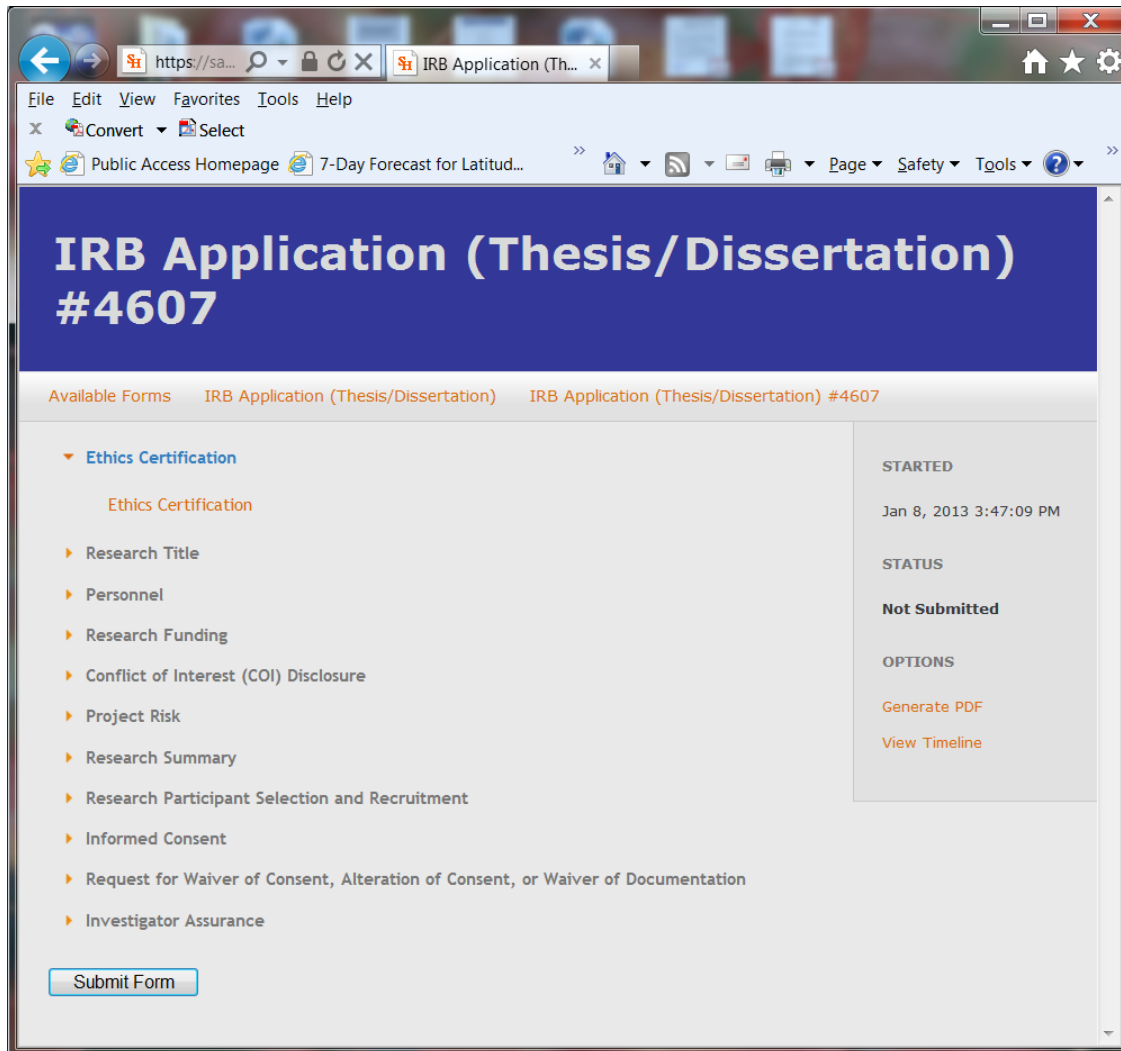


The New IRB Form System

Completing IRB Forms—the IRB Application (Thesis/Dissertation)

When you select to complete a new form the form will automatically be created and assigned an identification number. Below you will see that I've chosen to start a new **IRB Application (Thesis/Dissertation)** form. It has been assigned the **#4607** by the form system.



