Three Scenarios for Copying a Submitted New IRB Research Application

Scenario 1: For a Study that is/was previously approved:

1. From the Study, scroll down to the "Reference xForms" section. In the "Action" column, click the "stack of paper" icon (highlighted).

THE UNIVERSITY OF	Home								🔗 Find S	tudy (Ct	rl+Q)	۶
TOLEDO	Study 30	0833-UT (IRB)								Help	John's Settings	Sign off
	-											collapse
Actions		Study:	300833				Sponsor(s):					
Send EMail		Committee:	x - Jamie's IRB	DO NOT USE)			Sponsor Id:					
Start xForm	Į.	Grants:				1	Department:	Psychiatry	, Department of			
xForms (0)		Last Review:	Expedited			n i	Next Review:					
Recent Items		CRO:					Title:	test new h	nospital question			
300833-UT		Year:	2020									
300015-UT	Orig	inal Review Type:	Expedited			Vulnerable	Populations:	None				
300005-UT	Ex	pedited Category:	Category 7, Cat	egory 8a		FDA	Regulated?:	No				
300018-UT		Governed By:	Common Rule			Final Rule Cl	linical Trial?:	No				
300013-UT	-	Funded Y/N:	Yes			Total Fund	ling Amount:	234234				
300016-UT	Fui	nding Amount Per Patient:	234			Fun	ding Source:	Internal				
300017-01		RSP Proposal #:	123123									
Useful Links		Comments:										
All Projects Dashboard IACUC Dashboard	Study Reference Documents (1)										expand	
IBC Dashboard	Study-Site											
IRB Dashboard		Site(s):	UT - University	of Toledo			PI:	PI, John	M.D.			
My Docs & xForms		Status:	Active - Open to	Enrollment			Additional:	N				
4 Attachments		Approval:	October 30, 202	0			Expiration:	October 3	29, 2021			
250 xForms		Initial Approval:	October 30, 202	0		Other	Expirations:					
		Location(s):	Health Science	Campus								
	4	Comments:										
	Study	-Site Contacts (1	L)									expand
	Reference xForms (1)											collapse
	Action	Form	•	Identifier	¢	Stage \$	As Of	¢	Ref Active	\$	Inactivated	
	8	New IRB Researc	ch	test new hospital question		Complete	10/30/2020)	10/30/2020			
	🔻 Study	-Site Attachmen	ts (2)									collapse

2. The resulting screen presents two options. Select "copy" (highlighted).

This will create a "New IRB Research" xform in a different tab.

Choose an Action



Scenario 2: For a Study that was reviewed but never approved (has a Study number):

1. From the Study, scroll down to the "Events" section. Click "Initial Application Submission" (highlighted).

THE UNIVERSITY O	Home					🙊 Fine	d Study (Ctrl+	Q)	8			
TOLEDO	Study 300833-UT (IRB)						Help J	ohn's Setting	s Sign o			
	•								collaps			
ctions	Study:	300833		Sponsor(s):								
nd EMail	Committee:	x - Jami	s IRB (DO NOT USE)	Sponsor Id:								
tart xForm	Grants:			Department:	Psychiatry, D	epartment of						
orms (0)	Last Review:	Expedite	d	Next Review:								
cent Items	CRO:			Title:	test new hos	pital question						
00833-UT	Year:	2020										
00015-UT	Original Review Type:	Expedited Vulnerable Populations: None										
0005-UT	Expedited Category:	Category	7, Category 8a	FDA Regulated?:	FDA Regulated?: No Final Rule Clinical Trial?: No							
00018-UT	Governed By:	Commor	Rule	Final Rule Clinical Trial?:								
00013-UT	Funded Y/N: Yes			Total Funding Amount:	Total Funding Amount: 234234							
00016-UT	Funding Amount Per Patient:	234		Funding Source:	Internal							
0017-01	RSP Proposal #:	123123										
seful Links	Comments:											
l Projects Dashboard	> Study Reference Documents (1)											
BC Dashboard	Study-Site											
RB Dashboard	Site(s):	UT - Un	iversity of Toledo	PI:	PI, John M.	D.						
y Docs & xForms	Status: Active - Open to Enrollment			Additional:	N							
Attachments	Approval:	October	30, 2020	Expiration:	October 29	2021						
50 xForms	Initial Approval:	October	30, 2020	Other Expirations:								
	Location(s):	Health S	cience Campus									
	Comments:											
	Study-Site Contacts (1))							expan			
	Reference xForms (1)								expan			
	Study-Site Attachment	5 (2)							expan			
	Events (1)								collaps			
	Event	• Att	FE Instance/UDF		٠	Start 🔺	Complete +	Last Mtg 🔹	Group ¢			
	Initial Application Submissio	n 1	test new bospital question			10/30/2020						
	Thidar Application Submissio	- I	ceat new nospital question			10/30/2020						

2. In the left menu, under "Actions" click "xForms." In the Action column, click the "stack of paper" icon (highlighted). This will create a "New IRB Research" xform in a different tab.

