



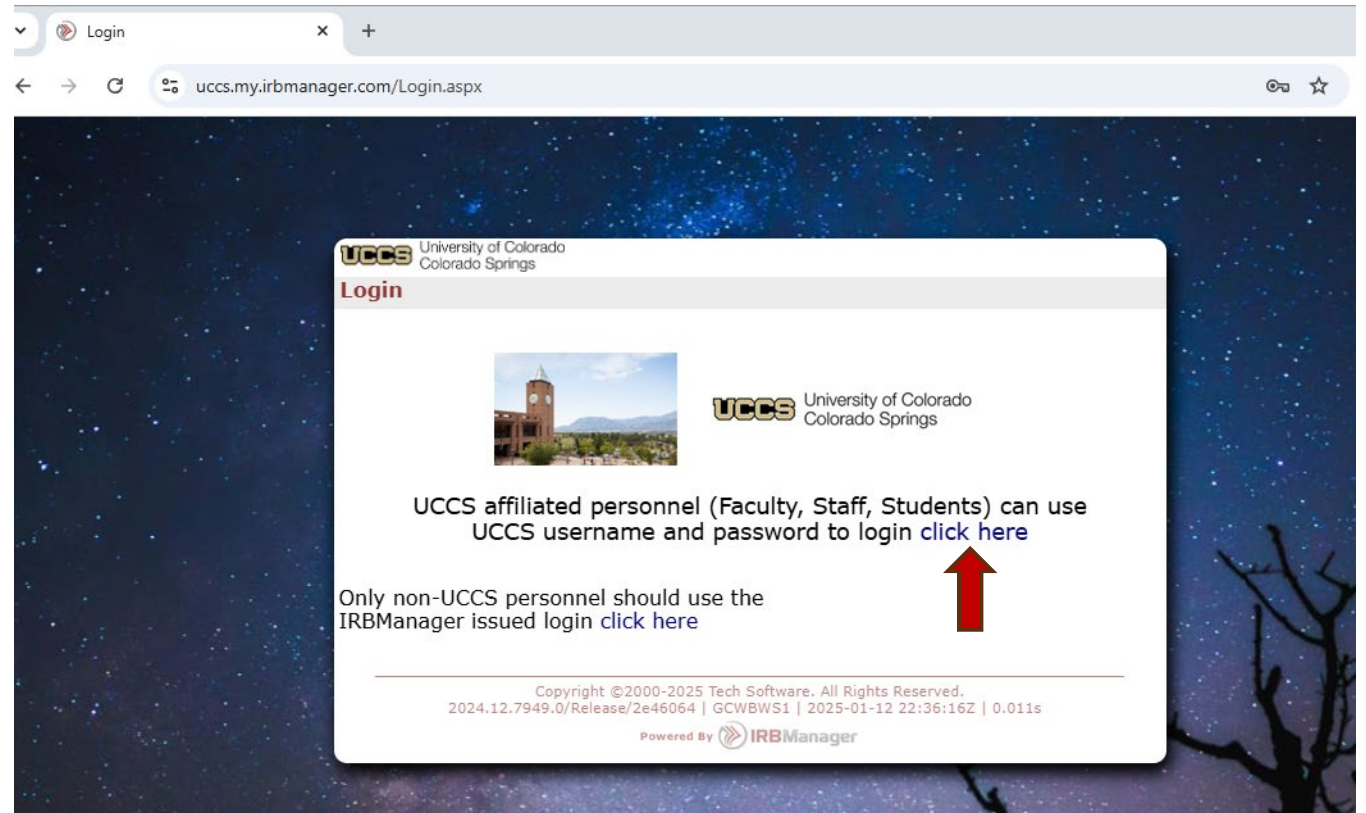
Research Integrity

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Completing an IRB Application

Open IRBManager

- IRB Manager can be accessed at <https://uccs.my.irbmanager.com/Login.aspx>
- Login using your normal UCCS credentials where it says “Click Here”



IRBManager Dashboard

- You will land on the IRB page of your dashboard when you login.
- From here you can start an IRB application, review previously approved projects, communicate with the IRB, and track any forms in progress.
- Click on the button to “Start a New Request for IRB Review”.

Home

My Projects

39 Projects

39 IRB

9 xForms

34 Events

Notes:

IRBManager works best for Windows users in Google Chrome. If you are having technical issues while using a different browser, please log out and open IRBManager in Chrome.

For Mac users, Firefox is currently recommended, Safari often has glitches with the submission button, so we advise you do not use this browser.

If issues still persist after switching browsers, please contact IRB Staff.

For IRBManager instructions, questions about UCCS IRB policies and procedures, or regulation information please visit our website

Start a New IRB Application from the left-hand side "Actions" menu.

