



User Manual

IntegReview IRB



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1. WHAT IS IRBMANAGER?

a. Description:

IRBManager is a web-based system that supports electronic submissions of new studies and requests to IntegReview IRB. It is also a fully interactive client portal that includes and accepts study and customer data, documents submitted to the IRB, approvals, informed consents, expirations, electronic (and paper) signatures, automated email notifications, tracking and IRB distribution. IRBManager is an open, 21 CFR, Part 11 compliant system that contains a verification process for new users.

All study documents submitted to the IRB will be maintained in the system and be accessible by Users given access to the study. It is highly recommended that you maintain your own copies of these documents outside of the system.

b. System capabilities:

- ✓ Streamlined submission and IRB review processes
- ✓ Immediate "real time" receipt of IRB documents
- ✓ Validation component to check user data
- ✓ Direct electronic submission of forms
- ✓ Electronic signatures
- ✓ Tracking of studies and forms
- ✓ Accessible from any location that has internet access

2. USER ACCOUNTS / LOGIN

a. Existing User (you have provided your email address to IntegReview in the past)

- Access the login screen to IRBManager from IntegReview's website at <https://www.integreview.com>, select IRBManager icon or type the direct site address <https://integreview.my.irbmanager.com/> into your internet browser
- Enter your user name = your email address
- Enter your password (if you have forgotten your password refer to [2.c.])
- Enter Client as 'IntegReview' and select 'login' (it is recommended you check the box 'Remember Client')

b. New User (you are not yet a contact on any study with IntegReview)

- Access the login screen to IRBManager from IntegReview's website at <https://www.integreview.com>, select IRBManager icon or type the direct site address <https://integreview.my.irbmanager.com/> into your internet browser
- Select 'Click here to register' & complete the registration process
- Select 'Register' when complete
- You will receive an email containing a username and password to login
- Follow the login instructions listed in [2.a.]

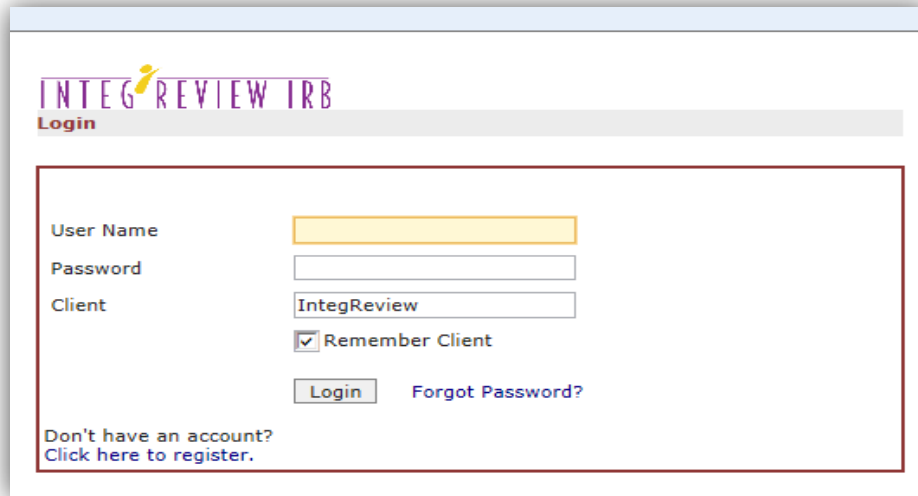


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NOTE: If you are already registered you will receive the message ‘User already exists’ – this means that the system is recognizing your email address. When this happens you can recover your password by following instructions listed in [2.c].

[Login Page]



The screenshot shows the login page for IntegReview IRB. At the top left is the logo 'INTEG REVIEW IRB' with 'Login' below it. The main form area contains the following fields and options:

- User Name:
- Password:
- Client:
- Remember Client
- Buttons: [Forgot Password?](#)
- Footer: Don't have an account? [Click here to register.](#)

c. Passwords

Passwords are required to be at least 6 characters and contain characters from at least 3 of these groups: uppercase letters, lowercase letters, numbers, special characters.

FORGOT YOUR PASSWORD

If you forgot your password, select ‘forgot password’ on the login screen. You will be asked to provide your email address and Client ID (IntegReview) to retrieve your password. Within a few minutes, you will receive an email containing your new (reset) password. Once logged in, you will be asked to change (personalize) your password.

