

IRB eForm Application Instructions for Graduate Student 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

View Supported Browsers

sitero
MENTOR

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 “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.

Next Meeting: 01/12/2024
Deadline for Submission: 01/05/2024

Clear search filters

IRB ID Status I am the PI

Submitted Protocol Title

IRB #	Title	PI	Approved	A.R. Due	Tracking Status
2023-07-006	Test Student PI	Sara Stevenson			

Page 1 of 1

START A NEW IRB APPLICATION

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

The screenshot shows the IRB system interface. On the left is a sidebar with the following items: IRB (header), Info Page, Documentation, My Protocols (selected), and Protocol Reports. The main content area has a header 'My Protocols' and two dates: 'Next Meeting: 01/12/2024' and 'Deadline for Submission: 01/05/2024'. A yellow circle highlights the 'Create New Protocol' button in the top right corner of the main content area.

First, it will prompt you to provide your Faculty Sponsor’s name. Begin typing your faculty sponsor’s last name in the text box, then select the name once it appears. Then press continue.

Select Faculty Sponsor

The screenshot shows the 'Select Faculty Sponsor' dialog box. It contains two informational messages: 'Contact Sara Stevenson at stevensonsm1@cofc.edu.' and 'Select your Faculty Sponsor by typing the first letters of their last name in the Lookup field below. Then select their name from the pop-up list.' Below the messages is a 'Faculty Sponsor Lookup' field with the text 'Sara Stevenson (stevensonsm1@cofc.edu)'. To the right of this field is a 'Continue' button, which is highlighted with a yellow circle. A 'Close' button is located below the 'Continue' button.

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.

Create IRB Protocol

The screenshot shows the 'Create IRB Protocol' form. It includes the following fields and information: 'Next Meeting 01/12/2024', 'Deadline for Submission 01/05/2024', 'PI Sara Stevenson', 'Co-PIs' (with an 'Add' button and instruction '(Type first letters of last name and select from popup list, then click "Add")'), 'External PIs' (with text 'List non-CofC Personnel here'), 'Research Assistants' (with an 'Add' button and instruction '(Type first letters of last name and select from popup list, then click "Add")'), 'Protocol Title' (with text 'Descriptive Title Goes Here'), 'Proposed Start Date' (12/21/2023, with a 'Clear' button), 'End Date' (with a 'Clear' button), 'Funding Source', and 'Grant Number'.

Review Type

Review Type -Select-

Informed Consent -Select-

Informed Consent -

Subjects Full Board Review

Exempt Review

Quality Improvement

Expedited Review

Non-Human Subjects Research

External IRB Agreements

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

Review Type Exempt Review

Based On Please choose the option that you think best fits your project:

- (1) Educational Research
- (2) Tests, Surveys, Interviews
- (3) Benign Behavioral Interventions - Adults
- (4) Secondary Research Uses of Data or Specimens
- (6) Taste and food quality evaluation and consumer acceptance studies
- (8) Secondary research for which broad consent is required

Review Type Expedited Review

Based On Please choose the option that you think best fits your project:

- (1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met
- (2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows
- (3) Prospective collection of biological specimens for research purposes by noninvasive means
- (4) Collection of data through noninvasive procedures
- (5) Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes
- (6) Collection of data from voice, video, digital, or image recordings made for research purposes
- (7) Research on individual or group characteristics or behavior

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

<input type="checkbox"/> (1) Educational Research <input type="checkbox"/> (2) Tests, Surveys, I <input type="checkbox"/> (3) Benign Behavior <input type="checkbox"/> (4) Secondary Rese <input type="checkbox"/> (6) Taste and food d <input type="checkbox"/> (8) Secondary rese <hr/> <input type="checkbox"/> Not Requested <input type="checkbox"/> Not Requested <input type="checkbox"/> Cognitively Impaired	<p>(2) Research that only includes interactions involving educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures, or observation of public behavior (including visual or auditory recording) if at least one of the following criteria is met:</p> <p>(i) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained, directly or through identifiers linked to the subjects;</p> <p>(ii) Any disclosure of the human subjects' responses outside the research would not reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, educational advancement, or reputation; or</p> <p>(iii) The information obtained is recorded by the investigator in such a manner that the identity of the human subjects can readily be ascertained, directly or through identifiers linked to the subjects, and an IRB conducts a limited IRB review to make the determination required by Sec. ___ .111(a)(7).</p>
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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).

Waiver of Informed Consent

Waiver of Documentation of Informed Consent

Subjects Cognitively Impaired
 Fetuses
 Minors (under age 18)
 Prisoners
 Students

Other Subjects Type

Number of Subjects

Searchable Keywords

Upload Protocol Description No file chosen
 Allowed Extensions: doc, docx, pdf, xls, xlsx, ppt, pptx, jpg, png, gif

Upload Consent Form No file chosen
 Allowed Extensions: doc, docx, pdf, xls, xlsx, ppt, pptx, jpg, png, gif

Message to IRB

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.

