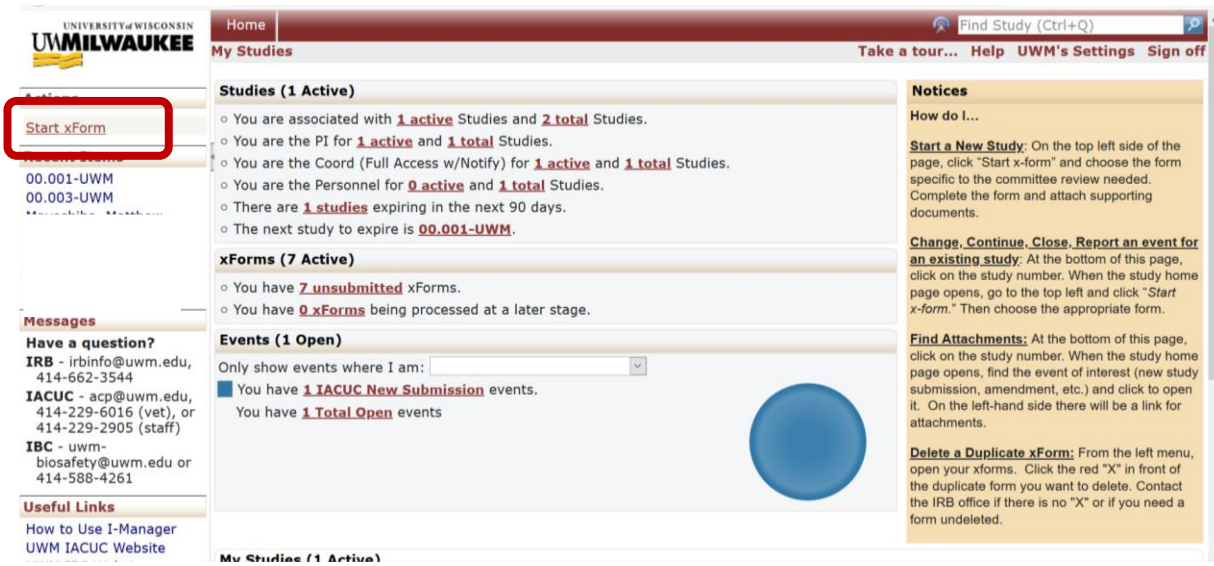
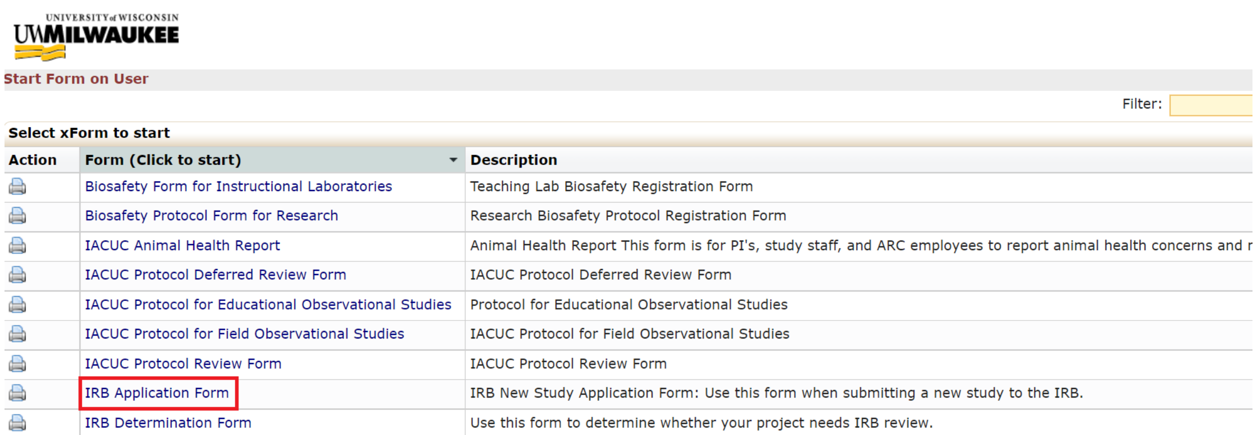
Submitting an IRB Application Form

