

Mentor Introduction

Steven Moore, Ph.D.
IRB Administrative Coordinator



Outline

- The IRB
- Do I need IRB review?
- First steps
- Sitero Mentor IRB
- Walk through the online application
- Give tips for completing a successful application along the way
- Briefly touch on the application review process and how to respond to comments and questions
- Cover how to get help

Format

- Move between PPT as presentation outline and real application in Axiom Mentor IRB
- Unmute to ask questions and/or use the chat

The IRB

Purpose and structure



University of Redlands IRB Charges

- Safeguard the rights and welfare of research participants.
- Be consistent with the teaching and mission of the University.
- Obey laws and regulations as set forth in: Federal Policy for Protection of Human Subjects (known as the "Common Rule; 45 CFR 46, Subpart A)

University of Redlands IRB Purpose

- Determine
 - Whether human subjects have volunteered for a research endeavor by means of informed consent, and;
 - Whether risks to these subjects are outweighed by potential benefits to them, and importance of the knowledge to be gained by the research.

Guidance

- IRB Manual
- Available from <https://sites.redlands.edu/irb/>

UNIVERSITY OF REDLANDS INSTITUTIONAL REVIEW BOARD MANUAL

Updated January 10, 2023

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Structure: Board Members

- Chair: Riaz Tejani, Ph.D., J.D., qualitative/quantitative social scientist (School of Business and Society)
- Adriana Alvarado, Ph.D., qualitative/quantitative social scientist (School of Education)
- Teri Longin, Ph.D., natural scientist (Biology, College of Arts and Sciences)
- Sharon Oster, Ph.D., non-scientist (English, College of Arts and Sciences)
- Jody Pighin, external community member (Speech Therapist, Montessori In Redlands School)
- William Rocque, Ph.D., qualitative social scientist (Sociology and Anthropology, College of Arts and Sciences)

A woman with long blonde hair, wearing a grey ribbed sweater, is sitting at a wooden desk in a modern office. She is looking towards the camera with a slight smile. On the desk in front of her is a laptop, a smartphone, and a coffee cup. The background is slightly blurred, showing office shelves and a window.

Do I need IRB review?

When is IRB review required by the university?

Decision 1

1. Research or not research?
 - If not, IRB review not required.
 - If so, proceed to next question.

Check with Unit IRB Coordinator, IRB Administrative Coordinator, and/or IRB Chair to confirm your determination.



Research

***Systematic investigation**, including research development, testing, and evaluation, designed to develop or contribute to **generalizable knowledge**.*

Not Research

- **Scholarly and journalistic activities** (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship).
- **Public health surveillance activities**, including the collection and testing of information or biospecimens, conducted, supported, requested, ordered, required, or authorized by a public health authority.
- **Collection and analysis of information, biospecimens, or records** by or for a criminal justice agency for activities authorized by law or court order solely for criminal justice or criminal investigative purposes.
- **Authorized operational activities** (as determined by each agency) in support of intelligence, homeland security, defense, or other national security missions.
- **Student Classroom Projects** not published and/or presented outside of the university setting.

Decision 2

1. Research or not research?
 - If not, IRB review not required.
 - If so, proceed to next question.
2. Human subject?
 - If not, IRB review not required.
 - If so, proceed to Decision 3.

Check with Unit IRB Coordinator, IRB Administrative Coordinator, and/or IRB Chair to confirm your determination.



Human Subject

A **living** individual about whom an investigator (whether professional or student) conducting research (1) **Obtains information or biospecimens through intervention or interaction with the individual,** and uses, studies, or analyzes the information or biospecimens; or (2) **Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.**

Human Subjects Research Requiring IRB Review at the University of Redlands

- Undergraduate capstones and other research projects that will be published and/or presented outside of the university setting
- Graduate-level research (published in thesis or dissertation)
- Faculty and staff research projects for publication and/or presentation

Decision 3

Which type of review is required?

- Exempt (see [OHRP Decision Chart](#))
- Expedited (see [HHS List](#))
 - Most low-risk socio-behavioral research conducted at the UOR
- Full Board Review
 - Needed if
 - Vulnerable populations are involved
 - Risk is greater than minimal
 - De-identification of data is not possible

Check with Unit IRB Coordinator, IRB Administrative Coordinator, and/or IRB Chair to confirm your determination.

First Steps

Before starting an IRB application

IRB Online

sites.redlands.edu/irb/

steven.moore@redlands.edu

irb@redlands.edu

UNIVERSITY OF REDLANDS
Institutional Review Board

Any research project involving human participants must be approved by the **University of Redlands Institutional Review Board (IRB)**.

The University of Redlands IRB is charged with determining whether human subjects used in research conducted by University faculty, administrators, and students will be treated in accordance with the provisions in the Federal Policy for the Protection of Human Research Subjects. On this website you can connect to the CITI training website, download IRB forms, the procedures of the IRB, and connect to information about the IRBs and their activities.

IRB meeting dates

Friday, January 27, 2023, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, January 19, 2023)

Friday, February 24, 2023, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, February 16, 2023)

Friday, March 17, 2023, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, March 9, 2023)

Friday, April 28, 2022, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, April 20, 2023)

Friday, May 19, 2023
Zoom
(applications requiring full board review due before 4:00pm on Thursday, May 11, 2023)

FAQs
Refer to the IRB FAQs and the links below for answers to frequently asked questions about the IRB.

Amendments to Approved IRB Applications	IRB Applications
Classroom Projects	IRB Background
Confidentiality	IRB Review
Human Subjects Research	Research Methods
Human Subjects Research Training	Student Research
Informed Consent	Support
International Research	

Forms

Assent and Consent Forms

- Child Assent Agreement to Participate in Research (participants under 18 years of age)
- Informed Consent to Participate in a Research Study (Adult Subjects)
- Parent or Guardian Consent for Child to Participate in a Research Study

Legacy Forms

For applications submitted prior to Sitero Mentor.

- Adverse Incident Report Form
- Application for Continuation of Approval and/or to Revise an Approved Protocol. Use this form only for IRB applications submitted and approved via the Word document format. If your application was approved in Axiom Mentor, submit an Amendment in that system. Continuation reports are prompted by the system.
- Final Report. Use this form only for IRB applications submitted and approved via the Word document format. If your application was approved in Axiom Mentor, submit your report in that system.

Process for New Applications

See the IRB FAQs for instructions on how to submit IRB applications.

IRB Board and Contacts

The IRB consists of:

- Adriana Alvarado (Qualitative/quantitative social scientist)
- Teri Longin (Natural scientist)
- Sharon Oster (Non-scientist)
- Judy Pighin (external community member)
- William Roque (Qualitative social scientist)
- Eric Najm (Qualitative/quantitative social scientist, Chair).

If you cannot find what you're looking for or have any questions, please e-mail [Steven Moore](mailto:Steven.Moore@redlands.edu), IRB Administrative Coordinator.

Federal-Wide Assurance (FWA)

The University of Redlands IRB FWA number is FW00023072.

IRB Manual

- Redlands IRB Manual

Links

- Sitero Mentor IRB Login (for University of Redlands PIs)
- Need help with Sitero Mentor IRB? See the info page after you login to Sitero Mentor IRB. Also see the IRB FAQs page for help tips.
- CITI Collaborative Institutional Training and How to Register for CITI Training
- Federal Regulations and Ethical Guidelines

Presentations

Preparing and Submitting an IRB Application with Axiom Mentor, March 16, 2022

- Recording (Login to U or R Zoom required; Passcode for video = ^49pRtU+2)
- ppt

Templates

- Gatekeeper Letter

Reporting Ethics Concerns

If you have concerns about human subjects research being conducted by the University of Redlands, report your concerns anonymously via the Ethics Reporting website. You may also contact the IRB Chair or IRB Administrative Coordinator to report concerns.

Examples of reportable concerns include:

- failure to obtain IRB approval for a human subjects research project;
- failure to follow research procedures as outlined in the protocol/research plan reviewed and approved by the IRB (this covers a wide range of issues, such as failure to obtain informed consent, failure to obtain IRB approval for study modifications, enrolling subjects who do not meet inclusion/exclusion criteria, altering visit schedules);
- coercion or other mistreatment of human research subjects;
- continuation of research activities after a study has expired;
- failure to report unanticipated problems or adverse events (in a timely manner);
- failure to follow the federal regulations, state and local laws, institutional policies governing human subject research, or the requirements or determinations of the IRB.

