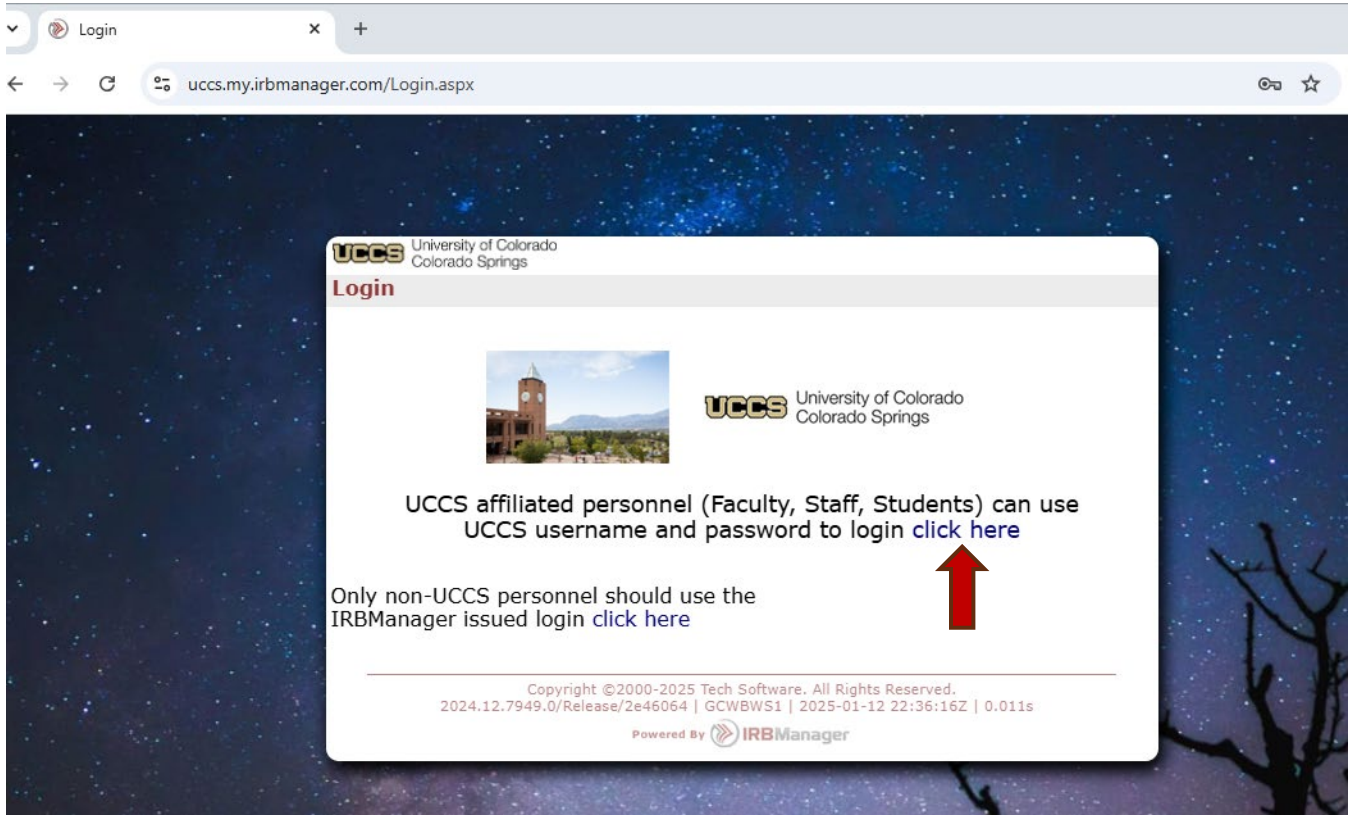
UCCS Research Integrity

UNIVERSITY OF COLORADO
COLORADO SPRINGS

Completing an IRB Application

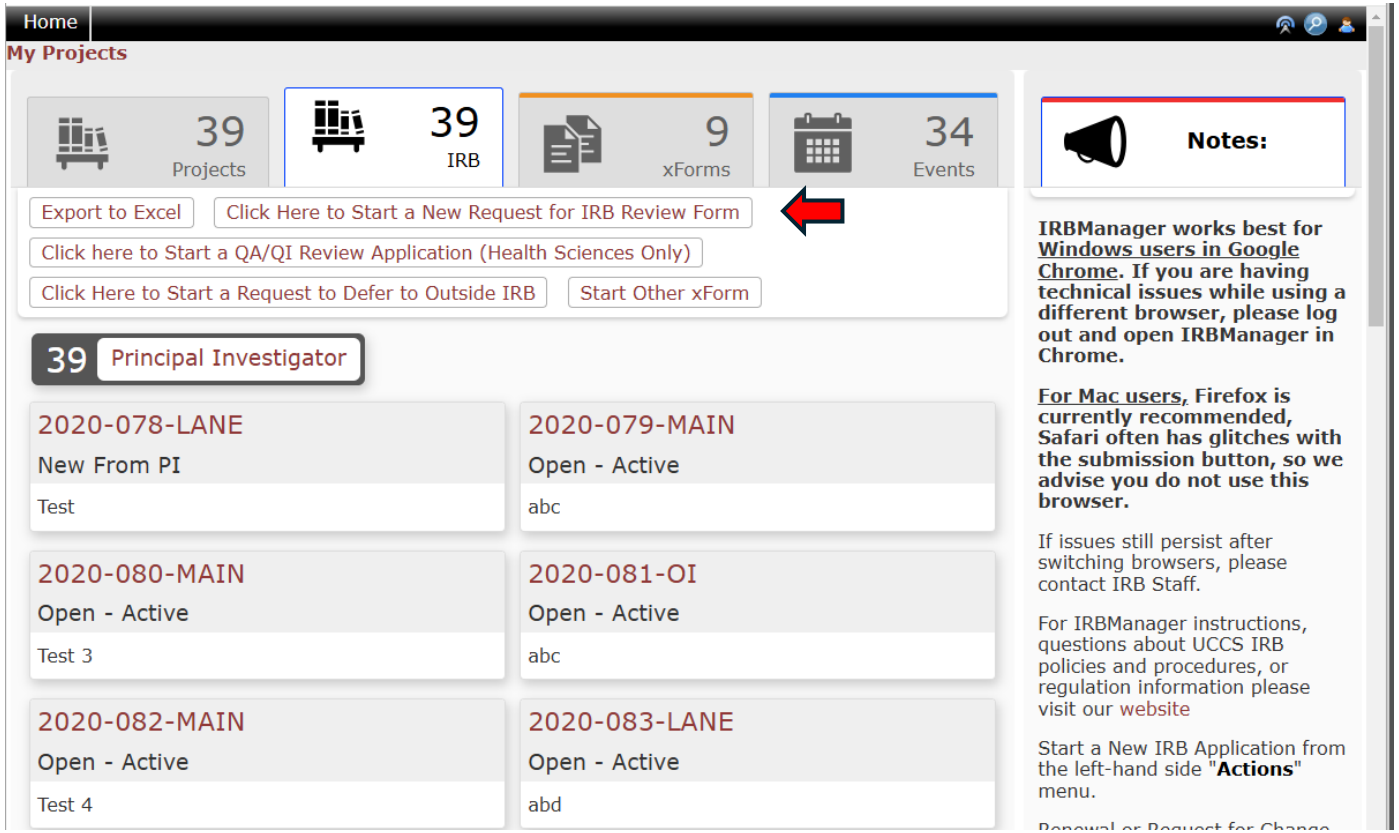
Open IRBManager

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

