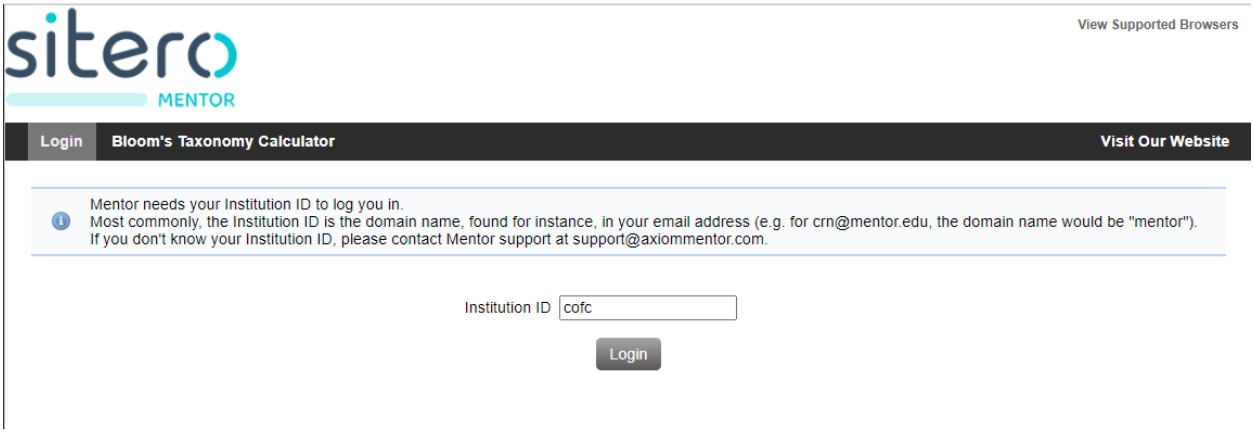
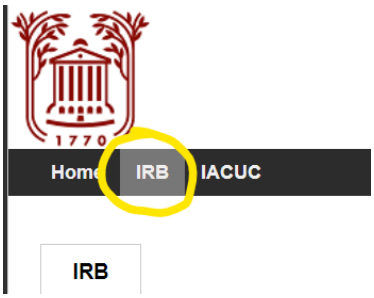
IRB eForm Application Instructions Faculty and Staff PIs

LOGIN AND VIEW YOUR PROTOCOLS

Login to Sitero Mentor using your CofC ID and password:
https://www.axiommentor.com/login/shibLogin.cfm?i=cofc
Institution ID: CofC

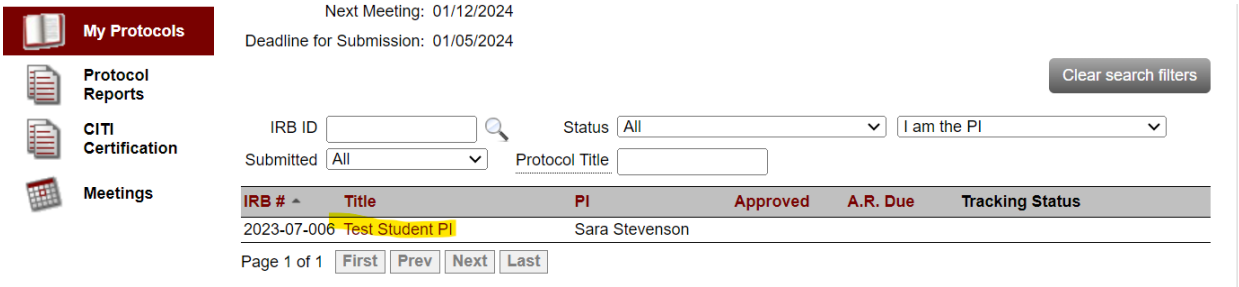


Once you are logged in, press the "IRB" tab in the top left corner.



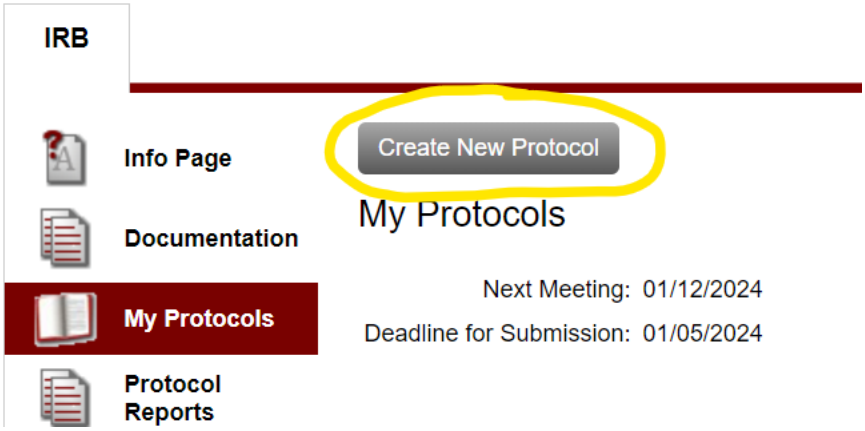
Then select the "My Protocols" option from the left navigation menu.

You can open any of your existing applications by pressing on the protocol title from the "My Protocols" screen.