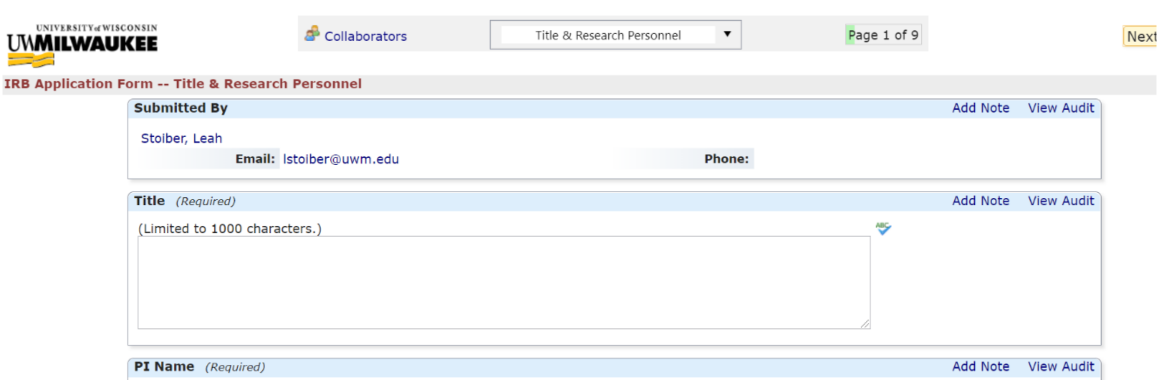
1. Log into I-Manager using your Panther ID, as usual.
2. From your home page, click Start xForm just as you would for any other submission in I-Manager.



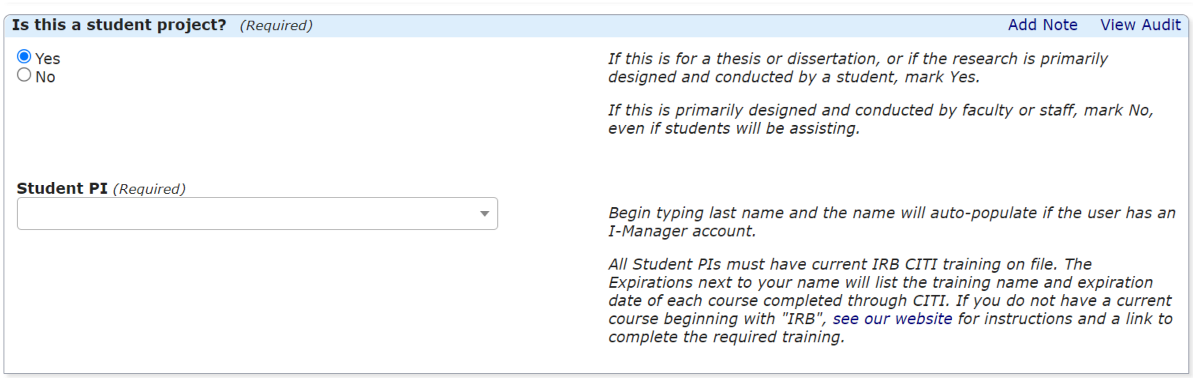
3. Choose "IRB Application Form."



4. The IRB Application Form will appear. This is what the first page looks like:



5. **If you are a student**, you must enter a UWM faculty or staff member as the PI. You would then list yourself as the Student PI.


Is this a student project? *(Required)* Add Note View Audit

- Yes
- No

If this is for a thesis or dissertation, or if the research is primarily designed and conducted by a student, mark Yes.

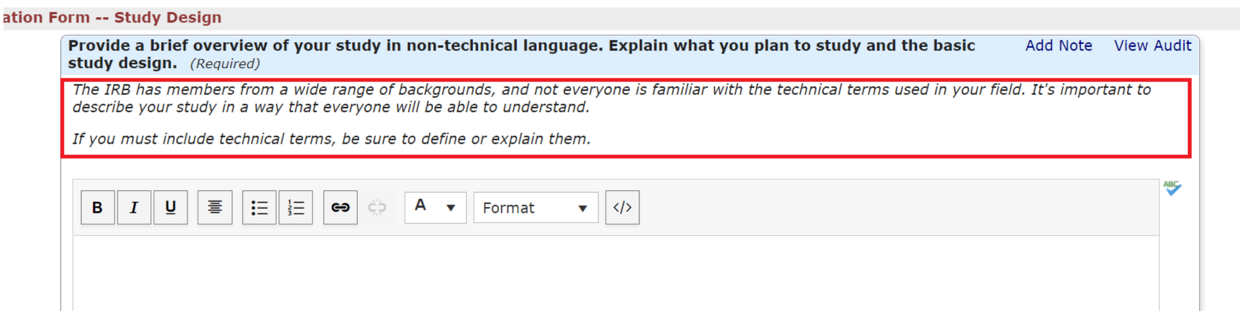
If this is primarily designed and conducted by faculty or staff, mark No, even if students will be assisting.