UNIVERSITY OF REDLANDS

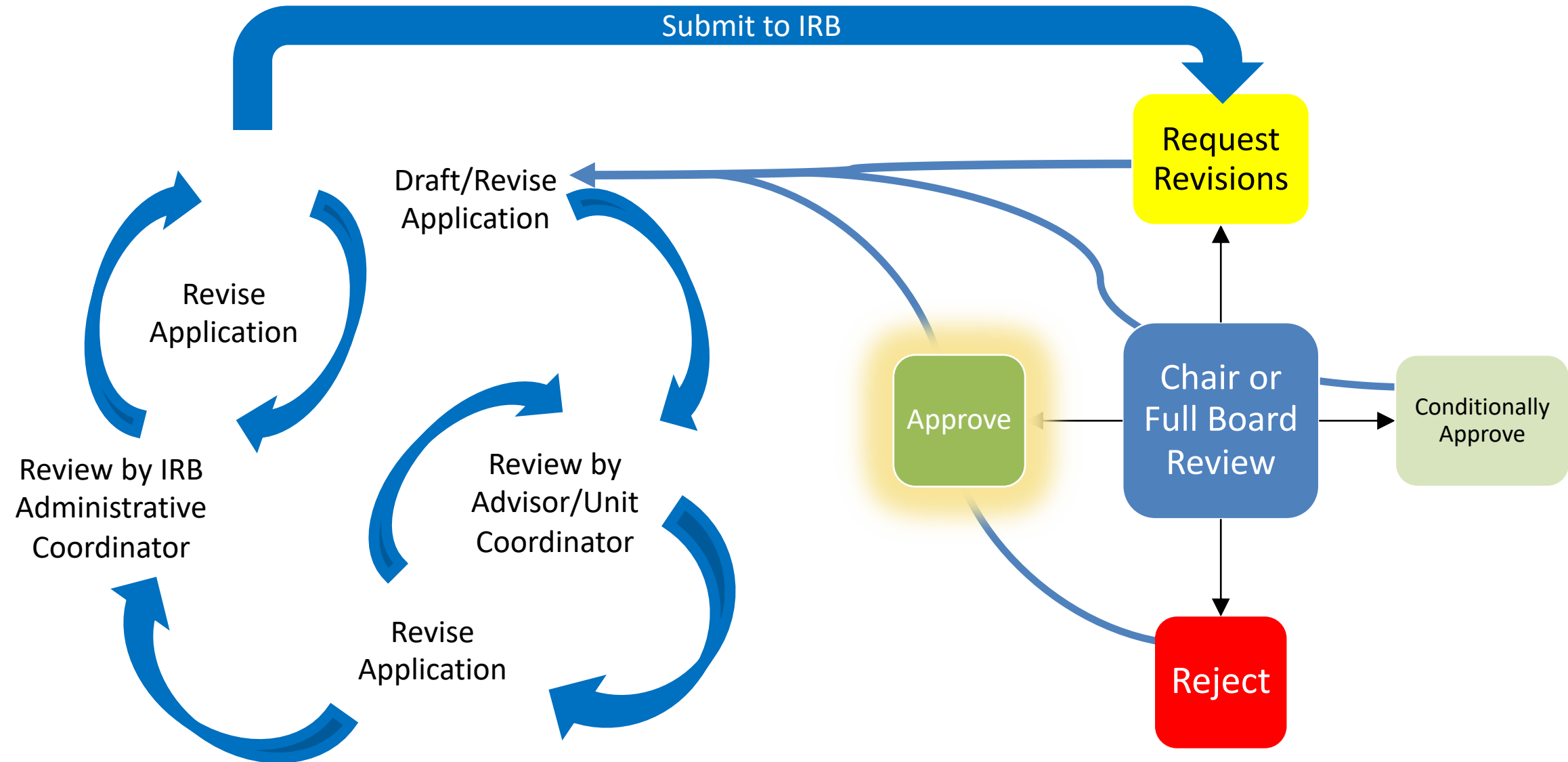
1500 East Campus Ave. P.O. Box 3000
Redlands, CA 92373 United States
Tel: (909) 793-2121
Fax: (909) 793-2123

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Start Early

- Preparation and pre-review by Unit IRB Coordinator and IRB Administrative Coordinator: weeks to months
- Exempt and Expedited Review After Submission: 3 – 5 days
- Full Board Review After Submission: 2 weeks after IRB meeting date

Application Cycle for a Student



IRB Deadlines

- Exempt and Expedited Review: Submit any time year around
- Full Board Review: Submit by 5 PM on Thursday one week before scheduled meeting dates
 - IRB meets once per month during September – May
 - Meeting dates and deadlines posted on IRB website

Recommendations

- Work with your advisor, unit IRB coordinator, and the IRB Administrative Coordinator
- Focus on protecting subjects instead of “getting an application through IRB”
- Be thorough
- Be concise
- Use professional grammar and spelling in all responses and research documents
- Understand all the components of your research that will be needed
- View this as an exercise in applying ethical principles

Log Into Mentor

Login Here:

www.axiommentor.com/login/shibLogin.cfm?i=redlands

Or from here:

<https://sites.redlands.edu/irb/>

Links

- [Sitero Mentor IRB Login \(for University of Redlands Pls\)](#)
- Need help with Sitero Mentor IRB? See the Info page after you [login to Sitero Mentor IRB](#). Also see the [IRB FAQs](#) page for help tips.
- [CITI Collaborative Institutional Training](#) and [How to Register for CITI Training](#)
- [Federal Regulations and Ethical Guidelines](#)



UNIVERSITY OF REDLANDS
Institutional Review Board

Any research project involving human participants must be approved by the University of Redlands Institutional Review Board (IRB). The University of Redlands IRB is charged with determining whether human subjects used in research conducted by University faculty, administrators, and students will be treated in accordance with the provisions in the Federal Policy for the Protection of Human Research Subjects. On this website you can connect to the CITI Training website, download IRB forms, the procedures of the IRB, and connect to information about the IRBs and their activities.

IRB meeting dates

<p>Friday, January 27, 2023, 11:00 AM Zoom (Applications requiring full board review due before 4:00pm on Thursday, January 19, 2023)</p> <p>Friday, February 24, 2023, 11:00 AM Zoom (Applications requiring full board review due before 4:00pm on Thursday, February 16, 2023)</p> <p>Friday, March 17, 2023, 11:00 AM Zoom (Applications requiring full board review due before 4:00pm on Thursday, March 9, 2023)</p>	<p>Friday, April 28, 2023, 11:00 AM Zoom (Applications requiring full board review due before 4:00pm on Thursday, April 20, 2023)</p> <p>Friday, May 19, 2023 Zoom (Applications requiring full board review due before 4:00pm on Thursday, May 11, 2023)</p>
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<p>FAQs</p> <p>Refer to the IRB FAQs and the links below for answers to frequently asked questions about the IRB.</p> <table border="0"> <tr> <td>Amendments to Approved IRB Applications</td> <td>IRB Applications</td> </tr> <tr> <td>Classroom Projects</td> <td>IRB Background</td> </tr> <tr> <td>Confidentiality</td> <td>IRB Review</td> </tr> <tr> <td>Human Subjects Research</td> <td>Research Methods</td> </tr> <tr> <td>Human Subjects Research Training</td> <td>Student Research</td> </tr> <tr> <td>Informed Consent</td> <td>Support</td> </tr> <tr> <td>International Research</td> <td></td> </tr> </table>	Amendments to Approved IRB Applications	IRB Applications	Classroom Projects	IRB Background	Confidentiality	IRB Review	Human Subjects Research	Research Methods	Human Subjects Research Training	Student Research	Informed Consent	Support	International Research		<p>Federal-Wide Assurance (FWA)</p> <p>The University of Redlands IRB FWA number is FWA00023072.</p> <p>IRB Manual</p> <ul style="list-style-type: none"> • Redlands IRB Manual <p>Links</p> <ul style="list-style-type: none"> • Sitero Mentor IRB Login (for University of Redlands Pls) • Need help with Sitero Mentor IRB? See the Info page after you login to Sitero Mentor <p>See the IRB FAQs page for help tips.</p> <p>Innovative Institutional Training and How to Register for CITI Training</p> <p>Regulations and Ethical Guidelines</p> <p>Applications</p> <p>and Submitting an IRB Application with Axiom Mentor, March 18, 2022</p> <p>Log (Login to U of R Zoom required; Passcode for video = *49pRivZ)</p> <p>IRB</p> <p>IRB Letter</p>
Amendments to Approved IRB Applications	IRB Applications														
Classroom Projects	IRB Background														
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Informed Consent	Support														
International Research															



Courses

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Get Trained

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The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

Demo a Course

Benefits for Organizations

www.citiprogram.org/index.cfm?pageID=14



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<https://about.citiprogram.org/>

Required Training for Principal Investigators (PIs):

University of Redlands
Investigators - Human subjects
Stage 1 - Basic Course

0 / 16 modules completed

Start Now

Expires 3 years after completion

University of Redlands
Social and Behavioral Responsible Conduct of Research Course 1.
Stage 1 - Basic Course

0 / 8 modules completed

Start Now

Does not expire

<https://about.citiprogram.org/>

CITI Help

<https://sites.redlands.edu/irb/>

Links

- [Sitero Mentor IRB Login](#) (for University of Redlands Pls)
- Need help with Sitero Mentor IRB? See the Info page after you [login to Sitero Mentor IRB](#). Also see the [IRB FAQs page](#) for help tips.
- [CITI Collaborative Institutional Training and How to Register for CITI Training](#)
 - [Federal Regulations and Ethical Guidelines](#)

Mentor

Our online IRB application system

Sitero Mentor Tour

IRB

Introduction

The University of Redlands Institutional Review Board (IRB) is charged with determining whether human subjects used in research conducted by University faculty, administrators, and students will be treated in accordance with the provisions of the Federal Policy for the Protection of Human Research Subjects. Visit the University of Redlands IRB website for general information about the IRB, as well as meeting, the IRB manual, and other IRB and documents.

