

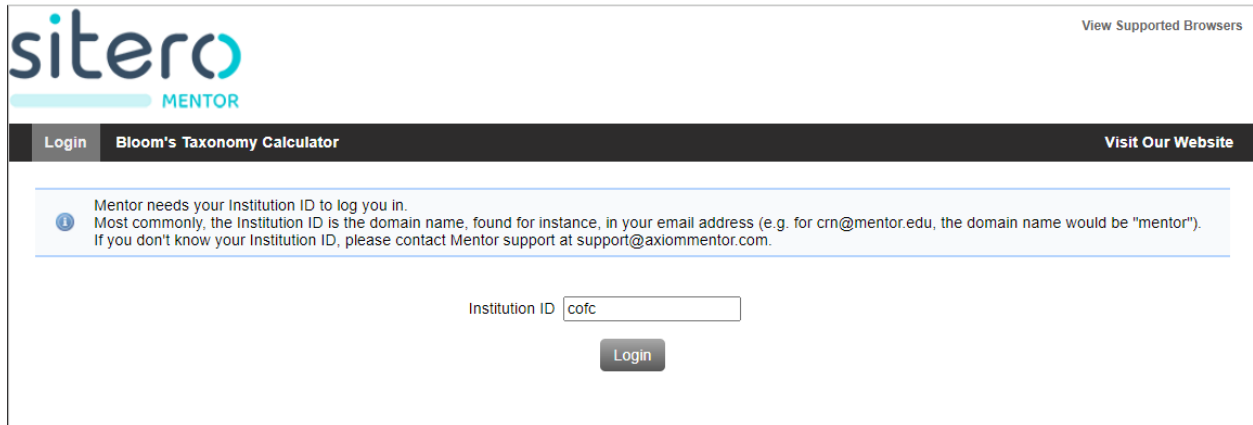
IRB eForm Application Instructions for Undergraduate Students

LOGIN AND VIEW YOUR PROTOCOLS

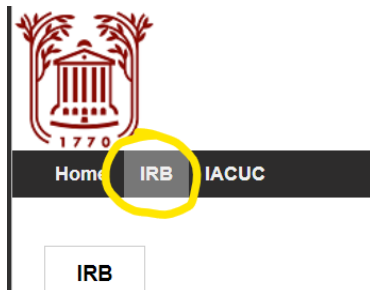
Login to Sitero Mentor using your CofC ID and password:

<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.



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



Your faculty sponsor is responsible for starting the IRB application. You can review those steps in the Undergraduate Faculty Sponsor instructions. Once the application is initiated and you are listed as the Co-PI, you can open the existing application by pressing on the protocol title from the “My Protocols” screen.

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

My Protocols

Protocol Reports

CITI Certification

Meetings

Clear search filters

IRB ID Status: All I am the PI

Submitted: All Protocol Title:

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

Page 1 of 1 [First](#) [Prev](#) [Next](#) [Last](#)

Proceed with completing the eForm and uploading the required attachments. Once you press on the protocol title, it will automatically take you to the “Protocol Home Page,” which can be accessed anytime by pressing on the protocol’s title from the “My Protocols” tab.

Info Page [Edit](#) [Upload Docs](#) [Print / Zip](#) Messages (0) | [Back](#)

Documentation

My Protocols

Protocol Reports

Student Protocols

Reviewer (1)

CITI Certification

Meetings

IRB Members

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
[Submit Protocol for Review](#)

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.

[Edit](#) [Upload Docs](#) [Print / Zip](#)

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

Press on each heading to expand to see the questions.

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 “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

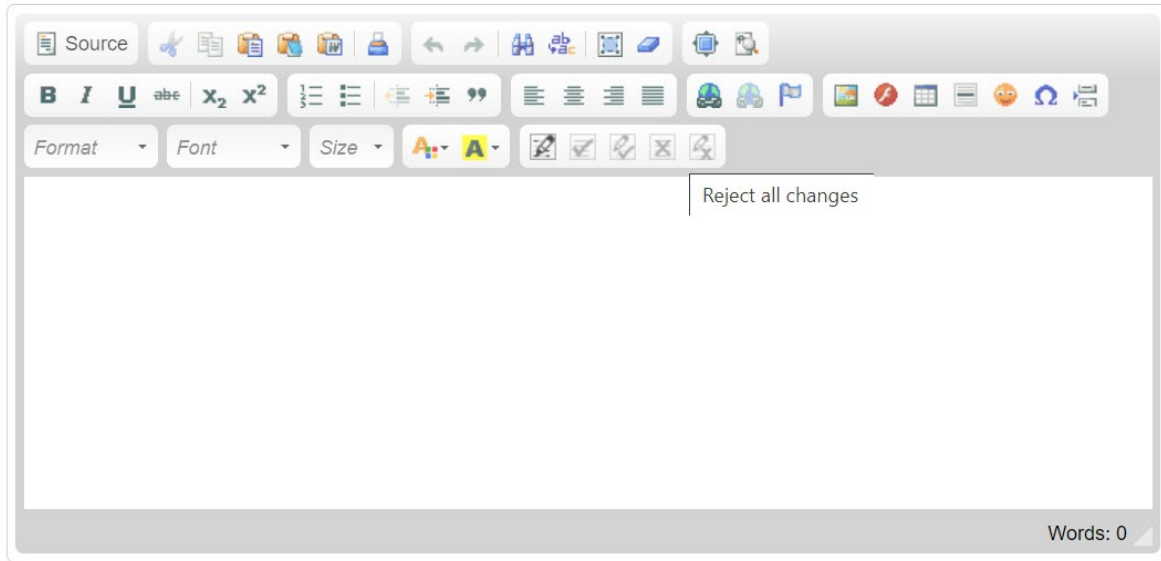
* Describe the benefits of the proposed research to science and/or society.

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:



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.

Edit **Upload Docs** Print / Zip

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)

Save Cancel

Then select the File Type from the drop-down menu

Upload Documents

Upload Multiple Files

File type: **Additional Documentation**

File:

Rename File to:

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

Additional Documentation
Consent Form
Debriefing Document (doc,docx,pdf,rtf only)
Recruitment Materials (doc,docx,pdf,rtf only)
Resources for Research Participants (doc,docx,pdf,rtf only)
Revised Consent Form (PI)
Site Permission Letter (doc,docx,pdf,rtf only)
Survey Instruments (doc,docx,pdf,rtf only)

Save Cancel

And Press “Save” to continue.

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

Upload Documents

Upload Multiple Files

File type: Additional Documentation

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

Then "Upload Files" to select from your documents.

Upload Multiple Files

Click the Upload Files button 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 menu. After the File Types have been set, click the "Save" button.

Upload Files

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

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 menu. 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)

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.

Info Page Edit Upload Docs Print / Zip

Documentation Descriptive Title Goes Here

My Protocols

- Protocol Reports
- Student Protocols
- Reviewer (1)
- CITI Certification
- Meetings
- IRB Members

Notice to undergraduate students and faculty sponsors:
Effective January 1, 2024, undergraduate students will no longer be allowed to submit new applications as the PI. Faculty sponsors must be the PI of all undergraduate research IRB applications for new submissions after the College closes for winter break (December 20). Undergraduate student-led research student listed the Co-PI and given "allow edit" access on IRB applications. See the Students as Researchers page for more information about this change. Note that this change does not change research review process for students.

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

Submit Protocol for Review

Message to IRB

Application Forms

SUBMITTING REVISIONS

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

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 the IRB Chair and your department chair will be cc'd on the notification. Interaction with participants cannot begin until the approval is obtained.