LOCKED OUT

If locked out of the system due to several failed login attempts (entering a bad password), select ‘Forgot password’ on the login screen and provide your email address and Client ID (IntegReview). Within a few minutes, you will receive an email containing your new (reset) password. Once logged in, you will be asked to change (personalize) your password.



d. Add/Make Changes to Contacts

REQUEST ACCESS TO IRBMANAGER FOR A NEW CONTACT (one that is not a current system user)

Under Actions (left-side tool bar), select Start xForm and choose/submit the 'New Contact Submission' form. Once this form has been submitted, (1) the new user will be created in the system and be emailed username and password information and (2) you will receive an email notification that the new contact you added in IRBManager now has new user access and has been provided with login information. You may now use this contact in new forms.

NOTE: This option is also included in some of the xForms and you will be required to complete the 'New Contact Submission' when you enter a contact name that is not recognized by the system.

MAKE CHANGES TO CONTACTS ON YOUR STUDY

Select the **HOME** page on the top purple tool bar, select (to open) the study in which you want to submit the xForm under **My Protocol Numbers**. Under Actions (left-side tool bar) select 'Start xForm', choose/submit the 'Key Personnel Change Form'. Once this form has been submitted, you will receive an email notification that your requested changes have been made in IRBManager. If the request was to add a new contact, the new user will be created in the system and be emailed username and password information.

3. **HOME PAGE**

Immediately upon login, you will have the ability to (1) view all studies and forms that you have submitted to the IRB, (2) view all protocols to which you are associated, (3) submit forms to the IRB, (4) view contacts that have access to your study/site and (5) track progress/status on all information submitted to the IRB. You will even have the option to send the IRB emails through IRBManager once inside the Study Summary Page (SSP).

- View a full screenshot of the **HOME** page below -



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[HOME Page]



The screenshot shows the IRBManager HOME page. At the top, there is a purple navigation bar with a 'HOME' button and a search bar labeled 'Find Protocol'. Below the navigation bar, the page is divided into several sections:

- Protocols (1 Active):** A summary section showing that the user is associated with 1 active protocol and 1 total protocol, and is the investigator for 1 active and 1 total protocol.
- xforms (0 Active):** A summary section showing that the user has 0 unsubmitted xforms and 0 xforms being processed at a later stage.
- Events (0 Open):** A summary section showing that the user has no open events.
- My Protocols (1 Active):** A table listing the active protocols. The table has columns for Protocol, Site, Investigator, Study Title, Expires, and Status. One protocol is listed with Protocol ID 123, Site IntegReview, Investigator User, Test, Study Title study title here, Expires, and Status New From PI.
- Notices:** A box on the right side of the page containing a welcome message and contact information for IntegReview IRB, including a phone number (512-526-3001) and an email address (integreview@integreview.com).
- Left-side tool bar:** Contains several sections: 'Actions' (Show Protocol Codes, Start xForm), 'Recent Items' (123 IntegReview), 'Messages' (Welcome to IRBManager at IntegReview IRB), 'Useful Links' (IRBManager User Manual), and 'My Documents & Forms' (0 User Attachments, 0 xForms).

At the bottom of the page, there is a copyright notice: 'Copyright ©2000-2011 BEC All Rights Reserved. Page generated in 0.047 seconds. Powered by IRBManager'.

a. Top purple tool bar is **HOME**, you will see the following information on the **HOME** page:

Active Protocols – allows you to view all *active* protocol numbers (studies) submitted to IntegReview IRB and those in which you are associated

Active xForms – allows you to view all forms that have been started and submitted, along with the status of each form (i.e. those that have not yet been submitted, those being processed, those awaiting your attention, etc.)

Open Events – allows you to view all Events (forms/requests) that have been submitted to IntegReview IRB, but have not yet been completed/distributed by the IRB.

My Protocols (bottom of screen) – allows you to view all *active* studies submitted to IntegReview IRB. You can click on the protocol number to open the study file, which will show study information, contacts, events, attachments, etc.

Find Protocol (top- right tool bar) – allows you to search for a study per the sponsor, protocol number, PI name, etc.

b. Left-side tool bar, you will see the following sections:


Actions - allows you to select, complete and submit a new form to the IRB.