How to Start a New Application

1. Click **IRB Applications**.
2. Click **Create New Application**.
3. Select how you wish to start a new application. You may choose to take a pre-application survey or go directly to the New Application Page. The pre-application survey helps you determine whether your research may be eligible for an exemption, and the application review, or requires IRB review. At the end of the survey, you will be prompted to either continue the protocol submission process or cancel out and return to submit your protocol at a later time.

Select New Application Method

- [Take Pre-Application Survey 2019](#)
- [Go Directly to New Application Page](#)

A Few Tips...

Track Changes is off by default for new applications. If it is enabled in the response window for your application, you can disable it by clicking the **Stop Tracking Changes** button in the **Track Changes** toolbar. Conversely, track changes can be enabled by clicking the **Start** button.

Green highlighting means that Track Changes has been enabled and edits are highlighted. To accept all edits, click the **Accept All Changes** button. Alternatively, click the buttons for accepting or rejecting individual edits, and rejecting all edits.

Copying and pasting text directly from Word and other word-processing programs can cause formatting problems in the response window. To prevent your responses from appearing before starting the Mentor Response workflow such as IRB, IRB, or IRB, click the **Remove All Formatting** button. If they do not work, depending on the browser you are using, you may also try the **Paste as plain text** and **Paste from Word** buttons at the top of the editing toolbar.

Special Instructions for Students

Admin Mentor IRB automatically recognizes that an applicant is a student. If you are a student, you will be asked to identify your Faculty Sponsor. Follow the on-screen instructions to do so.

Select Faculty Sponsor

Select your Faculty Sponsor by using the first letters of their last name in the Lookup field below. Then select their name from the popup list.

If Faculty Sponsor: Lookup:

On the **Create IRB Application** page that follows, identify the appropriate UCR IRB Coordinator for your project. Choose the appropriate person from the dropdown list and add them to your application.

Use the Correct Application Method

Use the dropdown menu to select the appropriate application method.

Help Sheets

- Finding an IRB Application Faculty Sponsor
- Editing and Co-Editing an IRB Application
- Responding to Revisions - IRB Manual
- Responding to Revisions - PI
- Responding and Editing a Student IRB Application-Faculty Sponsor
- Signing an IRB Application Faculty, Admin, Staff
- Signing an IRB Application-Student
- Submit New Application (Faculty, Administrators, Staff)
- Submit New Application (Student)

Templates

- [Disclaimer Letter Template](#)

Support

Contact Information

Contact: Steven Moore, Ph.D., IRB Administrative Coordinator, with questions about how to submit IRB applications using Astor Mentor.

Frequently Asked Questions (FAQs) About the IRB, IRB Applications, and the Review Process

Updated FAQs about the University of Redlands IRB are provided on its website. Important topics include:


- How do I know if I am conducting research with human subjects?
- What is meant by "human" subjects? What are the requirements?
- Am I collaborating with another institution. Do I need to submit to Redlands' IRB and the other institution?


Informed Consent


Template forms are provided for informed consent of adult subjects and informed consent by parents or guardians for minor subjects.

- [Informed Consent to Participate in a Research Study \(Adult Subjects\)](#)
- [Parent or Guardian Consent for Child to Participate in a Research Study](#)

Navigating the Astor Mentor System

When you see the icon  click it. We call this the "Context Menu" and when you click it you get one or more options, depending on the context in which it is displayed.



If you need additional information about the specific questions, hover over the  button for more instruction.

After IRB Approval

Amending an Approved Protocol

Changes to existing protocols should first be reviewed by the IRB as they may impact the risk/benefit ratio of the protocol. To submit an amendment, go to the new protocol page and click **AMENDMENTS** in the toolbar. Click the button to open the amendment form. If your changes require modification of your consent form, include your consent form along with the summary and use track changes to highlight the changes you are making.

Reporting Adverse Events

If a human subject is harmed as a result of participation in your project, you must immediately inform the IRB.

- Click the application link.
- Scroll down to and click the **Adverse Events** tab.
- Click **New Adverse Event** and complete and submit the form. You should include in your summary your judgment of whether the event is the adverse event or result of your participation in the project or unrelated to it. You should also indicate if you think that the event warrants any changes to your protocol or consent form. If so, you should then submit an protocol amendment. It is best to talk with the IRB chair before submitting an amendment.

Submitting Annual Continuing Reviews and Check Ins

Continuing Reviews

All protocols approved by full board review procedures are required to submit a continuing review report or termination. Mentor will automatically notify you of an impending report due date. Go to the new protocol page and scroll down to the set of tabs at the bottom. The Annual Report tab is the first tab visible. Click on the **Continuing Menu**, select "RAI", and complete the resulting form.

Check Ins

Protocols approved by expedited review and exempt protocols are required to submit annual check ins. Mentor will automatically notify you of an impending report due date. Go to the new protocol page and scroll down to the set of tabs at the bottom. The Annual Report tab is the first tab visible. Click on the **Continuing Menu**, select "RAI", and complete the resulting form.

Submitting Protocol Deviations

A protocol deviation is "generally an unplanned departure from the protocol that is not implemented or intended as a systematic change" from an approved protocol (CDRP 2012). To inform the IRB of a protocol deviation:

- Click the application link.
- Scroll down to and click the **Protocol Deviations** tab.
- Click **New Protocol Deviation** to complete and submit the form.

Info Page

- Basic Instructions
- Help materials
- Links

The screenshot shows the IRB website interface. At the top right, it says "University of Redlands: Addie Faculty | My Mentor Account | Logout | Help". The University of Redlands logo is on the top left. A navigation bar contains "Home" and "IRB". A sidebar on the left lists various IRB-related items: "Info Page" (highlighted), "Documentation", "My Applications", "(1) Pending Signatures", "Application Reports", "Student Protocols", "Reviewer", "CITI Certificates", "Meetings", and "IRB Members". The main content area has an "Introduction" section explaining the IRB's role. Below that is a "How to Start a New Application" section with a three-step process: 1. Click "My Applications", 2. Click "Create New Application", and 3. Select a method from a "Select New Application Method" box. The box contains two options: "Use Pre-Protocol Survey 2019" and "Go Directly to New Application Page". At the bottom, there is a section for "Special Instructions for Students".

University of Redlands: Addie Faculty | My Mentor Account | Logout | Help

Home IRB

IRB

Info Page

- Documentation
- My Applications
- (1) Pending Signatures
- Application Reports
- Student Protocols
- Reviewer
- CITI Certificates
- Meetings
- IRB Members

Introduction

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How to Start a New Application

1. Click My Applications
2. Click Create New Application
3. Select how you wish to start a new application. You may choose to take a pre-application survey or go directly to the New Application Page. The pre-application survey helps you determine whether your research may be eligible for an exemption, eligible for expedited review, or requiring full board review. At the end of the survey, you will be prompted to either continue the protocol submission process or cancel out and return to submit your protocol at a later time.

Select New Application Method

- [Use Pre-Protocol Survey 2019](#)
- [Go Directly to New Application Page](#)

Special Instructions for Students

Documentation

- Forms
- Background material
- Templates
- Link to the manual

University of Redlands: Addie Faculty | My Mentor Account | Logout | Help

Home IRB

IRB

Info Page

Documentation

My Applications

(1) Pending Signatures

Institutional Review Board

Name ^	Size	Dated
Forms	(2)	10/01/2021
Human Subjects Research Background	(12)	01/26/2022
Mentor How Tos	(9)	12/24/2021
Templates	(1)	02/15/2022
IRB Manual	619 K	01/26/2022

My Applications

- Applications in progress
- Submitted applications
- Create new applications

University of Redlands: Addie Faculty | My Mentor Account | Logout | Help

Home IRB

IRB

Info Page

Documentation

My Applications

(1) Pending Signatures

Application Reports

Student Protocols

Reviewer

CITI Certificates

Create New Application

My Applications

Next Meeting: 03/25/2022
Deadline for Submission: 03/17/2022

IRB ID Status All I am the PI or Research Associat

Submitted All

IRB #	Title	PI	Approved	C.R. Due
22-996	Pedagogical Approaches for Bulldog ...	Steverin0 Moore	02/08/22	01/24/23
22-997	Pedagogical Realities for Bulldog S...	Steverin0 Moore		
22-998	Pedagogical Realities for Bulldogs ...	Addie Faculty		
29	Test Application 2/23/2022	Addie Faculty		

Page 1 of 1 [First](#) [Prev](#) [Next](#) [Last](#)

Pending Signatures

- Applications with incomplete signatures

The screenshot shows the IRB portal interface. At the top right, it says "University of Redlands: Addie Faculty | My Mentor Account | Logout | Help". The navigation bar includes "Home" and "IRB". A sidebar on the left has "IRB" selected. The main content area is titled "Pending Signatures" and contains a table with the following data:

IRB #	Title	PI	Status
22-998	Pedagogical Realities for Bulldogs ...	Addie Faculty	Expedited Review Requested

Below the table, it says "Page 1 of 1" with navigation buttons: "First", "Prev", "Next", "Last".

