

STEPS FOR SUBMITTING NEW RESEARCH PROTOCOL

Log on to IRB web site at <https://irbmanager.becirb.com>. If you do not have an account, call Robert Jordan at 212-979-4447 to obtain username and password.

- **Coordinator fills out xform on IRBManager (<https://irbmanager.becirb.com>) and submits.**
- **PI gets email alerting of form submitted by coordinator. IF PI IS SUBMITTER, PI MUST LOG IN AGAIN AS PI AND APPROVE FORM TO SUBMIT TO IRB. PI must sign in and review form then either accept or reject. If rejected, form is sent back to coordinator for corrections or additions as per PI request. If accepted, PI enters his/her password and submits.**
- **Once accepted by PI, submission goes to specific department chair, who gets email alert of submission for review (FOR NEW PROTOCOLS ONLY). Chair either accepts or rejects (NOTE: IF CHAIR DOES NOT APPROVE, SUBMISSION DOES NOT GET SUBMITTED TO IRB).**
- **Once department chair approves, IRB office gets alert of submission by PI. If all is complete and properly filled out, submission is accepted into IRBManager for review.**
- **Once accepted into IRB system, an event (New Protocol, Continuing review/Termination, Amendment, Adverse event, miscellaneous) is automatically created for the next IRB meeting's agenda and PI gets alert email that submission has been accepted into IRB system. IRB chair gets email alerting him of submission awaiting his review as IRB chair.**
- **After chair(or designated reviewer) reviews, PI and coordinator get email alert notifying them that the chair has completed review with notes.**

The PI and/or coordinator may view/track submissions on line (<https://irbmanger.becirb.com>) at any time after the IRB has accepted

submission into IRBManager. The PI may view the chair notes, view his/her submitted documents, details regarding study, print out past documents submitted to the IRB as well as approval letters, emails, etc.

NOTE: PI must have privileges at NYEEL.

THE FOLLOWING ORIGINAL DOCUMENTATION MUST BE SUBMITTED TO IRB UPON SUBMISSION ON WEBSITE:

- PRINT OUT OF NEW SUBMISSIONFORM WITH ALL PARTICIPATING INVESTIGATORS' SIGNATURES.**
- FINANCIAL DISCLOSURE FORM SIGNED BY PI**
- PAYMENT FOR PROTOCOL REVIEW (CHECK OR PROOF OF EXECUTED ELECTRONIC TRANSFER SIGNED BY FINANCE DEPT.)**

PI WILL BE NOTIFIED IN WRITING OF IRB'S DECISION AFTER MEETING.

Questions or concerns:

**Call Mr. Robert Jordan
Coordinator, IRB
212-979-4447**