Submitting a new IRB Application Form

NOTE: If you are a student, faculty or staff member conducting research, you must complete the “Social and Behavioral Research Investigators” course within the Collaborative Institutional Training Initiative (CITI) training before you complete your online submission. CITI Training can be found at www.citiprogram.org.

1) Go to https://swarthmore.my.irbmanager.com/ and enter your login information.
2) Click on “Settings” in the upper right. Once in that section, you can maintain any of your basic information.
3) After you’ve completed your settings, to submit a new proposal, please click on the “New Initial IRB Submission” link in the upper left under “Actions.” This will take you directly into the form to start answering questions.
   a. NOTE: If you’d like to see what the form looks like, including all questions, and potential values for dropdown type questions, click “Start xForm” under actions in the upper left. Click on the printer icon next to the form, which will give you a view you can print.
4) When you’re ready to start entering information, click the blue link for the “IRB Application Form”.
5) Enter your study information.
6) Once you’ve completed and submitted the form, the IRB personnel will begin the review process. You will be notified of the results via email.
   a. NOTE: You may not begin any portion of this research until you receive IRB approval. This includes recruitment and/or any interactions/interventions with subjects about the research.
7) To view your study once it has been accepted into IRBManager, click the link for the study from your dashboard. You will see the link in blue at the bottom of the page under “My Studies”.