Student PI *(Required)*

Begin typing last name and the name will auto-populate if the user has an I-Manager account.

All Student PIs must have current IRB CITI training on file. The Expirations next to your name will list the training name and expiration date of each course completed through CITI. If you do not have a current course beginning with "IRB", see our website for instructions and a link to complete the required training.

6. Enter the information as requested for each question. Be sure to read the instructions and full text of the question. For many questions, there is help text in Italics that provides more details and instructions. Help text will be below the question or to the right.


ation Form -- Study Design

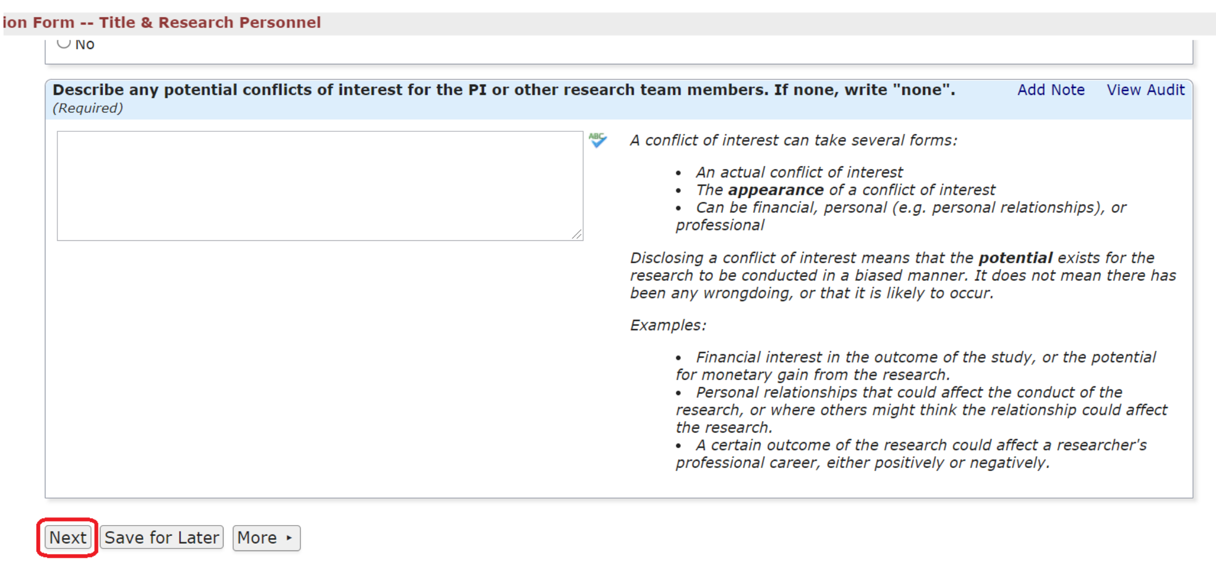
Provide a brief overview of your study in non-technical language. Explain what you plan to study and the basic study design. *(Required)* Add Note View Audit

The IRB has members from a wide range of backgrounds, and not everyone is familiar with the technical terms used in your field. It's important to describe your study in a way that everyone will be able to understand.

If you must include technical terms, be sure to define or explain them.

B I U A Format

7. There is programming to show or hide questions and pages based on previous responses, so **it's important to go through the form in order** rather than jumping around. However, if needed, you can navigate to other pages with the dropdown menu at the top of the page.
8. To go to the next page, click on the "Next" button at the end of the page.


ion Form -- Title & Research Personnel

No

Describe any potential conflicts of interest for the PI or other research team members. If none, write "none". *(Required)* Add Note View Audit

A conflict of interest can take several forms:

- *An actual conflict of interest*
- *The **appearance** of a conflict of interest*
- *Can be financial, personal (e.g. personal relationships), or professional*

