


IRB Manager for New Users:

Complete the *Researcher Qualification Form*

This presentation is recommended to be viewed in Slide Show

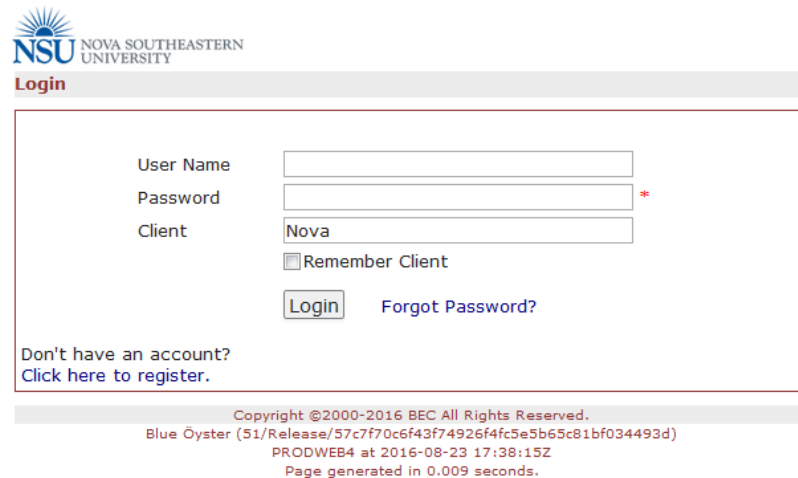


NOVA SOUTHEASTERN UNIVERSITY
Institutional Review Board

- 
- * This slideshow will guide you through the process of completing the *Researcher Qualification Form*.

Access IRBManager Website

- * Access IRBManager at <https://nova.my.irbmanager.com/Login.aspx>
- * This will take you to the Login screen (pictured below) where you can log into your IRBManager account.



The screenshot shows the login interface for Nova Southeastern University's IRBManager. At the top left is the NSU logo with the text "NOVA SOUTHEASTERN UNIVERSITY". Below the logo is the word "Login" in red. The main form area contains three input fields: "User Name", "Password", and "Client". The "Client" field is pre-filled with "Nova". Below the "Client" field is a checkbox labeled "Remember Client". To the right of the "Password" field is a red asterisk. Below the input fields are two buttons: "Login" and "Forgot Password?". At the bottom left of the form, there is a link: "Don't have an account? Click here to register." Below the form is a footer with copyright information: "Copyright ©2000-2016 BEC All Rights Reserved. Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d) PRODWEB4 at 2016-08-23 17:38:15Z Page generated in 0.009 seconds."

NSU NOVA SOUTHEASTERN UNIVERSITY

Login

User Name

Password *

Client

Remember Client

[Forgot Password?](#)

Don't have an account?
[Click here to register.](#)

Copyright ©2000-2016 BEC All Rights Reserved.
Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)
PRODWEB4 at 2016-08-23 17:38:15Z
Page generated in 0.009 seconds.

Log into IRBManager

- * Enter User Name and password to log into IRBManager account

NSU NOVA SOUTHEASTERN UNIVERSITY

Login

i Please log in using your new password.

User Name

Password

Client

Remember Client

[Forgot Password?](#)

Don't have an account?
[Click here to register.](#)

IRBManager Dashboard

- * You will now be on your HOME screen or Dashboard

The screenshot shows the IRBManager dashboard for Nova Southeastern University. The top navigation bar includes a 'Home' link and a search box for 'Find IRB No. (Ctrl+Q)'. The main content area is divided into several sections:

- My IRBManager**: A summary section showing 'IRB Nos. (0 Active)' and 'xForms (1 Active)'. It includes a message: 'You are not associated with any IRB Nos..' and 'You have 1 unsubmitted xForms. You have 0 xForms being processed at a later stage.'
- Events (0 Open)**: A section stating 'You have no open events.'
- Actions**: A sidebar menu with options like 'Researcher Qualification Form', 'Start xForm', and 'Show Local IRB No. Id'.
- Recent Items**: A section for tracking recent activity.
- Messages**: A section with a welcome message: 'Welcome to IRBManager at Nova'.
- My Documents & Forms**: A section showing '0 User Attachments' and '1 xForms'.
- Notices**: A right-hand sidebar with a welcome message and contact information for the NSU IRB Office, including the email irb@nova.edu and phone number (954) 262-5369. It also lists IRB staff members: Mr. William Smith (Director), Ms. Crystal Bass (Post-Approval Monitor), and Ms. Rae Levenson (Administrator).