2 Signatures Missing

➔ Application Sections

Application ID

22-998

PI

Addie Faculty (CITI Certs) Docs ✓

Sign Electronically

Requested 01/27/2022 6:49 PM PST

PI Type

Faculty/Staff , Professor - Faculty

Application Reports

- Submitted reports

The screenshot shows the IRB application reports page. At the top right, it says "University of Redlands: Addie Faculty | My Mentor Account | Logout | Help". The navigation bar includes "Home" and "IRB". A dropdown menu is open over the "IRB" link, showing options: "Cont Reviews", "Amendments", "Adverse Events" (highlighted with a blue bar and a checkmark), "Protocol Deviations", and "DSMB Reports".

On the left sidebar, under the "IRB" section, there are links for "Info Page", "Documentation", "My Applications", "(1) Pending Signatures", and "Application Reports" (highlighted in red).

The main content area has a "Select Report" section with a "Status" dropdown menu set to "All". Below this is an information message: "To submit new Adverse Events, please navigate to the view protocol page and the appropriate tab." Below the message is a table with the following structure:

IRB #	Title	Received	Approved	Status
No Adverse Events Found				

Student Protocols

- List of protocols for a faculty advisor

The screenshot shows the IRB (Institutional Review Board) portal for the University of Redlands. The page is titled "Student Protocols" and includes a navigation menu on the left with options: Info Page, Documentation, My Applications, (1) Pending Signatures, Application Reports, and Student Protocols (which is highlighted). The main content area displays the following information:

- Next Meeting: 03/25/2022 12:00 PM - 2:00 PM PDT
- Deadline for Submission: 03/17/2022
- Application Status: - Show all statuses -
- Acceptance Status: Not Yet Accepted

Below this information is a table with the following columns: IRB Number, Title, PI, Approved, and C.R. Due. The table currently displays "No Applications Found".

At the bottom of the page, there is a pagination control showing "Page 1 of 1" and buttons for "First", "Prev", "Next", and "Last".

Reviewer

- List of applications assigned for IRB review
- Only if an IRB member

University of Redlands: Addie Faculty | My Mentor Account | Logout | Help

Home IRB

IRB

- Info Page
- Documentation
- My Applications
- (1) Pending Signatures
- Application Reports
- Student Protocols
- Reviewer**

Review Applications

Review Status: Pending Search

Review type: All Search

IRB Number	Title	PI	Status	Review Role / Review Type	Date Assigned
No Applications Found					

CITI Certificates

- List of CITI course completions

The screenshot displays the IRB (Institutional Review Board) portal for the University of Redlands. The page is titled "CITI Certificates" and features a sidebar with navigation options: Info Page, Documentation, My Applications, (1) Pending Signatures, Application Reports, Student Protocols, Reviewer, CITI Certificates (highlighted), Meetings, and IRB Members. The main content area shows four sections, each with an "Upload" button and a table of entries:

- CV**: A table with columns "File", "Renewal", "File Size", and "Date Posted". It contains the text "– no entries found –".
- IRB Human Subjects Training Certification**: A table with columns "File", "Date of Completion", "Renewal", "File Size", and "Date Posted". It contains one entry: "fake CITI cert collab 1.pdf" with a completion date of 01/26/2022, a renewal date of 01/22/2025, a file size of 31 K, and a posting date of 01/26/2022.
- IACUC Training Certification**: A table with columns "File", "Date of Completion", "Renewal", "File Size", and "Date Posted". It contains the text "– no entries found –".
- IBC Training Certification**: A table with columns "File", "Date of Completion", "Renewal", "File Size", and "Date Posted". It contains the text "– no entries found –".
- Additional Documentation**: A table with columns "File", "Renewal", "File Size", and "Date Posted". It contains the text "– no entries found –".

At the top right of the page, there are links for "University of Redlands: Addie Faculty", "My Mentor Account", "Logout", and "Help". The University of Redlands logo is visible in the top left corner of the portal.

Meetings

- List of past and future IRB meetings
- Linked agendas

University of Redlands: Addie Faculty | My Mentor Account | Logout | Help

Home IRB

IRB

Info Page IRB Meeting

Documentation Future Meetings ▾

Date Of Meeting	Deadline for Submission	Agenda	Minutes
03/25/2022 12:00 PM - 2:00 PM PDT	03/17/2022	Download	-
04/15/2022 12:00 PM - 2:00 PM PDT	04/07/2022	-	-
05/20/2022 12:00 PM - 2:00 PM PDT	05/12/2022	-	-

My Applications

(1) Pending Signatures

Application Reports

Student Protocols

Reviewer

CITI Certificates

Meetings

IRB Members

- List of IRB members
- Role on IRB

University of Redlands: Addie Student | My Mentor Account | Logout | Help

Home IRB

IRB

IRB Members

Info Page
Documentation
My Applications
Application Reports
Reviewer
CITI Certificates
Meetings
IRB Members

Title	Name
IRB Chair	Riaz Tejani
IRB Administrative Coordinator	Steven Moore
IRB Member	Adriana Alvarado
IRB Member	Teri Longin
IRB Member	Sharon Oster
IRB Member	Jody Pighin
IRB Member	William Rocque

Name	Rank	Membership	Representation	Term Expires
Adriana Alvarado		Voting	Qualitative/Quantitative Scientist	06/30/2024
Teri Longin		Voting	Natural Scientist	06/30/2023
Douglas Moore	Professor	Non-Voting	Qualitative/Quantitative Scientist	
Steven Moore		Non-Voting	Ex Officio	
Sharon Oster		Voting	Non-Scientist	06/30/2024
Jody Pighin		Voting	Non-Affiliated Member	06/30/2024
William Rocque		Voting	Qualitative/Quantitative Scientist	06/30/2025
Riaz Tejani		Voting	Qualitative/Quantitative Scientist	06/30/2023

Creating an Application

A step-by-step tour



Help Documents

The image shows a screenshot of a website's navigation menu for the Institutional Review Board (IRB). The main menu is on the left, and a dropdown menu is open for the 'Mentor How Tos' item. The dropdown menu lists several help documents, with two items highlighted by red boxes.

IRB

- Info Page
- Documentation**
- My Applications
- Application

Institutional Review Board

Name ▲

- Forms
- How to Submit Documents
- Mentor How Tos**
- IRB Manual

Mentor How Tos

- Sending-receiving messages about an application
- Signing an IRB Application-Faculty, Admins, Staff
- Signing an IRB Application-Students
- Submit New Application (Faculty and Staff)**
- Submit New Application (Students)**

Start an Application

Home IRB

IRB

Info Page Introduction

Documentation The University of Redlands Institutional Review Board (IRB) is charged with determining whether human subjects used in research conducted by University faculty, administrators, and students will be treated in accordance with the provisions in the Federal Policy for the Protection of Human Research Subjects. Visit the [University of Redlands IRB website](#) for general information about the IRB, a list of

My Applications

Application Reports



Review

CITI Certification

Meetings

IRB Meetings

How to Start a New Application

1. Click  My Applications
2. Click 
3. Select how you wish to start a new application. You may choose to take a pre-application survey or go directly to the New Application Page. The pre-application survey helps you determine whether your research may be eligible for an exemption, eligible for expedited review, or requiring full board review. At the end of the survey, you will be prompted to either continue the protocol submission process or cancel out and return to submit your protocol at a later time.

Select New Application Method

- [Use Pre-Protocol Survey 2019](#)
- [Go Directly to New Application Page](#)

Axiom Mentor IRB automatically recognizes that an applicant is a student. If you are a student, you will be asked to identify your Faculty Sponsor. Follow the on-screen instructions to do so.

Select Faculty Sponsor

For Students

Special Instructions on Info Page

Special Instructions for Students

Sitero Mentor IRB automatically recognizes that an applicant is a student. If you are a student, you will be asked to identify your Faculty Sponsor. Follow the on-screen instructions to do so.

