

IRB eForm Application Instructions Faculty Sponsors of Graduate Student Research

Be sure to review the [Students as Researchers guidance](#) before committing to be a faculty sponsor.

If a student lists you as a Faculty Sponsor on their research, you will be notified via email when the application is complete. You may follow the link in the email to view the student protocol or follow the LOGIN steps below.

Inform Faculty Sponsor of Student Protocol - IRB ID: 2023-12-007



Audrey Ross <noreply@axiommentor.com>
To: Stevenson, Sara M.



3:24 PM

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

College of Charleston IRB Faculty Sponsor of a Student Protocol Notification

To: Audrey Ross
From: Sara Stevenson, IRB Coordinator
Subject: Protocol #2023-12-007
Date: 12/14/2023

The following protocol was submitted to the Institutional Review Board by Audrey Ross, a student investigator, who has designated you as the faculty sponsor for this protocol:

IRB No. 2023-12-007

Title: Test Grad Student PI

You may access this protocol at: <https://www.axiommentor.com/login/authkey.cfm?i=cofc&key=W0%2BhDshsFMNGvWx2xEITW5WYSUZqrxw5tOcEekFhLc0rnwqjnN7EBsnXQK5rdoqu>

[LOGIN AND VIEW YOUR STUDENT\(S\) PROTOCOLS](#)

Login to Sitero Mentor using your CofC ID and password:

<https://www.axiommentor.com/login/shibLogin.cfm?i=cofc>

Institution ID: CofC

View Supported Browsers

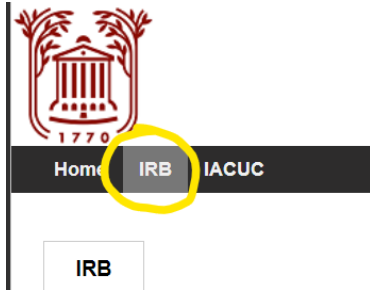
Login Bloom's Taxonomy Calculator Visit Our Website

Mentor needs your Institution ID to log you in.
Most commonly, the Institution ID is the domain name, found for instance, in your email address (e.g. for crn@mentor.edu, the domain name would be "mentor").
If you don't know your Institution ID, please contact Mentor support at support@axiommentor.com.

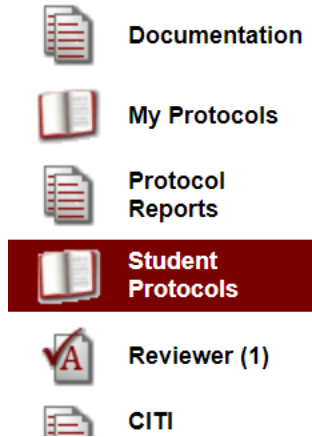
Institution ID

Login

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



Select the “Student Protocols” option from the left navigation menu.



You can open any of your students’ existing applications by pressing on the protocol title from the “Student Protocols” screen.

Student Protocols

Next Meeting: 01/12/2024 3:00 PM EST
Deadline for Submission: 01/05/2024

Protocol Status:
Acceptance Status:

| IRB # | Title | PI | Status | Approved | A.R. Due |
|-------------|--|--------------------|---------------------------|----------|----------|
| 2023-12-007 | Test Grad Student PI | Audrey Ross | Exempt Review Requested | | |
| 2023-02-010 | Recruitment Document | Elizabeth Kowalski | New - Full Board Review | | |
| 2021-05-004 | Growing Seeds, Minds, and Community... | Caroline Burner | Expedited Review Approved | 05/26/21 | |

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EDITING AND SUBMITTING YOUR IRB APPLICATION

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.



Descriptive Title Goes Here

Review the completed “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.

Message to IRB

Application Forms

Protocol ID: 2023-12-006
 Panel: No Panel Assigned
 PI: Sara Stevenson (Click here to view PI Docs)
 PI Type: General Faculty
 External PIs: List non-CofC Personnel here
 Review Type: Exempt Review
 Approval Status: Exempt Review Requested [Withdraw Protocol from Review](#)
 Based On: (2) Tests, Surveys, Interviews
 Submitted By: Sara Stevenson
 Proposed Start Date: 12/21/2023
 Consent Waived: Not Requested
 Waiver of Documentation of Informed Consent: Not Requested
 Number of Subjects: 100

Application Forms

Upload Docs

Survey Instruments 12/14/2023 Revisions1.pdf
 Additional Documentation 12/14/2023 Revisions2.pdf
 Consent Form 12/14/2023 Revisions2.pdf

Amendments Application Forms Protocol Narrative

Press on each heading to expand to see the questions and provided responses.

