



Visiting Scholars and Non-
Immigrant Employees
Investigator's Guide to
IRBManager

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What is IRBManager?

IRBManager is a database designed to hold and process information across Kansas State University's research committees and for export controls purposes.

This database utilizes xForms, which take the place of our previous application and review forms, to gather and organize study information - for efficient processing, reviewing, and approval.

Logging into IRBManager

<https://ksu.my.irbmanager.com>

User Name: K-State eID

Password: K-State eID Password

The IRBManager website will lead to the log in page shown below. Click on the “click here” hyperlink to navigate to K-State's SSO log in page, where users will input their K-State eID and password to access the system.

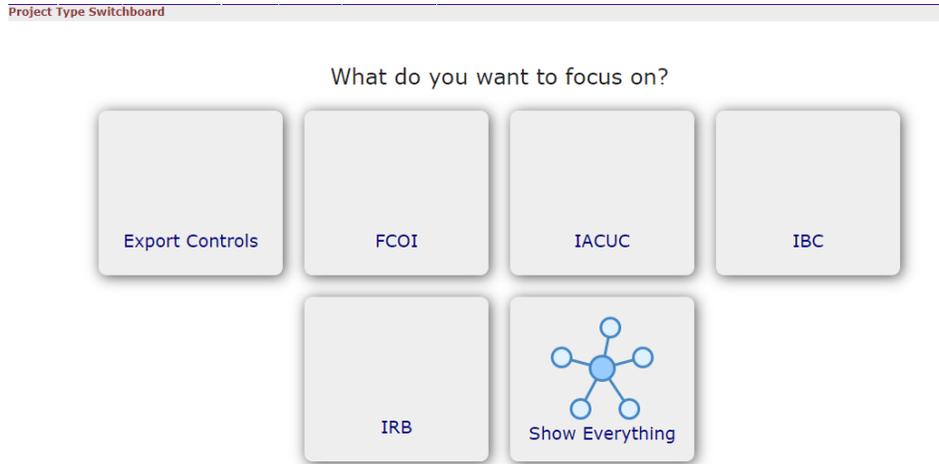


Note: Before a user can be added as a collaborator on a study, they will need to populate their information into the IRBManager system by logging in at least one time following the steps above.

Completing and Submitting a Visiting Scholars and Non-Immigrant Employees Forms

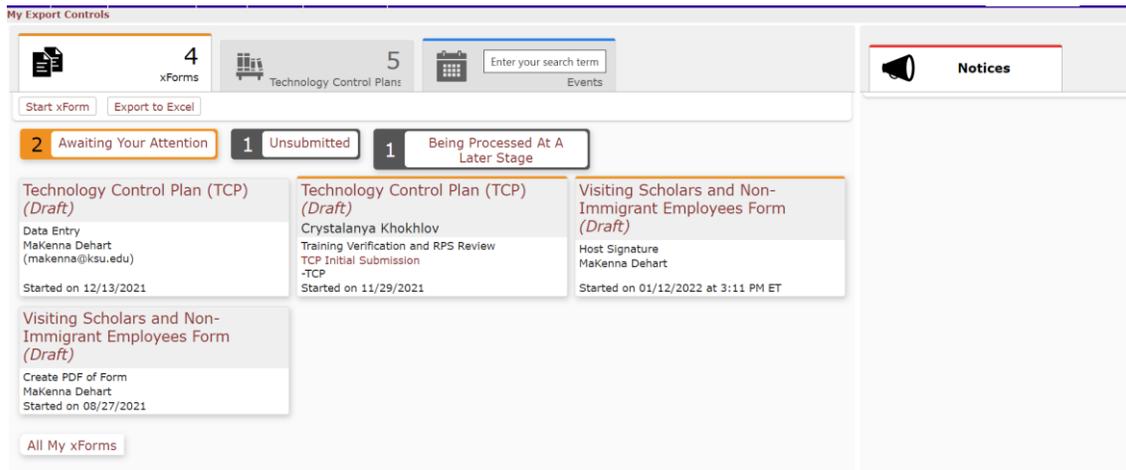
Each investigator who needs to submit a visiting scholars and non-immigrant employees form will be able to do so from their dashboard, which can be seen when the user logs into the system.

Upon logging into IRBManager, users will be taken to the  switchboard: a screen that allows the user to select the appropriate committee type (shown below). To start a visiting scholars and non-immigrant employees form, users will first select “Export Controls” from the switchboard, which will take them to that section of their dashboard.



Note: Users can switch between committees after entering IRBManager by either clicking the switchboard icon or using the dropdown; both are located at the top right-hand corner of the screen.

Once the user enters IRBManager, they will be taken to their dashboard. Each user’s dashboard will look a little different based upon the studies with which they are involved. An example of the dashboard is shown below:



To start a new visiting scholars and non-immigrant employees form, investigators will click the button on the dashboard shown below.

[Click here to start a Visiting Scholars and Non-Immigrant Employees form](#)

Once a form has been created, the investigator will then answer the questions before submitting to the Research Compliance Office for review. Below are some general instructions that detail how to navigate and complete an xForm.

xForms are conditioned to show and hide questions based on the information entered. This allows us to have a form that only contains information relevant to each individual investigator. xForms will also not allow a form creator to move to the next page unless all questions on that page have been answered, unless the user utilizes the drop-down menu at the top of the form (circled below). However, using this feature when initially completing the form is not recommended, ensuring that no question is skipped and that all information provided is correct and complete.

