

# How to Submit a New UIW IRB Application



## Step 1: Log In

Visit <https://uiw.forms.ethicalreviewmanager.com/> click **Log In** on at the top right corner of the page.

Log in

Research Ethics Applications

Help ▾

Log in

## Welcome to the UIW IRB online application system

### New Users:

- Click on **"New User"**
- Fill in the applicable information (you can skip fields that aren't relevant to you), and agree to Terms and Conditions
- Note: Password must be 8+ characters long, contain both upper and lowercase characters, and contain at least 1 number
- Click **"Register"** and an activation email will be sent to the entered address
- Access email and click the activation link provided
- Return to the Log in page and click **"Log in"**

A screenshot of the UIW Research Ethics Application login page. At the top is the UIW logo, which consists of a red cardinal head profile and the letters 'UIW' in a bold, black, sans-serif font. Below the logo is the text 'Research Ethics Application'. The main content area is a light gray box with the heading 'Log in'. Inside this box, there are two input fields: 'Email Address' and 'Password'. Below the input fields are three buttons: a blue 'Log in' button, a green 'New User' button, and a blue 'Forgotten Password' link.



## Step 2: Create Project

From the Work Area page, click on the **“Create Project”** tile found under Actions on the left side of the page.

The screenshot shows the 'Work Area' interface. On the left, there is a sidebar with a 'Work Area' dropdown menu. Below it, there are buttons for 'Home' (with a house icon and '135 Notifications'), 'Actions' (with a dropdown arrow), 'Create Folder', 'Delete Folder', 'Create Project' (highlighted with a red box and a plus icon), 'Delete Project', 'Duplicate Project', and 'Transfer'. The main content area is titled 'Work Area' and contains a 'General' section with four tiles: 'Notifications' (135), 'Signatures' (1), 'Transfers' (0), and 'Shared' (1). Below this is a 'Projects' section with a search bar and a 'Project Title' input field.

Enter a Project Title for your application. Click the green **“Create”** button to continue

The screenshot shows a 'Create Project' dialog box. It has a title bar with 'Create Project' and a close button (X). The main content area contains a label 'Project Title:\*' followed by an empty text input field. At the bottom right, there are two buttons: a green 'Create' button and a grey 'Close' button.



## Step 3: Complete the Application Form and Research Protocol

- Click on the “**Principal Investigator**” link to access the first page of the Application Form

### IRB Application Form

Show Inactive Section

Section	Questions
Part 1: Application Form	<a href="#">Principal Investigator</a> <a href="#">Other Project Personnel</a> <a href="#">Research Information</a> <a href="#">Funding Disclosures</a>
Part 2: Research Protocol	<a href="#">Purpose</a> <a href="#">Background/Significance</a> <a href="#">Location/Facility/Equipment</a> <a href="#">Subjects/Informed Consent</a> <a href="#">Subject Compensation</a> <a href="#">Duration</a> <a href="#">Research Design</a> <a href="#">Risk Analysis</a> <a href="#">Confidentiality</a> <a href="#">Literature Cited</a>
Part 3: Supporting Documents	<a href="#">Supporting Documents</a>
Signature(s) & Assurances	<a href="#">Signatures</a>

- Complete all the sections of the Application Form and Research Protocol as completely as possible.
- Note:** the text fields only allow simple text entry, so try to avoid complex formatting. The tab button won't work for paragraph indentation – use the space bar or insert a line break in between each paragraph or section instead. Special characters, tables and figures cannot be entered. If you need to include tables or figures with your research protocol, they should be uploaded to the Documents section.

Research Ethics Applications Home Contacts Help ▾

## IRB Application Form

Actions ▾

- Previous
- Next
- Navigate
- Print
- Documents
- Signatures
- Save
- Share
- Collaborators
- Completeness Check
- Submit

**Principal Investigator**

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**Principal Investigator**

A Principal Investigator (PI) must be designated for any human subjects research. The PI is responsible for ensuring regulatory compliance for all research activities and research personnel associated with this project. See the UIW IRB Manual.

Title

- Click the **“Next”** and **“Previous”** arrow tiles to move forward and backward between question and sections.
- At any time, you can click **“Navigate”** tile to return to the IRB Application overview page.
- Click **“Print”** to save and/or print the application form as a PDF, if needed.
- Click the **“Save”** tile to save your application (you can save and return to it at any time).
- Click **“Share”** to give access to collaborators, if needed.



## Step 4: Upload Supporting Documents

- Upload **Recruitment Materials, Consent Documents, Instruments for Data Collection** and **Other Documents** to the Supporting Documents section.
- When uploading documents for the first time, enter 1 as the Version number and the date of submission as the Version date.

