

## **REGISTERING A NEW IRBManager ACCOUNT AND SUBMITTING A NEW RESEARCH PROPOSAL TO NYCDOE IRB FOR REVIEW**

**NOTE:** If you already have an account and are unable to login, please do not create a new account. Instead, go to the IRBManager login page and click on 'Forgot Password' and enter your email address to receive a new password. If you are still unable to login, please send an email to [support@IRBManager.com](mailto:support@IRBManager.com) to receive help.

### **How to Create an IRBManager Login**

- 1) Go to <https://login.irbmanager.com>
- 2) Enter Username: newuser
- 3) Enter Password: newuser
- 4) Enter Client: NYCDOE
- 5) Enter Type
  - If you are a principal investigator, choose investigator
  - If you are a coordinator who will be submitting for an investigator, choose coordinator.

NOTE – The Principal Investigator will need to register him/herself using this same process before you submit the new Submission Form.
- 6) Please answer all pertinent questions.

### **To Submit an IRB Proposal**

- 1) When asked for a username, use the email address from your login process.
- 2) Once you've logged into the homepage, click on your Settings in the upper right. Once in that section, enter your address and phone number information.

NOTE – If this information is not completed, your submission will not be reviewed until it is finished.
- 3) After you've completed your settings, to submit a new proposal, please click on the 'New Proposal Submission' link in the upper left under "Actions." This will take you directly into the form to start answering questions.
- 4) If you'd like to see what the full Submission 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 Submission Form. This will give you a view of a form that you can print.
- 5) When you're ready to start entering information, choose the blue link for the 'Submission Form.'
- 6) Enter your study information.
- 7) Once you've completed and submitted the form, NYCDOE personnel will begin the review process.