

Logging into IRBManager

Prior to completing this application it is highly recommend students complete the [IRB Application ClearPath Learning App](#)

Before logging into IRBManager please logout of all APUS pages and close out the pages or you will receive an error.

To log into IRBManager, enter the following link in your browser: <https://apus.my.irbmanager.com>



AMU American Public University System APU

Login

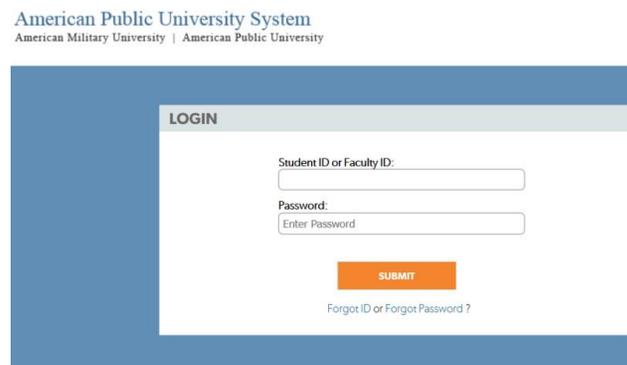
American Public University System
American Military University | American Public University

To login using your APUS username and password [click here](#)

To use your IRBManager issued login [click here](#)

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Blue Oyster (2016.7.230.0/Release/abd458684924057cdda2da207e931e0488e7d011)
PRODWEB4 at 2017-08-24 12:47:06Z
Page generated in 0.010 seconds.

Click on the hyperlink to login with your APUS credentials. Enter your APUS login credentials as you would when logging into the student eCampus.



American Public University System
American Military University | American Public University

LOGIN

Student ID or Faculty ID:

Password:

Enter Password

SUBMIT

[Forgot ID or Forgot Password?](#)

Upon logging in, your homepage (also known as the dashboard) will appear. To begin a new IRB application, select the first link listed under the **Actions** block in the upper left corner of your homepage.

The screenshot shows the IRBManager dashboard homepage. At the top left, there is a navigation bar with 'Home' and 'Find Study (Ctrl+Q)'. Below this is a 'My Studies' section with a search bar and links for 'Take a tour...', 'Help', 'majbritt's Settings', and 'Sign off'. The main content area is divided into several sections: 'Studies (0 Active)' with a message 'You are not associated with any Studies.'; 'xForms (0 Active)' with messages 'You have 0 unsubmitted xForms.' and 'You have 0 xForms being processed at a later stage.'; 'Events (0 Open)' with the message 'You have no open events.'; and a 'Messages' section with 'Welcome to IRBManager at APUS'. On the left side, there is a sidebar with 'Actions' (containing 'Click here to submit a new IRB application.', 'Start xForm', and 'Show Local Study Id'), 'Recent Items', and 'My Documents & Forms' (containing '0 User Attachments' and '0 xForms'). At the bottom, there is a table header for 'My Studies (0 Active)' with columns: Study, Site, PI, Title, Expires, and Status. The footer contains copyright information and the IRBManager logo.

If you are uncertain if your study requires an IRB application please submit the Human Subjects Research Determination Form. The IRB will review it and let you know if an IRB application is required.

This screenshot shows the IRBManager dashboard homepage with more data. The 'My Studies' section now shows 'Studies (1 Active)' with a list of statistics: 'You are associated with 1 active Studies and 1 total Studies.', 'You are the Faculty Mentor for 1 active and 1 total Studies.', 'Committee IRB has 151 active and 164 total Studies.', and 'Committee Exp Sub Committee has 0 active and 0 total Studies.'. The 'xForms (23 Active)' section shows 'You have 0 unsubmitted xForms.', 'You have 23 xForms being processed at a later stage.', and 'There are 12 xForms awaiting your attention.'. The 'Events (1 Open)' section has a dropdown menu for 'Only show events where I am:' and shows 'You have 1 Initial Submission events.' and 'You have 1 Total Open events.'. In the left sidebar, the 'Actions' section now includes 'Reviewer' (with 'Reviewer Open Events', 'Agendas & Minutes', and 'Search Studies'), 'xForms' (with 'Click here for the Human Subjects Research Determination Form' circled in red, 'Click here to submit a new IRB application', and 'Internal Research Review Form for non-APUS Submitters'), and 'Recent Items'. The footer is the same as the previous screenshot.

Beginning a new IRB Application

The next step is to simply follow the application instructions as you complete the form. There are several sections and by using the dropdown listed below, you can maneuver through the application by selecting a section or continue in succession by using the **next** button to the right of the application.

The screenshot shows the 'IRB Application -- Application Header' page. At the top left is the American Public University System (APU) logo. To the right, there are 'Collaborators' and 'Application Header' dropdown menus, with an arrow pointing to the latter. Further right is 'Page 1 of 14' and a 'Next' button circled in red. The main form area is divided into sections: 'Submitter' (with name 'ranalli, majbritt' and email 'majbritt.ranalli@mycampus.apus.edu'), 'Principal Investigator (Required)' (with an empty text box), 'PI Status (Required)' (with checkboxes for Undergraduate Student, Doctoral Student, Staff, Master S, Faculty M, and Other), and 'Please choose the principal investigator's department' (with a dropdown menu set to 'Accounting'). A large dropdown menu is open, listing sections from 'Application Header' to 'PI Assurances Self-Submission'. A 'Check & Submit Form' button is at the bottom of the dropdown. On the right side of the form, there are 'View Audit' buttons for several sections.

If you are not able to complete the entire application in one sitting, use the **Save for Later** option at the bottom of each section page. You may return to complete your application at a later time.

The footer of the application page contains several buttons: 'Next', 'Save for Later' (circled in red), 'View Attachment Questions', 'View Questions with Notes', and 'PDF'. Below these buttons is copyright information: 'Copyright ©2000-2017 BEC All Rights Reserved. Blue Oyster (2016.7.230.0/Release/abd458684924057cdda2da207e931e0488e7d011) PRODWEB4 at 2017-08-24 13:32:29Z Page generated in 0.157 seconds.' At the bottom right, it says 'Powered By IRBManager' with a logo.

Some places in the application ask for an attachment, such as your Consent form (see below). There are templates embedded in the application for common forms. You may download the template, modify it to fit your study, and then save to your computer and add as an attachment within the application.

The 'Consent Form (Required)' section is shown. It has 'Add Note' and 'View Audit' buttons on the right. Below the section title is an 'Add Attachment' button. To the right of the button, there is a note: 'Click consent form template to download the APUS consent form template.'

Need more information about the IRB process?

See our website at <http://www.apus.edu/academic-community/research/institutional-review-board/application-process> or email apus-irb@apus.edu.