

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.

The screenshot shows the I-Manager home page. The 'Start xForm' button is highlighted with a red box. The page displays a dashboard with the following sections:

- Studies (1 Active):**
 - You are associated with **1 active** Studies and **2 total** Studies.
 - You are the PI for **1 active** and **1 total** Studies.
 - You are the Coord (Full Access w/Notify) for **1 active** and **1 total** Studies.
 - You are the Personnel for **0 active** and **1 total** Studies.
 - There are **1 studies** expiring in the next 90 days.
 - The next study to expire is **00.001-UWM**.
- xForms (7 Active):**
 - You have **7 unsubmitted** xForms.
 - You have **0 xForms** being processed at a later stage.
- Events (1 Open):**
 - Only show events where I am: [dropdown]
 - You have **1 IACUC New Submission** events.
 - You have **1 Total Open** events.

The 'Notices' sidebar on the right contains the following information:

- Start a New Study:** On the top left side of the page, click "Start x-form" and choose the form specific to the committee review needed. Complete the form and attach supporting documents.
- Change, Continue, Close, Report an event for an existing study:** At the bottom of this page, click on the study number. When the study home page opens, go to the top left and click "Start x-form." Then choose the appropriate form.
- Find Attachments:** At the bottom of this page, click on the study number. When the study home page opens, find the event of interest (new study submission, amendment, etc.) and click to open it. On the left-hand side there will be a link for attachments.
- Delete a Duplicate xForm:** From the left menu, open your xforms. Click the red "X" in front of the duplicate form you want to delete. Contact the IRB office if there is no "X" or if you need a form undeleted.

3. Choose "IRB Application Form."

The screenshot shows the 'Start Form on User' page. A table titled 'Select xForm to start' is displayed. The 'IRB Application Form' is highlighted with a red box. The table has the following columns:

Action	Form (Click to start)	Description
	Biosafety Form for Instructional Laboratories	Teaching Lab Biosafety Registration Form
	Biosafety Protocol Form for Research	Research Biosafety Protocol Registration Form
	IACUC Animal Health Report	Animal Health Report This form is for PI's, study staff, and ARC employees to report animal health concerns and r
	IACUC Protocol Deferred Review Form	IACUC Protocol Deferred Review Form
	IACUC Protocol for Educational Observational Studies	Protocol for Educational Observational Studies
	IACUC Protocol for Field Observational Studies	IACUC Protocol for Field Observational Studies
	IACUC Protocol Review Form	IACUC Protocol Review Form
	IRB Application Form	IRB New Study Application Form: Use this form when submitting a new study to the IRB.
	IRB Determination Form	Use this form to determine whether your project needs IRB review.

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

The screenshot shows the first page of the IRB Application Form. The form is titled 'IRB Application Form -- Title & Research Personnel'. It includes the following fields:

- Submitted By:** Stolber, Leah. Email: l stolber@uwm.edu. Phone: [empty]
- Title (Required):** (Limited to 1000 characters.)
- PI Name (Required):** [empty]

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.

ion Form -- Title & Research Personnel

The following issues exist. Click on an issue to jump there.

- PI Department - Required.

Submitted By	Add Note	View Audit
Stoiber, Leah		
Email: lstoiber@uwm.edu		Phone:

Title (Required)	Add Note	View Audit
(Limited to 1000 characters.) Test study		

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

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 ▾

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.

ication Form -- Title & Research Personnel

Enter any other study personnel who should receive IRB notifications and/or have access to the study in I-Manager.	Add Note	View Audit
<p>Begin typing last name and the name will auto-populate if the user has an I-Manager account.</p> <p>Choose the role based on the level of access the individual will need in I-Manager.</p> <p>Click Save at the end of each row before moving to the next.</p> <p>If a name you enter isn't found, use the link below the table to create a contact for them within the system. Then you'll be able to add them in the table.</p>		
Study personnel name	Role*	Action
<input type="text"/>	<input type="text"/>	Save

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.

Attach all recruitment materials here (verbal or email scripts, social media posts, flyers, ads, etc). Add Note View Audit

Add Attachment

Submit the final, fully formatted versions.

For verbal and email recruitment, submit a script so we can see how you will present the study information to potential participants.

Recruitment materials should NOT have compensation as the main focus.

If you will be using a video, please also upload a transcript.

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.

IRB Application Form -- Signature for submission

By signing this form, I attest that: Add Note View Audit

- I accept responsibility for complying with Federal and State regulations and UWM policies relative to the protection of human research subjects.
- I will not initiate this study until I receive written approval from the IRB.
- I will promptly report to the IRB any unanticipated problems and adverse events, as well as any findings during the course of the study that may affect the risks and benefits to subjects.
- I will obtain prior written approval for any changes to this protocol.
- I will provide status updates to the IRB upon request.

(Required)

Sign...

After you enter your signature, click Next and then Submit on the following page. Add Note

Previous **Next** Save for Later More ▾

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.

UNIVERSITY of WISCONSIN
MILWAUKEE

[Collaborators](#) Title & Research Personnel Page 1 of 9 [Next](#)

IRB Application Form -- Title & Research Personnel

Submitted By [Add Note](#) [View Audit](#)
Stoiber, Leah
Email: lstoiber@uwm.edu Phone:

Title (Required) [Add Note](#) [View Audit](#)
(Limited to 1000 characters.)

PI Name (Required) [Add Note](#) [View Audit](#)
Begin typing last name and the name will auto-populate if the user has 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.

Collaborators

Add

Email

Access: Edit

Note for Collaborator

CC Me

[Add](#)

Current Collaborators

Action	Collaborator	Permission	BGR
	Stoiber, Leah	Author	

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.