

## Login IRBManager FAQs:

1. How do I create an IRBManager login?
  - a. Go to: <https://nova.my.irbmanager.com/Login.aspx>
  - b. Enter:
    - i. Username: **newuser** (lowercase)
    - ii. Password: **newuser** (lowercase)
    - iii. Client: **Nova**
    - iv. Click Log-in and further information will be asked.
  - c. NOTE: You must use your NSU email address for accessing IRBManager; no personal email addresses will be accepted.
2. Why do I have to use my NSU email address?
  - a. NSU requires that all official communications between students, faculty, and staff be made using their official NSU email address. A personal email address may not be used as the primary email contact for a Principal Investigator.
3. What should I do if I forgot my IRBManager Password?
  - a. Go to <https://nova.my.irbmanager.com/Login.aspx>
  - b. Click on 'Forgot Password?'
  - c. When prompted, enter your NSU email address and Client ID (Nova) in order to retrieve your password.
  - d. Within a few minutes, an email will be sent to you containing your new (reset/temporary) password.
  - e. Once logged in you will be asked to change (personalize) your password.
4. What should I do if I am locked out of IRBManager?
  - a. If locked out of the system due to several failed login attempts (entering a bad password), select 'Forgot password' on the login screen and provide your email address and Client ID (Nova). Within a few minutes, you will receive an email containing your new (reset) password. Once logged in, you will be asked to change (personalize) your password.
5. Who should I contact if I have a technical question about using the IRBManager web-based submission platform?

- a. Please contact William Smith via email at [wsmith2@nova.edu](mailto:wsmith2@nova.edu) or via phone at 954-262-5311 with any question you have regarding the IRBManager web-based submission platform.

#### **Transition Q&A:**

1. How can I learn more about submitting a protocol through the IRBManager web-based submission platform?
  - a. Please refer to our website at <http://www.nova.edu/irb/updates.html> for training materials and dates for training sessions.
2. What is the “go live” date?
  - a. The “go live” date is when the IRB starts the transition from our current paper-based new protocol submission process to a web-based platform. This transition began on June 1, 2015 and researchers that have not already submitted a paper-based form will be encouraged to use the web-based submission form.
  - b. During a grace period, the paper-based form will continue to be accepted from researchers, after which all new submissions will be required to complete the web-based submission form.
3. When do I stop using paper to submit new protocol submissions?
  - a. It is highly recommended for you to use the electronic submission form for all new studies as this process expedited the review of your research protocol.
4. What happens if...
  - a. I’m revising a submission based on my Center Representative’s requests?
    - i. If you have already begun the paper-based new protocol submission process, you may continue to use that form to submit your protocol application.
  - b. I want to change a submission from paper to electronic format after I’ve submitted the paper version?
    - i. You may complete the electronic submission form, however, please note that you would be starting the submission process over from the beginning.
  - c. I don’t have Internet access at home?
    - i. The library and your college/center have computer labs available for your use in order to complete the web-based submission form.
  - d. I use “X-brand” computer?
    - i. IRBManager works on all brands of computers, both Mac and PC.

- e. I use “Y-brand” browser?
  - i. It is recommended that you use Chrome or Firefox as a browser when completing the web-based new submission form. There is some loss of functionality with Internet Explorer.
- f. I’m at the Fischler School of Education and Human Services?
  - i. In order to integrate IRBManager with the ADRIANA system used by the Fischler School of Education and Human Services, the web-based new protocol submission form will not go live with FSEHS until a later date. Until that date has been announced FSEHS students, faculty, and staff will continue to use the paper-based submission form.
- g. I don’t know who my Center Representative is?
  - i. Please refer to our website at <http://www.nova.edu/irb/membership.html> in order to find the correct representative assigned for your center, the main center representative will be highlighted in gray.
- h. I don’t know if I need IRB review of my proposal?
  - i. Please contact the IRB representative assigned to your center for clarification. Refer to our website at <http://www.nova.edu/irb/membership.html> in order to find the correct IRB representative assigned to your center, they are highlighted in gray.
- 5. Will this affect already-approved research studies?
  - a. At this time, this transition will only affect new protocol submissions. Once the continuing review and amendment submission forms are ready to go live, already-approved studies will have to submit their continuing review and amendment forms via the web-based submission form.
- 6. Why do I have to use my NSU email address?
  - a. NSU requires that all official communications between students, faculty, and staff be made using their official NSU email address. A personal email address may not be used as the primary email contact for a Principal Investigator.
- 7. Is the process for submission changing?
  - a. No, the submission process is not changing. It is just transitioning from a paper-based form to a web-based form in order to expedite the IRB submission process.

**IRBManager New Protocol Submission Form FAQs:**

1. How can I learn more about submitting a protocol through the IRBManager web-based submission platform?
  - a. Please refer to our website at <http://www.nova.edu/irb/manual/forms.html> for training materials and dates for training sessions.
2. How do I determine who my Center Representative is?
  - a. Please refer to our website at <http://www.nova.edu/irb/membership.html> in order to find the correct representative assigned for your center, they are highlighted in gray.
3. What type of naming convention should I use when attaching files to my electronic application submission in IRBManager?
  - a. Please name the files as follows:
    - i. "Principal Investigators last name (in all CAPS)"\_"type of document being attached"\_"version date"
    - ii. Example: Jane Doe is the PI and she is attaching an adult consent form with the version date of January 2, 2014.
      1. File name: DOE\_AdultConsentForm\_01-02-2014