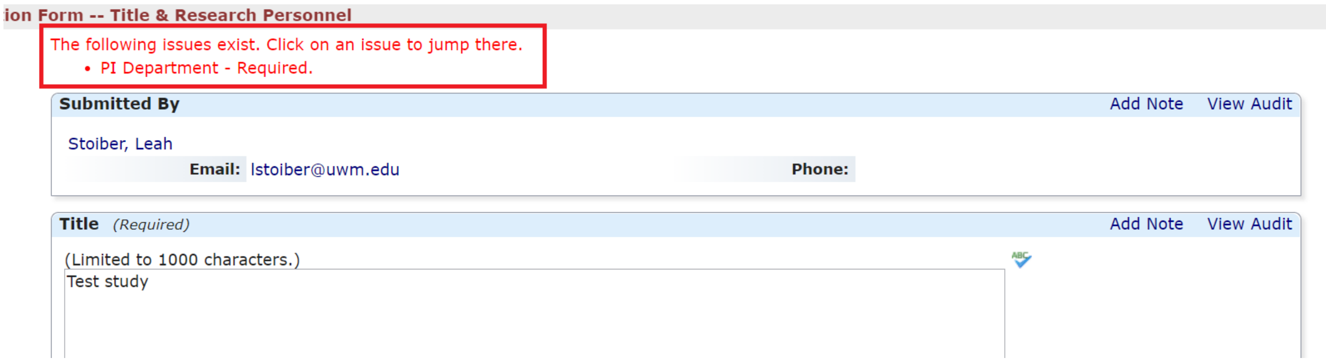
*Disclosing a conflict of interest means that the **potential** exists for the research to be conducted in a biased manner. It does not mean there has been any wrongdoing, or that it is likely to occur.*

Examples:

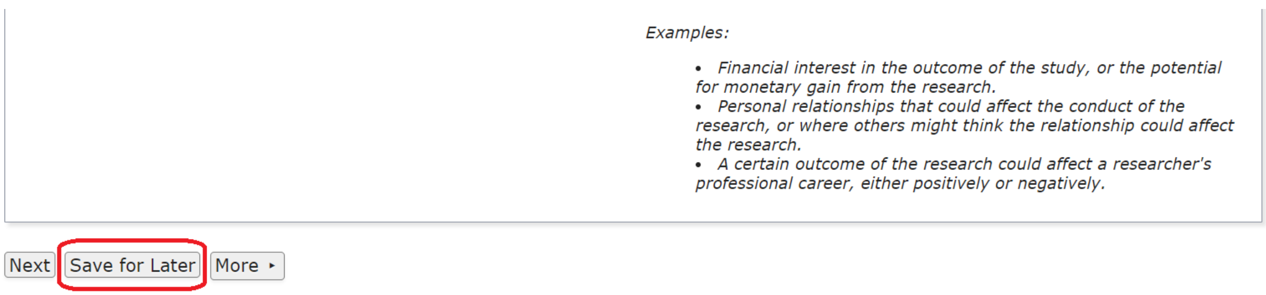
- *Financial interest in the outcome of the study, or the potential for monetary gain from the research.*
- *Personal relationships that could affect the conduct of the research, or where others might think the relationship could affect the research.*
- *A certain outcome of the research could affect a researcher's professional career, either positively or negatively.*

Next Save for Later More

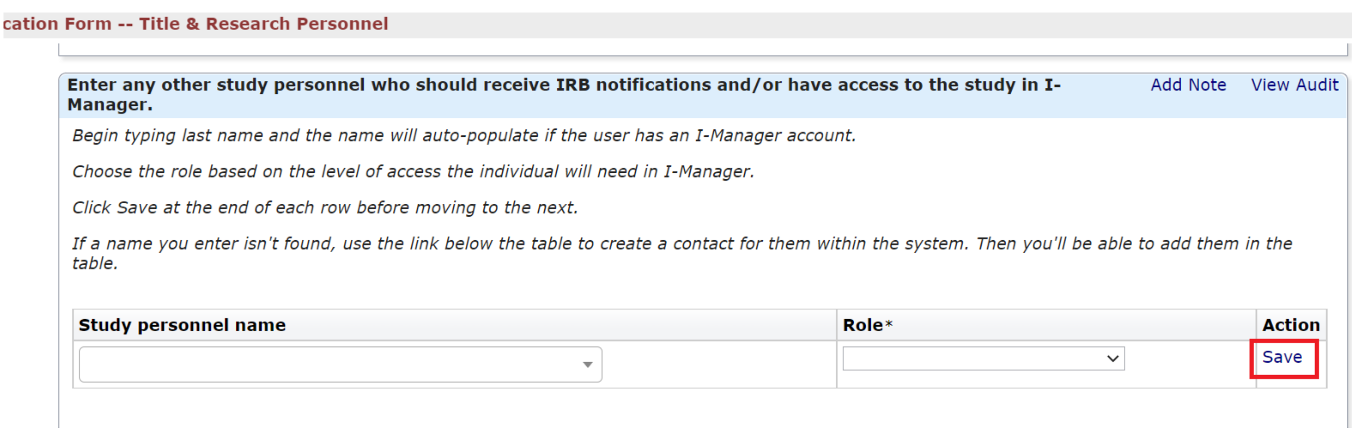
9. The system will only allow you to go to the next page if you have answered all required questions on the page. If you click “Next” but still have required questions to answer, the missing required information will be displayed at the top of the screen in red text. Click on the description of the missing information in red text to take you to the required section.



