

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.

SPECTRUM HEALTH
Login

User Name

Password

Client

Remember Client

[Forgot Password?](#)

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

SPECTRUM HEALTH

Home Find

My IRBManager Help Martin's Settings

Actions

Start xForm

Alerts

New PI Protocol
New PI Protocol
New PI Protocol
New PI Protocol
New PI Protocol
New PI Protocol
New PI Protocol

My IRBManager

Studies (0 Active)

- You are not associated with any studies.

xForms (1 Active)

- You have 1 unsubmitted xForms.
- You have 0 xForms being processed at a later stage.
- There are 2 xForms awaiting your attention.

My Studies (0 Active)

Study	Site	PI	Description	Expires
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3. A new screen will pop up. Click on the form title, “Initial Application for IRB Review” to begin completing the xform.

SPECTRUM HEALTH

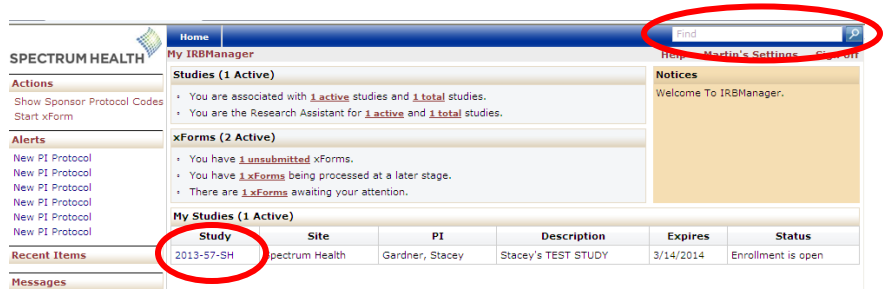
Start xForm Tuesday Apr 16 01:

Action	Form (Click to start)	Description
	Initial Application for IRB Review	Click this xform for all new studies requiring IRB review, including drug and device trials, HUDs, retrospective chart reviews, exempt research, and requests for research determinations.
	New Contact Form (CRF)	**This form is only for contacts not already in IRBManager** Complete this xform with a new user's contact information.

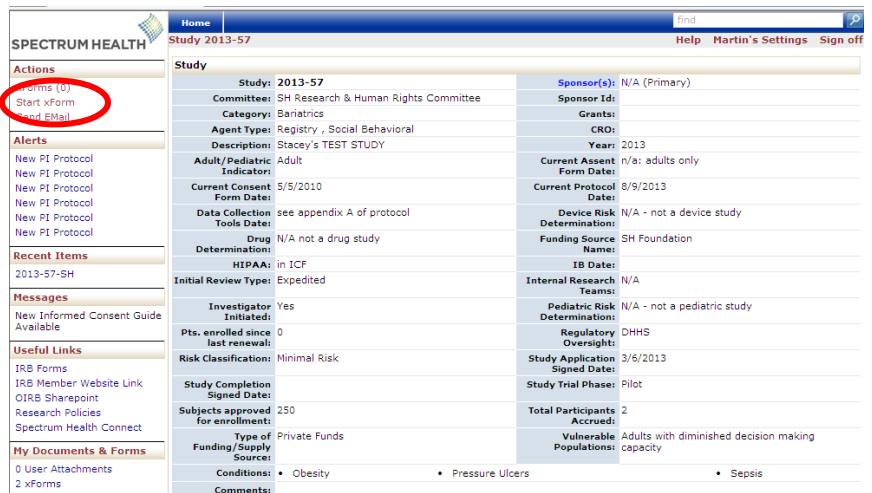
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How to Initiate a Continuing Review/Modification/ Reportable New Information

- 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.



- Verify that the correct study is on the screen. Then, from the main study screen, select "Start xform" under Actions on the left.



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

