ENSURING RESEARCH COMPLIANCE
AND
ETHICAL STANDARDS

GRAMBLING
STATE UNIVERSITY®

Institutional Review Board

Operating under an HHS provided Federal Wide Assurance (FWA) number and is committed to complying with all Federal regulations and maintaining policies and procedures for the protection of human participants.

U.S. Department of
Health and Human Services
Enhancing the health and well-being of all Americans

OHRP
Office for Human
Research Protections

NAVIGATING THE NEW IRB SYSTEM

- In order for the IRB review to provide protections for all subjects, reviews must be carried out in a consistent and systematic manner. Several specific written procedures are required by federal regulation for all IRBs acting as an IRB of record for an organization holding a Federal Wide Assurance (FWA). Researchers also benefit from the transparency generated when the IRB follows written procedures so that all parties know how reviews will be conducted and what information is required by the IRB. In an effort to streamline and make the GSU-IRB protocol management process more efficient, various online and cloud-based solutions and platforms have been researched. The Sitero Mentor IRB Protocol Management Platform was selected and is a cost-effective solution that will provide the targeted support that the GSU-IRB critically needs.
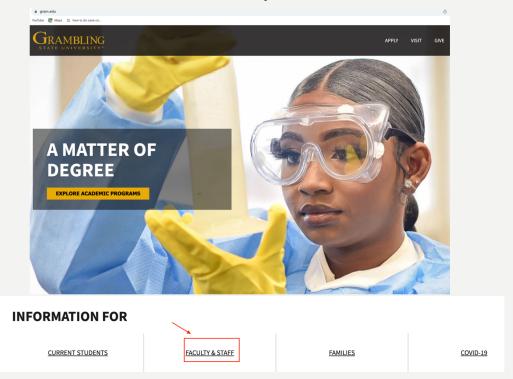
SITERO MENTOR IRB

- **NEXT GENERATION IRB SOFTWARE PLATFORM**
  - Sitero Mentor's online IRB software streamlines our IRB processes with automated documentation and workflows

SITERO MENTOR IRB

- Cloud-based
- Integrated with our institution's Single Sign-On (SSO)
- Includes all forms
- Routes Protocols to proper level of review
- Sends automatic reminders and other notifications
- Cost - effective

HOW TO ACCESS SITERO MENTOR

- **You will need your gsumail email address and password**.
  - Go to www.gram.edu.
  - Click on Faculty & Staff:

HOW TO ACCESS SITERO MENTOR

- Then click on GSU Portal:

General Information
University Calendar
Academic Calendar
Campus News
University Holidays
Dining Services
KGRM Radio
COVID-19 Guidelines

Resources & Support
Faculty Handbook
Information Technology
Human Resources
Docusign Forms and Documents

Campus Information
Campus Map
Directory
Library
Faculty Senate
University Police
Federal Drug-Free Schools and Campuses
Regulations Notice

Policies & Procedures
University Policies & Procedures
Policy & Procedure Template
Policy & Procedure Process Flow Chart

Teaching Aids
Canvas
Distance Learning
Academic Support
IBM Academic Initiative

Sites
BannerWeb
GSUNet
GSU Portal
Bookstore
Office 365
Communications Request Portal
AirPortal
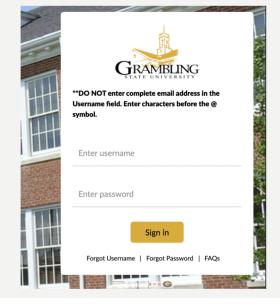Ricoh Print Services
Facilities Work Order Request
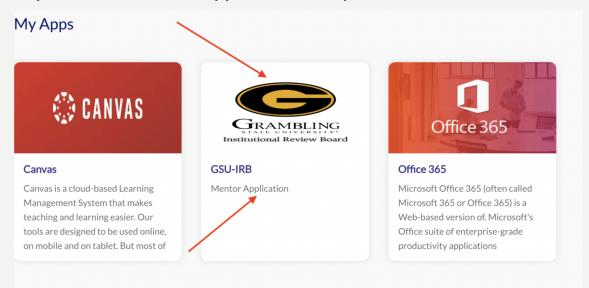
HOW TO ACCESS SITERO MENTOR