Actions ▾

Previous	Next	Navigate
Print	Documents	Signatures
Save	Share	Collaborators
Completeness Check	Submit	

### IRB Application Form

Recruitment Materials (e.g., emails, flyers, scripts for in-person recruitment)

[Upload Document](#)

Consent Documents (e.g., formal, signed consent, emailed invitations to surveys)

[Upload Document](#)

Instruments for Data Collection (e.g., surveys, interview questions)

[Upload Document](#)

Other Supporting Documents (e.g., site access letters, IRB approval from collaborating institutions)

[Upload Document](#)



## Step 5: Collect Signatures

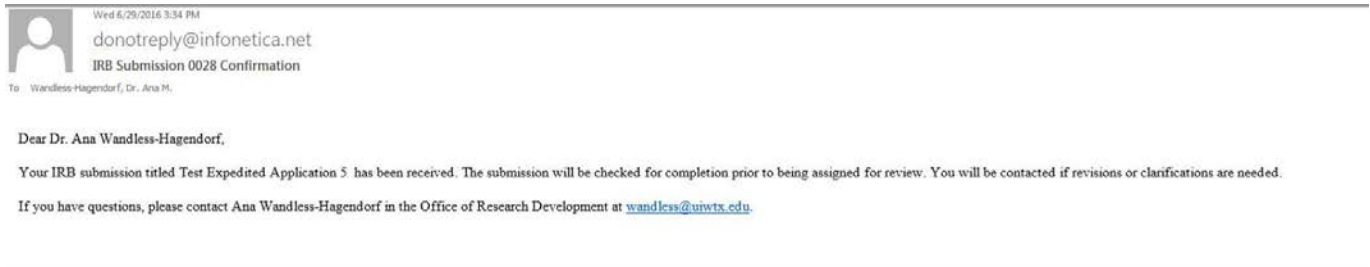
- Enter your login information to sign the application electronically.

- **Student applicants:** Enter your Faculty Supervisor's email address to request his or her signature. If your Faculty Supervisor has never used the system before, he/she will have to create a New User account before you can send them a signature request. You might want to enter a message to inform them that you are requesting their signature for your IRB application – a little communication goes a long way!

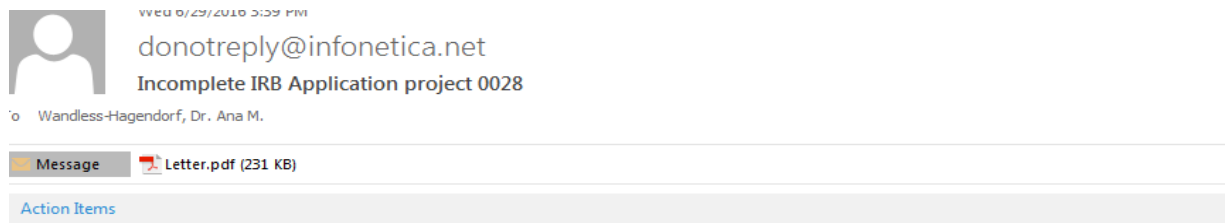
- **Do not sign the application or request your Faculty Supervisor's signature until it is complete.** After the application has been signed, it will be locked from further editing and automatically submitted.

## What Happens Next?

- You will receive a confirmation email:



- Your application will be checked for completion. If additional information or documentation is needed, you will receive an email alert requesting additional information to complete the application:



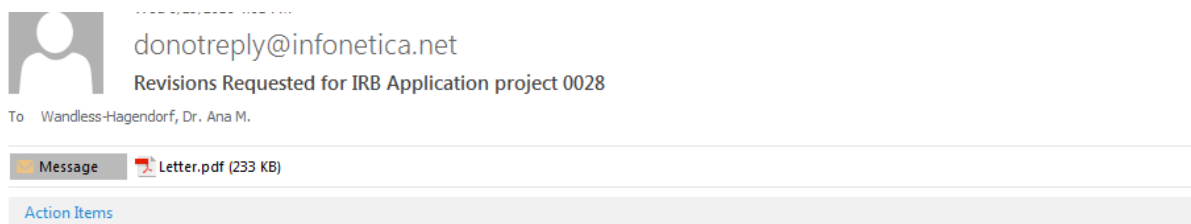
Dear Ana ,

Your application titled *Test Expedited Application 5* has been reviewed for completeness.

Please see the attached letter requesting additional information to complete the application.

If you have questions, please contact Ana Wandless-Hagendorf in the Office of Research Development at [wandless@uiwtx.edu](mailto:wandless@uiwtx.edu).