Select Faculty Sponsor

Select your Faculty Sponsor by typing the first letters of their last name in the Lookup field below. Then select their name from the pop-up list.

Faculty Sponsor Lookup: bul

Continue

Addie Bulldog addie_bulldog@redlands.edu

On the **Create IRB Application** page that follows, identify the appropriate Unit IRB Coordinator for your project. Choose the appropriate person from the dropdown list and add them to your application.

Unit IRB Coordinator

Co-PI

External Co-PI

-Select-

Teresa Chavez Saucedo

Roy Jafari

Eric Mclaughlin

Rocio Mendoza

Add

Add

Create IRB Application Page

Create IRB Application

Welcome to the University of Redlands IRB application submission system!

- Your name should be pre-populated in the PI or Student PI window (e.g., PI Addie Buldog)
- If you are a student, you will have already identified your Faculty Sponsor, who is identified on this screen.
- If you are a student, choose the appropriate Unit IRB Coordinator from the dropdown menu:
 - Eric McLaughlin, College of Arts and Sciences
 - Rocio Mendoza, School of Education
 - Roy Jaten, School of Business
 - Teresa Chavez Saucedo, Graduate School of Theology
- Provide the PI Type.
- Add Co-PIs from the University of Redlands as above.
- List External Co-PIs in the appropriate window.
- Add Research Associates from the University of Redlands as above.
- Provide the Title of your research project.
- Indicate a Start Date for your research and an End Date, if known.
- Choose whether or not your research is Collaborative/Multi-Institutional.
- Indicate if your study includes Vulnerable Subjects.
- Provide Searchable Keywords if you wish to track your application in that manner.
- Provide a 200-word or fewer Abstract that describes your study.
- Include a message to the IRB, if you wish.
- Click to start your application.

Next Meeting 02/18/2022

Deadline for Submission 02/10/2022

Student PI Addie Student

Faculty Sponsor Steven Moore

Unit IRB Coordinator Teresa Chavez Saucedo

Co-PIs (Type first letters of last name and select from popup list, then click "Add")

External Co-PIs

Research Associates (Type first letters of last name and select from popup list, then click "Add")

Application Title The Wild Experience in Theology

Proposed Start Date 03/14/2022

End Date

Collaborative, multi-institutional study? No

Review Type Expedited Review

Please choose the option that you think best fits your project:

- (1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met.
- (2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows
- (3) Prospective collection of biological specimens for research purposes by noninvasive means.
- (4) Collection of data through noninvasive procedures
- (5) Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes
- (6) Collection of data from voice, video, digital, or image recordings made for research purposes.
- (7) Research on individual or group characteristics or behavior

Vulnerable Subjects Cognitively Impaired
 Minors (under age 18)
 Pregnant People & Fetuses
 Prisoners

Searchable Keywords theology

Abstract: In lay language, summarize the purpose and rationale of the proposed project.

Summaries should specify clearly who the subjects are and the major criterion or dependent variables and the major predictor or independent variables.

Note that you are limited to 200 words for your abstract. In later sections of the application, you will have the opportunity to describe your project in greater detail.

Source

Format - Arial - 12 -

Qui ut fastidi disputando suscipiantur. His autem elaboraret id. Ut has everti praesent dissentiunt, vis in simul intellegebat. At feugiat principes vix. Ius ad dicit ornatus disputando. Cu nostrum recteque sententiae est, semper gloriatur conceptam ad sit, malorum abhorreant signiferumque ne has. Postea bonorum officis vis eu, nec medioerem forensibus ut. In vel probatus scriptorem, ex putent tacitates mea. Eos elit luptatum sadpsping cu, at pri placerat instructor. Sit ne soluta suavitate, verear sensibus mea no, duo eu dicta iuvaret nusquam.

Mel integre habemus ei. Mel vero novum facilisis ea, quo in fugit docendi sententiae. Te eum vide recteque disputationi, aeterno aliquam eam ne. Paulo malorum medioerem eu quo.

Essent forensibus adolescens mea et, vel optio copiosae quaerendum cu, cum mucius volutpat ne. Illum timeam mea ne. Eum no oblique fuisse persecti. Eam et habemus commune mmesarchum. In hinc probatus concludaturque vix, ex solet splendide sententiae ius, cum an summo.

body Words: 200

Message to IRB

When you click the button below, your IRB application record will be created. You can then upload additional files, and edit this form as needed.

When your application is ready, click the button that will appear at the top of the view protocol page.

Doing so will formally submit your protocol to the IRB and notify the IRB coordinator that a new application has been received.

Personnel

- Students identify Unit IRB Coordinator

2. Nicole Mendoza, School of Education
3. Roy Jafari, School of Business
4. Teresa Chavez Saucedo, Graduate School of Theolog

4. Provide the **PI Type**.
5. Add **Co-PIs** from the University of Redlands as above.
6. List **External Co-PIs** in the appropriate window.
7. Add **Research Associates** from the University of Redlands as above.
8. Provide the **Title** of your research project.
9. Indicate a **Start Date** for your research and an **End Date**, if known.
10. Choose whether or not your research is **Collaborative/Multi-Institutional**.
11. Indicate if your study includes **Vulnerable Subjects**.
12. Provide **Searchable Keywords** if you wish to track your application in that manner.
13. Provide a 200-word or fewer **Abstract** that describes your study.
14. Include a message to the **IRB**, if you wish.
15. Click **Save** to start your application.

✳ Student PI Addie Student

Faculty Sponsor Steven Moore

Unit IRB Coordinator Teresa Chavez Saucedo

Co-PIs (Type first letters of last name and select from popup list, then click "Add")

External Co-PIs

Research Associates (Type first letters of last name and select from popup list, then click "Add")

✳ Proposed Start Date 03/14/2022

End Date

✳ Collaborative, multi-institutional study? No

✳ Review Type Expedited Review

Please choose the option that you think best fits your project:

(1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met.

(2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows

Personnel

- All people involved in the study who will have contact with subjects and/or identifiable data provided by the subjects
- CITI training required for all such personnel



Collaborative, Multi-Institutional Study

Application Title

End Date Formats

Collaborative, multi-institutional study? Formats

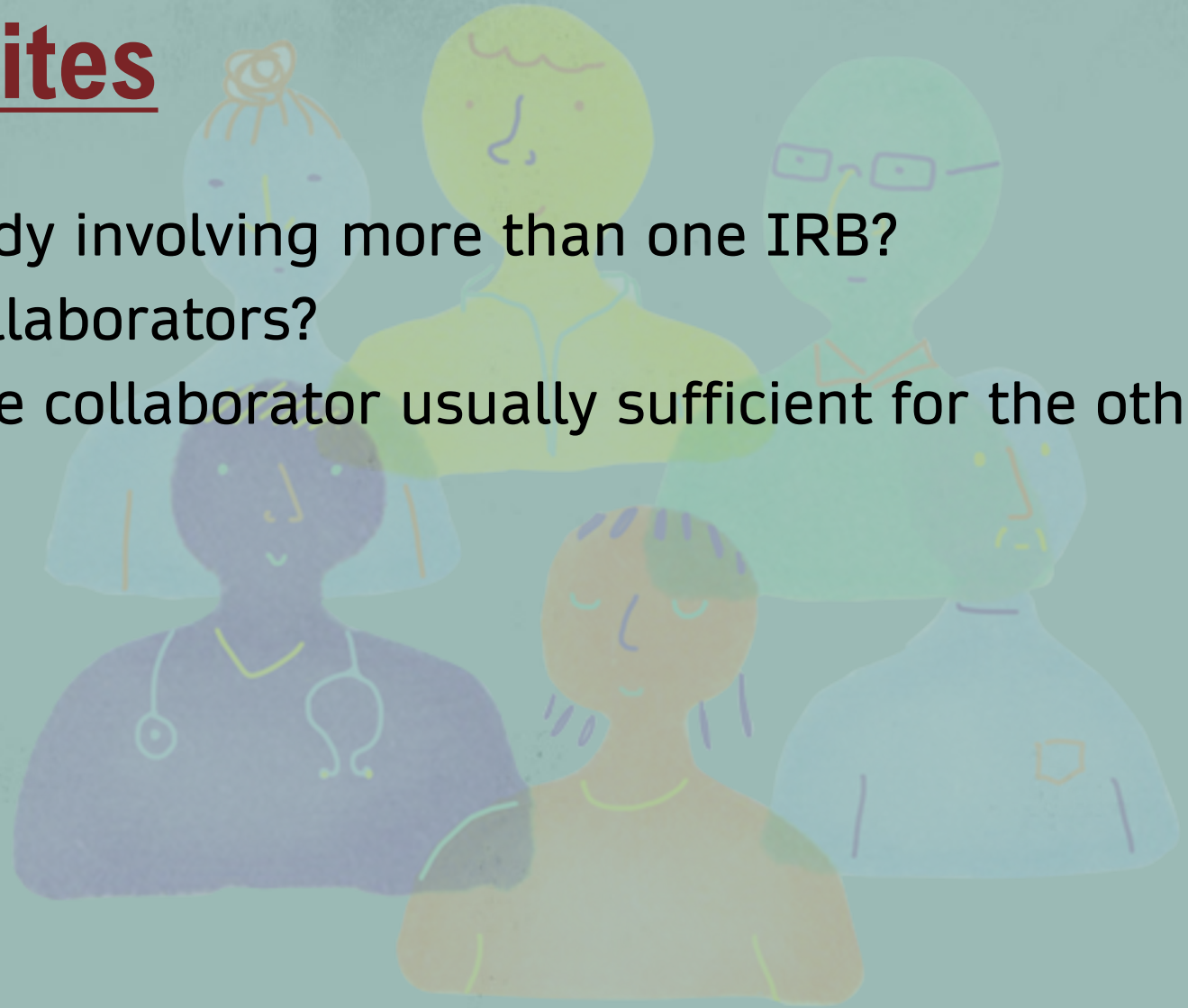
Review Type fits your project:

(1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met.