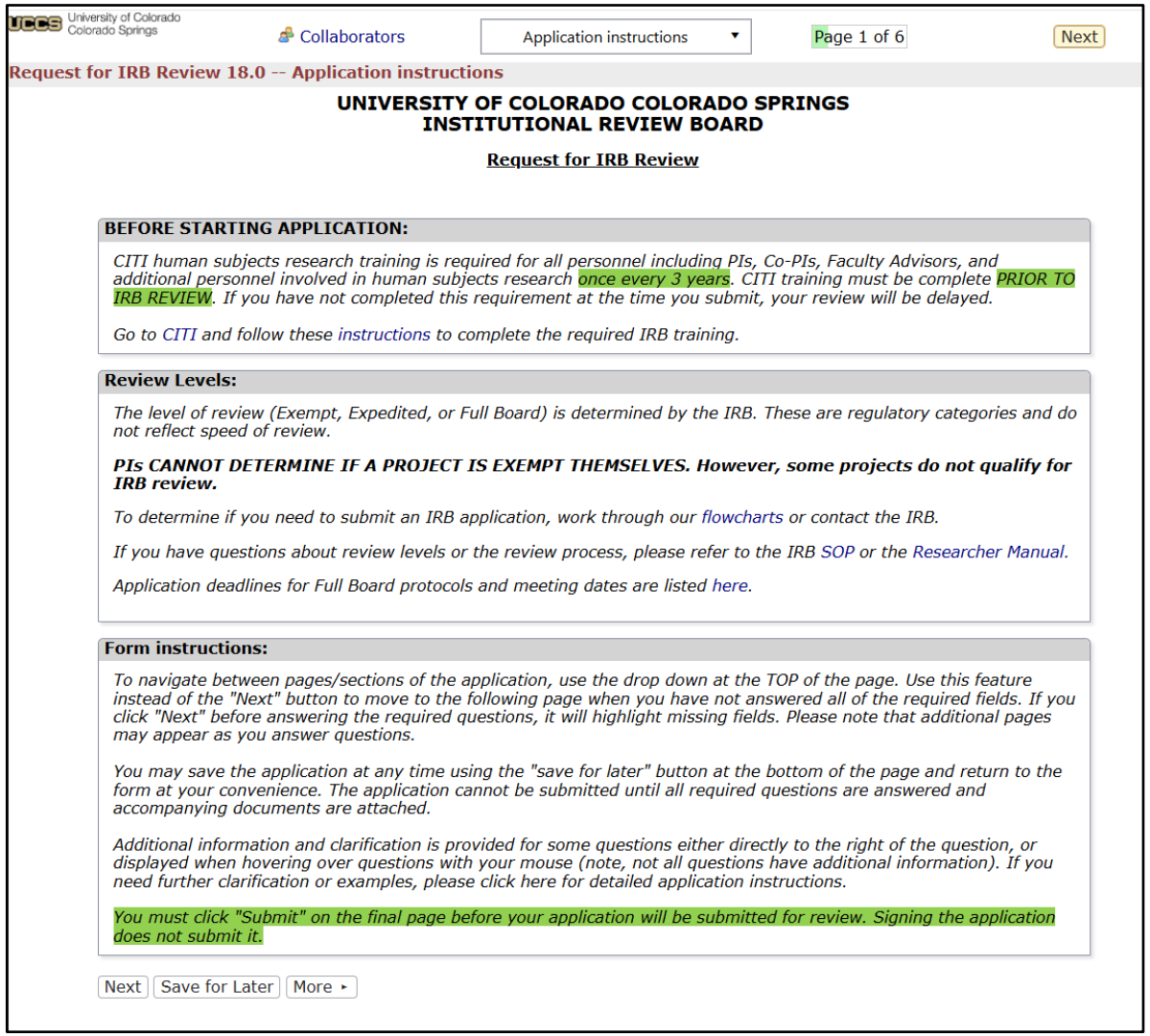


IRBManager Dashboard

- 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”.



Completing the application



Important items for successfully completing your IRB application:

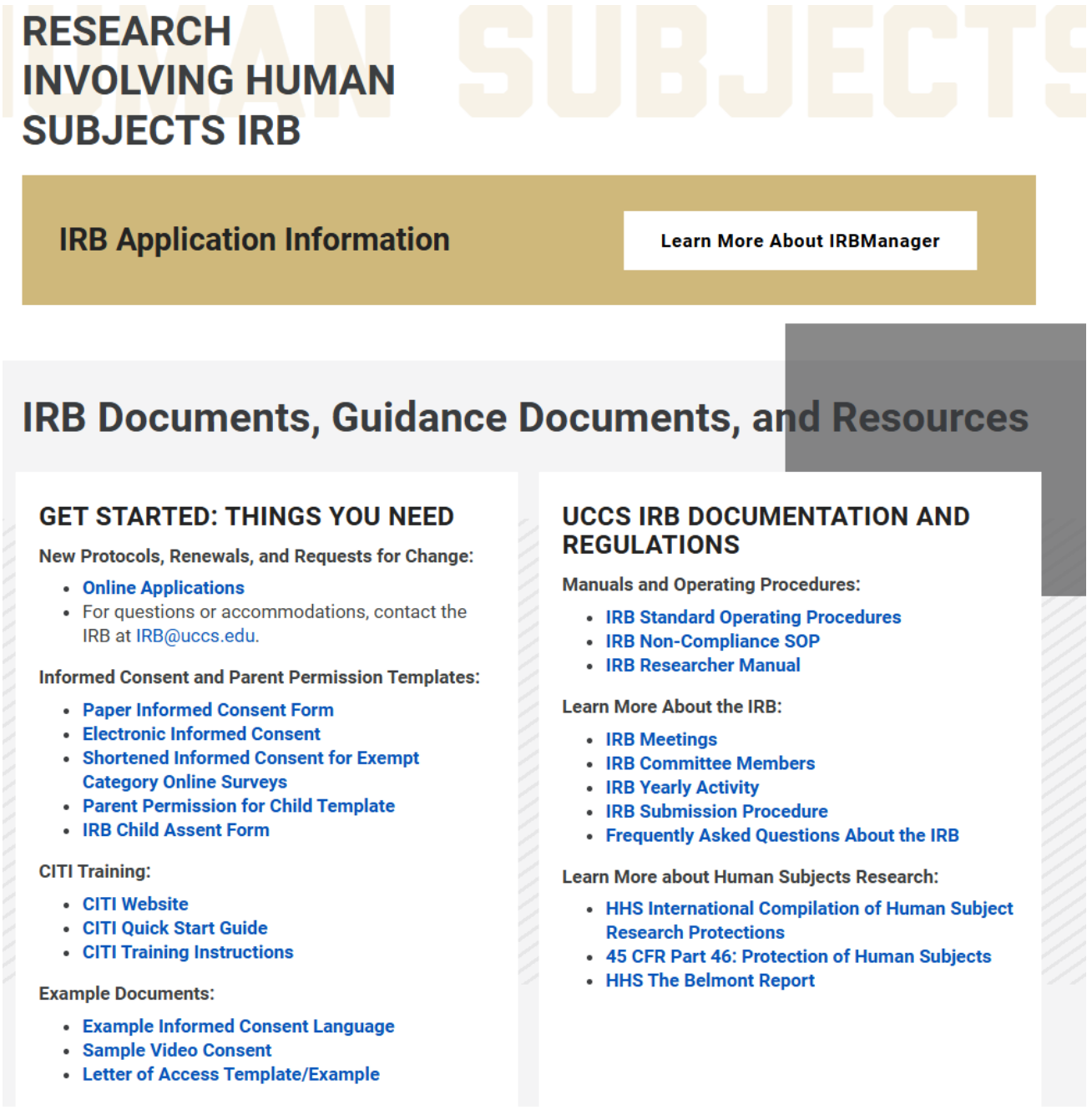
1. CITI training must be completed before your application can be approved. If you have not completed it, please use the link in the application to do so.
2. The application should save your progress as you go. You can also click “Save for Later” and exit at any time.
3. The application will add pages 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.**