- Before entering the GSU Portal, you will need to log-in with GSU credentials. (Your username is the word that comes before @gsumail.gram.edu (if a student) OR before @gram.edu (if faculty or staff). Your password is the same as your @gsumail.gram.edu or @gram.edu password).
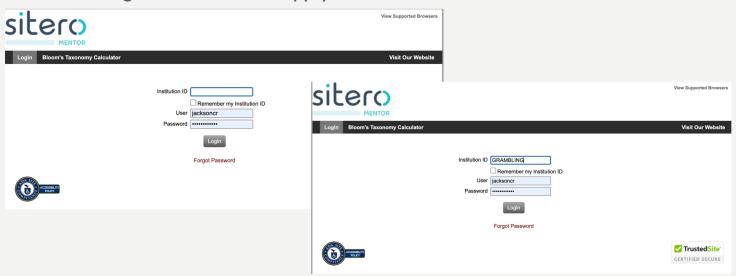
HOW TO ACCESS SITERO MENTOR

- After you enter your credentials, you may be asked to reset your password or to set up 2-factor authentication. Follow instructions on the screen.
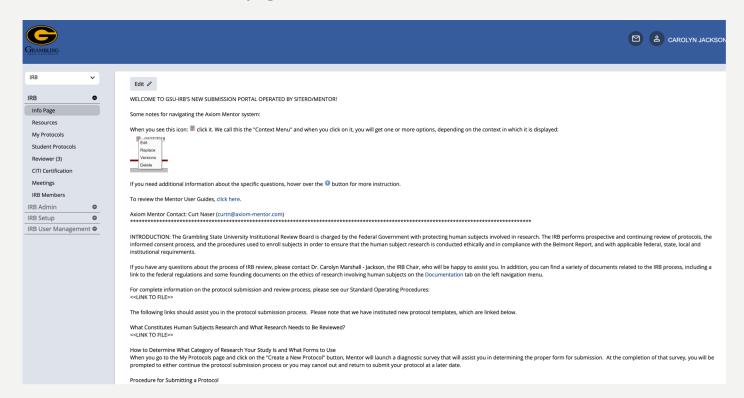- Once logged in, you should see the app for the IRB platform:

HOW TO ACCESS SITERO MENTOR

- After clicking on the GSU-IRB app, you will see:

Type in GRAMBLING as the Institution ID
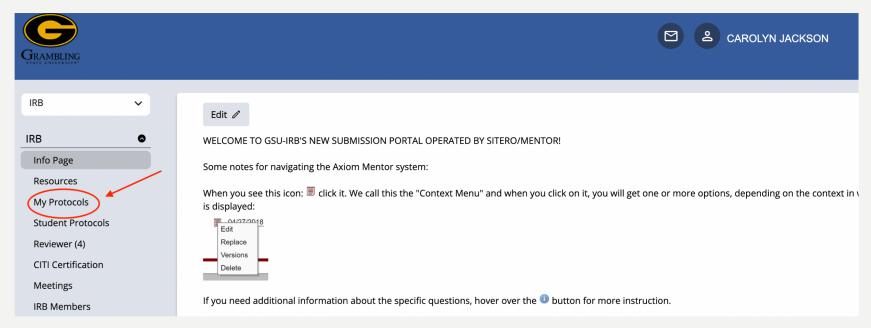Then click "Login".

HOW TO ACCESS SITERO MENTOR

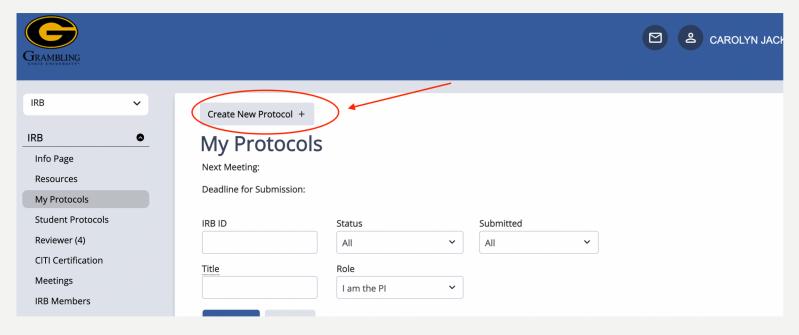- You're in and should see a page similar to this!

