

## IRBManager Frequently Asked Questions (FAQs)

### **How do I log in?**

To access IRBManager, log in at <https://nmdp.my.irbmanager.com>

- New user - register by clicking on 'Click here to register'
- Existing user - your User Name is your email address. Click on 'Forgot Password' if you need to reset your password.
- NMDP employee - click on Okta login

### **How do I gain access to a specific study?**

- For study sites that have already been approved by the NMDP IRB, one of the current study-site contacts can add you to the study by completing an *Add/Remove Study-Site Contacts* xForm, accessible by clicking the study link under 'My Studies' on the homepage. If you are not sure who the current study-site contacts are, email [IRBStaff@nmdp.org](mailto:IRBStaff@nmdp.org).
- For new study sites, contacts will be automatically added after the NMDP IRB review and approval of the *NMDP sIRB Study-Specific Local Context Worksheet* xForm.

### **Why am I not associated with any studies or sites?**

Ensure that you are using the correct login credentials. Your User Name is your email address. You may click on 'forgot password' to reset. Ensure that you have been added as a study site contact (see question above). It is possible that you may have multiple IRBManager accounts associated with different emails. Please contact [IRBStaff@nmdp.org](mailto:IRBStaff@nmdp.org) if you suspect duplicate accounts.

### **How do I make a submission?**

xForms are started under the action 'Start xForm' from either your Dashboard or a specific study or site. Read the description of an xForm to determine which one to use. See section 4.0 of the IRBManager [user guide](#).

### **I submitted an xForm. Now what?**

After you hit submit on an xForm, if you are not the PI, the form will go to the PI for signature. They will receive an email indicating their review and signature is required. After the PI signs and submits the xForm, it will move into the IRB Pre-Review stage. The IRB staff will conduct the pre-review and inform you of any Clarifications. To check the status of an xForm, go to your Dashboard and review xForms. Click on an xForm link to see the stage it's in.

### **How do I know if my PI has signed off on the xForm?**

To check the status of an xForm, go to your Dashboard and review xForms. Click on an xForm link to see the stage it's in. If it is under PI Signature for Research Staff Submission, the PI has not signed the form yet. Once they sign the form, it will move into the IRB Pre-Review stage.

### **Why can't my PI access the xForm to provide their signature?**

The PI needs to ensure they are using the correct email as their User Name. If they forgot their password, they can click on 'forgot password' to reset. It is possible that they have multiple accounts within IRBManager. If they are associated with multiple emails, contact [IRBStaff@nmdp.org](mailto:IRBStaff@nmdp.org)

### **My PI says they signed off on the xForm. Why wasn't it submitted?**

After the PI provides their signature, they need to click next, next, and submit.

### **Which xForm do I submit to request a change in PI?**

Submit *Revised NMDP sIRB Study-Specific Local Context Worksheet*. This xForm is found under a specific study. The **new** PI will be notified to sign off on the xForm.

### **How do I view the xForm that I have submitted?**

From your Dashboard, find the specific study under 'My Studies'. Click into the study and select the specific Event. Find the submitted xForm under Actions.

### **How do I print an xForm?**

On the bottom of an xForm, select 'More' and view as a PDF.

### **How do I give access to the xForm I am working on to someone else?**

Open the xForm and click on Collaborators at the top.

### **I received an approval email from the NMDP IRB, why does the Event in IRBManager say it is not complete?**

The Event changes to 'complete' after it is placed on the IRB Meeting Agenda for acknowledgment. This step happens automatically, there is no further action required.

For additional questions or suggestions for the FAQs, please contact [IRBStaff@nmdp.org](mailto:IRBStaff@nmdp.org)