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.



RESEARCH INVOLVING HUMAN SUBJECTS IRB

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:

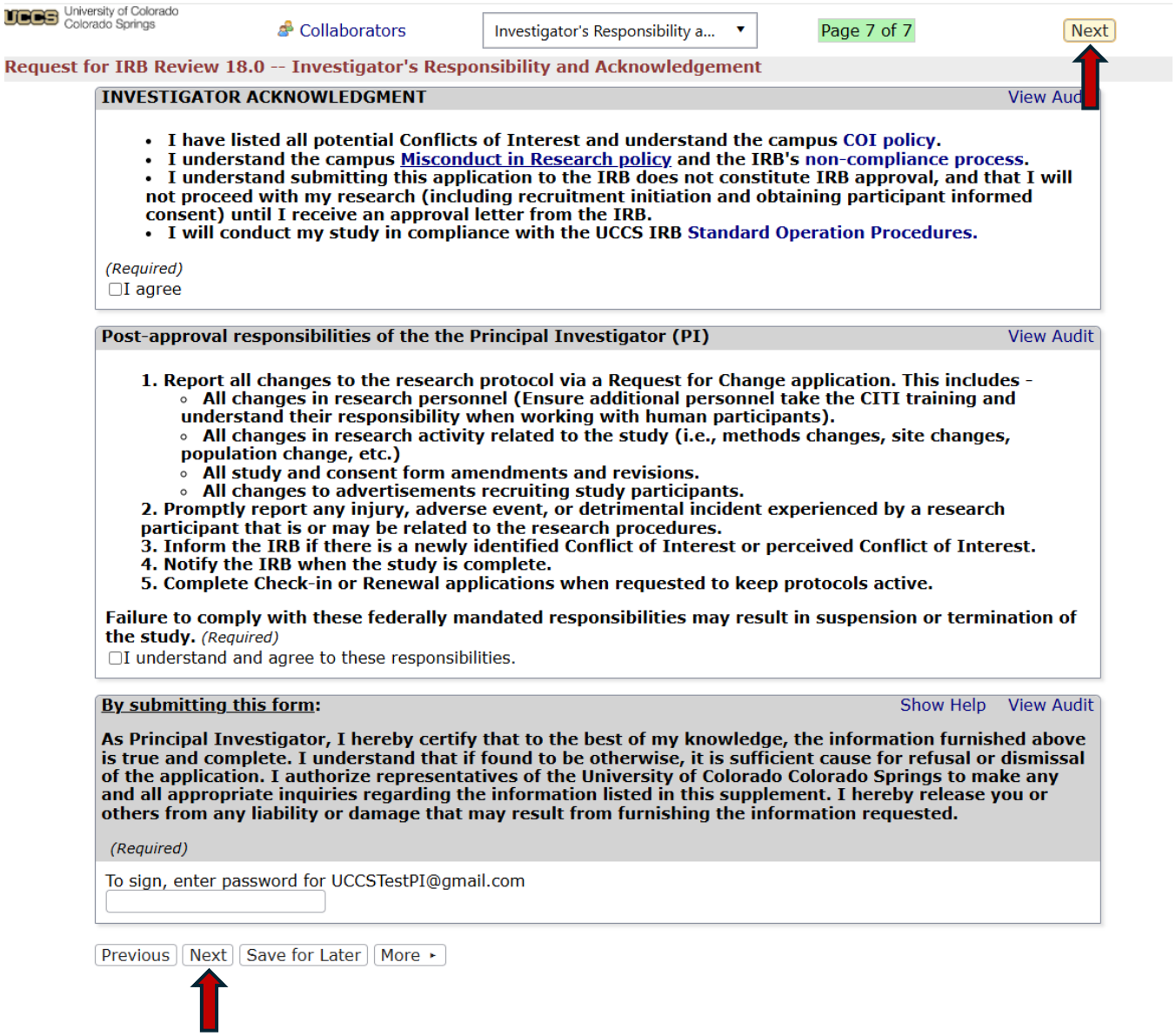
- IRB Meetings
- IRB Committee Members
- IRB Yearly Activity
- IRB Submission Procedure
- Frequently Asked Questions About the IRB