Renewal or Request for Change

Export to Excel

Click Here to Start a New Request for IRB Review Form

Click here to Start a QA/QI Review Application (Health Sciences Only)

Click Here to Start a Request to Defer to Outside IRB

Start Other xForm

39 Principal Investigator

2020-078-LANE New From PI Test	2020-079-MAIN Open - Active abc
2020-080-MAIN Open - Active Test 3	2020-081-OI Open - Active abc
2020-082-MAIN Open - Active Test 4	2020-083-LANE Open - Active abd

Completing the application

UCCS University of Colorado Colorado Springs Collaborators Application instructions Page 1 of 6 Next

Request for IRB Review 18.0 -- Application instructions

**UNIVERSITY OF COLORADO COLORADO SPRINGS
INSTITUTIONAL REVIEW BOARD**

Request for IRB Review

BEFORE STARTING APPLICATION:

CITI human subjects research training is required for all personnel including PIs, Co-PIs, Faculty Advisors, and additional personnel involved in human subjects research **once every 3 years**. CITI training must be complete **PRIOR TO IRB REVIEW**. If you have not completed this requirement at the time you submit, your review will be delayed.

Go to [CITI](#) and follow these [instructions](#) to complete the required IRB training.

Review Levels:

The level of review (Exempt, Expedited, or Full Board) is determined by the IRB. These are regulatory categories and do not reflect speed of review.

PIs CANNOT DETERMINE IF A PROJECT IS EXEMPT THEMSELVES. However, some projects do not qualify for IRB review.

To determine if you need to submit an IRB application, work through our [flowcharts](#) or contact the IRB.

If you have questions about review levels or the review process, please refer to the [IRB SOP](#) or the [Researcher Manual](#).

Application deadlines for Full Board protocols and meeting dates are listed [here](#).

Form instructions:

To navigate between pages/sections of the application, use the drop down at the TOP of the page. Use this feature instead of the "Next" button to move to the following page when you have not answered all of the required fields. If you click "Next" before answering the required questions, it will highlight missing fields. Please note that additional pages may appear as you answer questions.

You may save the application at any time using the "save for later" button at the bottom of the page and return to the form at your convenience. The application cannot be submitted until all required questions are answered and accompanying documents are attached.

Additional information and clarification is provided for some questions either directly to the right of the question, or displayed when hovering over questions with your mouse (note, not all questions have additional information). If you need further clarification or examples, please [click here](#) for detailed application instructions.

You must click "Submit" on the final page before your application will be submitted for review. Signing the application does not submit it.

Next Save for Later More ▾

Important items for successfully completing your IRB application:

1. CITI training must be completed before your application can be approved. If you have not completed it, please use the link in the application to do so.
2. The application should save your progress as you go. You can also click "Save for Later" and exit at any time.
3. The application will add pages and questions based on your answers. Please answer all questions to the best of your ability.
4. If you get stuck at any point during your application, please email IRB@uccs.edu.

Completing the application cont.

- Please answer all questions on the application.
- If you are a student, you will need a Faculty Advisor to review and sign off on the project before IRB review. You will add them on the “Study Personnel” page. Student and outside personnel can be added here as well. **All personnel should have CITI training before working on a project.**

RESEARCH INVOLVING HUMAN SUBJECTS IRB

HUMAN SUBJECTS

Tips for a successful application

- Make sure you have created all your study documents before you start your application.
 - Templates can be found on the IRB website
<https://osp.uccs.edu/research-compliance/research-involving-human-subject-irb>
- Use clear and concise language. Avoid jargon, highly technical language, and citations.
 - Explain the application where someone outside your discipline can understand.

IRB Application Information

[Learn More About IRBManager](#)

IRB Documents, Guidance Documents, and Resources

GET STARTED: THINGS YOU NEED

New Protocols, Renewals, and Requests for Change:

- [Online Applications](#)
- For questions or accommodations, contact the IRB at IRB@uccs.edu.

Informed Consent and Parent Permission Templates:

- [Paper Informed Consent Form](#)
- [Electronic Informed Consent](#)
- [Shortened Informed Consent for Exempt Category Online Surveys](#)
- [Parent Permission for Child Template](#)
- [IRB Child Assent Form](#)

CITI Training:

- [CITI Website](#)
- [CITI Quick Start Guide](#)
- [CITI Training Instructions](#)

Example Documents:

- [Example Informed Consent Language](#)
- [Sample Video Consent](#)
- [Letter of Access Template/Example](#)

UCCS IRB DOCUMENTATION AND REGULATIONS

Manuals and Operating Procedures:

- [IRB Standard Operating Procedures](#)
- [IRB Non-Compliance SOP](#)
- [IRB Researcher Manual](#)

Learn More About the IRB:

- [IRB Meetings](#)
- [IRB Committee Members](#)
- [IRB Yearly Activity](#)
- [IRB Submission Procedure](#)
- [Frequently Asked Questions About the IRB](#)

Learn More about Human Subjects Research:

- [HHS International Compilation of Human Subject Research Protections](#)
- [45 CFR Part 46: Protection of Human Subjects](#)
- [HHS The Belmont Report](#)

Tips for a successful application

- Make sure to both sign AND submit your form.
 - On the investigator's responsibilities page, you will read and agree to your responsibilities as a PI.
 - At the bottom of this page, you will digitally sign with your credentials.
 - It is important to click "Next" at either the bottom or the top of the page and go to the final page.

