

IRBManager – User Manual



**Los Angeles County Dept. of Public Health
Institutional Review Board**

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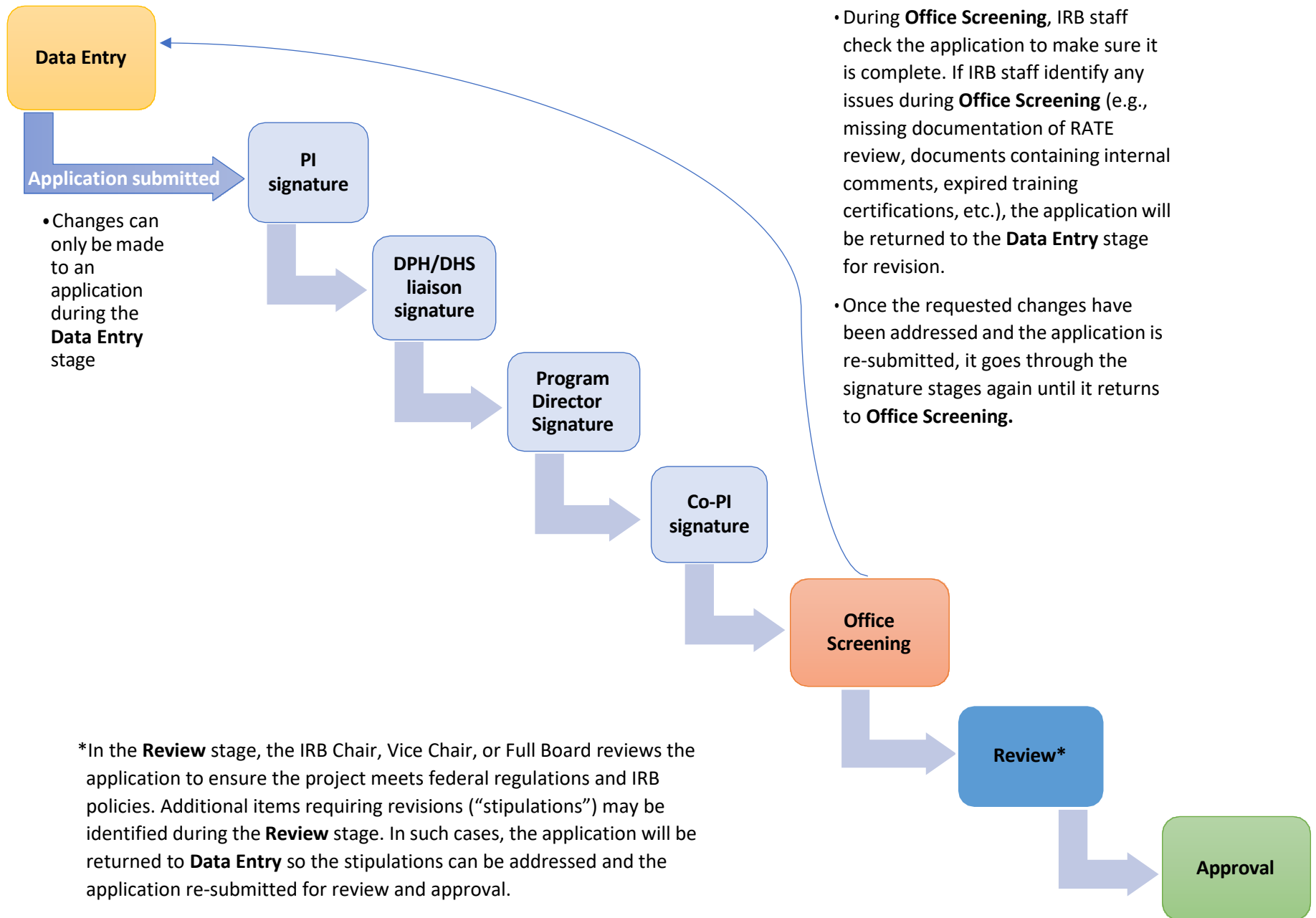
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Overview of the IRBManager application process