At the bottom, there is a table header for 'My IRB Nos. (0 Active)' with columns for IRB No., Site, PI, Study Title, Expires, and Status.

Researcher Qualification Form

- * Before starting an xForm, the *Researcher Qualification Form* must be completed
- * The *Researcher Qualification Form* is where you provide your qualifications and your CITI Training information.
- * All study personnel are required to complete this form prior to submitting a protocol for review.

Completing the *Researcher Qualification Form*

- * Click on “Researcher Qualification Form” located under ‘Actions’

The screenshot displays the IRBManager web application interface. On the left, a navigation sidebar includes sections for 'Actions', 'Recent Items', 'Messages', and 'My Documents & Forms'. The 'Actions' section is expanded, and a red arrow points to the 'Researcher Qualification Form' link. The main content area, titled 'My IRBManager', contains several sections: 'IRB Nos. (0 Active)' with a sub-section for forms associated with any IRB Nos.; 'xForms (0 Active)' showing 0 unsubmitted xForms and 0 xForms being processed; and 'Events (0 Open)' showing no open events. At the bottom, a table header for 'My IRB Nos. (0 Active)' is visible, with columns for 'IRB No.', 'Site', 'PI', 'Study Title', and 'Expires'.

| Researcher | | Add Note | View Audit |
|-------------------------------|------------------|--------------------------|----------------------------|
| User, New B.S. | | | |
| Email: | newuser@nova.edu | | Specialty: |
| Relationship to NSU: | | | Qualifications: |
| CITI Alternate Emails: | | | |

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) [Add Note](#)

Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.

| Current Expirations | | Add Note | View Audit |
|---------------------|-----------------------------------|--------------------------|----------------------------|
| Contact | Expires (as of 08/23/2016) | | |
| User, New B.S. | Missing | | |

Alt CITI Email (Required) [Add Note](#)

Please attach a copy of your CITI training certificate here (Required) [Add Note](#)

Researcher Add Note View Audit

User, New B.S.

| | |
|--------------------------------|------------------------|
| Email: newuser@nova.edu | Specialty: |
| Relationship to NSU: | Qualifications: |
| CITI Alternate Emails: | |

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) Add Note

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Current Expirations Add Note View Audit

| | |
|----------------|-----------------------------------|
| Contact | Expires (as of 08/23/2016) |
| User, New B.S. | Missing |

Alt CITI Email (Required) Add Note

Please attach a copy of your CITI training certificate here (Required) Add Note

- * Briefly describe your qualifications
- * Include:
 - * Professional experience
 - * Education (earned degrees only)
 - * Employment
 - * Licensure
 - * Research Experience

Missing Expirations Date

- * If you use another email address other than your NSU email to register for CITI the current expirations date will show as “MISSING”

| Researcher | | Add Note | View Audit |
|------------------------|------------------|-----------------|------------|
| User, New B.S. | | | |
| Email: | newuser@nova.edu | Specialty: | |
| Relationship to NSU: | | Qualifications: | |
| CITI Alternate Emails: | | | |

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) [Add Note](#)

| | |
|--|---|
| Professional experience Education (earned degrees only) Employment Licensure Research Experience | <i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i> |
|--|---|

| Current Expirations | | Add Note | View Audit |
|---------------------|----------------------------|----------|------------|
| Contact | Expires (as of 08/23/2016) | | |
| User, New B.S. | Missing | | |

Alt CITI Email (Required) [Add Note](#)

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Please attach a copy of your CITI training certificate here (Required) [Add Note](#)

✘ CITI Completion Report CITI Training Certificate

- * Provide the email address you used to register with CITI in the “Alt CITI Email” section
- * It may take a few hours for this to update in the system

| Researcher | | Add Note | View Audit |
|-------------------------------|------------------|--------------------------|----------------------------|
| User, New B.S. | | | |
| Email: | newuser@nova.edu | Specialty: | |
| Relationship to NSU: | | Qualifications: | |
| CITI Alternate Emails: | | | |