Recent Items – allows you to view the 7 most recent items you have accessed

Messages – allows you to view system-wide messages posted by IntegReview IRB



Useful Links – allows you to access information posted by IntegReview IRB, such as this User Manual

My Documents & Forms – allows you to add attachments by clicking on “User Attachments” – these will be maintained on your **HOME** page and not associated with a study. This also allows you to view forms that you have started (in progress) and forms that you have previously submitted to the IRB. When you click on “xForms” a list of these forms will appear and you have the option to either open the form to complete/submit, copy the form by clicking on the  icon or click on the **X** to delete the form.

c. Top-right tool bar, you will see the following tabs:

Take a Tour... – allows you take a tour of the **HOME** page that briefly explains each section.

Help – allows you to contact an IntegReview Administrator via email for support. You may also contact the IRB Office directly at 512-326-3001.

Settings – allows you to change specific profile information (i.e. password, phone number, address, etc.).

Sign Off – allows you to log out of the system (Note: System will log you off of the system after 2 hours of inactivity.)

4. **HOW TO SUBMIT**

a. New Study

Under Actions (left-side tool bar) select ‘Start xForm’. Prior to initial study approval, xForm is the term used to identify *general* forms that can be submitted anytime and are not already tied to a specific study (i.e. new study submission forms and requests to add new contacts to the system). [See **Figure 1**]

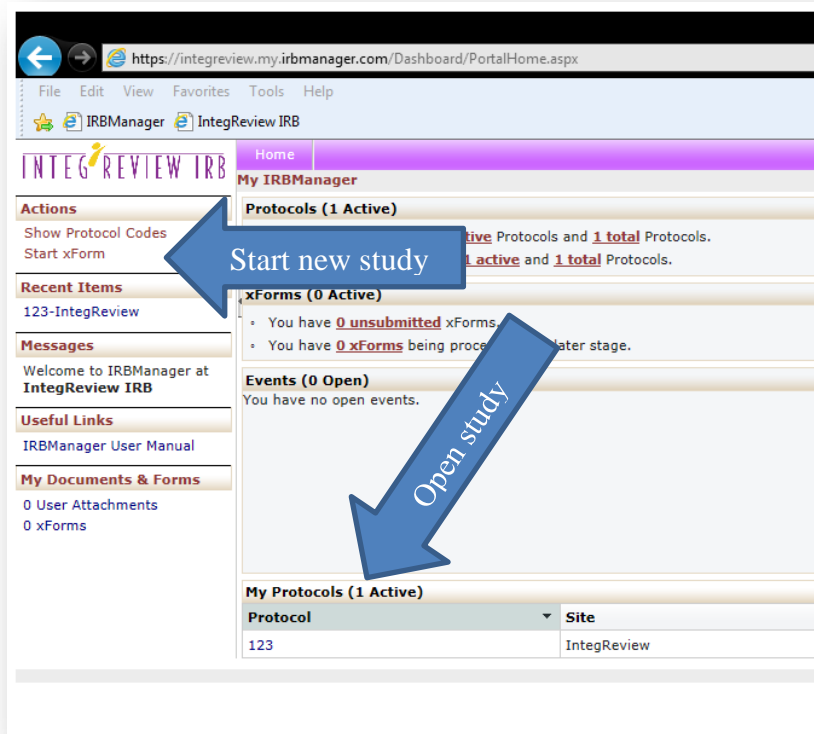
NOTE: For expedited study (i.e. review of the study via a single IRB reviewer versus full IRB board review), select either Single Investigator study submission or Multiple Investigator study submission.



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Figure 1



a.i. [Copy a New Study Form](#)

You can make a “copy” of a previously submitted New Study Submission Form (this does not apply to continuing review or other xforms), which will copy (pre-populate) questions for you eliminating the amount of like data you are required to manually enter each time. The questions that will copy will be in regards to the PI, site contacts and site demographics and will not copy study-specific data from and old form to a new form.

As seen in the screenshots below you have 2 options to select a previously submitted form to copy by accessing these forms under ‘**xForms**’ [by clicking on ‘You have 4 xForms being processed at a later stage’] OR under ‘**My Documents & Forms**’ [by clicking on ‘8 xForms’].

Figure 2 shows the view from your HOME page.