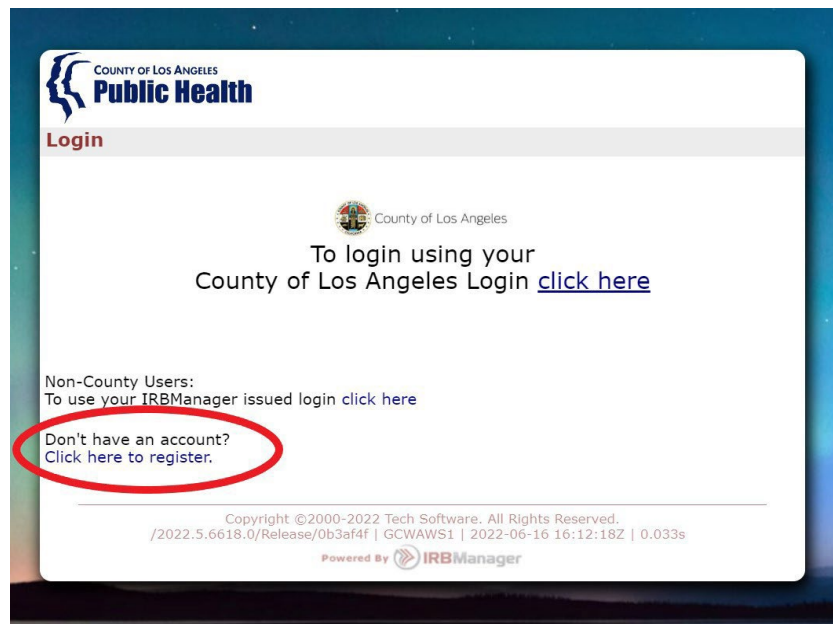
Section 1: Accessing the System

- Please click on the link below to access the IRB Manager login page.

IRB Manager URL: <https://lacdph.my.irbmanager.com/>



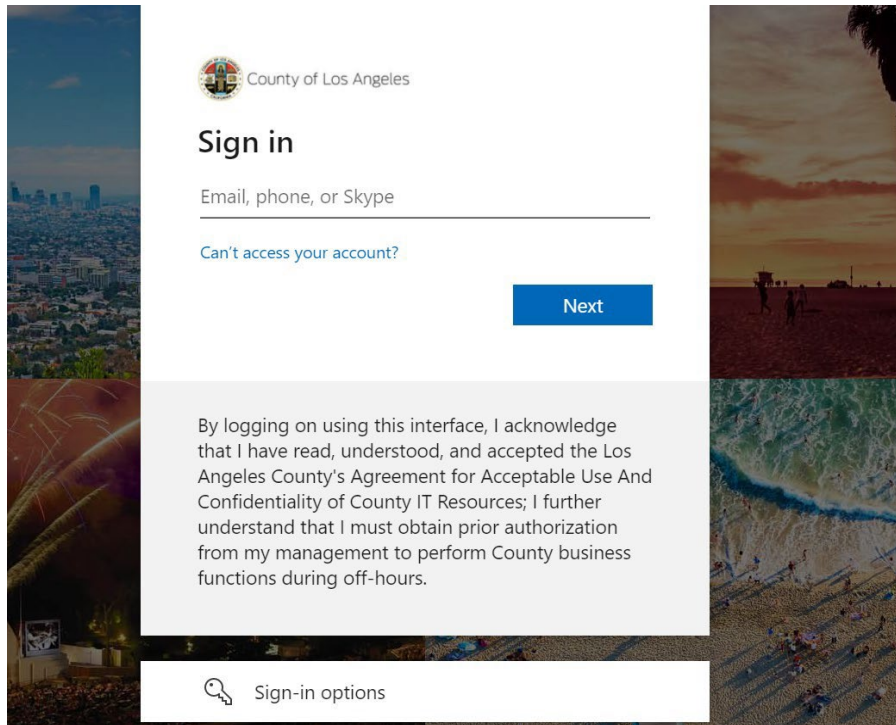
New Users: If this is your first time accessing the system and a contact has not already been created for you, you will need to register for a user name and password before you can access the system. Click on the link that says *Click here to register* (as indicated in the image below) and on the subsequent screens enter the required information to complete the registration process.



- If a contact was created for you (either by IRB staff or by someone submitting an application), you do not need to complete the new user registration process again. Proceed to the login instructions and use your email address as your username; you may need to confirm the email address that was entered with whomever created your contact.