The sidebar on the right side of the window displays information about the current form should it be available. Here it also provides us with the option to generate a PDF file of the form in its present state or to view the approval timeline. Because this form has not yet been submitted the timeline will be empty.

To the left we see a list of form categories and sections. The Ethics Certification category has one section. Clicking on a category name will display the sections that exist for it.

The screenshot shows a web browser window with the following elements:

- Browser Address Bar:** Shows the URL `https://sam...` and a tab titled "IRB Application (Th...".
- Page Title:** "Disapproval of the Research".
- Form Content:**
 - Section: "Disapproval of the Research"
 - Requirement: "ALL Pis MUST COMPLETE"
 - Question: "To your knowledge, has this protocol been reviewed and subsequently disapproved by any Protection of Human Subjects Committee (PHSC)? *"
 - Options: Radio buttons for "Yes" and "No" (with "No" selected).
 - Text Area: "If you answered yes to the above question please provide details of the disapproval including the reviewing committee name, institutional affiliation, the date of review, the issues resulting in disapproval, and how these issues have been resolved."
 - File Upload Section: "Disapproval Documentation" with instructions to attach modification and response letters. A file named "2012-11-1574_consent.pdf" is listed with an upload date of "Jan 18, 2013 11:06:24 AM". Buttons for "Remove File", "Upload File", and "Browse..." are visible.
 - Navigation Buttons: "Save", "Save & Continue", and "Skip & Continue" at the bottom.
- Right Sidebar:**
 - Section: "STARTED" with date "Jan 8, 2013 3:47:09 PM".
 - Section: "STATUS" with value "Not Submitted".
 - Section: "OPTIONS" with links for "Generate PDF" and "View Timeline".

This is the **Disapproval of the Research** section of the form. As you can see, I've already attached a PDF document to the **Disapproval Documentation** item. You can click the filename to view the file and use the visible buttons to remove it or add additional files.

The three buttons at the bottom of a section are:

1. **Save** – save the data entered and display the form categories as seen in the previous screenshot
2. **Save & Continue** – save the data entered and display the next section of the form
3. **Skip & Continue** – discard any unsaved data that's been entered and display the next section of the form

If you click **Save & Continue** or **Skip & Continue** on the last section of a form it will display the form categories as seen previously and allow you to submit the full form.

Submitting a form can take several seconds as the data must be validated. If any errors are found they will be displayed.

Below is my list of forms after I've submitted **IRB Application (Thesis/Dissertation) #4607**:

The screenshot shows a web browser window with the URL <https://sa...> and a tab titled "IRB Application (Th...". The browser's address bar shows "https://sa..." and the page title is "IRB Application (Th...". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Convert", "Select", "Public Access Homepage", "7-Day Forecast for Latitud...", "Google", "Home", "RSS", "Print", "Page", "Safety", and "Tools".

IRB Application (Thesis/Dissertation)

Available Forms IRB Application (Thesis/Dissertation)

Contact Information
Sam Houston State University
Office of Research and Sponsored Programs
Huntsville, TX 77341-2448
(936) 294-4875
sharla_miles@shsu.edu

Please Note:

You may choose to complete a **shorter form** should the research meet the exemption requirements detailed in **45CFR46.101(b)**.

Within an application you may use the "Generate PDF" option to the right side of the window to create a PDF of the application in its current state.