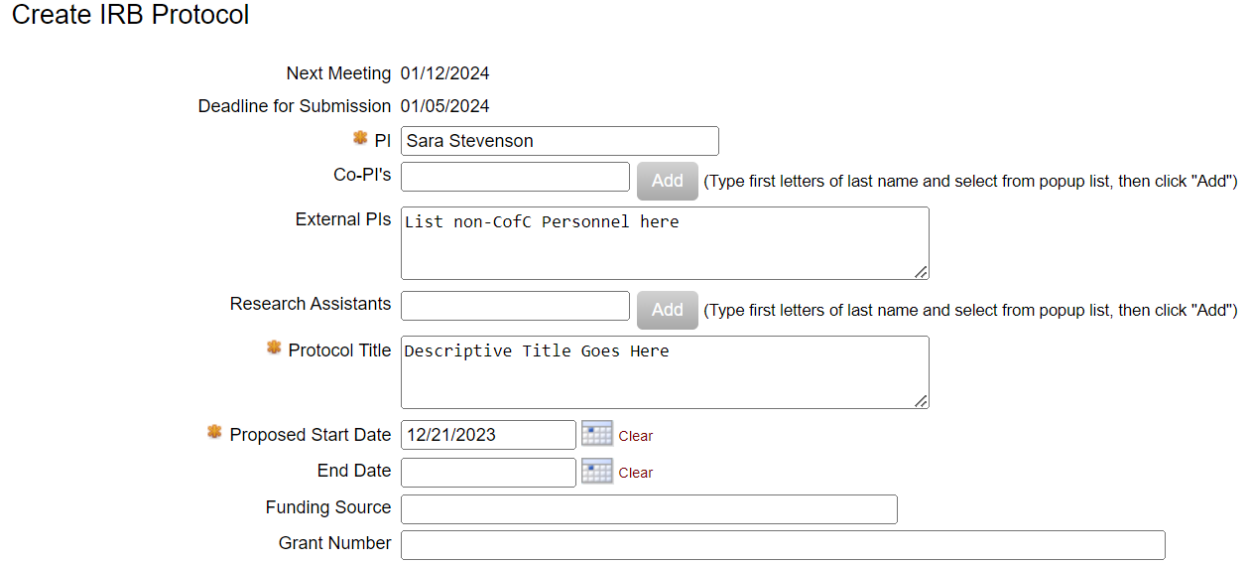


START A NEW IRB APPLICATION

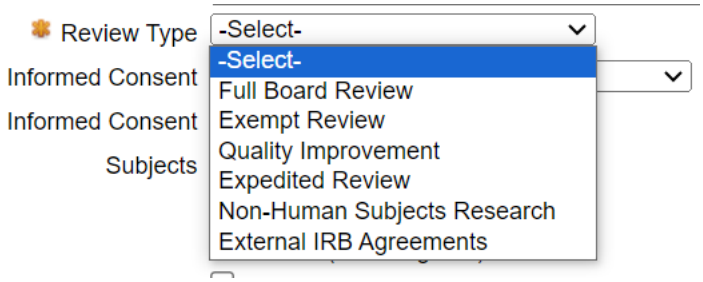
To start a new protocol, select “Create New Protocol” from the “My Protocols” tab.



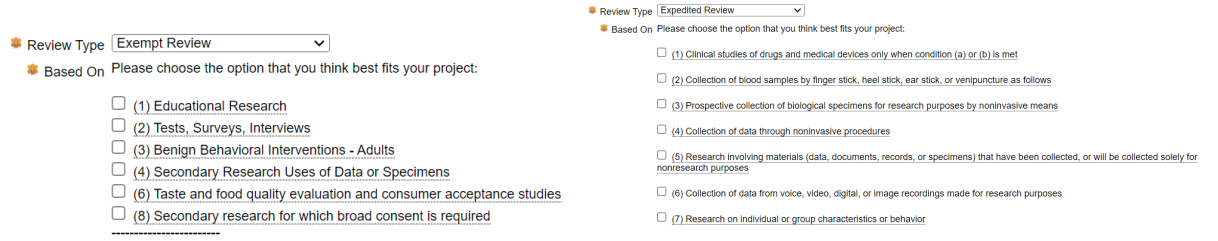
This will pull up a window for you to put in the basic protocol information—title, personnel, dates, review category, consent waivers (if needed, see below). Then Press save at the bottom.



