

STEPS FOR SUBMISSION OF RESEARCH PROTOCOL TO THE IRB

<https://irbmanager.becirb.com>

- 1) Coordinator fills out xform on IRBManager (<https://irbmanager.becirb.com>) and submits.
- 2) PI gets email alerting of form submitted by coordinator. 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.
- 3) Once accepted by PI, submission goes to specific department chair, who gets email alert of submission for review (FOR NEW PROTOCOLS ONLY- all other submission do not need dept. chair approval). Chair either accepts or rejects (NOTE: IF CHAIR DOES NOT APPROVE, SUBMISSION DOES NOT GET SUBMITTED TO IRB).
- 4) Once department chair approves, IRB office gets alert of submission by PI. If all paperwork is complete and properly filled out, submission is accepted into IRBManager for review. If not complete or improperly filled out, IRB will reject and send back to PI and/or coordinator for revision.
- 5) Once accepted into IRB system, an event (New Protocol, Continuing review/Termination, Amendment, Adverse event, miscellaneous) is automatically created and PI gets alert email that submission has been accepted into IRB and IRB chair gets email alerting him of submission awaiting his review as IRB chair.
- 6) Once IRB chair reviews, the PI and coordinator will get email alert that review has been done along with reviewer's notes. PI must read review notes and respond, if so requested by reviewer. If no response necessary, submission will on agenda for next scheduled mtg. IF new protocol, PI must present his/her study to committee at mtg.

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.

Please call Robert Jordan, coordinator for the IRB at 212-979-4447 or send email to rjordan@nyee.edu if you need an account to be set up in IRBManager.