(2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows

Collaborative Sites

- Multi-institutional study involving more than one IRB?
- IRB approval from collaborators?
- IRB approval from one collaborator usually sufficient for the others.



This Photo by Unknown Author is licensed under [CC BY](#)

Review Category and Justification

- Work with IRB Unit Coordinator and IRB Administrative Coordinator to identify category and appropriate justification

✿ Review Type Expedited Review ▾

Please choose the option that you think best fits your project:

- (1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met.
- (2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows
- (3) Prospective collection of biological specimens for research purposes by noninvasive means.
- (4) Collection of data through noninvasive procedures
- (5) Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes
- (6) Collection of data from voice, video, digital, or image recordings made for research purposes.
- (7) Research on individual or group characteristics or behavior

Abstract

- 200 words or less
- Succinct
- Who the subjects are
- What the study is trying to accomplish
 - Dependent variable(s)
 - Independent variable(s)

Abstract: In lay language, summarize the purpose and rationale of the proposed project.

Summaries should specify clearly who the subjects are and the major criterion or dependent variables and the major predictor or independent variables.

Note that you are limited to **200 words** for your abstract. In later sections of the application, you will have the opportunity to describe your project in greater detail.

Source

Format Arial 12

This study examines genetic diversity among 102 registered English Bulldogs used for breeding based on maternal and paternal haplotypes, allele frequencies in 33 highly polymorphic short tandem repeat (STR) loci on 25 chromosomes, STR-linked dog leukocyte antigen (DLA) class I and II haplotypes, and the number and size of genome-wide runs of homozygosity (ROH) determined from high density SNP arrays. The objective was to assess whether the breed retains enough genetic diversity to correct the genotypic and phenotypic abnormalities associated with poor health, to allow for the elimination of deleterious recessive mutations, or to make further phenotypic changes in body structure or coat. An additional 37 English bulldogs presented to the UC Davis Veterinary Clinical Services for health problems were also genetically compared with the 102 registered dogs based on the perception that sickly English bulldogs are products of commercial breeders or puppy-mixing and genetically different and inferior.

body

Words: 148

Application

The Wild Experience in Theology

Click [➔ Application Sections](#) to open the IRB application. Complete the application sections as directed on the page that opens. You may edit the application and co-edit with collaborators until the application is submitted.

1 When your application is complete, click the [Request Signatures](#) button. The application will be routed to co-PIs and, if you are a student, your faculty sponsor for signatures.

When the last needed signature is executed, the application is automatically submitted to the IRB.

Request Signatures

1 Signatures Missing

Required Questions Not Answered

Submit Application to Faculty Sponsor

1 Required signatures missing. Submit button will be enabled after all required signatures are present.

➔ Application Sections

Application ID	27
Student PI	Addie Student (CITI Certs) Docs ✓ Sign Electronically
PI Type	Student
Faculty Sponsor	Steven Moore (CITI Certs) CITI ✓ 02/16/2022
Faculty Sponsor Acceptance Status	Not Yet Accepted
Review Type	Expedited Review
Approval Status	Expedited Review Requested Withdraw Application from Review
Submitted By	(7) Research on individual or group characteristics or behavior Addie Student
Final Approval Date	
Proposed Start Date	03/14/2022
Collaborative, multi-institutional study?	No
Searchable Keywords	theology

➔ Application Sections

Upload Docs

Abstract

Est veritus volumus perfecto ex, graeci invenire moderatius ea vis. Vix diceret vocibus ei, prompta inermis gubergren et ius, veniam appareat honestatis mea id. Per bonorum deserunt sapientem ad, ex verear eleifend mei, vix everti impedit ut. Offendit omittantur ei mei. Vim eu illum labitur ponderum, ancillae evertitur id est.

Qui ut fastidii disputando suscipiantur. His autem elaboraret id. Ut has everti praesent dissentiunt, vis in simul intellegebat. At feugiat principes vix.

Ius ad dicit ornatus disputando. Cu nostrum recteque sententiae est, semper gloriatur conceptam ad sit, malorum abhorreant signiferumque ne has. Postea bonorum officiis vis eu, nec mediocrem forensibus ut. In vel probatus scriptorem, ex putent lacimates mea. Eos elit luptatum sadipscing cu, at pri placerat instructor. Sit ne soluta suavitate, verear sensibus mea no, duo eu dicta iuvaret nusquam.

Mel integre habemus ei. Mel vero novum facilisis ea, quo in fugit docendi sententiae. Te eum vide recteque disputationi, aeterno aliquam eam ne. Paulo malorum mediocrem eu quo.

Essent forensibus adolescens mea et, vel option copiosae quaerendum cu, cum mucius volutpat ne. Illum timeam mea ne. Eum no oblique fuisset persecuti. Eam et habemus commune mnesarchum. In hinc probatus concludaturque vix, ex solet splendide sententiae ius, cum an summo.



Training

- CITI training automatically linked
- If you've completed training and it isn't represented here, make sure you used a redlands.edu email address to register on the CITI site
- Note that synching with CITI can take 24 hours

Edit Copy Abstract Upload Docs Print / Zip Messages (0) | Back

The Wild Experience in Theology

Click → **Application Sections** to open the IRB application. Complete the application sections as directed on the page that opens. You may edit the application and co-edit with collaborators until the application is submitted.

1 When your application is complete, click the **Request Signatures** button. The application will be routed to co-PIs and, if you are a student, your faculty sponsor for signatures.

When the last needed signature is executed, the application is automatically submitted to the IRB.

Request Signatures

1 Signatures Missing

Required Questions Not Answered

Submit Application to Faculty Sponsor

1 Required signatures missing. Submit button will be enabled after all required signatures are present.

→ **Application Sections**

Application ID	27
Student PI	Addie Student (CITI Certs) Docs ✓ Sign Electronically
PI Type	Student
Faculty Sponsor	Steven Moore (CITI Certs) CITI ✓ 02/16/2022
Faculty Sponsor Accepted	Not Yet Accepted

Review Type Expedited Review Requested **Withdraw Application from Review**

Approval Status (7) Research on individual or group characteristics or behavior

Submitted By Addie Student

Final Approval Date

Proposed Start Date 03/14/2022

Collaborative, multi-institutional study? No

Searchable Keywords theology

→ **Application Sections**

Upload Docs

Abstract

Est veritus volumus perfecto ex, graeci invenire moderatus ea vis. Vix diceret vocibus ei, prompta inermis gubergren et ius, veniam appareat honestatis mea id. Per bonorum deserunt sapientem ad, ex verear eleifend mei, vix everti impedit ut. Offendit omittantur ei mei. Vim eu illum labitur ponderum, ancillae evertitur id est.

Qui ut fastidii disputando suscipiantur. His autem elaboraret id. Ut has everti praesent dissentiunt, vis in simul intellegebat. At feugiat principes vix.

Ius ad dicit ornatus disputando. Cu nostrum recteque sententiae est, semper gloriatur conceptam ad sit, malorum abhorreant signiferumque ne has. Postea bonorum officiis vis eu, nec mediocrem forensibus ut. In vel probatus scriptorem, ex putent tacimates mea. Eos elit luptatum sadipscing cu, at pri placerat instructor. Sit ne soluta suavitate, verear sensibus mea no, duo eu dicta iuvarat nusquam.

Mel integre habemus ei. Mel vero novum facilisis ea, quo in fugit docendi sententiae. Te eum vide recteque disputationi, aeterno aliquam eam ne. Paulo malorum mediocrem eu quo.

Essent forensibus adolescens mea et, vel option copiosae quaerendum cu, cum mucius volutpat ne. Illum timeam mea ne. Eum no oblique fuisset persecuti. Eam et habemus commune mnesarchum. In hinc probatus concludaturque vix, ex solet splendide sententiae ius, cum an summo.

