

Quick Reference for IBC IRB Manager Home Page/Dashboard University – April 2020

Where to start: ibc.utoledo.edu, then click the link to log in using your UTAD credentials.

Studies (6 Active)

- You are associated with **6 active Studies** and **12 total Studies**.
- You are the PI for **6 active** and **12 total** Studies.

xForms (10 Active)

- You have **2 unsubmitted xForms**.
- You have **8 xForms being** processed at a later stage.
- You have **1 xForm in error**.

Events (10 Open)

Only show events where I am:

- You have **1 IBC Amendment Submission** events.
- You have **6 IBC New Submission** events.
- You have **3 IBC Renewal Submission** events.
- You have **10 Total Open** events.

My Studies (6 Active)

Study	Site	PI	Title	Expires	Status	Reference Doc(s)
500002-UT	University of Toledo	PI, John M.D.	Testing DMR	02/23/2025	Approved	
500004-UT	University of Toledo	PI, John M.D.	Common Scenario 2 - Renewal	10/04/2020	Approved	
500005-UT	University of Toledo	PI, John M.D.	Testing FCR DE- >MODS- >APPROVE	09/04/2020	Approved	
500007-UT	University of Toledo	PI, John M.D.	Most Complex DMR - Renewal	08/05/2020	Approved	

Upper Blue Bar:

- Home Button always brings you back to this screen.
- The “Find Study” search box allows you to enter a partial or full study number to search for a specific study.

Left Menu:

Actions – things you can do in the system

- Start xForm – click to start a new IBC application (indicated by a blue star)

Recent Items – simply list the last studies or other records you have accessed

Messages – a persistent message area

Useful Links – a set of links that allow you to switch between dashboards

My Documents & Forms – These links refer to items specific to you.

- User Attachments - shows you what attachments are linked to you as a user, not related to any Study or Event.
- xForms – shows you a list of the xForms you have in progress or that are assigned to you in any capacity.

Middle Panels:

Studies section - provides links to lists of the Studies you are currently associated with.

- The first line is for studies on which you are listed as personnel in any capacity.
- The second line specifically filters for studies on which you are the PI.
- Active Studies (**Red Circle**) are studies that have not expired, but they may also not yet be approved.
- Total Studies (**Red Circle**) includes expired, terminated or withdrawn studies.

XForms Section – provides links to XForms that you have a stake in.

- Unsubmitted forms (**Orange Box**) are forms that are in the very first data collection stage.
- Forms being processed at a later stage (**Yellow Box**) are forms that have been submitted and are moving through workflow.
- Forms awaiting your attention would require your direct action to move on in workflow. This is your “to do” list.

Events – Events are things that happen to Studies either during the initial review and approval, during their lifecycle (like Amendment or Renewal) or at the end of their lifecycle, like a Final Report.

- Event Types (Blue Box) all have a different color to help you differentiate between them. Each Event Type will have a new line, color and description.
- Total Open Events (Purple Box) allows you to see all current events in one list.
- The pie chart gives you a picture of your whole IACUC research portfolio looks like by Event Type

Lower Panel:

My Studies

Shows you the list of your current Active Studies without having to click the “# active Studies” link in the Studies section.

Right Message Panel:

Look here for helpful or timely information.