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Figure 2 – HOME Page View

INTEG REVIEW IRB

Home

Actions

Start xForm

Recent Items

TestingForm-123-Test Site
Test-Protocol-IntegReview
123-IntegReview
55688-RSN
589965-GS
Exempt123456-Test Site
CROTEST456-Test Site

Messages

Welcome to IRBManager at
IntegReview IRB

Useful Links

1. IRBManager User Manual
2. "How to" Tutorials
3. Exempt vs Expedited
Review Determination Guide

My Documents & Forms

0 User Attachments
8 xForms

My IRBManager

Protocols (10 Active)

- You are associated with **10 active** Protocols and **10 total** Protocols.
- You are the Investigator for **6 active** and **6 total** Protocols.
- You are the Coordinator for **8 active** and **8 total** Protocols.
- You are the CC Recipient for **1 active** and **1 total** Protocols.

xForms (7 Active)

- You have **3 unsubmitted** xForms.
- You have **4 xForms** being processed at a later stage.

Events (4 Open)

Only show events where I am:

- You have **1 Exempt Determination** events.
- You have **1 Initial additional Investigator/site submission** events.
- You have **1 Initial compassionate use submission** events.
- You have **1 Initial Single-Investigator submission** events.

You have **4 Total Open** events



My Protocols (10 Active)

Protocol	Site	Investigator	Study Title
123-IntegReview	IntegReview	Meyer, Melissa CCRP	test test
12345-IntegReview	IntegReview	Smith, John M.D.	Title of Study.



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Figure 3 shows a view of previously submitted forms, along with the  icon to the left of the form name. Click on the  icon to make a copy of the form.

NOTE: You can only make a copy of the *New Study Submission* Forms.

Figure 3 – Previously Submitted Forms



What's this?
This table shows xForms associated with you as a user of IRBManager across the entire system.

Action	Form	Identifier	Owner
✘	Recruiting/Miscellaneous Materials	Test-Protocol	Test-Protocol-IntegReview IntegReview, TestPI
✘	Continuing Review Report Form	123	123-IntegReview Meyer, Melissa CCRP
	New Submission Form-Compassionate Use (Expanded Access/Single Patient)	654898	Initial compassionate use submission 654898-IntegReview
✘	Continuing Review Report Form	TestingForm-123	TestingForm-123-Test Site IntegReview, TestPI
	New Submission Form - Exempt Project (<i>Draft</i>)	589965	Exempt Determination 589965-GS
	New Study Submission Form-Multiple Investigator	55688	Initial Multi-Investigator submission 55688-IntegReview
	New Study Submission Form - Single Investigator	987654321-TEST	CROTEST456-Test Site IntegReview, TestPI
	New Study Submission Form - Single Investigator	TestingForm-123	Initial Single-Investigator submission TestingForm-123-Test Site