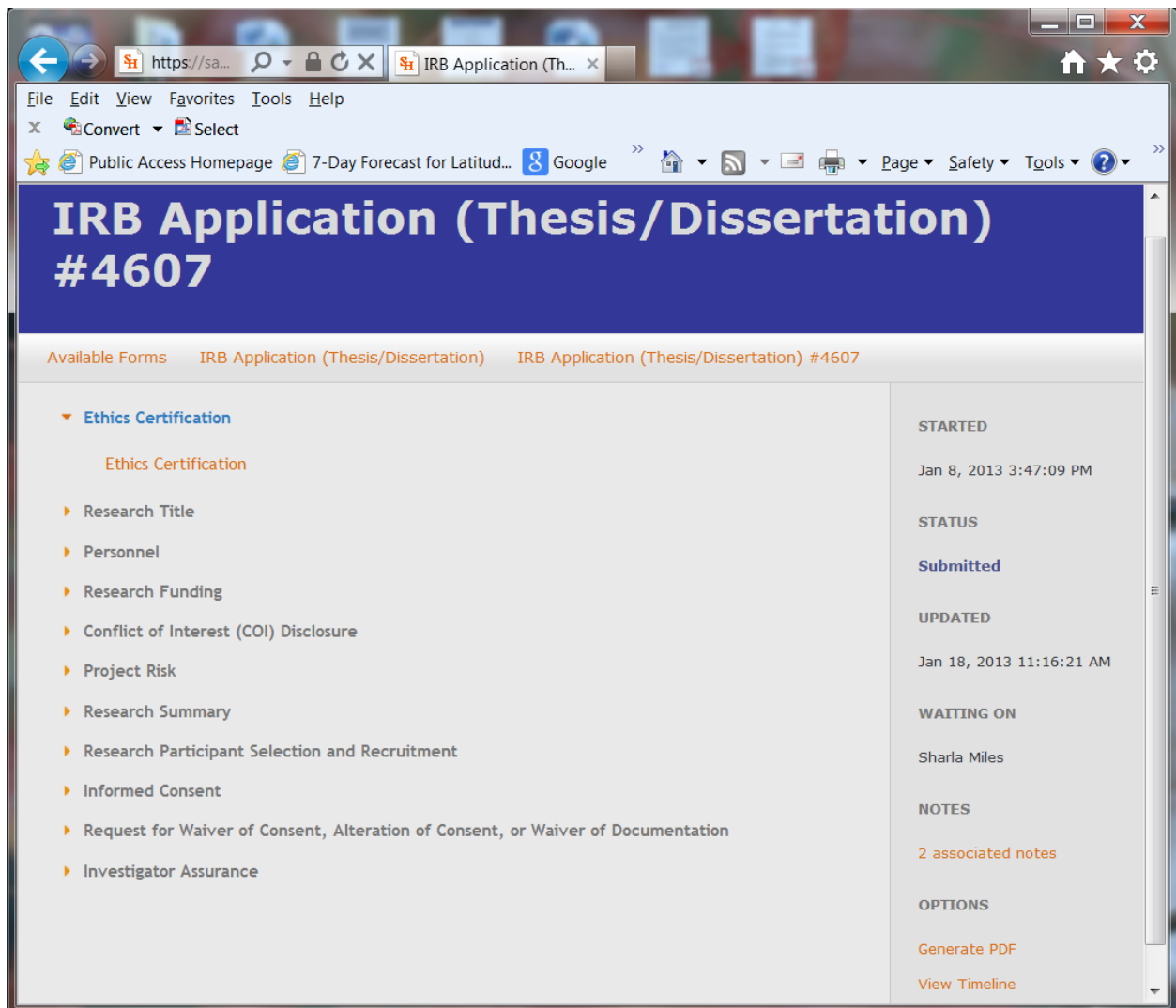
Your Forms Forms Pending Your Approval

New IRB Application (Thesis/Dissertation)

Instance	Started	Status	Updated	Waiting On
IRB Application (Thesis/Dissertation) #4607	Submitted	Jan 18, 2013 11:13:34 AM	Jan 8, 2013 3:47:09 PM	Sharla Miles

It's listed at the very bottom. If a form in this list is **Waiting On** someone you can hover over that text to see the names of the people that it's waiting on – in this case, Sharla Miles.

At this point we wait for the form to make its way through the approval chain. An approver may attach a note to the submitted form for you to read. If this occurs you will receive an email notification and a link to the notes will be displayed in the sidebar:

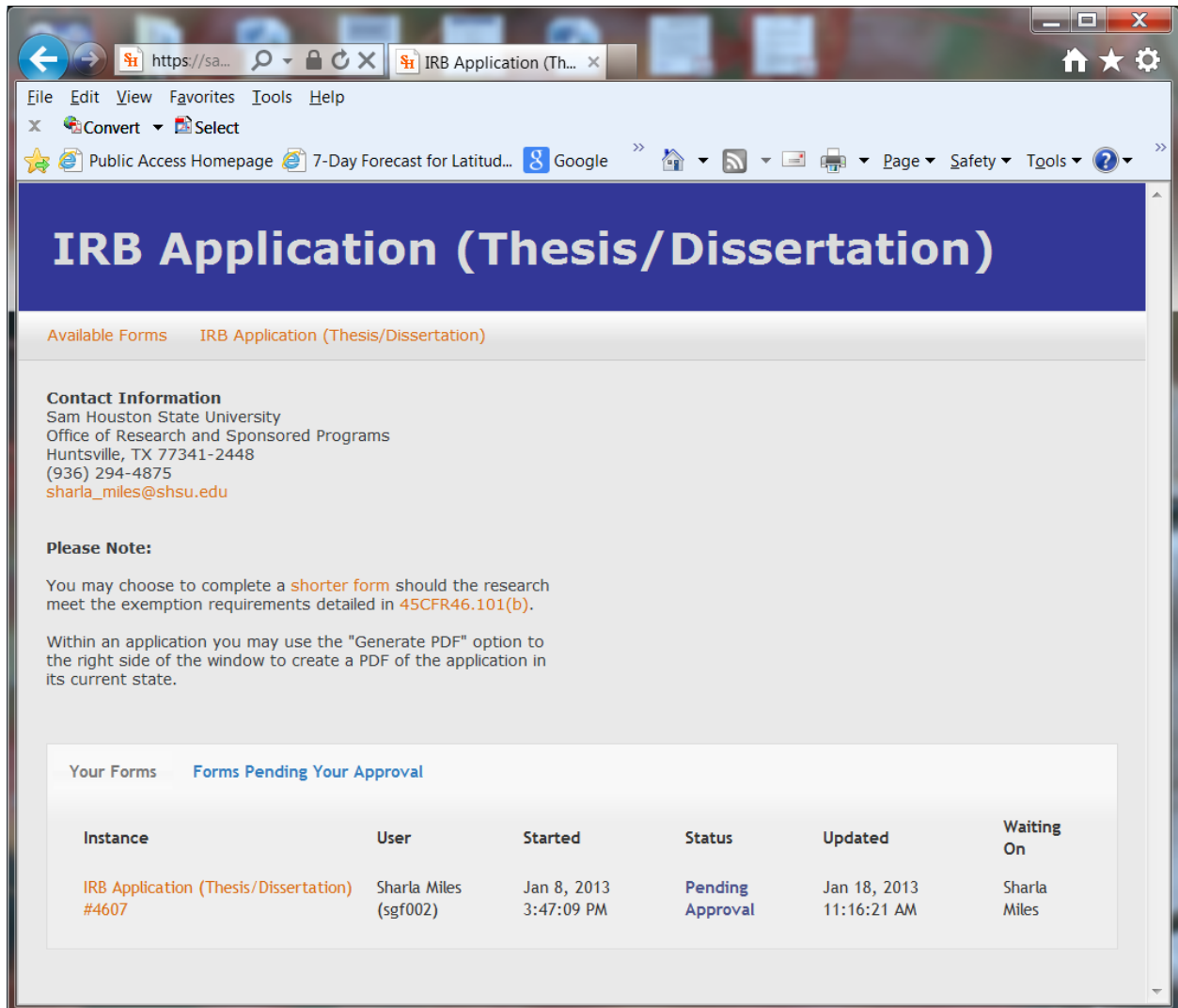


Clicking on this link (**2 associated notes**) will allow you to view existing notes and add notes of your own.

If an approver returns your form to you for corrections you will be able to edit the previously submitted information and resubmit it. The form will need to pass through the approval chain again.

Approving Forms

Form approvers will receive an email notification when a new form has been submitted for their approval. The link provided in the email will bring you to a page listing all submissions of this form that are awaiting your approval.



The screenshot shows a web browser window with the URL <https://sa...> and a tab titled "IRB Application (Th...". The browser's address bar shows "Public Access Homepage" and "7-Day Forecast for Latitud...". The page title is "IRB Application (Thesis/Dissertation)".