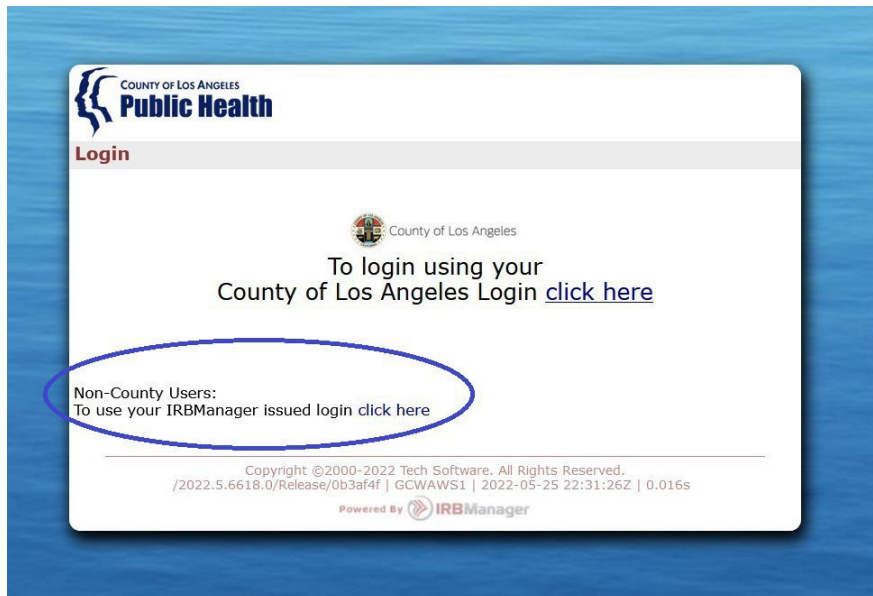
For LA County users

- Log in using your County SSO credentials (email address and password). Please follow the security prompts to successfully login. If you need to reset your password, click on *Can't access your account?* and follow the steps to change your password.

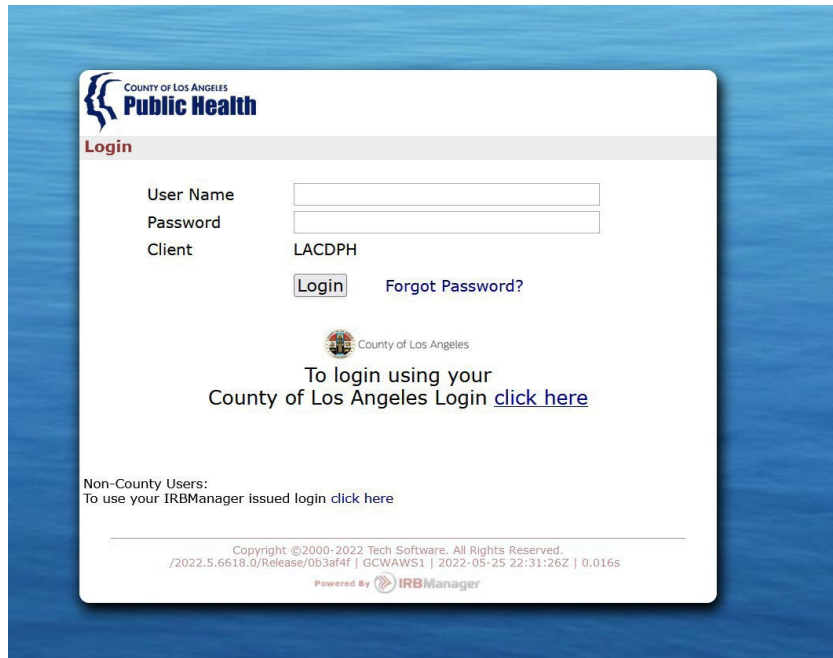


For Non-LA County users

- Non-County users (i.e, users who are not County staff) will need to click on the link in the bottom left of the screen in order to log in (as indicated in the image below).



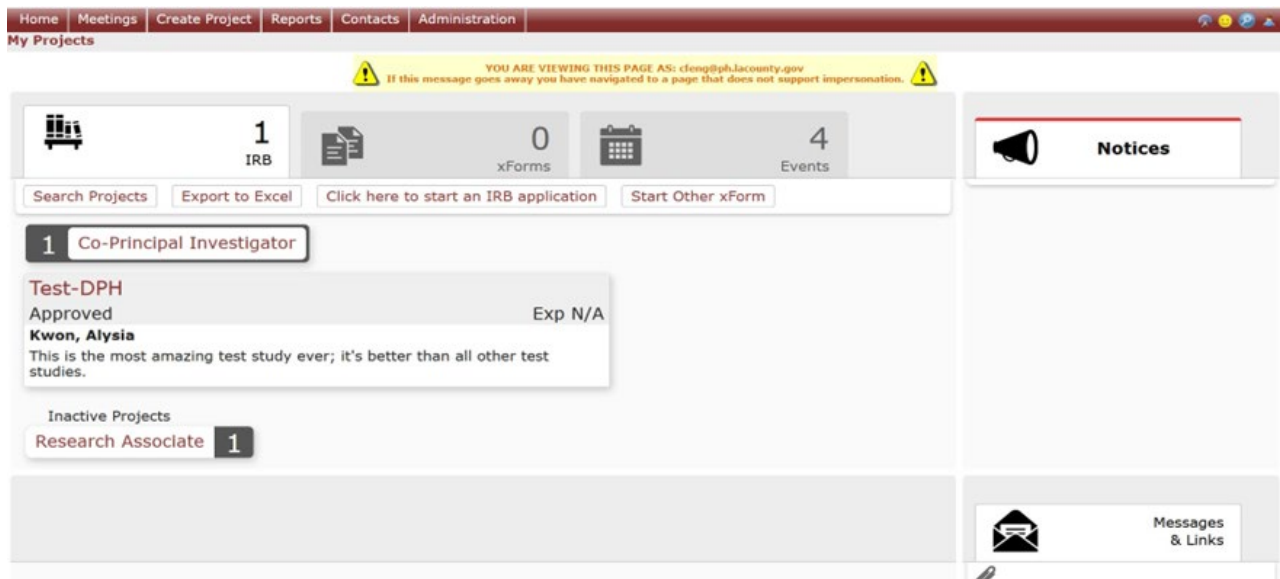
- On the next screen, you will need to enter your **User Name** and **Password**. If you need to reset your password, click on *Forgot Password?* and follow the steps to change your password.