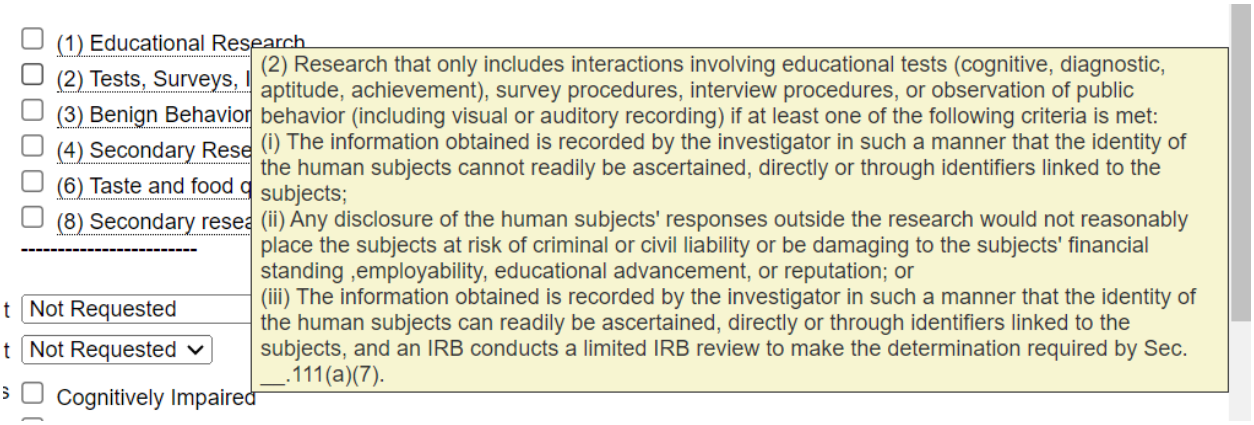
Review Type



Select the review type from the options provided. If expedited or exempt, then select the review category from the options provided.

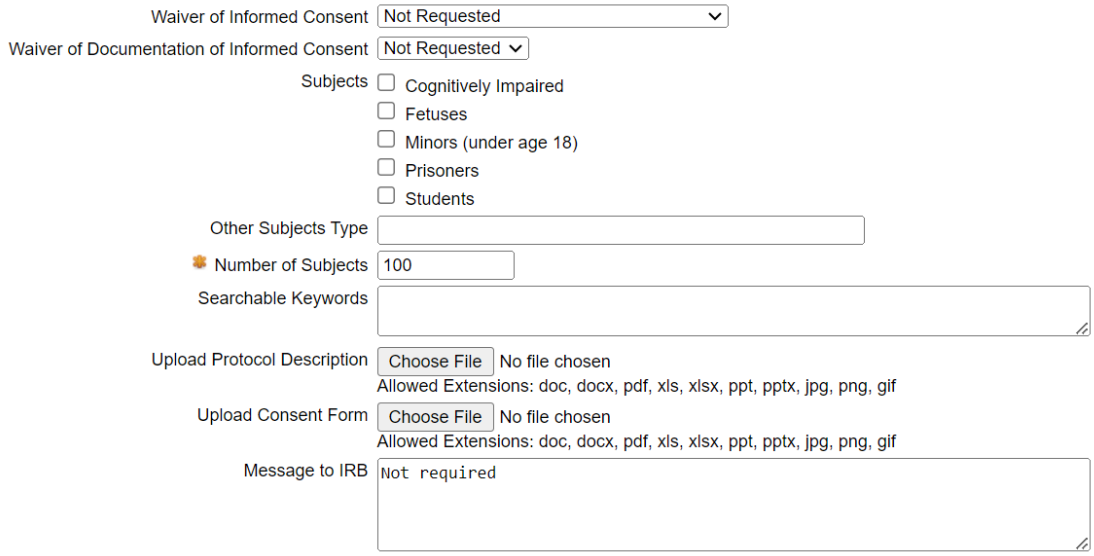


You can view more information about each category by hovering over the text with the review category:

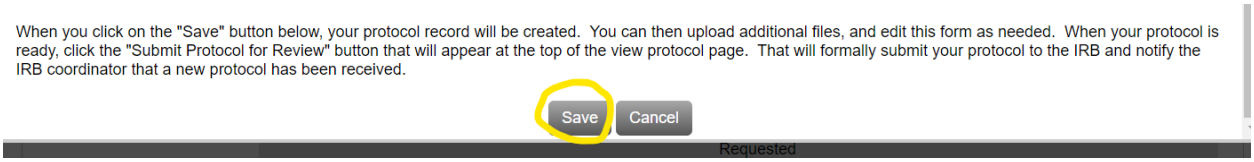


Waivers of Consent

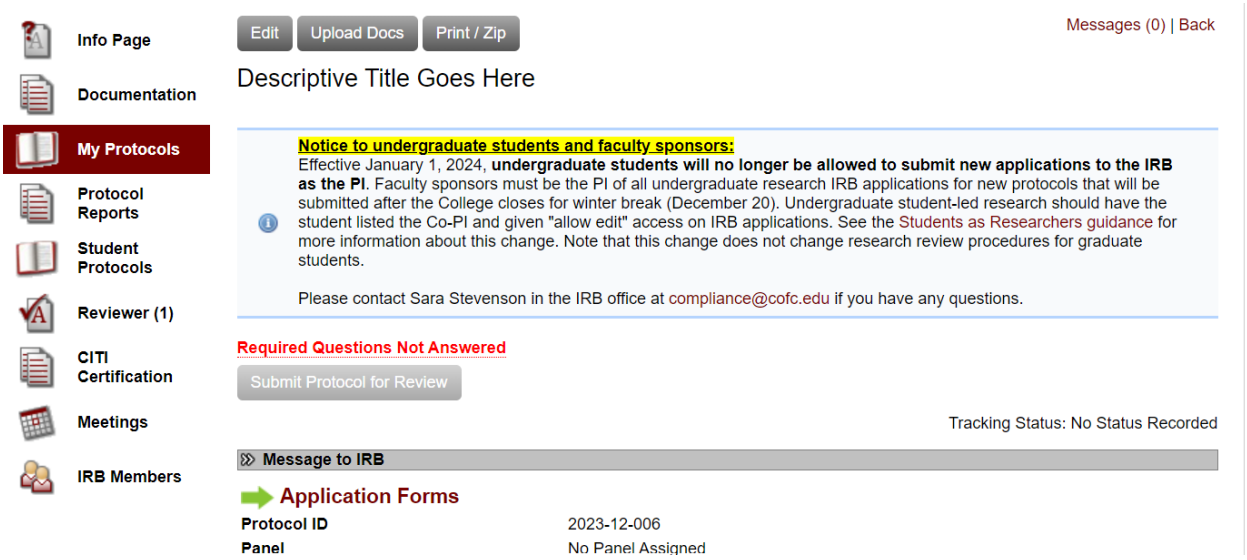
If you are obtaining consent orally, select “Yes” to “Waiver of Documentation of Consent.”
If you need to waive parts or all of the consent, then request Yes to “Waiver of Consent” and select waiver type (full or partial).



Note that you do not have to upload the Protocol description at all, and do not need to upload the consent form from this menu.
The press Save.



You have now started your IRB application and may proceed with completing the eForm and uploading the required attachments. Once you press save you will automatically be taken to the "Protocol Home Page," which can be accessed anytime by pressing on the protocol's title from the "My Protocols" tab.

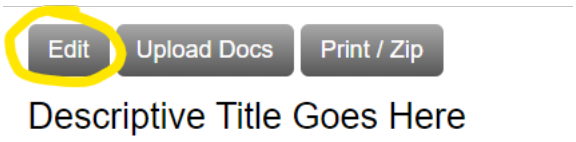


EDITING AND SUBMITTING YOUR IRB APPLICATION

If you are not already viewing the "Protocol Home Page," press on the protocol's title from the "My Protocols"

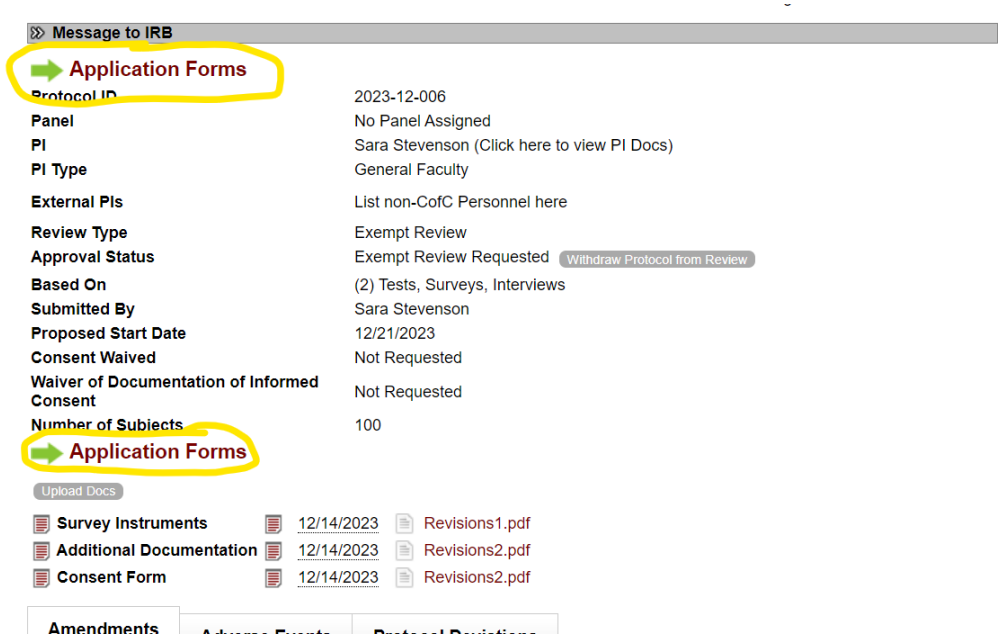
Edit the Basic Information

If you need to edit the Basic information (such as the level of review or the personnel), simply press on the "Edit" button located above the protocol title to open the window to make those changes.

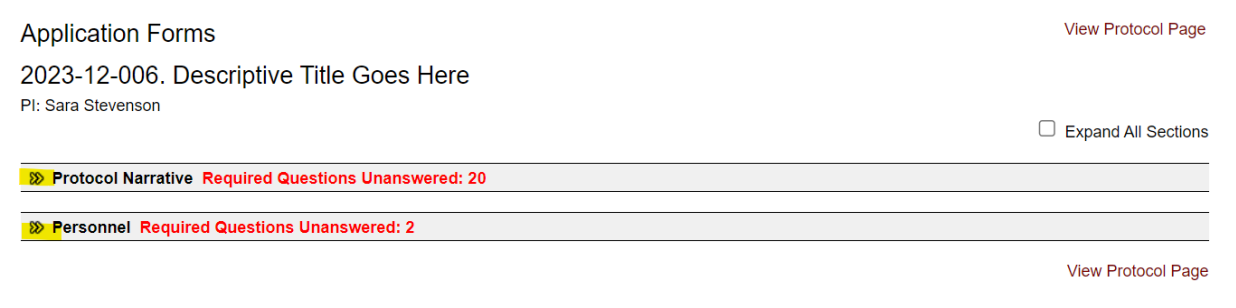


Complete the "Application Forms"