THE UNIVERSITY OF	Home							🔗 Fi	n	d Study (Ctrl+Q)	_		۶	
TOLEDO	Forms on Event Details: Initial Application Submission on 300833-UT									Help John's Settings Sig				ff
1872										Filter:]
Actions	Action	Form \$	¢]	Identifier 🗧	•	Stage/Status \$	S	Started 🔺	ę	Submitted \$; By	у	¢	
Done	<mark>in</mark> 28	New IRB Research (Reference xForm)	t	test new hospital question		Complete	1	10/30/2020	1	10/30/2020	Sy	ystem, The	э	
Recent Items	1													
300833-LIT														

Scenario 3: For an xForm that was never reviewed (does not have a study number):

1. From the Dashboard in IRB Manager, in the left menu, under the heading "My Docs & xForms," click "xforms" (highlighted).

TTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTTT	Home All Pr	ojects 🗸 🔗 Find Study (Ctrl+Q)					
TOLEDO	My Studies	Help John's Settings Sign off					
1872							
Actions	Studies (111 Active)	Important Information					
Actions Actions for Researchers	 You are associated with <u>111 active</u> Studies and <u>184 total</u> Studies. 	Welcome to IRBManager					
Animal Use Protocol Form	• You are the PI for <u>101 active</u> and <u>170 total</u> Studies.	This message is now for all project types. Messages					
IBC Protocol Form	 You are the Co-Investigator for <u>10 active</u> and <u>14 total</u> Studies. 	specific to IRB, IACUC and IBC will be found on their					
New IRB Research	 You are the Point of Contact - single IRB for <u>11 active</u> and <u>14 total</u> Studies. 	project-specific dashboards. In the left menu, under					
Start xForm	 You are the Submitter for <u>0 active</u> and <u>1 total</u> Studies. 	to go to a project-specific dashboard. Additionally, there					
Show Sponsor Ids	 There are <u>31 studies</u> expiring in the next 90 days. 	is a drop-down in the blue bar at the top of the screen					
Recent Items	 The next study to expire is <u>200000-UT</u>. 	that will allow for quick transitions between the project dashboards.					
300833-UT	xForms (21 Active)						
300015-UT	You have 15 unsubmitted xForms	jamie.vannatta@utoledo.edu or call 419-530-6651.					
300018-UT	You have 6 xForms being processed at a later stage.						
300013-UT	• There are 2 xForms awaiting your attention.	For help with xForm questions or application content, contact your Compliance Committee Staff person.					
300016-UT		/ <u></u> /					
300017-UT	Events (5 Open)						
Useful Links	Only show events where I am:						
All Projects Dashboard	You have <u>1 Activities Preparatory to Research</u> events.						
IACUC Dashboard	You have <u>1 IACUC New/Triennial Renewal Submission</u> events.						
IBC Dashboard	You have 2 Initial Application Submission events.						
IRB Dashboard	You have 1 Simple Personnel Amendment events.						
My Docs & xForms	You have <u>5 Total Open</u> events						
4 Attachments							
250 xForms	I						
	My Studies (111 Active)						
	Study - Site + PI + Title + Expires + Status + Reference Doc(5)	\$					

2. Find the New IRB Research xForm that you want to copy and then click the "stack of paper" icon (highlighted) next to "New IRB Research." This will create a "New IRB Research" xForm in a different tab.

THE UNIVERSITY OF	Home			🔗 Find Stu	ıdy (Ctrl+Q)	2			
TOLEDO	My Forms				Help John's Setti	ngs Sign off			
1872					Filter:				
Actions		What's this	?						
Start xForm Notifications View	Į.	This table shows xForms a	tem.						
Export Hido Complete	Status: All								
Hide Complete	Action	Form \$	Identifier \$	Owner 4	Stage \$	As Of 🔷 🔺			
Recent Items 300833-UT		Simple Personnel Amendment			Admin Pre-Review	04/29/2021			
300015-UT 300005-UT 300018-UT 300013-UT 300016-UT	li 🗟	IACUC Animal Use Protocol Form			Complete	03/30/2021			
		New IRB Research	Testing adding submitter approach to Study-Site contact list - PI is submitter	Initial Application Submission 300943-UT	Admin Post- Review Processing (2nd time)	03/29/2021			
	iii 🕞	IBC Protocol Form			Complete	03/29/2021			

IMPORTANT NOTE: If you are looking for an xForm that has been deleted, either by your own actions or by the HRPP staff, you will need to contact your IRB administrator to recover that xForm. Some old xForm versions may not be recoverable.