Application Forms [View Protocol Page](#)

2023-12-006. Descriptive Title Goes Here
 PI: Sara Stevenson

Expand All Sections

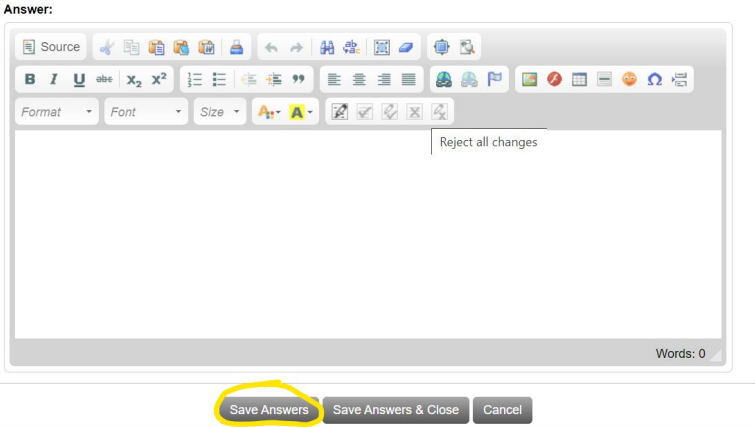
Protocol Narrative **Required Questions Unanswered: 20**

Personnel **Required Questions Unanswered: 2**

[View Protocol Page](#)

Press the gray “Edit Answer” button if you would like to directly edit the 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.



If anything needs to be changed in that question, check the box next to “Request Revisions”

Answer: *Suggested Word Count Limit: 750, Cum test*

Request Revisions

[Edit Answer](#)

For more details about the application questions, see the [Sample IRB eForm questions](#)

Once you have reviewed the Application forms, press “View Protocol Page” to return to the Protocol Home Page.

Application Forms

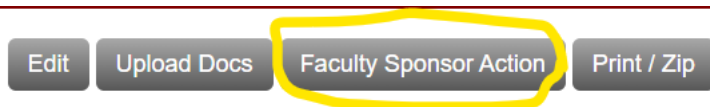
[View Protocol Page](#)

2023-12-006. Descriptive Title Goes Here
PI: Sara Stevenson

Expand All Sections

| | |
|----------------------|---|
| ⌵ Protocol Narrative | Date Last Updated: 12/14/2023 2:56 PM EST |
| ⌵ Personnel | Date Last Updated: 12/14/2023 2:59 PM EST |

Then press “Faculty Sponsor Action,” above the protocol title.



Test Grad Student PI

Answer the 15- question [Faculty Sponsor Survey](#) to ensure the application is complete and accurate before submitting.

Faculty Sponsor Action

Have you checked for completeness of responses to each prompt?

- Options: 1. Yes, all responses are complete
 2. No, all responses are not complete

Have you reviewed the contents of each response for relevance to the prompt?

- Options: 1. Yes
 2. No

Have all the requested revisions been made to the application?

- Options: 1. Yes
 2. No
 3. N/A- initial submission

At the end of the survey, choose from the drop-down options:

Faculty Sponsor Action

Acceptance Status

Not Yet Accepted

Faculty Sponsor Revisions Required

Accepted

Rejected

If you selected “No” to any of the survey questions then revisions must be made before it is submitted. To request those revisions, choose “Faculty Sponsor Revisions Required” and it will pull up a message to send to the student PI:

You have named me as the faculty advisor for the IRB protocol #2023-12-007 - Test Grad Student PI. Before I can approve and submit this protocol to the IRB for review, you need to make the following revisions:

EXPLANATION HERE

Please let me know by email when you have made the revisions.

Thanks,

Sara Stevenson
stevensonsm1@cofc.edu

Words: 74

Provide your requested revision(s) and press send.

SUBMIT THE APPLICATION FOR REVIEW

To submit the student application, press on “Faculty Sponsor Action” and then go through the survey questions. At the end, press “Accepted” from the drop-down menu. This will automatically submit the application to the IRB staff for review.

Faculty Sponsor Action

Acceptance Status

SUBMITTING REVISIONS

If revisions are required, they will be communicated to the student via email through the eForm system. You will be copied on all revisions required messages. We encourage you to review these revision requests with your student prior to submission of revisions.

Revisions Required - IRB ID: 2023-12-006



Research Compliance <noreply@axiommentor.com>

To: Stevenson, Sara M.

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



3:05 PM

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 all changes have been made, review the revised application. Then press on “Faculty Sponsor Action” and then go through the survey questions. At the end, press “Accepted” from the drop-down menu. This will automatically submit the application to the IRB staff for review.

Acceptance Status ▼

Update Status

Cancel

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.