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) [Add Note](#)

| | |
|---|--|
| <p>Professional experience Education (earned degrees only) Employment Licensure Research Experience</p> | <p><i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i></p> |
|---|--|

Current Expirations [Add Note](#) [View Audit](#)

| Contact | Expires (as of 08/23/2016) |
|----------------|----------------------------|
| User, New B.S. | Missing |

Alt CITI Email (Required) [Add Note](#)

| |
|----------------------|
| <input type="text"/> |
|----------------------|

Please attach a copy of your CITI training certificate here (Required) [Add Note](#)

✘ CITI Completion Report CITI Training Certificate

- * Attach a copy of your CITI Completion Report
- * Please see our website at <http://www.nova.edu/irb/training.html> for more information regarding CITI Training

| Researcher | | Add Note | View Audit |
|------------------------|------------------|-----------------|------------|
| User, New B.S. | | | |
| Email: | newuser@nova.edu | Specialty: | |
| Relationship to NSU: | | Qualifications: | |
| CITI Alternate Emails: | | | |

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) Add Note

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|---|--|
| <p>Professional experience Education (earned degrees only) Employment Licensure Research Experience</p> | <p><i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i></p> |
|---|--|

Current Expirations Add Note View Audit

| Contact | Expires (as of 08/23/2016) |
|----------------|----------------------------|
| User, New B.S. | Missing |

Alt CITI Email (Required) Add Note

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Please attach a copy of your CITI training certificate here (Required) Add Note

| | |
|--|--|
| <input checked="" type="checkbox"/> CITI Completion Report | <input type="checkbox"/> CITI Training Certificate |
|--|--|

* Once completed click “Next”



| Researcher | | Add Note | View Audit |
|-------------------------------|---|--------------------------|----------------------------|
| User, New B.S. | | | |
| Email: | <input type="text" value="newuser@nova.edu"/> | Specialty: | <input type="text"/> |
| Relationship to NSU: | <input type="text"/> | Qualifications: | <input type="text"/> |
| CITI Alternate Emails: | <input type="text"/> | | |

Please briefly describe your qualifications to conduct Human Subjects Research, including Applicable Professional, Education, Employment, Licensure, and Research Experience. (Required) [Add Note](#)

| | |
|---|---|
| <input type="text" value="Professional experience"/> <input type="text" value="Education (earned degrees only)"/> <input type="text" value="Employment"/> <input type="text" value="Licensure"/> <input type="text" value="Research Experience"/> | <i>Please do not copy and paste in your resume or C.V. Qualifications should be appropriate for the type of research conducted and the populations of participants involved in such research.</i> |
|---|---|

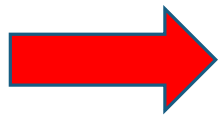
| Current Expirations | | Add Note | View Audit |
|---------------------|-----------------------------------|--------------------------|----------------------------|
| Contact | Expires (as of 08/23/2016) | | |
| User, New B.S. | Missing | | |

Alt CITI Email (Required) [Add Note](#)

| |
|--|
| <input type="text" value="newuser@gmail.com"/> |
|--|

Please attach a copy of your CITI training certificate here (Required) [Add Note](#)

✘ CITI Completion Report CITI Training Certificate



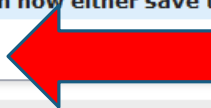
* Click “Submit” to submit the *Researcher Qualification Form*

You've completed the form. You can now either save the form for later revision, or submit it.

Save for Later


Print

Submit



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Blue Oyster (51/Release/57c7f70c6f43f74926f4fc5e5b65c81bf034493d)
PRODWEB4 at 2016-08-23 21:00:20Z
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Powered By  IRBManager

- 
- * Once submitted the *Researcher Qualification Form* is locked from editing.
 - * Please contact the IRB Office if you need to re-open the form so that you may edit your qualifications

Questions?

For questions, please contact the NSU IRB Office:

irb@nova.edu

or

954-262-5369