Visiting Scholars and Non-Immigrant Employees
Investigator’s Guide to IRBManager
# TABLE OF CONTENTS

## Overview of IRBManager

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is IRBManager?</td>
<td>1</td>
</tr>
</tbody>
</table>

## Logging into IRBManager

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completing and Submitting a Visiting Scholars and Non-Immigrant Employees Forms</td>
<td>2</td>
</tr>
<tr>
<td>Completing a Form</td>
<td>2</td>
</tr>
<tr>
<td>Share Form Access</td>
<td>3</td>
</tr>
<tr>
<td>Form Navigation and Saving</td>
<td>5</td>
</tr>
<tr>
<td>Submitting the xForm</td>
<td>5</td>
</tr>
</tbody>
</table>
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.

**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.

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

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

   ![Administrative Information](image)

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

   ![Previous Next Save for Later More](image)

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.

![Previous Next Save for Later More](image)

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 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.

![Form Completed](image)