How to Submit Mod’s, Continuing Reviews, and Adverse Event Forms in IRBManager

1) Log into IRBManager at https://etsu.my.irbmanager.com/
2) Choose the desired study and double click the blue link/Study ID.
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3) Under ‘**Actions**’, choose ‘**Start xForm**’.

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**Image Description**: A screenshot of the IRBManager interface showing navigation options under 'Actions' such as 'Send EMail', 'Start xForm', and links to recent items and useful links.

**Text Content**: A detailed explanation of how to submit forms, including a description of the study with expedited categories and conditions.

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**Diagram**: Diagram showing the interface with highlighted actions and categories.

**Notable Points**:
- **Study Details**: Study ID, committee, category, and status.
- **Expedited Categories**: A section detailing the collection of blood samples in an 8-week period.
- **Conditions**: Specific conditions related to the study.
- **Approval Information**: Approval dates and status.

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**Version**: Version 1-8.5.15
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4) Under ‘Forms’, choose the blue link for the desired form.

- **Form 107** = Continuing Review/Study Closure
- **Form 109** = Unanticipated Problem/Event Reporting Form (UIPRTSO) (OR Non-reportable events tracking log as appropriate)
- Modification Request form. (or VA Modification Request Form)
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