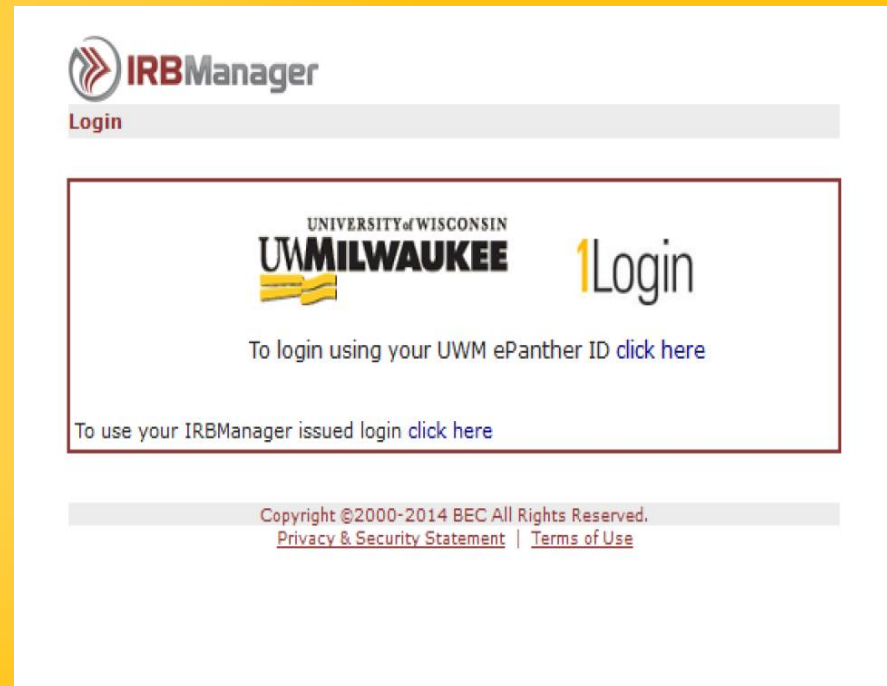
# Logging in with ePanther ID

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](http://www.irb.uwm.edu)



# 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

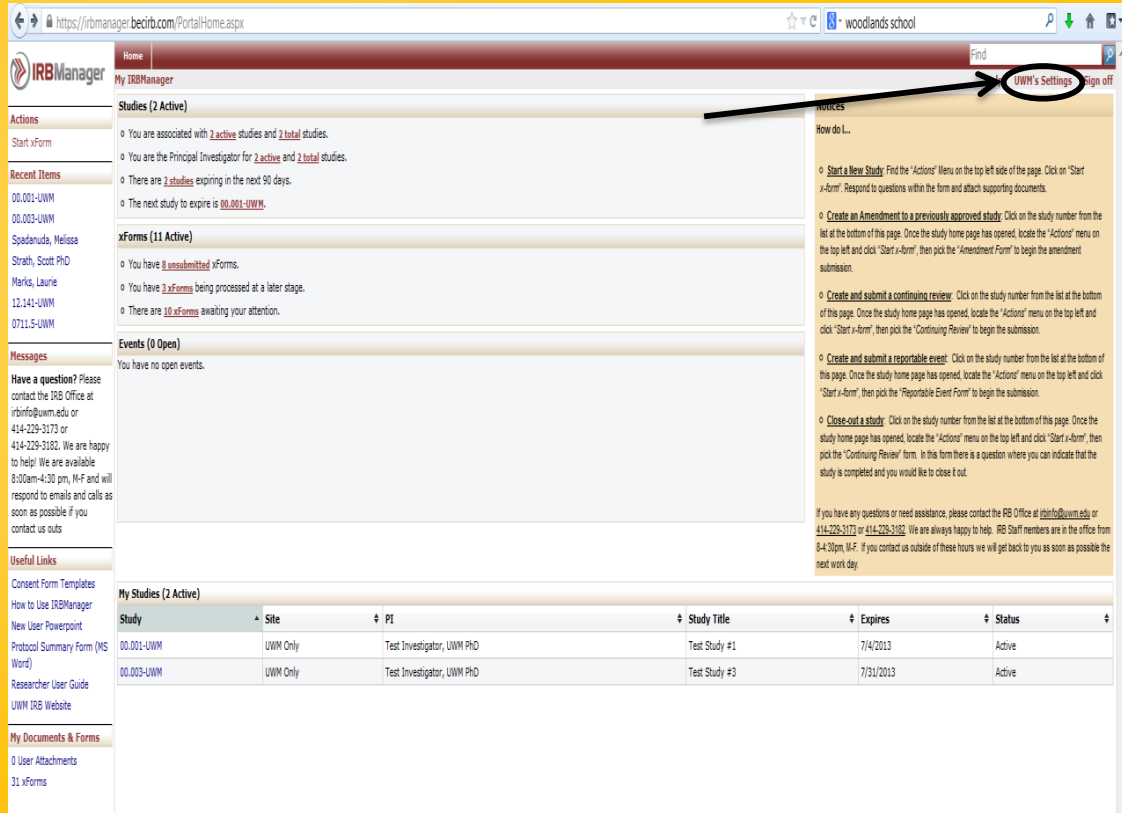
The screenshot shows the IRBManager Portal Home page. The browser address bar displays <https://irbmanager.becirb.com/PortalHome.aspx>. The page has a dark red header with the "Home" tab selected. The left sidebar contains a navigation menu with items like "Actions", "Recent Items", "Messages", "Useful Links", and "My Documents & Forms". The main content area is divided into sections: "Studies (2 Active)", "xForms (11 Active)", and "Events (0 Open)". The "Studies (2 Active)" section contains a table with the following data:

Study	Site	PI	Study Title	Expires	Status
00.001-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #1	7/4/2013	Active
00.003-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #3	7/31/2013	Active

The right sidebar contains a "Notices" section with instructions on how to use the system, including starting a new study, creating amendments, and submitting reviews. At the bottom of the page, there is a "My Documents & Forms" section showing 0 user attachments and 31 xForms.

# Update Password or other Info

1. Go to your Home page.
2. Select UWM's Settings in the upper right menu

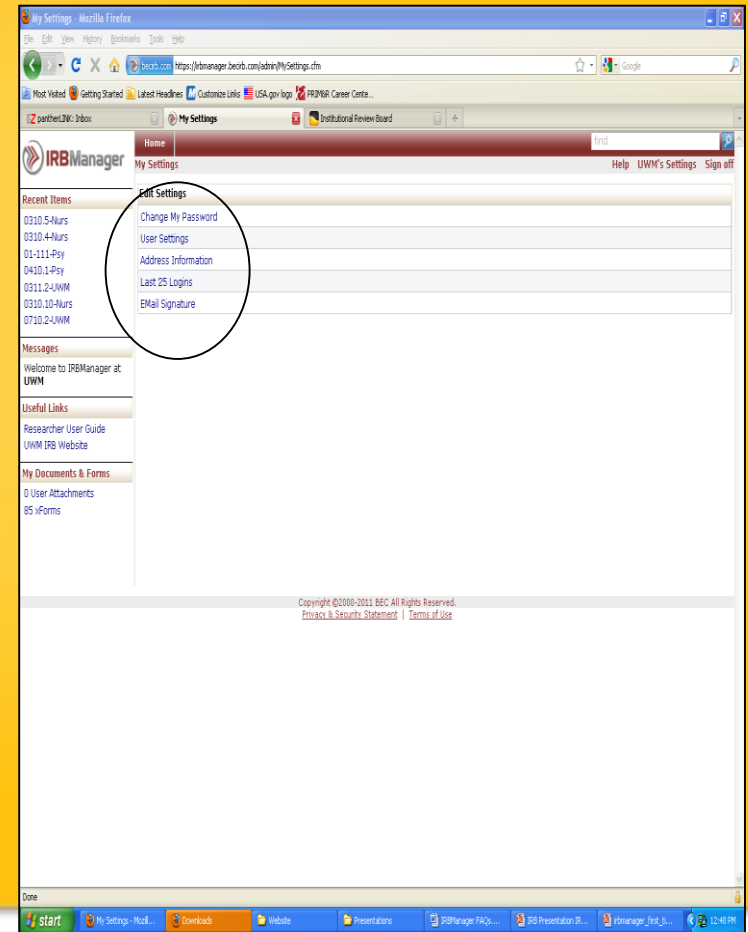


The screenshot shows the IRBManager Portal Home page. The browser address bar displays <https://irbmanager.becib.com/PortalHome.aspx>. The page features a navigation menu on the left with sections: Actions, Recent Items, Messages, Useful Links, and My Documents & Forms. The main content area is divided into several sections: Studies (2 Active), xForms (11 Active), and Events (0 Open). The Studies section includes a table titled 'My Studies (2 Active)' with columns for Study, Site, PI, Study Title, Expires, Status, and a plus icon. The table lists two studies: '00.001-UWM' and '00.003-UWM'. The xForms section shows a list of xForms with their status and submission dates. The