Please contact IRB@ph.lacounty.gov if you encounter any trouble logging in to IRB Manager. If possible, please include screenshots of error messages, etc., to help IRB staff better troubleshoot the issue.

Section 2: Navigating Your Dashboard

- Once you have successfully logged in you will be automatically taken to your IRB Manager dashboard. Your dashboard may appear slightly different than the images below, but the basic functions noted throughout this manual will be present.



- From the dashboard, you can access all IRB projects you are associated with (i.e., listed as PI, Co-PI, Division Chief/Program Manager, DPH/DHS liaison, program coordinator, point of contact, and/or key personnel). If you have submitted any pYou can also submit IRB applications for new projects, submit amendment requests for approved projects, and upload reports (continuing review/annual and study closeout).



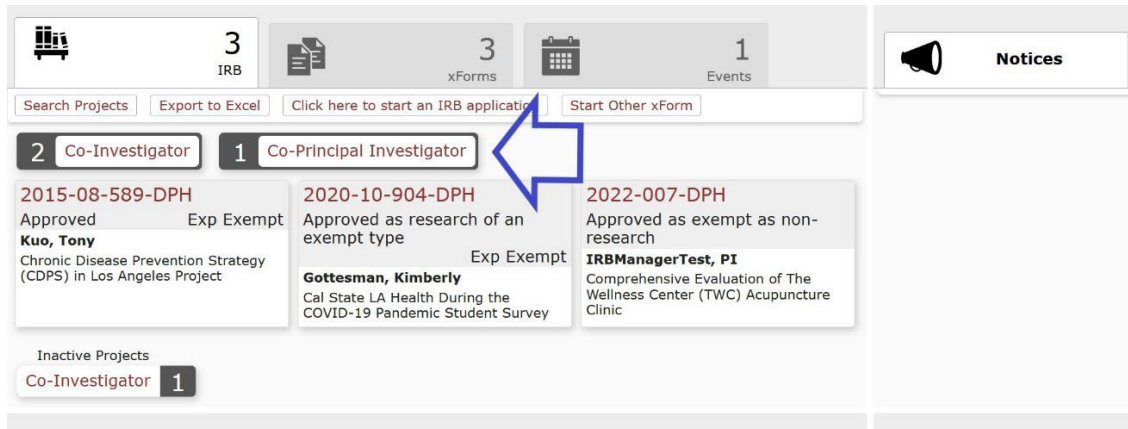
Let's take a closer look at the features available on your Dashboard.

- From the **IRB** tab (see the image below) you can view your projects (both active and inactive/closed projects). Click on the IRB # for a particular project to open the project details page.

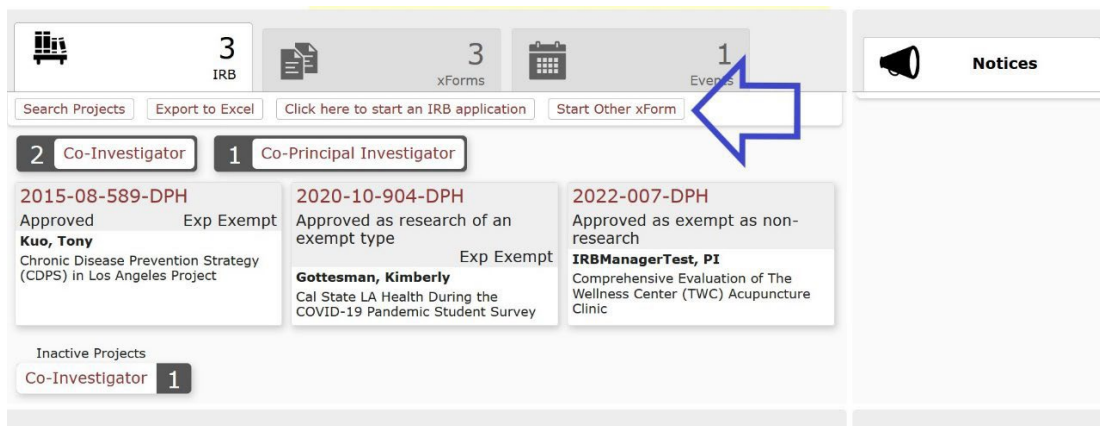
The screenshot displays the IRB dashboard interface. At the top, there are three main tabs: IRB (3), xForms (2), and Events (12). Below these are navigation buttons: Search Projects, Export to Excel, Click here to start an IRB application, and Start Other xForm. A secondary row of tabs shows roles: 1 PI, 2 Point of Contact, and 1 Program Director. The main content area features three project cards. The first card (2022-04-995-DPH) is for Kwon, Alysia. The second card (2023-06-009-DPH) is for Kwon, Alysia. The third card (2023-10-004-DPH) is for Camarena, Paul. A blue circle highlights the IRB number '2023-10-004-DPH' on the third card, with a red arrow pointing to it from a text box on the right that says 'Click on a project's IRB # to open the project details page'. At the bottom, there are 'Inactive Projects' tabs: PI (2), Co-Principal Investigator (2), and Research Associate (1).