Learn More about Human Subjects Research:

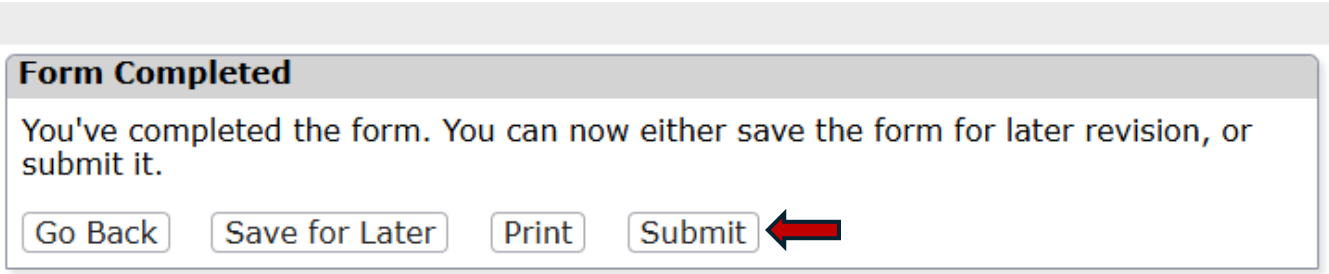
- HHS International Compilation of Human Subject Research Protections
- 45 CFR Part 46: Protection of Human Subjects
- HHS The Belmont Report