Note: The following screenshots may include a “Draft Form” watermark due to these instructions being written when the forms were still being developed. Users will not see this watermark when they are completing their xForms.

The screenshot shows the IRBManager interface for a 'Visiting Scholars and Non-Immigrant Employees Form'. At the top, there is a navigation bar with the Kansas State University logo, a 'Share Form Access' button, a dropdown menu currently set to 'Introduction' (which is circled in purple), 'Page 1 of 6', and a 'Next' button. Below the navigation bar, the main content area is titled 'Information for Hiring/Hosting Departments and Supervisors:'. It contains three sections: 'Introduction', 'Visiting Scholars', and 'Non-Immigrant Employee', each with detailed text regarding export control regulations and university policies. A 'Draft Form' watermark is visible diagonally across the page.

Share Form Access

The individual who starts an xForm (also called the submitting user) is the only person who will have access to that form in data entry unless other users are given form access. Our office recommends manually adding any individuals who may need to make changes to the form, at the beginning of the data entry stage. We also recommend giving them edit, manage, and submit rights.

Note: This only applies to individuals that need to have access to the form.

Instructions for sharing form access are as follows:

1. Click on the “Share Form Access” link at the top of the application.

KANSAS STATE UNIVERSITY

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Visiting Scholars and Non-Immigrant Employees Form -- Introduction

Information for Hiring/Hosting Departments and Supervisors:

Introduction
The export control regulations define a foreign national as a person who is not a citizen of the United States, a permanent resident of the United States (green card holder), or any other protected individual (legal asylum or refugee). An Export refers to actual shipment or transmission of items out of the U.S. It also refers to the release of technology or source code (“technology”) to a foreign national within the U.S. or abroad, commonly referred to as a deemed export. When technology is released to a foreign national, it is “deemed” to have been exported to the person’s country or countries of origin. Technology is released when it is made available to a foreign person in form of visual inspection such as reading technical specifications, plans, blue prints, etc., verbal or oral exchange, or by practice or application under guidance of a person with knowledge of the technology.

Visiting Scholars
As a research and education institution, K-State routinely receives visitors who come to collaborate on research areas of mutual interest or conduct research in the University’s research facilities. Hosting departments and faculty need to be aware of how export control regulations may affect research and other activities conducted with visiting scholars. Examples of when export control regulations may apply include:
When the activities that the visitor will engage in include research that cannot be categorized as fundamental research.
When the visitor will have access to export controlled information or technology, or the visit includes access to secure facilities.
When the visitor is a national of a sanctioned or embargoed country.
When the visitor or the institution they are affiliated with appears in any of the restricted/prohibited parties lists.

Non-Immigrant Employee
Prior to extending an offer for employment, the hiring supervisor must carefully consider if the proposed employment will involve deemed exports. An export license may be required if the technology to be released to the foreign national would not be exported to their country of citizenship without authorization. The University Research Compliance Office (URCO) will support the hiring supervisor and Department with making that determination. If an export license is required, it must be obtained before controlled technology is released to the foreign national. URCO will assist the hiring Department in filing a request for an export license with the relevant federal agency. The processing time for export licenses can take several weeks or months, depending on the facts of each case; therefore, Departments should plan for possible delays in employment start dates. The hiring supervisor and the Department must ensure that no export controlled technology and/or technical information is released to the foreign national until a license is obtained.

2. Enter the email address of the individual to grant access to in the pop-up.

Share Form Access

Add

Email

Access Edit

Note for Share Form Access

CC Me

Add

Current Share Form Access

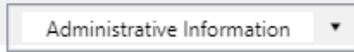
Action	Share Form Access	Permission	BGR
	Dehart, MaKenna	Author	

3. Select the type of access:
 - a. Edit – allows the individual(s) to make changes to the form
 - b. Edit & Manage – allows the individual(s) to make changes to the form and add other collaborators
 - c. Edit, Manage, & Submit – allows the individual to make changes to the form, add collaborators, and submit the form.
4. In the “Note for Share Form Access” box, include the text that you would like to have sent via automated email notification to the added collaborator. This is not required.
5. **If you would like to delete an individual you have added, simply click the red X that will appear next to their name after adding.**
6. Once added, the individual will see the xForm on their dashboard under “xForms awaiting your attention.”

Form Navigation and Saving

There are two ways for users to navigate between pages when filling out an xForm:

1. Clicking the drop-down menu at the top of the page



2. Clicking the “Previous” or “Next” buttons at the bottom of the page



Note: Clicking “Previous” or “Next” will automatically save the information that has been entered into the form.

Note: As mentioned previously, we recommend limiting use of the drop-down menu when initially completing the application form, to prevent accidentally skipping or providing incomplete information.

Additionally, users may decide they would like to leave the xForm and return to complete it at a later time. To do this, click the “Save for Later” button located at the bottom of the form.



Note: Our office recommends that only one individual answer questions in an xForm at a time. Other users may leave input by utilizing the “Add Note” feature on each question. This This approach helps to avoid accidentally overwriting responses within the xForm, which can cause confusion.

Submitting the xForm

When the form is complete, click “Submit” to submit the form. If the form creator is not the principal investigator, it will be routed to the PI for signature.