- The **xForms** tab lets you view any applications you have initiated in the system such as *IRB Applications* and *Create new contact* forms. You can view forms that have already been submitted as well as forms that are still in progress.
- The **Events** tab lets you view any events you have open (i.e., items that require your attention) such as Annual Continuing Review due dates or expiration dates for studies whose approval period is coming to an end.

- The tiles indicated in the image below are filters that allow you to filter the projects that are displayed. Different filter tiles will be available depending on the tab that is selected. In the image below, the IRB tab is selected so the buttons let you filter your projects by your role (i.e., Co- Investigator or Co-Principal Investigator).



- The buttons indicated in the image below allow you to complete various tasks directly from the dashboard. However, if you would like to submit an application for an already approved project, you will not be able to do so using these buttons. You will need to open the project details page for that particular project and start an application from there (explained in later sections of this manual).



- The *Export to Excel* function will generate an Excel spreadsheet that displays your projects and their associated project details.

Section 3. Submitting a new IRB Application

- If you would like to start a new **IRB Application**, please click on the *Click here to start an IRB application* button (circled in the image below).

3 IRB 3 Exempt 1 Events

Search Projects Export to Excel **Click here to start an IRB application** Start Other xForm

2 Co-Investigator 1 Co-Principal Investigator

2015-08-589-DPH
Approved Exp Exempt
Kuo, Tony
Chronic Disease Prevention Strategy (CDPS) in Los Angeles Project

2020-10-904-DPH
Approved as research of an exempt type Exp Exempt
Gottesman, Kimberly
Cal State LA Health During the COVID-19 Pandemic Student Survey

2022-007-DPH
Approved as exempt as non-research
IRBManagerTest, PI
Comprehensive Evaluation of The Wellness Center (TWC) Acupuncture Clinic

Inactive Projects
Co-Investigator **1**

- A new page will open with a blank IRB application (see image below). Please enter the required study information and follow the prompts to submit your application for IRB review.

COUNTY OF LOS ANGELES
Public Health

Collaborators Study Information Page 1 of 8 Next

IRB Application -- Study Information

Please enter the name of the person creating this form. Add Note View Audit

Camarena, Paul
Email: pcamarena@ph.lacounty.gov

Instructions for completing this application. Add Note

All applications for review must be submitted using IRBManager.



Project title (Required) Add Note View Audit

If the principal investigator/project lead or any other personnel is not found in the system use this form to add them to IRBManager. Add Note

Start new contact form

Section 4. Creating a New Contact

- From your dashboard, click on *Start xform* (make sure the xforms tab is selected) and you will be taken to the screen shown below. Click on *Create new contact* to enter the new contact details page.

Select xForm to start		
Action	Form (Click to start)	Description
	Create new contact	Create new contact
	IRB Application	IRB Application

- Enter the required new contact information and click Next at the bottom of the xform to submit the new contact request.

Create new contact -- New contact details

Form creator [Add Note](#) [View Audit](#)

Camarena, Paul

Email: pcamarena@ph.lacounty.gov

Please enter the email address for the user you wish to add. (Required) [Add Note](#) [View Audit](#)

New contact information [Add Note](#) [View Audit](#)

Please fill out the questions for the person you're creating the contact for.