When you click on the "Save" button below, your protocol record will be created. You can then upload additional files, and edit this form as needed. When your protocol is ready, click the "Submit Protocol for Review" button that will appear at the top of the view protocol page. That will formally submit your protocol to the IRB and notify the IRB coordinator that a new protocol has been received.



Requested

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.

- Info Page
- Documentation
- My Protocols
- Protocol Reports
- Student Protocols
- Reviewer (1)
- CITI Certification
- Meetings
- IRB Members

Messages (0) | Back

Descriptive Title Goes Here

Notice to undergraduate students and faculty sponsors:

Effective January 1, 2024, **undergraduate students will no longer be allowed to submit new applications to the IRB as the PI.** Faculty sponsors must be the PI of all undergraduate research IRB applications for new protocols that will be submitted after the College closes for winter break (December 20). Undergraduate student-led research should have the student listed the Co-PI and given "allow edit" access on IRB applications. See the [Students as Researchers guidance](#) for more information about this change. Note that this change does not change research review procedures for graduate students.

Please contact Sara Stevenson in the IRB office at compliance@cofc.edu if you have any questions.

Required Questions Not Answered

Tracking Status: No Status Recorded

» Message to IRB

➔ Application Forms

Protocol ID 2023-12-006

Panel No Panel Assigned

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

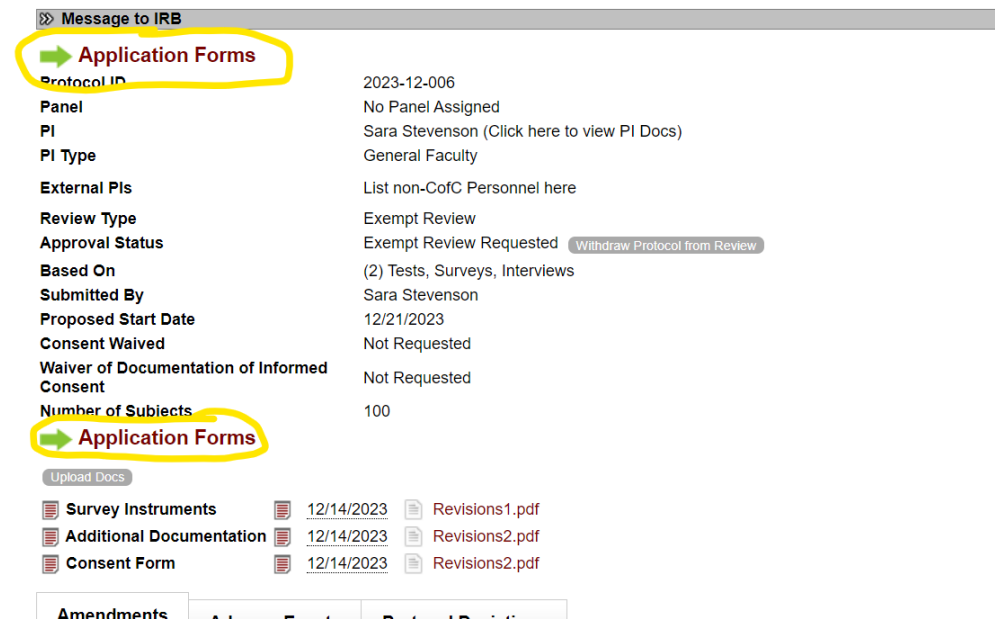
If you need to edit the Basic information (such as the level of review or the personnel), simply press on the “Edit” button located above the protocol title to open the window to make those changes.



Descriptive Title Goes Here

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.



» 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](#) [Additional Documentation](#) [Consent Form](#)

Press on each heading to expand to see the questions.

» Protocol Narrative Required Questions Unanswered: 20

» Personnel Required Questions Unanswered: 2

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

* **Rationale, Objectives and Significance**

Provide a brief statement describing the importance of the proposed research.

Answer Required

Answer

* Describe the benefits of the proposed research to science and/or society.

Answer Required

Answer

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.

Answer:

The image shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline), alignment, and other functions. Below the toolbar is a large text area for entering the answer. A small box with the text "Reject all changes" is visible near the top right of the text area. In the bottom right corner of the text area, it says "Words: 0".

Save Answers

Save Answers & Close

Cancel

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.

Application Forms

[View Protocol Page](#)

2023-12-006. Descriptive Title Goes Here

PI: Sara Stevenson

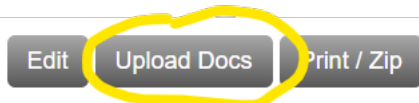
Expand All Sections

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

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.



