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| IRBManagerTips for Users |

**Making Submissions:**

* When you click “Start xform”, new additional tab is opened, your homepage remains in its own initial tab
* When you click the “next” button, it saves.
* Unsubmitted xforms live under “My Doc & xforms” tab in the left-hand menu
* System assigns HS# automatically when the pre-review of a study occurs
* Old NJH COI forms are still required for personnel change submissions. Scan with wet-ink signature or save as pdf for electronic signature (electronic signature in Word version not possible)
* Leave HS-# blank in COI forms
* If applicable, IBC and Scientific Review are needed at submission
* If applicable, Data Use Agreement (DUA) and Material Transfer Agreement (MTA) are not needed at submission (but are needed before research can begin)
* Adding attachments, no need to name file (will automatically use document name)
* Dragging attachments in to submission box will not work if dragging from an email or a zip file (works for all desktop/ system folders and thumb drives)
* For full board submissions, the planned IRB meeting is listed in events

**When submitting on behalf of the investigator:**

* The submitting person is responsible for ensuring that the investigator logs in and confirms the submission (their password will serve as their signature). IRBManager will not notify NJH IRB of the submission until that has been completed.
* If PI cannot locate prompting email, at their Home screen:

xform (#active)

xforms awaiting your attention link(s)

* If the PI has not new with NJH IRB, and their email is not found when doing a “forget password” to reset, please call our office.

**Miscellaneous Notes:**

* Please use Chrome, Foxfire, or Safari
* There can a lag time between each action
* There is a lag time for emails to be sent after an action
* The “male/female” categories are flipped from our old continuing review form