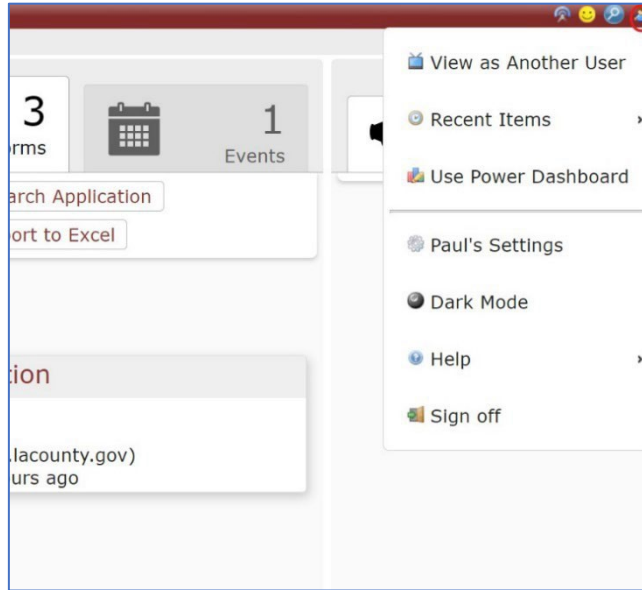
Prefix (Required)
i.e., Mr., Ms., Dr., Professor

First name (Required)

Last name (Required)

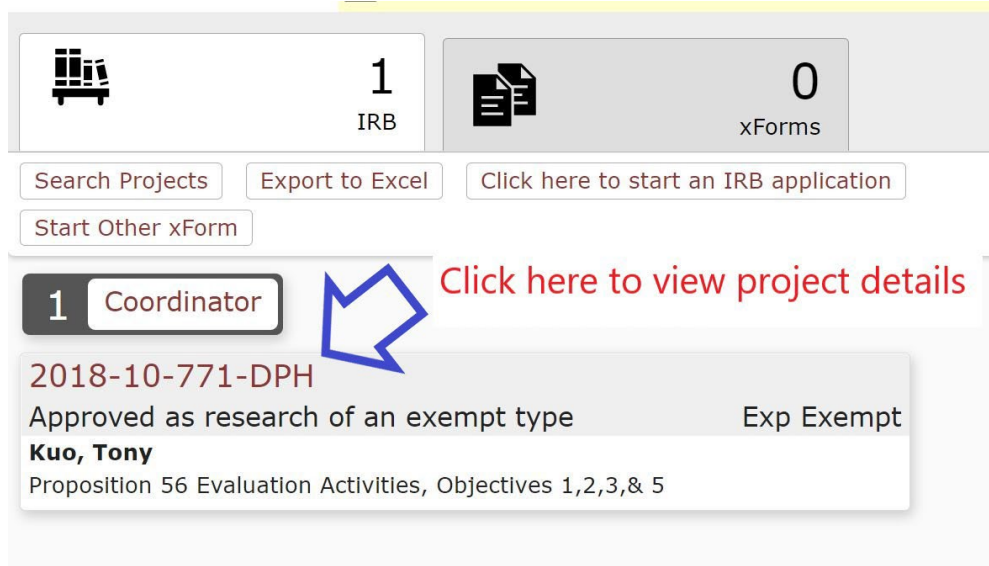
Section 5. Changing Settings and Logging Off

- If you would like to change settings or sign off from IRB Manger, click on the person icon in the upper right-hand corner of the dashboard.



Section 6. Creating Amendments, Annual Status Reports, and Annual Continuing Review Requests

- On your Dashboard, select the project for which you are submitting an amendment.



Please note: If the project for which you would like to submit an amendment, annual status report, or annual continuing review request is not in the system, please contact the IRB.

- On the project details page, click on “Start xForm” from the **Actions** menu on the left-hand side to proceed.

Project 2018-10-771-DPH (IRB)

Department: [Redacted] **Agent Types:** [Redacted]

Title: Proposition 56 Evaluation Activities, Objectives 1,2,3,& 5 **Year:** 2022

Consent Waiver: [Redacted] **Continuing review justification:** [Redacted]

Review: [Redacted] **Exempt Categories:** 45 CFR 46.104(d)(

Program: [Redacted] **HIPAA Waiver:** [Redacted]

Use of Minors Language: [Redacted] **Purpose of the study (for letter):** [Redacted]

Project-Site

Site(s): DPH - Department of Public Health **PI:** Kuo, Tony

Status: Approved as research of an exempt type **Additional:** N

Approval: September 30, 2021 **Expiration:** Exempt

Initial Approval: September 30, 2021 **Other Expirations:** Annual Progress Report 09/29/2022

Continuing

- On the next page, select either “Amendment application” or “Annual Progress Report” to begin the desired xForm.