- After you application has been validated as complete, it will be assigned for review by the IRB. After the review is completed, you may receive an email requesting revisions:



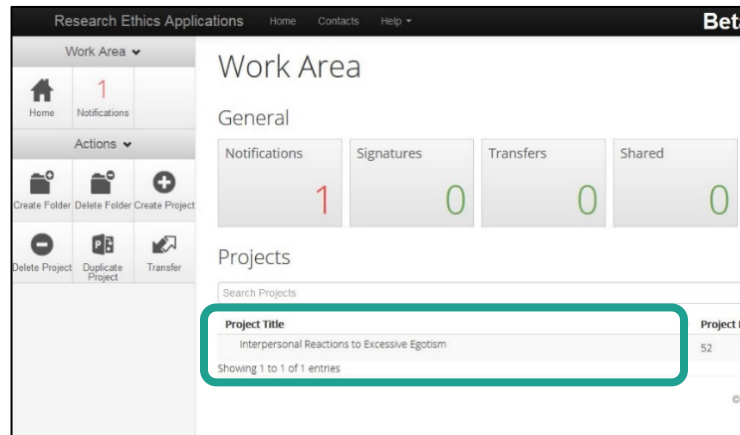
Dear Ana,

The IRB has reviewed your application titled *Test Expedited Application 5*.

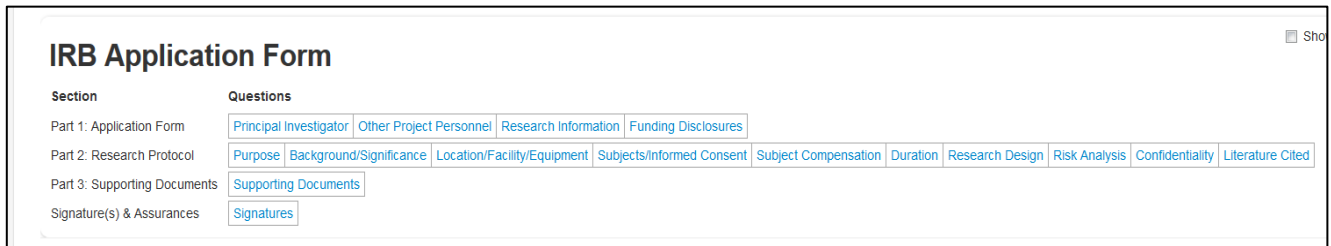
Please see the attached letter requesting revisions to the application.

If you have questions, please contact Ana Wandless-Hagendorf in the Office of Research Development at [wandless@uiwtx.edu](mailto:wandless@uiwtx.edu).

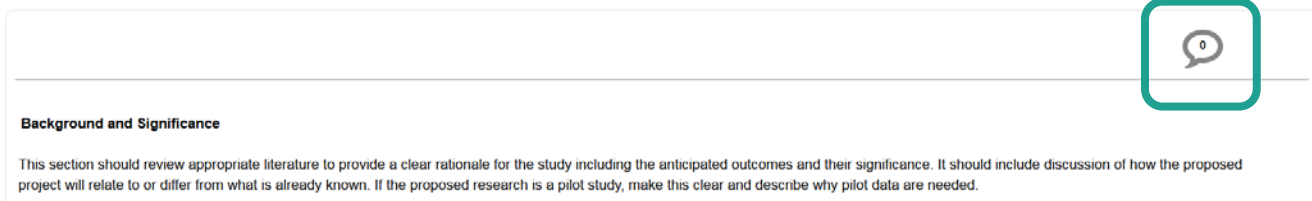
- To make changes to an application, either to complete or revise a submission, simply log back into your work area and click on the Project Title.



- Then click on the section you would like to revise and make the requested changes:



- Optional: You can leave additional comments for the reviewers by clicking on the word bubble above each section:



- You will need to re-sign the application and student applicants will also need to request their Faculty Supervisor's signature again.

- When your application has been approved, you will receive an email alert with an approval letter attached:

To: Wandless-Hagendorf, Dr. Ana M.

Message Letter.pdf (236 KB)

Action Items

Dear Ana,

The IRB has reviewed and approved your application, Test Expedited Application 5. Please read and save the attached approval letter.

Please remember that the life cycle of an IRB protocol includes the request for annual continuing review, should your project take greater than a year to complete, and required notification upon a project's completion.

Congratulations and best wishes for successful completion of your research. If you need any assistance, please contact the Office of Research Development.

Most sincerely,

Ana

Ana Wandless-Hagendorf, PhD, CPRA

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University of the Incarnate Word

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- Your application and supporting documents will be saved in the online system. You can log in at any time to view or print your approved application documents.
- IRB approval is good for one year. Before a protocol's expiry, investigators must submit a request to continue or close the protocol. Submission is mandatory. Failure to inform the IRB of continued work or closure of a protocol will result in administrative closure. Courtesy notification of protocol expiry is sent 60, 30 and 14 days prior to expiration.
- Any change to the approved study (including research procedures, instruments, title, research sites, addition or removal of investigators, change of faculty supervisor, number of subjects, consent form, or recruitment materials) must be reported to the IRB before implementation using the Amendment Request form.
- To submit Continuing Review, Study Status Update, Amendment, and Closure Request forms, return to your approved IRB protocol within the online system and choose **"Create Sub-Form"** from your protocol's Action menu:

