



IRBManager gets a new name

Over the past year, our [Institutional Animal Care and Use Committee \(IACUC\)](#) and [Institutional Biosafety Committee \(IBC\)](#) have been working diligently to prepare for a transition to electronic submissions. After a good deal of research and exploring, they determined that IRBManager would be the best platform for IACUC and IBC submissions. Since IRBManager isn't just for the IRB anymore, we're renaming it, and it will now be known as **I-Manager**.

Everything works the same, but you'll see additional options when creating new xForms. Make sure you're choosing the one labeled IRB at the beginning!

Sample of what you'll see in I-Manager:

Select xForm to start		
Action	Form (Click to start)	Description
	Biosafety Protocol Registration Form and 3-Year Renewal Form	IBC Protocol Registration Form
	IRB New Study Form	Use this form when submitting a new study to the IRB.

We're working to update our terminology within I-Manager and on our website (and old habits die hard), so you'll probably still see and hear the old name for a while as we transition. But whether you see IRBManager or I-Manager, it's the same thing.

Level 3 Confidentiality of Payments

If you've been granted Level 3 Confidentiality of Payments for your research study, you should NOT send a list of payment recipient names to Accounts Payable. These lists are subject to open records requests. If your data is sensitive enough to need level 3 protections, then the participants' names should not be disclosed.

Instead, keep the information to yourself, and only submit the list of ID numbers or other study identifier.

Rationales for Eligibility Criteria

The Belmont principle of Justice requires that researchers choose whom to include and exclude from research based on fair, scientific principles. Individuals and groups shouldn't be targeted solely because they're convenient, and similarly, should not be excluded unnecessarily.

For this reason, it is the duty of researchers and IRBs to ensure that eligibility criteria are chosen based on sound, scientific rationales. When you list your eligibility criteria in the protocol, be sure you also explain why each criterion was chosen. The greater the risks and/or benefits of the research, the more vital it is to have a subject population that complies with the Justice principle.

Interviews vs. Focus Groups

If your research involves interviews or focus groups, be sure that the terminology you use in your study submission is consistent with the IRB's definitions. If you use these terms but mean something different, make sure you explain your terms clearly in your submission.

Interview is generally understood to be a private discussion between the researcher and a single individual, with no one else present.

Focus group is understood to be a group discussion on a certain topic. Some researchers call these *group interviews*, but to avoid confusion with individual interviews, we prefer that you use the term *focus group*.

Occasionally a person will want to participate in your research but is uncomfortable in a group setting. If you want the ability to include them in your research, be sure to include the option for an individual interview in the protocol and consent from the beginning. That way there's no need for a rushed, last-minute amendment when you encounter this scenario.

Remember, if your approved submission only mentions focus groups, you shouldn't be doing individual interviews, and vice versa.