NOW LET'S WALK THROUGH SOME OF THE FEATURES...

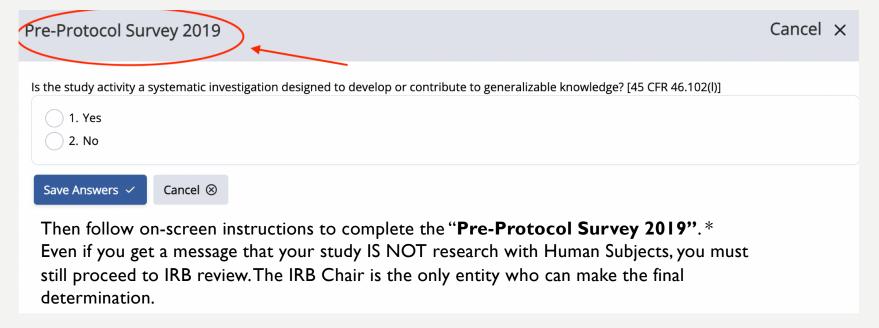Once logged in, you will find a variety of resources and IRB related information. You can click on the hyperlinked terms (see photo above) to access the information.

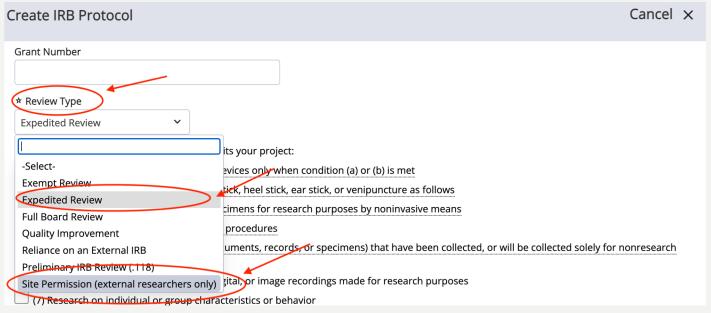# PREPARING AND SUBMITTING PROTOCOLS FOR REVIEW...

To begin a new protocol, select "**My Protocols**" from the list on the left side of the screen.

PREPARING AND SUBMITTING PROTOCOLS FOR REVIEW...

On the next screen, select **"Create New Protocol"**.

PREPARING AND SUBMITTING PROTOCOLS FOR REVIEW...

Pre-Protocol Survey 2019   Cancel ✕

Is the study activity a systematic investigation designed to develop or contribute to generalizable knowledge? [45 CFR 46.102(l)]

◯ 1. Yes

◯ 2. No

Save Answers ✓   Cancel ⊗

Then follow on-screen instructions to complete the "**Pre-Protocol Survey 2019**". *
Even if you get a message that your study IS NOT research with Human Subjects, you must still proceed to IRB review. The IRB Chair is the only entity who can make the final determination.

PREPARING AND SUBMITTING PROTOCOLS FOR REVIEW...

Once done with the survey, you should proceed with protocol creation. Complete all items and under review type, select the appropriate type of review (see examples above). *SELECT ONLY ONE REVIEW TYPE. Once done with all items, Click "SAVE".

PREPARING AND SUBMITTING PROTOCOLS FOR REVIEW...

You should then be taken to the application where you will, designate your faculty advisor (if you are a student) and then you should follow instructions by answering questions and uploading the requested documents. You will upload your CITI certificates by selecting "**CITI CERTIFICATION" on the left side of the screen.**

REMEMBER...

- You must complete **all sections** of the application.

- When all sections are completed, you will be able to "electronically" sign the application. If the sign/submit button is grayed out or missing, you have likely not completed all required items.

- After signing, your application will be:

  - Sent to your faculty advisor for approval (ONLY if you are a student).

  - Submitted to the IRB for review (if you are faculty/staff OR if you are a student and your advisor has approved the protocol.)

  *You will receive updates from GSU-IRB/Sitero Mentor notifying you of protocol status.

IF YOU HAVE QUESTIONS OR CONCERNS...

- Schedule a meeting with Dr. Jackson by clicking the link below:

- IRB Info and Support