Events section indicates no open events. The right sidebar contains a 'Find' search bar, a 'UWM's Settings' link (highlighted with a red circle and an arrow), and a 'Sign off' link. Below the sidebar, there is a 'How do I...' section with links for starting a new study, creating an amendment, creating a continuing review, creating a reportable event, and closing out a study. At the bottom of the sidebar, contact information for the IRB Office is provided.

Study	Site	PI	Study Title	Expires	Status	
00.001-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #1	7/4/2013	Active	
00.003-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #3	7/31/2013	Active	

# 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.



# Creating a New Study

1. Go to your Home page.
2. In the left menu, under the heading “Actions,” select “Start xForm”

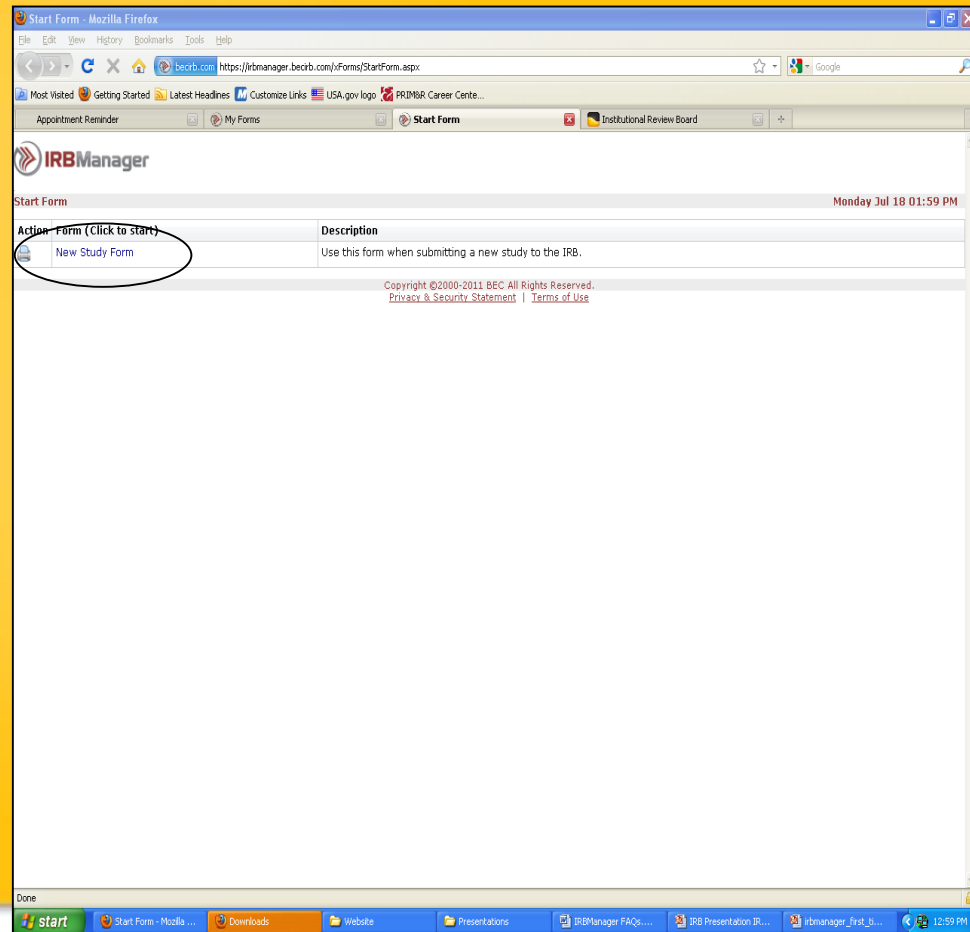
The screenshot displays the IRBManager web application. The left sidebar contains a menu with the following sections: Actions (with 'Start xForm' highlighted), Recent Items, Messages, Useful Links, and My Documents & Forms. The main content area is divided into several sections: Studies (2 Active), xForms (11 Active), and Events (0 Open). At the bottom, there is a table titled 'My Studies (2 Active)' with the following data:

Study	Site	PI	Study Title	Expires	Status
00.001-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #1	7/4/2013	Active
00.003-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #3	7/31/2013	Active

# 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





# 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.

New Study Form - D. funding details - Mozilla Firefox

File Edit View History Bookmarks Tools Help

https://irbmanager.becrb.com/Forms/FormPage.aspx?FormInstanceGUID=3563051-ba5f-4046-a1e1-4e4f80FormPageGUID=63b6417

Most Visited Getting Started Latest Headlines Customize Links USA.gov logo PROMAR Career Center...

pantherLINK: Inbox My Forms New Study Form - D. funding det... Institutional Review Board

Email: UWM.TEST.INVESTIGATOR@GMAIL.COM Business: 800-555-5555

**D. SECTION NOTES:**

- Federally funded studies (e.g., NIH, CDC, etc.) require IRBs to review the grant application for consistency in human subject intervention and protections. You will be prompted to attach the grant application in attachment upload page.

**D1. This study's funding source is or will be: Select all that apply.** Add Note View Audit

- ☐ a. FEDERAL: Health and Human Services (ACF, CDC, FDA, NIH, SAMHSA, etc.)
- ☐ b. FEDERAL: OTHER (NSF, DOI, DE, DOD, DOE, etc.)
- ☐ c. State Agency, Industry, Foundation, Commercial, or Private
- ☐ d. UWM: RGI, CUPH, Graduate School, Academic Affairs, etc.
- ☐ e. OTHER (ANSWER D2-D4)
- ☐ f. NOT FUNDED (DO NOT ANSWER D2-D4)

**D2. Enter the other sponsor information in here. Provide the funding agency's name and address. The information will then be provided to list for the future.** Add Note View Audit

**D3. UWM Proposal/ grant # (if applicable):** Add Note View Audit

**D4. If the sponsor requires notification of approval directly from the IRB, complete this section. Provide the name and the method of transmission (address/ fax/ email) of the individual who requested the notification. A copy of the approval letter will be prepared and forwarded.** Add Note View Audit

Previous Next Save for Later

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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.

Submitted by: Test Investigator, UWM PhD  
Email: UWM.TEST.INVESTIGATOR@GMAIL.COM Business: 800-555-5555

Y1. Attach either the New Study Form and Protocol Summary Form OR IRBManager Protocol Form. Add Note View Audit  
Add Attachment Download and save the New Study Form and Protocol Summary Form OR IRBManager Protocol Form. Complete and attached in Y1.  
No Attachments.

Y2. Recruitment Materials Add Note View Audit  
Add Attachment  
No Attachments.

Y3. Complete and attach Consent/Assent form(s). Add Note View Audit  
Add Attachment Download and save the Consent/Assent Form. Complete and attached in Y3.  
No Attachments.

Y4. Data Collection Instruments Add Note View Audit  
Add Attachment  
No Attachments.

Y5. Grant Application if Federally funded Add Note View Audit  
Add Attachment  
No Attachments.

Y6. Institutional Permission or other IRB Approval Add Note View Audit  
Add Attachment  
No Attachments.

Y7. Other Document Add Note View Audit  
Add Attachment  
No Attachments.

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# 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.