Amendments **Adverse Events** **Protocol Deviations**

?







Application Sections

- Personnel
- Collaborative sites
- Abstract
- Review category and justification
- Research methods
- Description of subjects
- Recruitment of subjects
- Consent process and documentation
- Confidentiality
- Risk-benefit analysis
- Use of Existing Records and Biological Specimens
- Conflict of Interest
- Certification for Research

» Personnel
» Prior Approval and Funding Source Required Questions Unanswered: 2
» Research Methods Required Questions Unanswered: 15
» Description of Subjects Required Questions Unanswered: 11
» Recruitment of Subjects Required Questions Unanswered: 3
» Informed Consent Required Questions Unanswered: 1
» Confidentiality Required Questions Unanswered: 3
» Risk-Benefit Required Questions Unanswered: 4
» Use of Existing Records and Biological Specimens Required Questions Unanswered: 1
» Conflict of Interest Required Questions Unanswered: 4

Completing Your Application: Help Sheet

Help Sheets

-  [Acting on a Student IRB Application-Faculty Sponsor](#)
-  **[Editing and Co-Editing an IRB Application](#)**
-  [Instructions for Reviewers-IRB Members](#)
-  [Reviewing and Editing a Student IRB Application-Faculty Sponsor](#)
-  [Signing an IRB Application-Faculty, Admins, Staff](#)
-  [Signing an IRB Application-Students](#)
-  [Submit New Application \(Faculty, Administrators, Staff\)](#)
-  [Submit New Application \(Students\)](#)

Research Methods

- Research objectives
- Design and methodology
- Debriefing procedure and disclosure of results
- Data analysis
- Project materials (e.g., survey or interview protocol)
- Deception
- Audio and video recording (can make de-identification difficult)
- Hazardous materials

*** Describe and justify the conceptual, theoretical, practical, or educational value of the proposed project:**

Answer: Word Count Limit: 200, Current Word Count: 200

Lorem ipsum dolor sit amet, verear animal aperiam vis ei, saperet recusabo duo ei. Summo melius quo id, primis singulis vis ei. Et vim aliquip voluptatum, eu mollis minimum molestie vim. Maiorum maluisset ei vel, reque tritani patrioque ad cum. Solum augue mucius vel cu. Cum an viris dicam quaestio, populo cetero eruditi has et, est ne utroque facilisi ullamcorper. Laudem inimicus necessitatibus an nam. Et eius viderer officiis duo, accusam definitionem sea an, eu eos nobis recteque scribentur. Ei eum affert latine. No fugit fierent electram duo, option tritani te cum. Sed id antiopam torquatos, no nec quis congue, mel ea vocibus appareat percipit. Sea vidisse nominati mnesarchum in, viris denique detracto mei te, at mutat minimum cum. Qui eu officiis suavitate, alli assum in eos. Sea cu principes molestiae. Dicat populo interpretaris ne vix, usu elitri meliore repudiandae in, pri hinc epicuri id. Laudem aliquid verterem vis ei, usu ad erat virtute vituperatoribus, per postea quaeque necessitatibus ut. Iriure ornatus percipit in vel. Vix an numquam scaevola, reque zril ne qui, ius ad nemore numquam. Has in porro insolens intellegebat, per et rebum verear conclusionemque. Alia indoctum no pro, civibus sensibus pro id, cetero ancillae ei qui et.

Reader Comments

Request Revisions

Research Objectives

*** In lay language, describe the research objectives:**

Answer: Word Count Limit: 200, Current Word Count: 200

Lorem ipsum dolor sit amet, verear animal aperiam vis ei, saperet recusabo duo ei. Summo melius quo id, primis singulis vis ei. Et vim aliquip voluptatum, eu mollis minimum molestie vim. Maiorum maluisset ei vel, reque tritani patrioque ad cum. Solum augue mucius vel cu. Cum an viris dicam quaestio, populo cetero eruditi has et, est ne utroque facilisi ullamcorper. Laudem inimicus necessitatibus an nam. Et eius viderer officiis duo, accusam definitionem sea an, eu eos nobis recteque scribentur. Ei eum affert latine. No fugit fierent electram duo, option tritani te cum. Sed id antiopam torquatos, no nec quis congue, mel ea vocibus appareat percipit. Sea vidisse nominati mnesarchum in, viris denique detracto mei te, at mutat minimum cum. Qui eu officiis suavitate, alli assum in eos. Sea cu principes molestiae. Dicat populo interpretaris ne vix, usu elitri meliore repudiandae in, pri hinc epicuri id. Laudem aliquid verterem vis ei, usu ad erat virtute vituperatoribus, per postea quaeque necessitatibus ut. Iriure ornatus percipit in vel. Vix an numquam scaevola, reque zril ne qui, ius ad nemore numquam. Has in porro insolens intellegebat, per et rebum verear conclusionemque. Alia indoctum no pro, civibus sensibus pro id, cetero ancillae ei qui et.

Reader Comments

Request Revisions

*** Cite literature related to the project and ground the study in unanswered conceptual, theoretical, or practical issues:**

Answer:

Birringer, J. (2008). Thinking Images: Paul Kaiser and Marc Downie in conversation with Johannes Birringer. *PAJ: A Journal of Performance and Art*, 30(2), 17-37. http://muse.jhu.edu/journals/performing_arts_journal/v030/30.2.birringer.html

Birringer, J. H. (2007). Performance and Science. *PAJ: A Journal of Performance and Art*, 29(1), 21-35.

http://muse.jhu.edu/journals/performing_arts_journal/v029/29.1birringer.html

Bishop, A. J. (1980). Spatial Abilities and Mathematics Education: A Review. *Educational Studies in Mathematics*, 11(3), 257-269.

<https://doi.org/10.2307/3481801>

Cheng, Y.-L., & Mix, K. S. (2012). Spatial Training Improves Children's Mathematics Ability. *Journal of Cognition and Development*, 15(1), 2-11.

<https://doi.org/10.1080/15248372.2012.725186>

Clements, D. H., Battista, M. T., Sarama, J., & Swaminathan, S. (1997). Development of Students' Spatial Thinking in a Unit on Geometric Motions and Area.

The Elementary School Journal, 98(2), 171-186. <https://doi.org/10.2307/1002141>

Council, C. f. t. W. o. C. T. N. R. (2010). *Report of a Workshop on the Scope and Nature of Computational Thinking*.

CS4FN: Computer Science for Fun. (2011). *What is Computational Thinking?* Queen Mary University of London. Retrieved 10 September from

<http://www.cs4fn.org/computationalthinking/>

Farah, M. J., Shera, D. M., Savage, J. H., Betancourt, L., Giannetta, J. M., Brodsky, N. L., Malmud, E. K., & Hurt, H. (2006). Childhood poverty: Specific associations with neurocognitive development. *Brain Research*, 1110(1), 166-174. <https://doi.org/http://dx.doi.org/10.1016/j.brainres.2006.06.072>

Fernald, A., Marchman, V. A., & Weisleder, A. (2013). SES differences in language processing skill and vocabulary are evident at 18 months. *Developmental Science*, 16(2), 234-248. <https://doi.org/10.1111/desc.12019>

Description of Subjects

- Existing relationship (can be basis for perceived or real coercion)
- Number of subjects (provide maximum, not range)
- Age range of subjects (<18 is a protected class)
- Vulnerable subjects (children, prisoners, cognitively impaired, institutionalized, pregnant)
- Subjects living outside of the United States
- Inducements (reimbursement model; small so as not to be coercive)
- Where studied
 - public setting is best
 - Zoom or similar okay (recording adds complications)

Recruitment of subjects

- Existing relationship (steps to prevent undue influence)
- Gatekeeper letter
 - Needed if
 - Recruiting subjects using internal channels
 - Conducting interviews, etc., on site
 - Using non-public data from a site
 - Template available from sites.redlands.edu/irb/

Gatekeeper should put this text on official letterhead. Scanned paper and electronic versions are acceptable.

To: University of Redlands Institutional Review Board
From: <Name and title of person with authority to grant access to records and/or subjects>
Date: <Date of the Letter>

RE: Permission to <name research activities for which gatekeeper access is needed>

This message documents my approval for <Principal Investigator Name and Title> to complete the research project entitled <Title of Research Project> at <Name of Institution>. My approval extends to the following collaborators <Names of Collaborators, if relevant>.

<Principal Investigator Name> will begin this research project on or after <start date of project> and complete approved research activities by <completion date of project>. Approved research activities include:

- <Access to existing deidentified records or other data cannot be traced to a particular participant [describe the records or data]. If identifiable records or data will be provided, describe processes for gaining consent, assent, and/or other permission from participants and legal guardians, as appropriate.>
- <List other research activities for which approval is granted: interviews, focus groups, surveys, observations, etc. Include a brief description of how subjects will be recruited, where the activities will take place, and how many participants will be involved.>

I understand that:

- Participation in the research will be voluntary.
- Information gathered from participants will be done with informed consent.
- All results from the research will be reported in a fashion that precludes identification of any participant.

