How to Initiate an Initial Application

1. Go to the IRB Manager website: https://irbmanager.becirb.com. Enter your user name, password and client. The client is spectrumhealth.

2. This will bring you to your dashboard. Click on “Start xform” under Actions on the left.

3. A new screen will pop up. Click on the form title, “Initial Application for IRB Review” to begin completing the xform.
How to Initiate a Continuing Review/Modification/Reportable New Information

1. Once you have logged into IRB Manager, select the appropriate study from your dashboard, or type in the IRB # in the upper right search field.

2. Verify that the correct study is on the screen. Then, from the main study screen, select “Start xform” under Actions on the left.

3. A new screen will pop up. Click on the appropriate xform title and begin completing the xform.