The screenshot shows a web browser window titled "Form Complete - Mozilla Firefox". The address bar displays a URL from "https://irbmanager.becrb.com". The page content includes the "IRBManager" logo and a message: "You've completed this stage of the form. You can now either save the form for later revision, submit it and let it continue to the next stage, or reject the form to an earlier stage." Below this message are three main sections: "Save For Later" with "Save for Later" and "Print" buttons; "Submit" with a "Please enter your password:" label and a "Submit" button; and "Reject" with a text area for "Enter your reason for rejecting this stage of the form:", a dropdown menu for "Select the stage for the form to continue at:" (currently set to "New Study data entry"), and a "Reject" button. At the bottom of the page, there is a copyright notice: "Copyright ©2000-2011 BEC All Rights Reserved. Privacy & Security Statement | Terms of Use". The Windows taskbar at the bottom shows the "start" button and several open applications, including "Form Complete - Mozilla Firefox", "Windows Explorer", "IRBManager FAQs", "IRBManager Instructions", "IRB Presentation IRB...", and "irbmanager\_first\_im...". The system clock shows "3:35 PM".

# 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.

The screenshot shows the IRBManager web application interface. The top navigation bar includes 'Home', 'My IRBManager', and a search bar. The left sidebar contains links for 'Actions', 'Recent Items', 'Messages', 'Useful Links', and 'My Documents & Forms'. The main content area is divided into several sections: 'Studies (2 Active)', 'xForms (11 Active)', and 'Events (0 Open)'. The 'Studies (2 Active)' section contains a table with the following data:

Study	Site	PI	Study Title	Expires	Status
00.001-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #1	7/4/2013	Active
00.003-UWM	UWM Only	Test Investigator, UWM PhD	Test Study #3	7/31/2013	Active

The second study, '00.003-UWM', is circled in the original image. The right sidebar contains 'Notices' and 'How do I...'

# Amendments, Continuing Review, Etc.

- From within the study's home page, select "Start xForm" from the left menu.
- After selecting "Start xForm," you will select the appropriate type of submission (amendment, continuing review, or reportable event)
- Complete and submit the form following the instructions.

**Protocol 0310.12 - Mozilla Firefox**

Home | Protocol 0310.12 | Help | UWM's Settings | Sign off

**Protocol**

Protocol: 0310.12	Sponsor(s): FEDERAL: Department of Education (US DE) (Primary)
Committee: Committee #1	Category: c. Biomedical
Reviewer: Not Displayed	Sponsor Protocol:
Reviewer: Not Displayed	Grants:
Last Review:	Next Review:
Agent Type: C. Questionnaires/Surveys, I. MRI, fMRI, X-Rays, DXA, etc	CRD:
Study Title: Expedited Study March 25 #1	Year: 2010
Department:	Level of Risk: Minimal Risk
Conditions:	
Comments:	

**Protocol-Site**

Site: Nurs - Nursing	Investigator: Test Investigator, UWM PhD
Status: New From PI	Additional: N
Approval: January 21, 2011 for 12 months	Expiration: January 20, 2012
Initial Approval Date: March 25, 2010	Additional Site Date:
Comments: hfadhk/hfk	

**Contacts for this Protocol Site (0)**

Action	Name	Role	Primary
There are no contacts for this site.			

**Attachments (0)**

There are no attachments for this site.

**Events (4)**

Action	Event	Att	FE	Instance/UED	Start	Complete	Primary	Secondary	Last IRB
	Reportable Event	(0)		test reportable event	02/02/11		Not Displayed	Not Displayed	
	Continuing Review - Expedited	(3)		5 and 7	01/21/11	01/21/11	Not Displayed	Not Displayed	
	Amendment Submission	(0)		test amendment 8/10/2010	08/10/10	08/10/10	Not Displayed	Not Displayed	
	New Protocol Submission - Expedited	(3)		5 and 7	03/25/10		Not Displayed	Not Displayed	

**Notes (0)**

There are no notes for this site.

**Generated Documents (0)**

There are no generated documents for this site.

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# 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.

