

Quick Reference for IRB Manager Home Page/Dashboard
 University of Toledo Research & Sponsored Programs
 November 2018

Where to start: irb.utoledo.edu

The screenshot shows the IRB Manager Home Page/Dashboard. The top navigation bar includes a Home button, a search box labeled 'Find Study (Ctrl+Q)', and links for 'Take a tour...', 'Help', 'John's Settings', and 'Sign off'. The main content area is divided into several sections:

- My Studies (4 Active):** A summary section with statistics: 'You are associated with 4 active studies and 7 total studies.' and 'You are the PI for 4 active and 7 total studies.'
- xForms (12 Active):** A summary section with statistics: 'You have 3 unsubmitted xForms.', 'You have 9 xForms being processed at a later stage.', and 'There are 1 xForms awaiting your attention.'
- Events (6 Open):** A summary section with statistics: 'You have 2 Central IRB Application Submission events.', 'You have 4 Initial New Submission events.', and 'You have 6 Total Open events.'
- Important Information:** A yellow box providing instructions on how to view xForms and assign them as a collaborator.
- Start New IRB Research Application:** A blue star icon with a link to start a new application.
- My Studies (4 Active) Table:** A table listing active studies with columns for Study, Site, PI, Title, Expires, Status, and Reference Doc(s).

Study	Site	PI	Title	Expires	Status	Reference Doc(s)
2018-005-UT	University of Toledo	PI, John M.D.	This is my title for example with Nicki	Exempt	Active - Open to Enrollment	
2018-008-UT	University of Toledo	PI, John M.D.	This is an expedited study for review.	08/22/2019	Active - Open to Enrollment	
N-123456-01-UT	University of Toledo	PI, John M.D.	Exempt Study for Agenda 1	Exempt	Active - Open to Enrollment	
N-123457-01-UT	University of Toledo	PI, John M.D.	This is one of those really long titles that start with "A Multi-center, double-blind, placebo-controlled yadda yadda" clinical trial also called this acronym or that acronym and may have a subtitle as well.	09/03/2019	Active - Open to Enrollment	

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 Steampunk (2017.11.457.0/Release/dac949bf8164f4d58b1ec3bad23254496a4cfe0d)
 TP-WEB01 at 2018-09-14 19:09:30Z
 Page generated in 0.058 seconds.
 Powered By IRBManager

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

- New IRB Research – click to start a new IRB application (indicated by a blue star)
- Start xForm – click to see a list of other xForms you can start
- Show Sponsor IDs - changes the "My Studies" grid at the bottom from displaying UT's Study ID in the first column to showing the Sponsor's ID in the first column

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

Messages – a persistent message area

Useful Links – a list of links to UT's IRB pages for more information

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 lists of 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 (**Green Box**) 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 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. Also contains a link to the new research application indicated by a blue star.