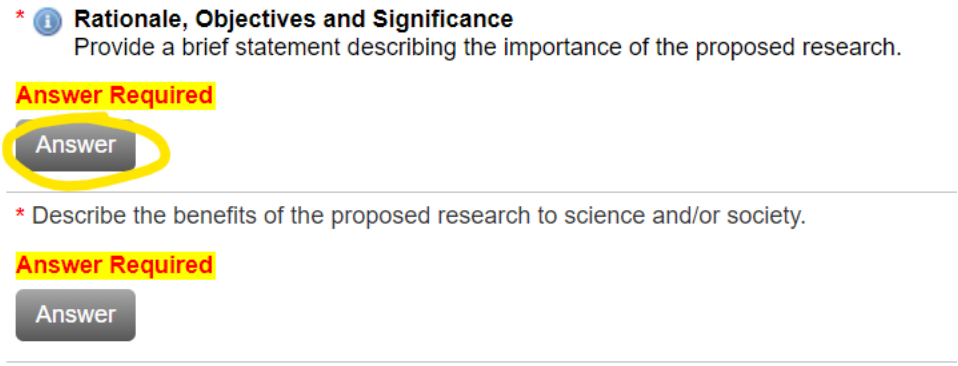
From the "Protocol Home Page," press on "Application Forms," located twice on the protocol main page and has a green arrow next to it. This will take you to the main text part of the application.



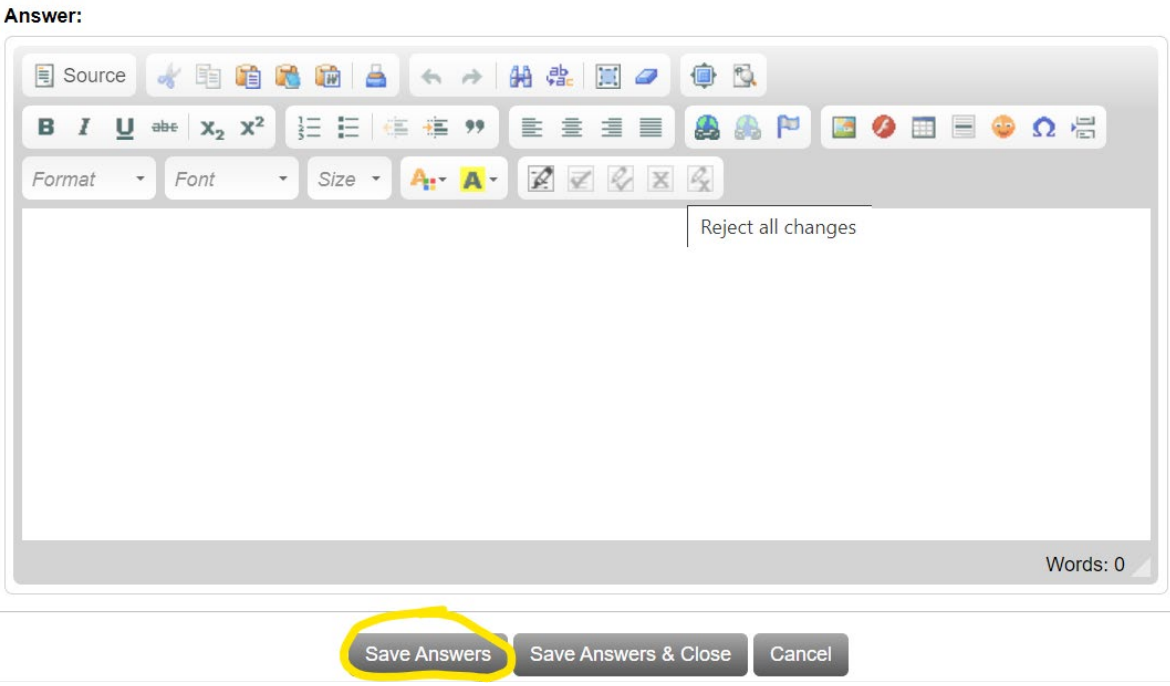
Press on each heading to expand to see the questions.



Press the gray "Answer" button to begin the Application Forms text.

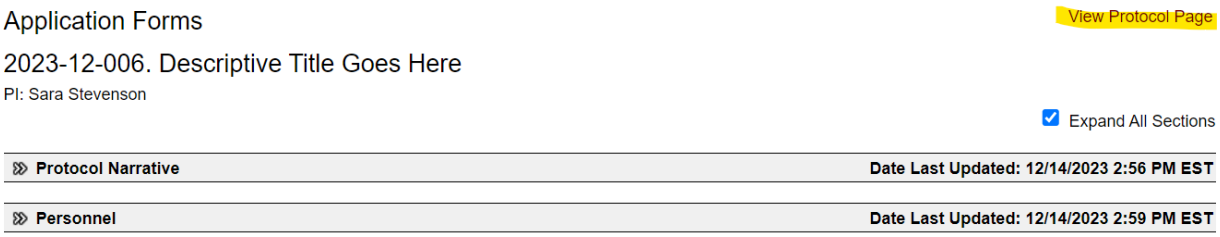


Provide your response in the text box and press "Save Answers" to continue to the next question. Press "Save Answers and Close" if you would like to return to all the Application Forms questions. Press Cancel to exit the response menu without saving your work.