The screenshot displays the IRBManager web application in a Mozilla Firefox browser. The URL is <https://irbmanager.becrb.com/admin/studyDetails.cfm?ProtocolSiteRowGUID=043c8c19-2a6c-44b5-92a9-70502e4fb12>. The page title is "Protocol 0310.12".

**Protocol Details:**

- Protocol: 0310.12
- Committee: Committee #1
- Reviewer: Not Displayed
- Last Review: Not Displayed
- Agent Type: C. Questionnaires/Surveys, I. MRI, fMRI, X-Rays, DXA, etc
- Study Title: Expedited Study March 25 #1
- Department: Not Displayed
- Conditions: Not Displayed
- Comments: Not Displayed

**Sponsor(s):** FEDERAL: Department of Education (US DE) (Primary)

**Category:** c. Biomedical

**Sponsor Protocol:** Not Displayed

**Grants:** Not Displayed

**Next Review:** Not Displayed

**CRD:** Not Displayed

**Year:** 2010

**Level of Risk:** Minimal Risk

**Protocol-Site:**

- Site: Nurs - Nursing
- Status: New From PI
- Approval: January 21, 2011 for 12 months
- Initial Approval Date: March 25, 2010
- Comments: hfadkhfk
- Investigator: Test Investigator, UWM PhD
- Expiration: January 20, 2012
- Additional Site Date: Not Displayed

**Contacts for this Protocol Site (0):**

**Attachments (0):**

**Events (4):**

Action	Event	Att	FE	Instance/UED	Start	Complete	Primary	Secondary	Last IRB
	Reportable Event	(0)		test reportable event	02/02/11		Not Displayed	Not Displayed	
	Continuing Review - Expedited	(3)		5 and 7	01/21/11	01/21/11	Not Displayed	Not Displayed	
	Amendment Submission	(0)		test amendment 8/10/2010	08/10/10	08/10/10	Not Displayed	Not Displayed	
	New Protocol Submission - Expedited	(3)		5 and 7	03/25/10		Not Displayed	Not Displayed	