Start Form on Project-Site 2018-10-771-DPH

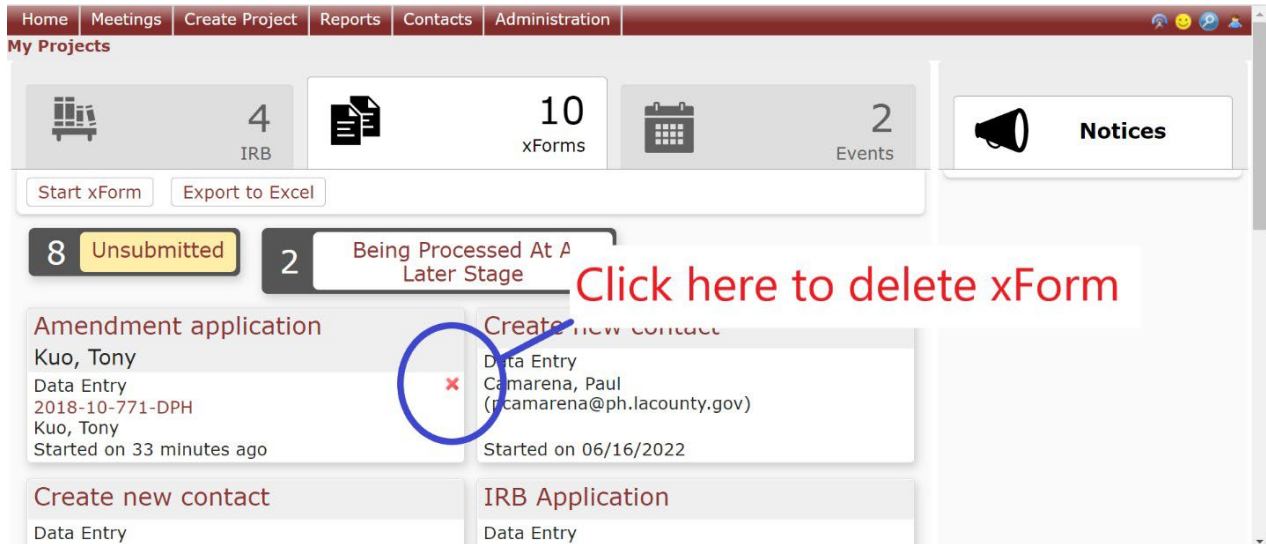
Action	Form (Click to start)	Description
	Amendment application	Amendment application
	Annual Progress Report	Annual Continuing Review/Progress Report

- Complete the desired xForm by responding to all questions and then click “Submit” to send the xForm to the IRB for review.

Section 7. Deleting xForms

- xForms can only be deleted during data entry stage (i.e., prior to being submitted for review).

- To delete an xForm, click on the xForms tab and then select the “unsubmitted forms” filter.
- Scroll your mouse on the xForm you would like to delete and click on the red “X” to complete the deletion.



Section 8. Uploading Documents as Attachments

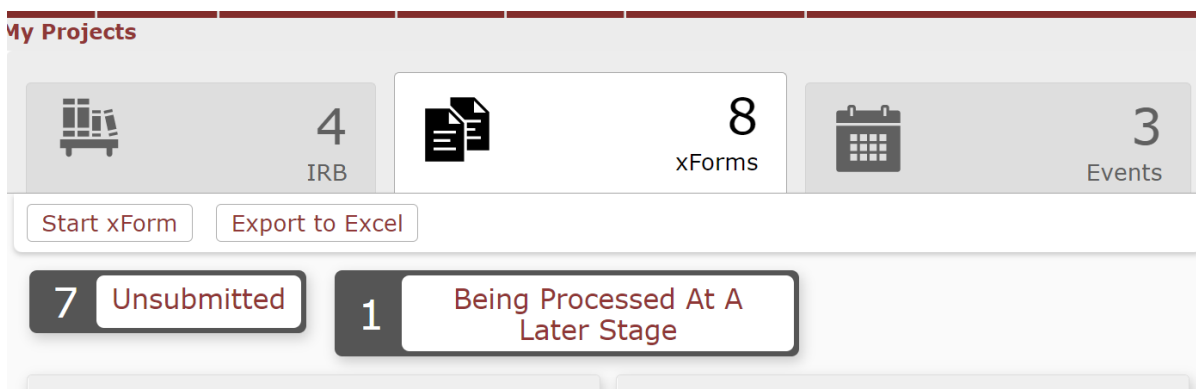
- Each attachment should only contain one document type (e.g., recruitment letter, informed consent document, survey, etc.) For instance, when uploading data collection materials, do not include or attach consent or recruitment documents.
- If more than one type of data collection materials will be used (e.g., a survey, an interview script, etc.), upload each document separately.
- Please follow these instructions for attaching documents in xForms:
 - Click the Add Attachment button to open a pop-up window on screen
 - Click Select files to browse for the document you wish to attach
 - Click the Attach button - the window will auto-close and attach the document to your application

Section 9. Information Requested by the IRB

- Your application (xForm) may be returned to you during the pre-review or IRB review process with a request for additional information and/or revisions.
- An email will be sent to the xForm creator and study PI/project lead informing them that their application is being sent back for additional information and/or revisions.
 - Please click on the BLUE link provided in the email to navigate directly to your application. If you are not logged in to IRB Manager, you will be prompted to do so.
 - Items that require attention can be viewed by selecting the xForms tab and then clicking on the Awaiting your Attention button.
 - Notes may sometimes be provided in the xForm alongside the question(s) to which they pertain. To view questions with notes, please click on the More button at the bottom of the xForm and then select View Questions with Notes. IRB Manager will generate a pdf of the application questions that have notes associated with them.
- Once revisions are completed, please sign and submit the xForm to send it back to the IRB for review.