For more details about the application questions, see the Sample IRB eForm questions

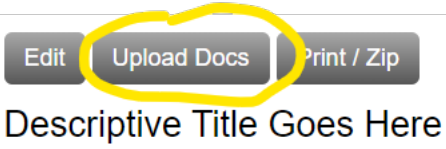
Once you have filled in all the required information, press "View Protocol Page" to return to the Protocol Home Page.



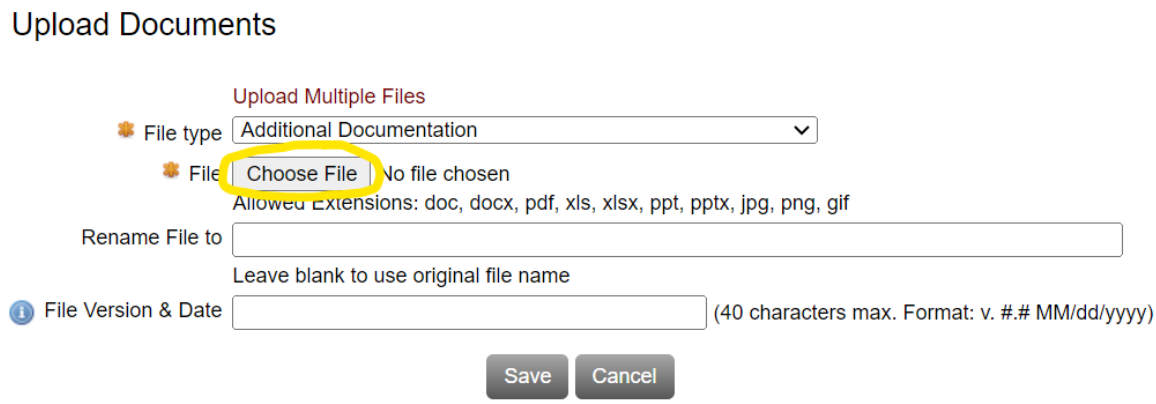
Upload Attachments

The Application Forms section will prompt you to provide most required uploads. However, if there are additional items that need to be included, they can be uploaded from the Protocol Home Page.

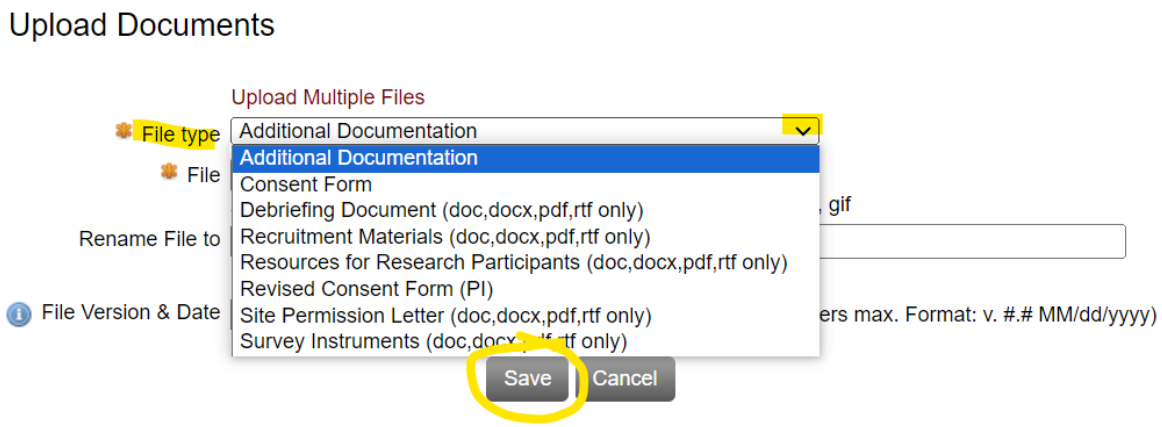
Select the gray "Upload Docs" button at the top of the page, just above your protocol title.



You can upload the attachments individually by selecting "Choose File" and choosing the file from your documents to upload.

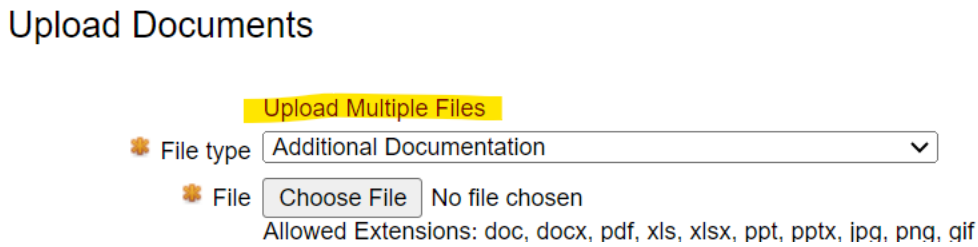


Then select the File Type from the drop-down menu

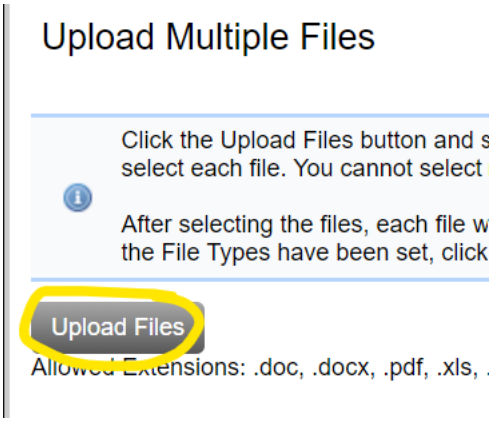


And Press "Save" to continue.