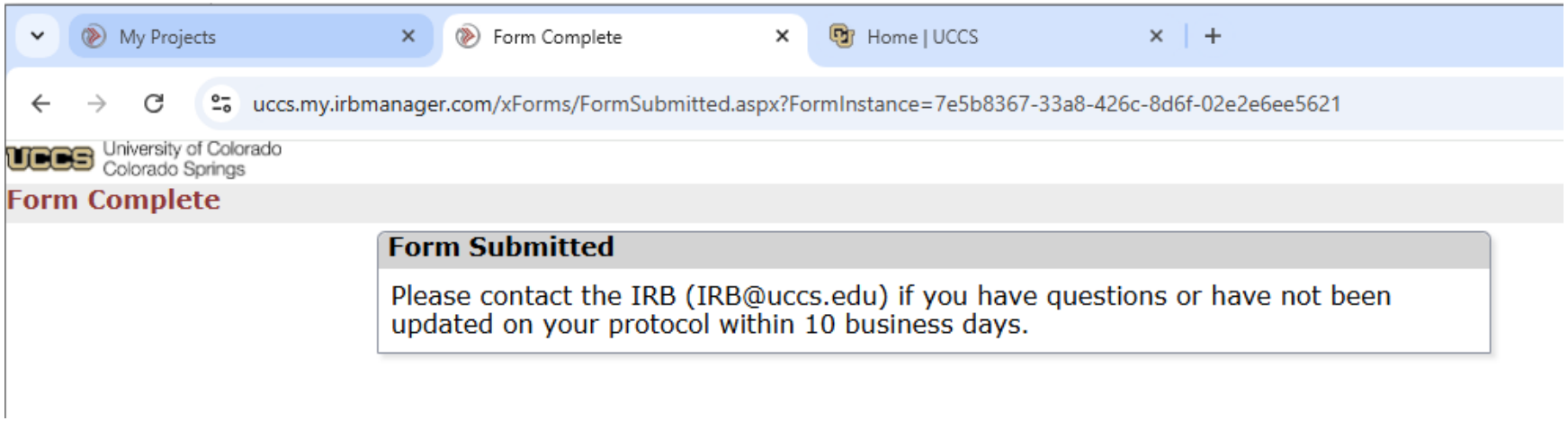
Tips for a successful application

- 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.



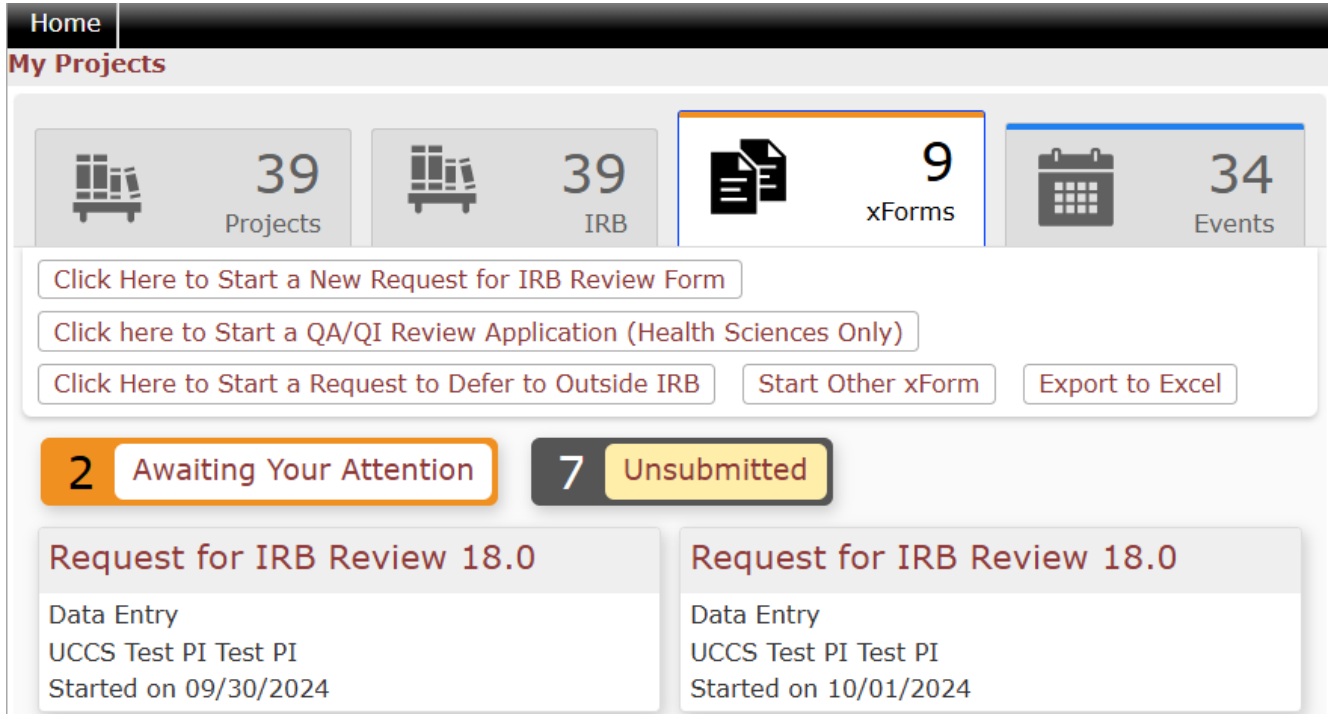
Your form is not completed and submitted to the IRB until you click the submit button and receive the confirmation page





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.



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

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