UCCS University of Colorado Colorado Springs Collaborators Investigator's Responsibility a... Page 7 of 7 Next

Request for IRB Review 18.0 -- Investigator's Responsibility and Acknowledgement

INVESTIGATOR ACKNOWLEDGMENT [View Audit](#)

- I have listed all potential Conflicts of Interest and understand the campus COI policy.
- I understand the campus Misconduct in Research policy and the IRB's non-compliance process.
- I understand submitting this application to the IRB does not constitute IRB approval, and that I will not proceed with my research (including recruitment initiation and obtaining participant informed consent) until I receive an approval letter from the IRB.
- I will conduct my study in compliance with the UCCS IRB Standard Operation Procedures.

(Required)
 I agree

Post-approval responsibilities of the the Principal Investigator (PI) [View Audit](#)

1. Report all changes to the research protocol via a Request for Change application. This includes -
 - All changes in research personnel (Ensure additional personnel take the CITI training and understand their responsibility when working with human participants).
 - All changes in research activity related to the study (i.e., methods changes, site changes, population change, etc.)
 - All study and consent form amendments and revisions.
 - All changes to advertisements recruiting study participants.
2. Promptly report any injury, adverse event, or detrimental incident experienced by a research participant that is or may be related to the research procedures.
3. Inform the IRB if there is a newly identified Conflict of Interest or perceived Conflict of Interest.
4. Notify the IRB when the study is complete.
5. Complete Check-in or Renewal applications when requested to keep protocols active.

Failure to comply with these federally mandated responsibilities may result in suspension or termination of the study. (Required)
 I understand and agree to these responsibilities.



By submitting this form: [Show Help](#) [View Audit](#)

As Principal Investigator, I hereby certify that to the best of my knowledge, the information furnished above is true and complete. I understand that if found to be otherwise, it is sufficient cause for refusal or dismissal of the application. I authorize representatives of the University of Colorado Colorado Springs to make any and all appropriate inquiries regarding the information listed in this supplement. I hereby release you or others from any liability or damage that may result from furnishing the information requested.

(Required)

To sign, enter password for UCCSTestPI@gmail.com

Previous Next Save for Later More ▾



****Your form is not completed and submitted to the IRB until you click the submit button and receive the confirmation page****

Form Completed

You've completed the form. You can now either save the form for later revision, or submit it.

Go Back

Save for Later

Print

Submit



My Projects x Form Complete x Home | UCCS x +

uccs.my.irbmanager.com/xForms/FormSubmitted.aspx?FormInstance=7e5b8367-33a8-426c-8d6f-02e2e6ee5621

UCCS University of Colorado
Colorado Springs

Form Complete

Form Submitted

Please contact the IRB (IRB@uccs.edu) if you have questions or have not been updated on your protocol within 10 business days.

After submission

- Once your protocol is submitted, it may take up to 10 business days to be reviewed depending on the time of the semester you submit your review and the type of the review. Feel free to check in on the progress of your review at anytime. You can track the progress of your application from your dashboard using the “xForms” tab.

The screenshot shows a dashboard titled "My Projects" with a navigation bar at the top containing "Home" and "My Projects". The dashboard features four main metrics: "Projects" (39), "IRB" (39), "xForms" (9), and "Events" (34). Below these metrics are three buttons: "Click Here to Start a New Request for IRB Review Form", "Click here to Start a QA/QI Review Application (Health Sciences Only)", and "Click Here to Start a Request to Defer to Outside IRB". There are also two buttons: "Start Other xForm" and "Export to Excel". At the bottom, there are two status indicators: "2 Awaiting Your Attention" and "7 Unsubmitted". Below these are two cards for "Request for IRB Review 18.0", each showing "Data Entry", "UCCS Test PI Test PI", and "Started on" dates (09/30/2024 and 10/01/2024).

Metric	Count
Projects	39
IRB	39
xForms	9
Events	34

[Click Here to Start a New Request for IRB Review Form](#)

[Click here to Start a QA/QI Review Application \(Health Sciences Only\)](#)

[Click Here to Start a Request to Defer to Outside IRB](#) [Start Other xForm](#) [Export to Excel](#)

2 Awaiting Your Attention **7** Unsubmitted

Request for IRB Review 18.0	Request for IRB Review 18.0
Data Entry	Data Entry
UCCS Test PI Test PI	UCCS Test PI Test PI
Started on 09/30/2024	Started on 10/01/2024

Revisions

- Some protocols might require revisions before being approved. You will be notified via email that your submission requires edits. Use the link in the email or your dashboard to access the application.
- The application will open and look like the initial application. You can revise any questions or areas you were asked to by the reviewer.
- If you have questions about the revisions requested, contact the IRB or your reviewer.

Approvals

- Once your protocol is approved, you will receive notification via email with a PDF approval letter, stamped consent form (if applicable), and stamped flyer (if applicable).
- You can start your research at this point.
- If you need to make any changes to the research design, documents, etc. after the initial approval, you will need to complete a Request for Change application.

Please direct any questions, comments,
issues, feedback, etc. to IRB@uccs.edu
or contact the Human Subjects
Research Compliance Director



Research Integrity

UNIVERSITY OF COLORADO
COLORADO SPRINGS