Or you can upload all files at once by selecting the text "Upload Multiple Files"

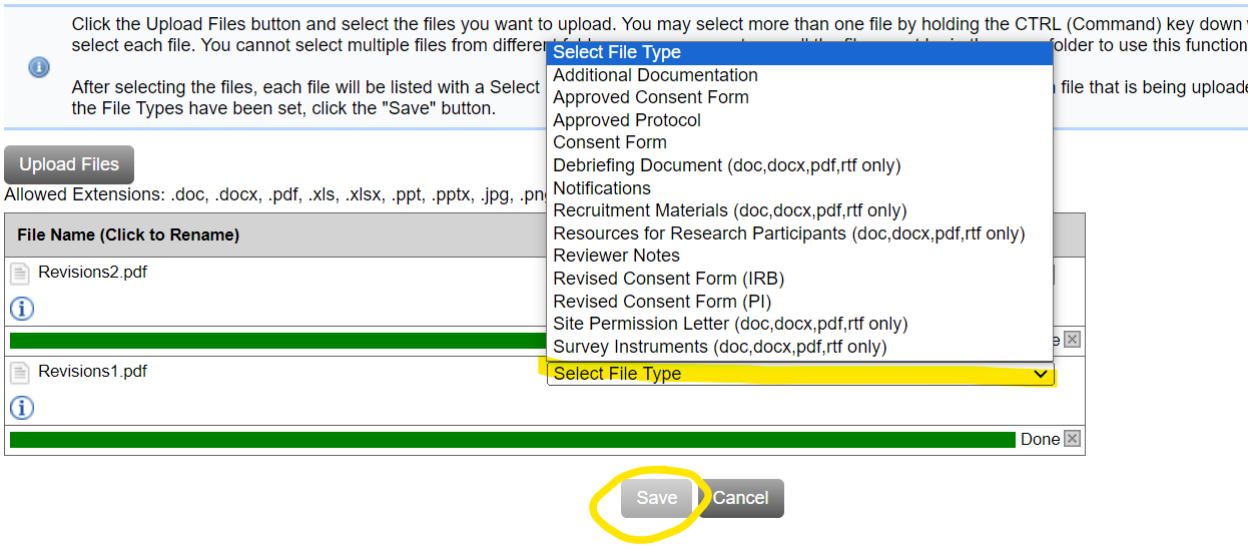


Then "Upload Files" to select from your documents.



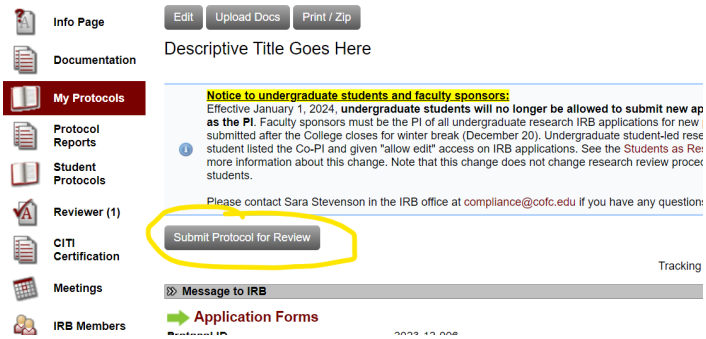
Once the files are selected, choose the File Type from the drop-down menu and press save to continue working on the protocol.