Section 10. Checking the status of your application

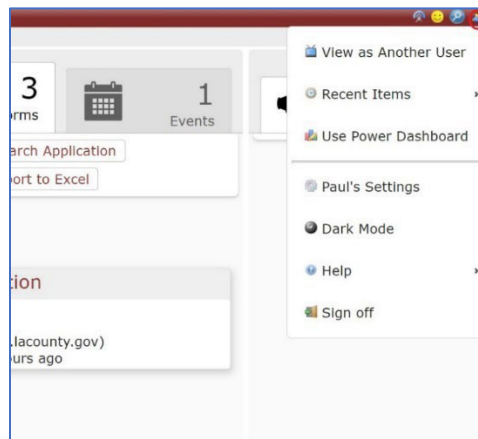
- To view the status of an application, navigate to your dashboard. On your dashboard page, click on the xForms tab.



- Next, select the “Being Processed At A Later Stage” filter tile (see the image above). This will filter your existing xForms to display projects that are in a stage of review by the IRB and do not require your immediate attention.
- Clicking on the “Unsubmitted” filter tile will filter your existing xForms to display forms that have not yet been submitted to the IRB.

Section 11. Updating your Profile Information

- **All users should make sure their profile information, including name and degree(s), is correct.** To update your profile information, click on the person icon in the top right corner of your dashboard (see image below) and select “Settings” to go to the next page.



- On the “Settings” page, select “Change My Profile” (see image below)



- On the “Change My Profile” page (see image below), please make sure your name, degree, and email address are correct. If you need to make corrections, update your information on this page and then click the “Update” button at the bottom of the page.

Home Meetings Create Project Reports Contacts Administration Find Project (Ctrl+Q)

My Profile Help Paul's Set

User Information

Prefix (Mr, Dr, etc):

Middle Name:

Suffix (Jr, III, etc):

Specialty:

Update

First Name:

Last Name:

Degree:

Email Address:

From Address for Outbound Email:

Section 12. Reporting an Unanticipated/Adverse Event

- From your dashboard, click on the IRB # of the study that pertains to the unanticipated/adverse event. Clicking on the IRB # hyperlink will open the study details page.

Home Meetings Create Project Reports Contacts Administration Find Project (Ctrl+Q)

My Projects

3 IRB 2 xForms

Search Projects Export to Excel Click here to start an IRB application Start

1 PI 2 Point of Contact 1 Program Director

2022-04-995-DPH Click here DPH

Approved as exempt as non-research Pending

Exp Exempt Kwon, Alysia

Kwon, Alysia Test2 for James Suh

Health Equity in Research, Evaluation and Other Data-gathering Activities

Inactive Projects

- On the study details page, click on “start xForm” from the menu on the left-hand side of the page.

Project 2022-04-995-DPH (IRB)

Actions

- Project
 - Update
 - Add Project-Site
- Project-Site
 - Update
 - Add Attachment
 - Add Contact
 - Add Event
 - Add Note
 - Add Related Project-Site
 - Expirations
 - Generate Doc
 - Send Email
 - Start xForm**
 - xForms (6)
- Misc
 - Contact History

Project: 2022-04-995
Committee: IRB
Grants:
Title: Health Equity in Research, Evaluation Activities
Consent Waiver: Since this project is classified as non-regulations from the Common Rule an "effective" consent is included at embedded within the data collection
DHS Division: N/A
Exempt Categories: 45 CFR 46.102(l)
HIPAA Waiver: As no protected health information (I this project, a HIPAA authorization of
Use of Minors Language: There are no minors as all or part of this project, thus Subpart D does not

Project-Site
Site(s): DPH - Department of Public Health

- On the following screen you will be presented with a list of forms. Please select the “Unanticipated/Adverse Events Form” by clicking on the hyperlink to open the form.

Start Form on Project-Site 2022-04-995-DPH

Select xForm to start

Action	Form (Click to start)
	Amendment application
	Annual Continuing Review
	Annual Progress Report
	Unanticipated/Adverse Events Form

- Respond to the questions in the form and click “Submit” at the bottom of the page.