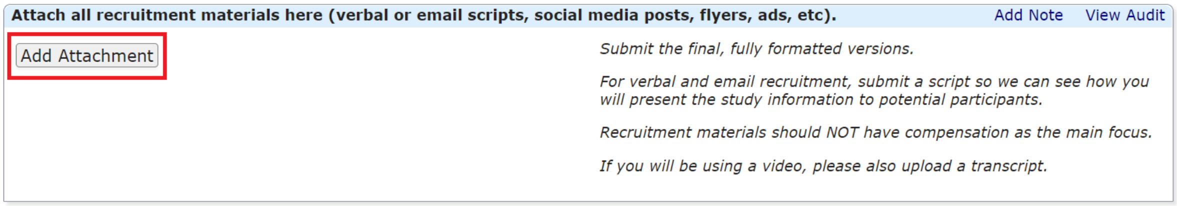
10. You may also save your progress at any point during the submission by clicking “Save for Later” at the end of the page.



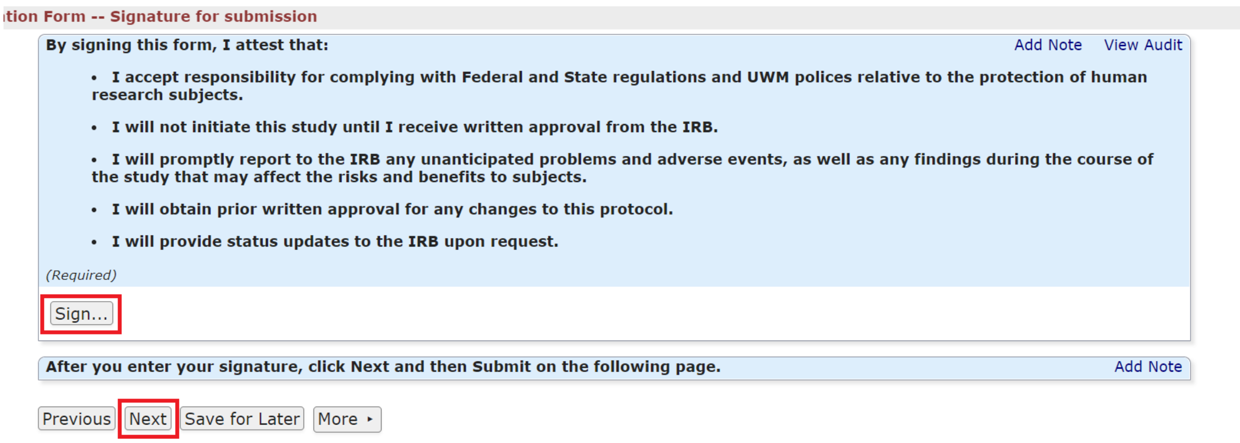
11. The IRB Application Form includes numerous tables, where you may enter multiple rows of information. To add a new row, you must first click on the “Save” button at the end of the row.



12. You will be asked to attach the study documents throughout the IRB Application Form. To upload the requested document(s), click on "Add Attachment." You may attach multiple documents.



13. Once you have completed all the pages, sign off to submit the form. First, click the "Sign" button. You will be prompted to enter your UWM username and password. Then, click the "Next" button.