Available Forms IRB Application (Thesis/Dissertation)

Contact Information
Sam Houston State University
Office of Research and Sponsored Programs
Huntsville, TX 77341-2448
(936) 294-4875
sharla_miles@shsu.edu

Please Note:

You may choose to complete a **shorter form** should the research meet the exemption requirements detailed in [45CFR46.101\(b\)](#).

Within an application you may use the "Generate PDF" option to the right side of the window to create a PDF of the application in its current state.

Your Forms **Forms Pending Your Approval**

Instance	User	Started	Status	Updated	Waiting On
IRB Application (Thesis/Dissertation) #4607	Sharla Miles (sgf002)	Jan 8, 2013 3:47:09 PM	Pending Approval	Jan 18, 2013 11:16:21 AM	Sharla Miles

Simply click on one to review the submitted data.

Available Forms IRB Application (Thesis/Dissertation) IRB Application (Thesis/Dissertation) #4607

Principal Investigator (PI)

ALL PIs MUST COMPLETE

Name: *
Sharla Miles

University Status/Title: *
Staff

Department: *
ORSP

College: *
AA

Phone Number: *
4-4875

Email Address: *
sharla_miles@shsu.edu

SUBMITTED BY
Sharla Miles (sgf002)

STATUS
Pending Your Approval

STARTED
Jan 8, 2013 3:47:09 PM

UPDATED
Jan 18, 2013 11:16:21 AM

WAITING ON
Sharla Miles

NOTES
[2 associated notes](#)

OPTIONS
[Generate PDF](#)
[View Timeline](#)

The sidebar to the right will display current submission information. It also provides you with a link for adding notes to a submission. A submitter will be able to respond to notes that you've added and they will be visible to all form owners and future approvers in the approval chain.

You can also generate a PDF file from the current data as well as view the timeline for this submission. The timeline will show you each submission of this form as well as anyone who has approved, denied, or returned this form along the way:

Available Forms IRB Application (Thesis/Dissertation) IRB Application (Thesis/Dissertation) #4607

Timeline

Jan 18, 2013 11:13:34 AM	Form submitted
Jan 18, 2013 11:15:46 AM	Sharla Miles (Sharla Miles) updated status to Returned for Corrections The form has been Returned for Corrections
Jan 18, 2013 11:16:21 AM	Form resubmitted Waiting on Sharla Miles

SUBMITTED BY
Sharla Miles (sgf002)

STATUS
Pending Your Approval

STARTED
Jan 8, 2013 3:47:09 PM

UPDATED
Jan 18, 2013 11:16:21 AM

WAITING ON
Sharla Miles

NOTES
[add note](#)

OPTIONS
[Generate PDF](#)
[View Timeline](#)

Approval options are displayed on the form category page:

The screenshot shows a web browser window with the URL https://samweb.shsu.edu/form01wp/apprv_form_toc.php?flnstd=4607#. The page title is "IRB Application (Thesis/Dissertation) #4607". The main content area is divided into two columns. The left column contains a list of form categories under the heading "Available Forms". The categories are: Ethics Certification (expanded), Research Title, Personnel, Research Funding, Conflict of Interest (COI) Disclosure, Project Risk, Research Summary, Research Participant Selection and Recruitment, Informed Consent, Request for Waiver of Consent, Alteration of Consent, or Waiver of Documentation, and Investigator Assurance. Below the list are three buttons: "Approve", "Deny", and "Return for Correction". The right column contains a summary panel for the selected form, showing the submitter (Sharla Miles), status (Pending Your Approval), start date (Jan 8, 2013 3:47:09 PM), update date (Jan 18, 2013 11:38:31 AM), and options to generate a PDF or view the timeline.

Returning this form for corrections would send it back to the original submitter. They would then make any necessary corrections and resubmit the form. If you choose to do this you may want to add notes prior to returning the form so that the original submitter understands what changes need to be made.

Approving this form would send it to the next person in the approval chain. If there is no one else after you in the approval chain for this form then the form will be finalized as approved and the relevant parties will be notified.

NOTE: Only Sharla Miles and IRB members have the option to **Deny** an application; therefore, faculty sponsors, Department Chairs, or College Deans reviewing IRB applications will not see the Deny option.