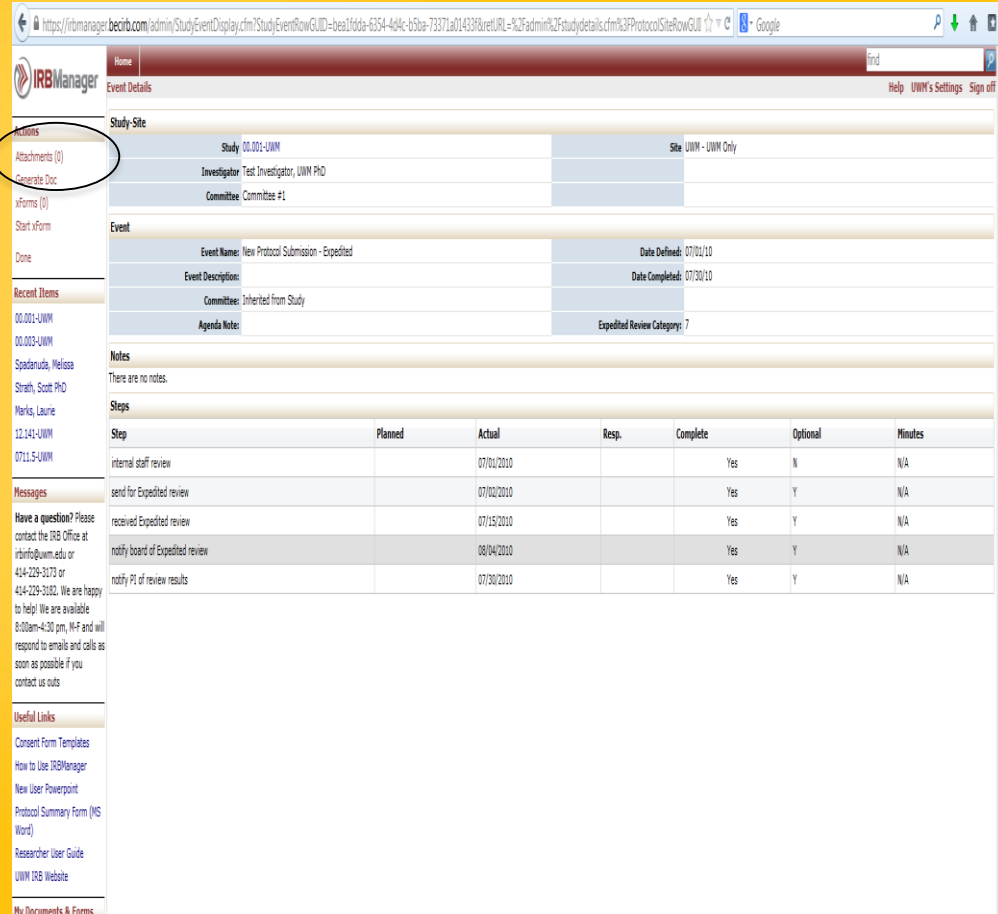
**Notes (0):**

**Generated Documents (0):**

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# 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



The screenshot shows the IRBManager web application interface. The left sidebar contains a menu with the following items: Home, Event Details, Actions, Attachments (0), Generate Doc, xForms (0), Start xForm, Done, Recent Items, 00.001-UWM, 00.003-UWM, Spadurda, Melissa, Strath, Scott PhD, Marks, Laurie, 12.141-UWM, 0711.5-UWM, Messages, Have a question? Please contact the IRB Office at irbinfo@uwm.edu or 414-229-3173 or 414-229-3182. We are happy to help! We are available 8:00am-4:30 pm, M-F and will respond to emails and calls as soon as possible if you contact us out, Useful Links, Consent Form Templates, How to Use IRBManager, New User Powerpoint, Protocol Summary Form (MS Word), Researcher User Guide, UWM IRB Website, and My Documents & Forms. The 'Attachments' menu item is circled in red. The main content area displays the 'Event Details' for a study titled '00.001-UWM'. The study is led by 'Investigator: Test Investigator, UWM PhD' and is associated with 'Committee: Committee #1'. The event is titled 'Event Name: New Protocol Submission - Expedited' and is scheduled for 'Date Defined: 07/01/10'. The event description is 'Event Description: Inherited from Study' and the committee is 'Committee: Inherited from Study'. The agenda note is 'Expedited Review Category: 7'. The notes section is empty. The steps table shows the following data:

Step	Planned	Actual	Resp.	Complete	Optional	Minutes
internal staff review		07/01/2010		Yes	N	N/A
send for Expedited review		07/02/2010		Yes	Y	N/A
received Expedited review		07/15/2010		Yes	Y	N/A
notify board of Expedited review		08/04/2010		Yes	Y	N/A
notify PI of review results		07/30/2010		Yes	Y	N/A

# 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.

The screenshot shows the IRBManager web application interface. The sidebar on the left contains navigation links such as 'Home', 'Add Protocol Site - Contact', 'Generate Doc', 'xForms (1)', 'Start xForm', and 'Send Email'. The main content area displays details for Protocol 0611.1, including 'Protocol', 'Committee', 'Reviewer', 'Last Review', 'Agent Type', 'Study Title', 'Level of Risk', 'Conditions', and 'Comments'. Below this, the 'Protocol-Site' section shows 'Site: UWM - UWM', 'Status: New From PI', 'Approval: June 26, 2011 for 12 months', 'Initial Approval Date: June 26, 2011', and 'Comments'. The 'Contacts for this Protocol Site (0)' section is highlighted, showing a table with columns for 'Action', 'Name', 'Role', and 'Primary'. A dropdown menu is open, showing 'CC Recipient' as the selected role. The bottom of the page includes a copyright notice: 'Copyright ©2000-2011 BEC All Rights Reserved. Privacy & Security Statement | Terms of Use'.



# 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

# For Additional Information

- Please visit UWM IRB website for training and general information
  - [www.irb.uwm.edu](http://www.irb.uwm.edu)
- Please feel free to contact the IRB office with any questions
  - [irbinfo@uwm.edu](mailto:irbinfo@uwm.edu)
  - 414-229-3173 (Melissa)
  - 414-229-3182 (Jessica)