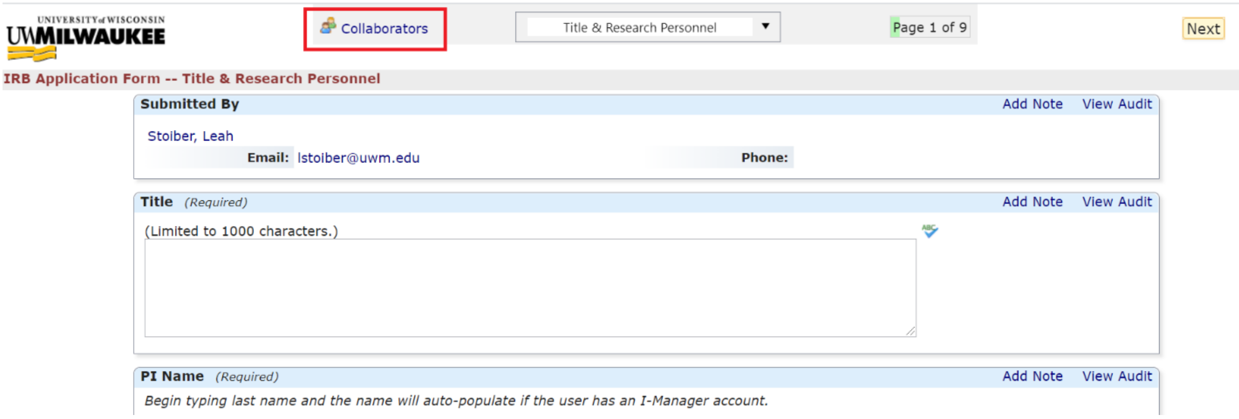
14. If you listed someone else as the PI, then the form will go to them for review and approval first. The PI will receive an email notification with a link to the IRB Application Form. The application won't enter the IRB office queue for review until the PI has signed off and submitted the form.
15. The IRB office will review your submission for completeness and determine the review category. The office will either: (a) request revisions, or (b) send the study to an IRB member for review. Check the website (uwm.edu/irb) for current estimated turnaround times for IRB Office reviews.

If there are any questions, problems, or glitches with this new form and process, please let us know!

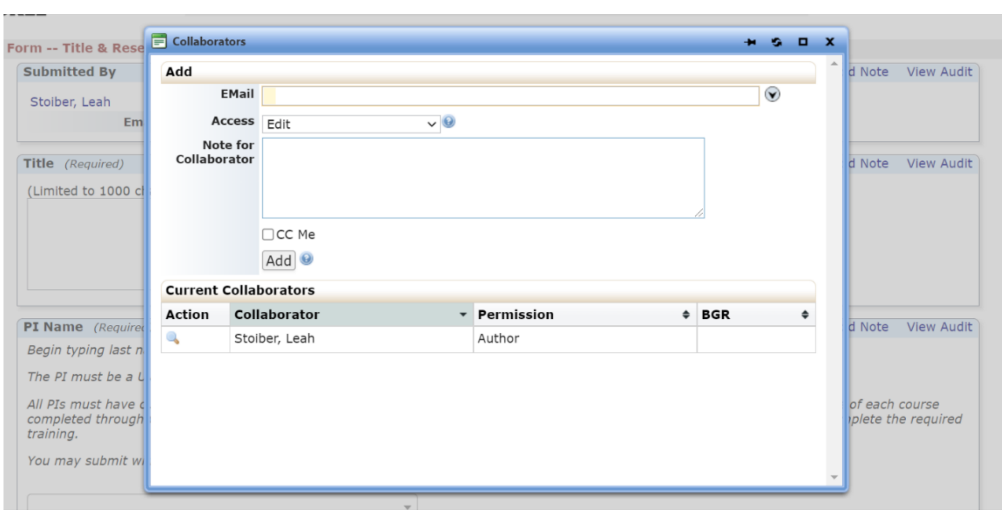
IRB Office
irbinfo@uwm.edu
414-662-3544

How to Add a Collaborator (no change in process from previous submission form):

1. If you'd like to give someone else access to the IRB Application Form while you're working on it, click on "Collaborators" at the top of the page. The collaborator will need to have an I-Manager account.



2. Another box will open for you to:
    a. Enter the email of the person you wish to share access to the form with.
    b. Select the type of access you want the person to have:
        i. Edit – This will allow the person to edit the form.
        ii. Edit and Manage –This will allow the person to edit the form AND invite new collaborators.
        iii. Edit, manage and submit – This will allow the person to edit the form AND invite new collaborators AND submit the study.
    c. You may add text to the "Note for Collaborator" box. This text will be included in the automatic email notifying the collaborator that they have access to the form.
    d. Select the "Add" Box.
    e. The collaborator will automatically be sent an email notification that they can access the form. The email will include a link to the form. In addition, the collaborator can find the form in the "xForms awaiting your attention" section of their I-Manager Home page.
    f. The list of current collaborators will be listed at the bottom of the box.



3. You may view, add or remove collaborators at any time by selecting the "Collaborators" link at the top of each page of the xForm.