IRBManager Training

IRBManager: Obtaining Access

- IRBManager login: https://cuny.my.irbmanager.com/

- CUNYFirst credentials (ends with --@login.cuny.edu)

  - Forgot CUNYFirst username or password? Reset by visiting CUNYFirst login page.

- CUNY Researchers without CUNYFirst credentials must request IRBManager account by emailing irbmanager@cuny.edu with the following information:

  - First and Last Name

  - EMPLID

  - DOB (Does not need be actual DOB)

  - PIN (any 4 digit number combination)

  - CUNY email address

- ***Allow 1-2 business days for credentials to log into IRBManager.***

IRBManager: Submission Process

- CCNY-affiliated Faculty Members/Students with CCNY-affiliated Faculty Advisors will submit their applications to the CCNY HRPP Office.

- Applications from Student PIs will be forwarded to their faculty advisor for review/approval. Once approved by advisor, the project will be submitted to the CCNY HRPP Office for review.

- Projects will undergo a Pre-Review process. HRPP Coordinator/Staff will review all submissions to ensure that they are clear, consistent, complete, and conform to federal regulations, CUNY policies and procedures, and campus administrative policies.

- If HRPP Staff or IRB determines project requires additional information or modifications, the project will be returned to the PI for revisions. Everytime Student PIs resubmit, Advisors will need to review/approve.

- Once the project has been determined to be "complete" either the HRPP Staff will make a determination (i.e., Non-Human Subjects Research or Exemption) or forward the application to the IRB for Review.

- If you have questions regarding what constitutes a complete submission, please see our "Developing a Satisfactory Submission" video.

IRBManager Announcements

- PIs/Key Personnel must log onto IRBManager with their CUNYFirst information. This will help remove duplicate profiles so researchers can access their protocols, and for research personnel (co-PI, staff, advisors, etc.) to be added to existing protocols in IRB Manager.

- If PIs don't see their projects email your Campus HRPP Coordinator to request that profiles be consolidated.

- When adding key personnel to xForms please make sure that profiles being added have CUNYFirst username (i.e. john.doe@login.cuny.edu). If you can not find key personnel in IRBManager with CUNYFirst login information, please have them log into IRBManager.

- Before starting/submitting any xForm for an existing IDEATE protocol, IDEATE study information must be transferred to IRBManager. Please see [IRBManager PI Manual](#) or [IRBManager Help Library](#) (watch: "How do I transfer my IDEATE application to IRBManager?" video).

- Research Personnel (i.e., faculty advisors, study coordinators, research assistants, etc.) will be added to IRBManager protocols during second data migration (expected December 2021).

IRBManager vs IDEATE

- New Protocol Submissions (known as Initial IRB Applications on IDEATE) started in IRBManager will not be issued a Protocol Number until the HRPP Coordinator "accepts" the submission. This process occurs once the Coordinator makes a determination (non-hsr/exemption) or when the project is sent to the IRB for review.

- Allows researchers to keep track of submissions in which they are listed as PI, Co-PI, faculty advisor, or key-personnel via *Dashboard*.

- Allows for the collaboration between research teams, advisors, etc. (*Notes/Collaboration* features).

- Researchers can obtain copies of blank forms, create pdfs of complete submissions, create pdf copies of questions with notes to aid in developing/revising submissions, etc.

- Existing xForms can be copied and submitted as new submissions via *Copy for a New Protocol Submission* function.