Please contact me if you have questions about this approval letter.

Sincerely,
<Signature>
<Name and Title of Gatekeeper>

Consent Process and Documentation

- Subjects sign a standardized informed consent form from the University of Redlands available from sites.redlands.edu/irb/
- The form can be adapted for online, low-risk surveys and questionnaires
- Informed consent must be separate from and happen before data collection
- For subjects who are children, informed consent must be obtained from guardians and informed assent from the subjects themselves
- Waiver of informed consent and documentation of informed consent (i.e., signed consent) is possible under appropriate circumstances and with justification

Confidentiality

- Will identifiers will be associated with the research data?
- How will research data be stored and protected?
- When and how will research data be destroyed?

Risk – Benefit Analysis

- Direct and practical benefits to the subjects (not required)
- Direct and practical benefits for society and/or the discipline/profession? (usually, for academic research)
- Direct and practical educational benefits to the student PI? (always: getting a diploma)
- Risk – benefit analysis balances...
 - Potential harm: psychosocial (embarrassment, emotional pain); economic harm (loss of job, loss of reputation); legal jeopardy (disclosing illegal activity); and physical pain or injury
 - VS.
 - Benefits + procedures for dealing with the risks (e.g., follow up counseling; methods to protect confidentiality)

Use of Existing Records and Biological Specimens

- Not typical at the University of Redlands
- Purpose is to determine if the records and/or specimens were obtained ethically


Conflict of Interest

Financial interest with

- A sponsor of the research?
- An entity that owns or has the right to commercialize a product, process, or technology studied in this project?
- An entity engaged in the performance of this project as a subcontractor, sub-recipient, or vendor?

Board membership of any kind or an executive position (paid or unpaid) with a sponsor of the study or an entity that owns or has the right to commercialize a product, process, or technology studied in this project?

Signing Your Application

Click  **Application Sections** to open the IRB application. Complete the application sections as directed on the page that opens. You may edit the application and co-edit with collaborators until the application is submitted.

 When your application is complete, click the  button. The application will be routed to co-PIs and, if you are a student, your faculty sponsor for signatures.

When the last needed signature is executed, the application is automatically submitted to the IRB.

Help Sheets

-  [Acting on a Student IRB Application-Faculty Sponsor](#)
-  [Editing and Co-Editing an IRB Application](#)
-  [Instructions for Reviewers-IRB Members](#)
-  [Reviewing and Editing a Student IRB Application-Faculty Sponsor](#)
-  [Signing an IRB Application-Faculty, Admins, Staff](#)
-  **[Signing an IRB Application-Students](#)**
-  [Submit New Application \(Faculty, Administrators, Staff\)](#)
-  [Submit New Application \(Students\)](#)

Certification

Electronic Signature for Addie Faculty

- *I certify that to the best of my knowledge the information provided above is complete and accurate.*
- *I agree to obtain approval from the IRB for any modifications of the above protocol as described.*
- *I accept responsibility for ensuring that the rights, welfare, and dignity of the subjects in this study have been protected and are in accordance with applicable federal/state/local laws and regulations and the University's Institutional Guidelines for the Treatment of Human Subjects in Research.*
- *I will provide progress reports to the IRB at least annually, or as requested.*
- *I will report promptly to the IRB all unanticipated problems or adverse events involving the subjects.*
- *I will follow the IRB approved consent process for all subjects.*
- *I will ensure that all personnel conducting the work of this protocol have or will receive appropriate training in the use of human participants in experimentation.*
- *I certify that this research does not unnecessarily duplicate research already published.*
- *I understand that IRB approval is normally for 1 year.*
- *I will not collect data after the IRB's approval has expired.*
- *I will submit a request for continuation of approval if I plan to collect data after the IRB's approval has expired.*
- *I will submit a final report once the data have been collected.*

Sign Electronically

Cancel

Confirmation of Submission

- After last signature completed, application is submitted
- The system sends a confirmation email to the PI and co-Pis



PI Confirmation of Submission - IRB ID: 22-997

To: Steverin0 Moore
Subject: Protocol #22-997 Pedagogical Realities for Bulldog Students in Higher Education
Date: 03/17/2022

This message is to confirm submission to the IRB of the following new protocol:

Pedagogical Realities for Bulldog Students in Higher Education

IRB ID: 22-997

Institutional Review Board
irb@redlands.edu

Message from P.I.:
Testing for IRB

IRB Online

sites.redlands.edu/irb/

steven.moore@redlands.edu

irb@redlands.edu

UNIVERSITY OF REDLANDS
Institutional Review Board

Any research project involving human participants must be approved by the **University of Redlands Institutional Review Board (IRB)**.

The University of Redlands IRB is charged with determining whether human subjects used in research conducted by University faculty, administrators, and students will be treated in accordance with the provisions in the Federal Policy for the Protection of Human Research Subjects. On this website you can connect to the CITI training website, download IRB forms, the procedures of the IRB, and connect to information about the IRBs and their activities.

IRB meeting dates

Friday, January 27, 2023, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, January 19, 2023)

Friday, February 24, 2023, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, February 16, 2023)

Friday, March 17, 2023, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, March 9, 2023)

Friday, April 28, 2022, 11:00 AM
Zoom
(applications requiring full board review due before 4:00pm on Thursday, April 20, 2023)

Friday, May 19, 2023
Zoom
(applications requiring full board review due before 4:00pm on Thursday, May 11, 2023)

FAQs
Refer to the IRB FAQs and the links below for answers to frequently asked questions about the IRB.

Amendments to Approved IRB Applications	IRB Applications
Classroom Projects	IRB Background
Confidentiality	IRB Review
Human Subjects Research	Research Methods
Human Subjects Research Training	Student Research
Informed Consent	Support
International Research	

Forms

Assent and Consent Forms

- Child Assent Agreement to Participate in Research (participants under 18 years of age)
- Informed Consent to Participate in a Research Study (Adult Subjects)
- Parent or Guardian Consent for Child to Participate in a Research Study

Legacy Forms

For applications submitted prior to Sitero Mentor.

- Adverse Incident Report Form
- Application for Continuation of Approval and/or to Revise an Approved Protocol. Use this form only for IRB applications submitted and approved via the Word document format. If your application was approved in Axiom Mentor, submit an Amendment in that system. Continuation reports are prompted by the system.
- Final Report. Use this form only for IRB applications submitted and approved via the Word document format. If your application was approved in Axiom Mentor, submit your report in that system.

Process for New Applications

See the IRB FAQs for instructions on how to submit IRB applications.

IRB Board and Contacts

The IRB consists of:

- Adriana Alvarado (Qualitative/quantitative social scientist)
- Teri Longin (Natural scientist)
- Sharon Oster (Non-scientist)
- Judy Pighin (external community member)
- William Roque (Qualitative social scientist)
- Eric Najm (Qualitative/quantitative social scientist, Chair).

If you cannot find what you're looking for or have any questions, please e-mail [Steven Moore](mailto:Steven.Moore@redlands.edu), IRB Administrative Coordinator.

Federal-Wide Assurance (FWA)

The University of Redlands IRB FWA number is FW00023072.

IRB Manual

- Redlands IRB Manual

Links

- Sitero Mentor IRB Login (for University of Redlands PIs)
- Need help with Sitero Mentor IRB? See the info page after you login to Sitero Mentor IRB. Also see the IRB FAQs page for help tips.
- CITI Collaborative Institutional Training and How to Register for CITI Training
- Federal Regulations and Ethical Guidelines

Presentations

Preparing and Submitting an IRB Application with Axiom Mentor, March 16, 2022

- Recording (Login to U or R Zoom required; Passcode for video = ^49pRtU+2)
- ppt

Templates

- Gatekeeper Letter

Reporting Ethics Concerns

If you have concerns about human subjects research being conducted by the University of Redlands, report your concerns anonymously via the Ethics Reporting website. You may also contact the IRB Chair or IRB Administrative Coordinator to report concerns.

Examples of reportable concerns include:

- failure to obtain IRB approval for a human subjects research project;
- failure to follow research procedures as outlined in the protocol/research plan reviewed and approved by the IRB (this covers a wide range of issues, such as failure to obtain informed consent, failure to obtain IRB approval for study modifications, enrolling subjects who do not meet inclusion/exclusion criteria, altering visit schedules);
- coercion or other mistreatment of human research subjects;
- continuation of research activities after a study has expired;
- failure to report unanticipated problems or adverse events (in a timely manner);
- failure to follow the federal regulations, state and local laws, institutional policies governing human subject research, or the requirements or determinations of the IRB.

UNIVERSITY OF REDLANDS

1500 East Colton Ave. P.O. Box 3000
Redlands, CA 92373 United States
Tel: (909) 793-2121
Fax: (909) 793-2029

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