Descriptive Title Goes Here

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

Upload Documents

Upload Multiple Files

File type: Additional Documentation

File: **Choose File** | No file chosen

Allowed Extensions: doc, docx, pdf, xls, xlsx, ppt, pptx, jpg, png, gif

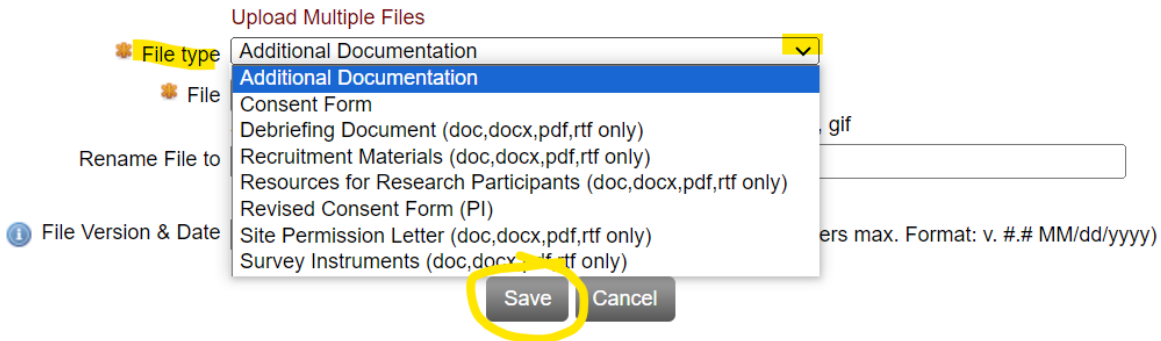
Rename File to:

Leave blank to use original file name

File Version & Date: (40 characters max. Format: v. #. # MM/dd/yyyy)

Then select the File Type from the drop-down menu

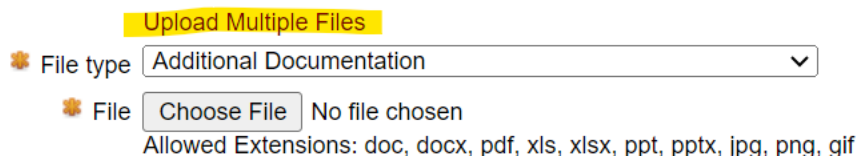
Upload Documents



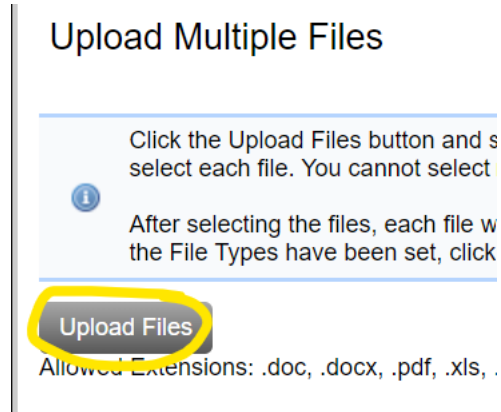
And Press "Save" to continue.

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

Upload Documents



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

Click the Upload Files button and select the files you want to upload. You may select more than one file by holding the CTRL (Command) key down and select each file. You cannot select multiple files from different folders to use this function.

After selecting the files, each file will be listed with a Select File Type dropdown. After the File Types have been set, click the "Save" button.

Upload Files

Allowed Extensions: .doc, .docx, .pdf, .xls, .xlsx, .ppt, .pptx, .jpg, .png

File Name (Click to Rename)	Select File Type
Revisions2.pdf	Additional Documentation
	Approved Consent Form
	Approved Protocol
	Consent Form
	Debriefing Document (doc,docx,pdf,rtf only)
	Notifications
	Recruitment Materials (doc,docx,pdf,rtf only)
	Resources for Research Participants (doc,docx,pdf,rtf only)
	Reviewer Notes
	Revised Consent Form (IRB)
	Revised Consent Form (PI)
	Site Permission Letter (doc,docx,pdf,rtf only)
	Survey Instruments (doc,docx,pdf,rtf only)
Revisions1.pdf	Select File Type

Save Cancel

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.

Submit Protocol to Faculty Sponsor

➔ **Application Forms**

Protocol ID	2023-12-007
Panel	No Panel Assigned

SUBMITTING REVISIONS

If revisions are required, they will be communicated via email through the eForm system. You faculty sponsor will be copied on this email, and students are encouraged to review these changes with their sponsor before resubmitting.

Revisions Required - IRB ID: 2023-12-006



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”

Submit Revisions for Review

 **Application Forms**

APPROVAL

The approval letter will be sent via email, and your faculty sponsor, 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.