How To Allow Users to Edit it Your xForm – The Collaborator Feature

The Collaborator Feature gives PIs the option to allow other IRBManager users to edit their xForms. We recommend that students add their Faculty Advisor as a collaborator on their New Protocol Submissions.

Using the Collaborator Feature

1) Log into IRBManager at https://etsu.my.irbmanager.com
2) Select “Start xForm” under ACTIONS

3) Select “New Protocol Submission”
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4) Click the Collaborators link near the top, left corner of the page.

5) A pop-up window appears allowing you to add collaborators and define their access level.

6) Email: Add the email address for the person you want to add as a collaborator. This person must be an IRBManager user.
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7) **Access:** In the drop-down box, choose the level of access you want to allow:
   - Edit *recommended*
   - Edit and manage (ability to add collaborators)
   - Edit, manage, and submit

8) **Note for Collaborator:** Provide instructions or comments as needed

9) **Add:** Select ‘add’ to complete adding this collaborator.

10) The collaborator will be added to the list at the bottom of the collaborator pop-up box.

11) Repeat these steps for all collaborators on this submission.

12) **Close:** Once you have entered all the desired collaborators, click on the “x” at the top, right corner to close the pop up window

13) Continue completing the xForm.

14) Submit the xForm only after you know collaboration is complete.
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