Upload Multiple Files



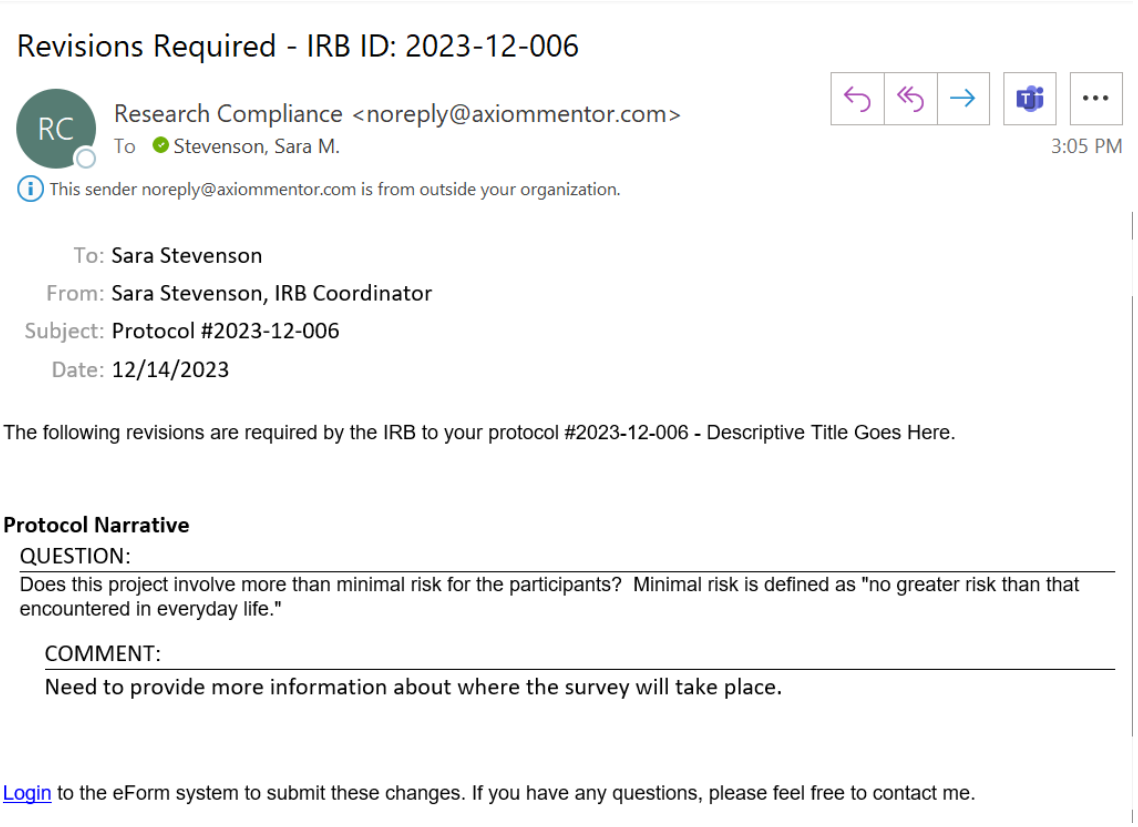
SUBMIT THE APPLICATION FOR REVIEW

From the Protocol Home Page, press the “Submit for Review” button. Note that this action will not be available unless all required questions in the Application Forms are completed.



SUBMITTING REVISIONS

If revisions are required, they will be communicated via email through the eForm system.



Revisions Required - IRB ID: 2023-12-006

RC Research Compliance <noreply@axiommentor.com>
To Stevenson, Sara M. 3:05 PM

This sender noreply@axiommentor.com is from outside your organization.

To: Sara Stevenson
From: Sara Stevenson, IRB Coordinator
Subject: Protocol #2023-12-006
Date: 12/14/2023

The following revisions are required by the IRB to your protocol #2023-12-006 - Descriptive Title Goes Here.

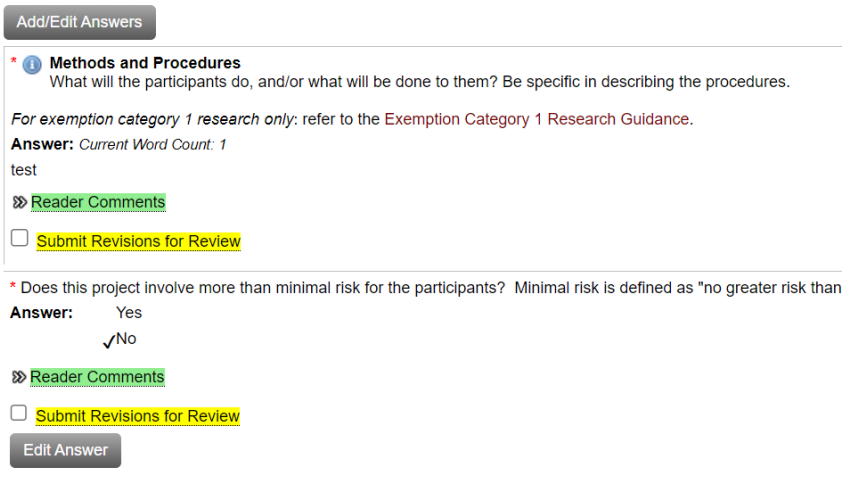
Protocol Narrative

QUESTION:
Does this project involve more than minimal risk for the participants? Minimal risk is defined as "no greater risk than that encountered in everyday life."

COMMENT:
Need to provide more information about where the survey will take place.

Login to the eForm system to submit these changes. If you have any questions, please feel free to contact me.

Once you have reviewed the "Revision Required" email, open your protocol and the Application Forms to begin making changes. Sections that have comments that require revisions will be highlighted in Green Press "Edit Answer" to make changes to sections where revisions are needed. Check the box next to "Submit Revisions for Review" once revisions to each section are made.



Add/Edit Answers

* **Methods and Procedures**
What will the participants do, and/or what will be done to them? Be specific in describing the procedures.

For exemption category 1 research only: refer to the Exemption Category 1 Research Guidance.
Answer: *Current Word Count: 1*
test

Reader Comments

Submit Revisions for Review

* Does this project involve more than minimal risk for the participants? Minimal risk is defined as "no greater risk than
Answer: Yes
✓No

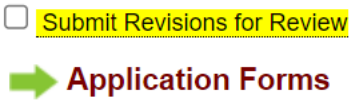
Reader Comments

Submit Revisions for Review

Edit Answer

If new/revised uploads are required, follow the steps above for uploading documents.

Once changes have been made to the Application Forms, press “View Protocol Page” to return the Protocol Home Page. From there, check the box where it states, “Submit Revisions for Review”



APPROVAL

The approval letter will be sent via email, and the IRB Chair and your department chair will be cc’d on the notification. Interaction with participants cannot begin until the approval is obtained.

As PI, you are responsible for any follow-up reporting. If needed, see instructions for submitting a modification.