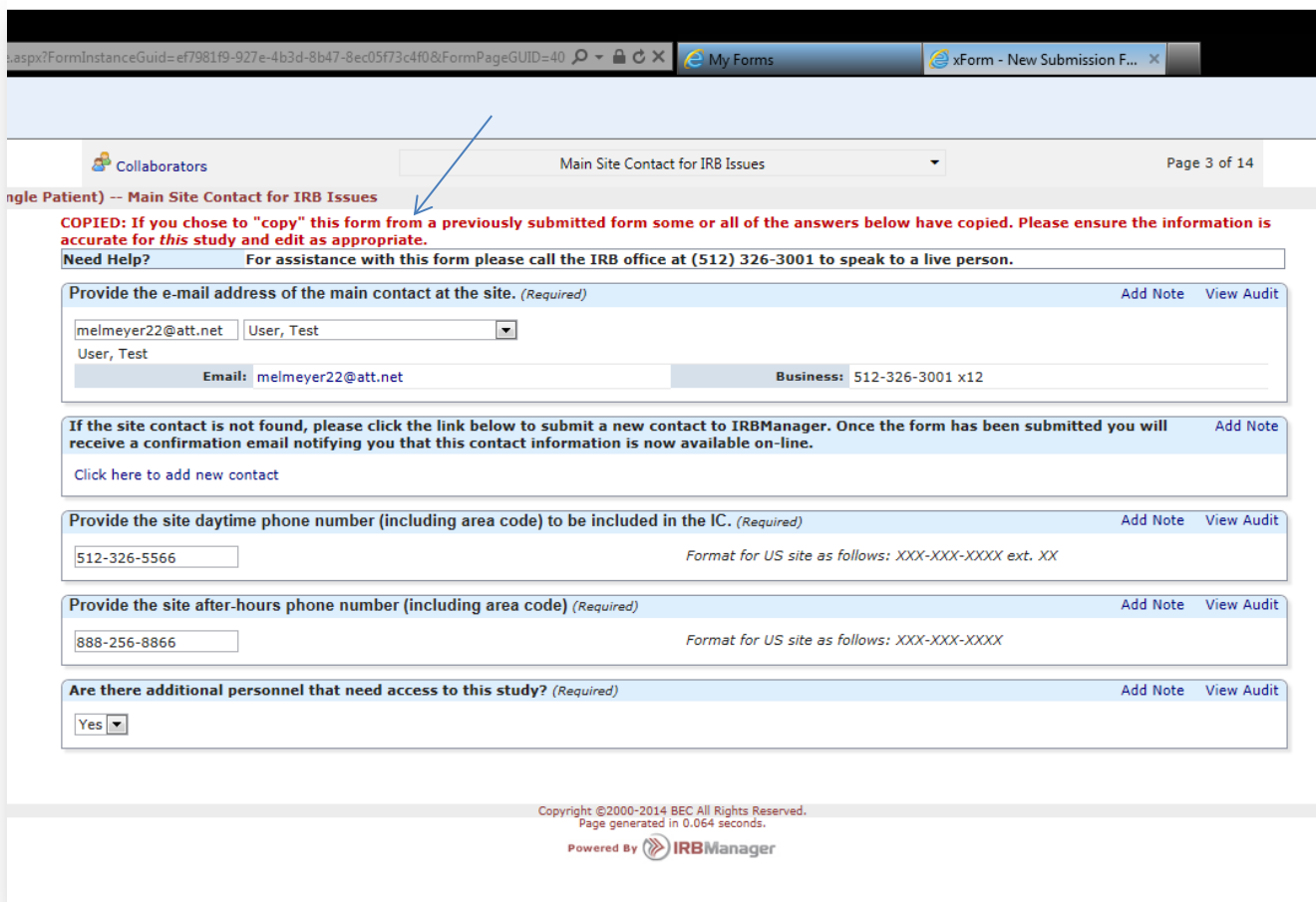


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The pages that contain copied data will include a header in red text indicating such [see in [Figure 4](#)]. You may edit copied data as appropriate for the new study.

Figure 4 - Form View



Collaborators Main Site Contact for IRB Issues Page 3 of 14

Single Patient) -- Main Site Contact for IRB Issues

COPIED: If you chose to "copy" this form from a previously submitted form some or all of the answers below have copied. Please ensure the information is accurate for this study and edit as appropriate.

Need Help? For assistance with this form please call the IRB office at (512) 326-3001 to speak to a live person.

Provide the e-mail address of the main contact at the site. (Required) Add Note View Audit

melmeyer22@att.net User, Test

User, Test

Email: melmeyer22@att.net Business: 512-326-3001 x12

If the site contact is not found, please click the link below to submit a new contact to IRBManager. Once the form has been submitted you will receive a confirmation email notifying you that this contact information is now available on-line. Add Note

Click here to add new contact

Provide the site daytime phone number (including area code) to be included in the IC. (Required) Add Note View Audit

512-326-5566 Format for US site as follows: XXX-XXX-XXXX ext. XX

Provide the site after-hours phone number (including area code) (Required) Add Note View Audit

888-256-8866 Format for US site as follows: XXX-XXX-XXXX

Are there additional personnel that need access to this study? (Required) Add Note View Audit

Yes

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Page generated in 0.064 seconds.
Powered By IRBManager

b. New Form (following initial IRB approval)

New and revised material [following initial IRB approval] may be submitted using another set of xForms. These xForms are protocol specific and can only be accessed within the view of a study. To access a list of these forms, select the **HOME** button on the top purple tool bar, select the study in which you want to submit the xForm under **My Protocols**. [See [Figures 1 and 5](#)] Under Actions (left-side tool bar) select 'Start xForm'. A list of current forms will appear, along with the description of each.

Following initial study approval, xForm is the term used to identify *protocol-specific* forms that will be tied to a specific study (e.g. revisions to protocol, revisions to/to new informed consent, safety reports forms, closure notification forms and requests to make changes to contacts in the system).



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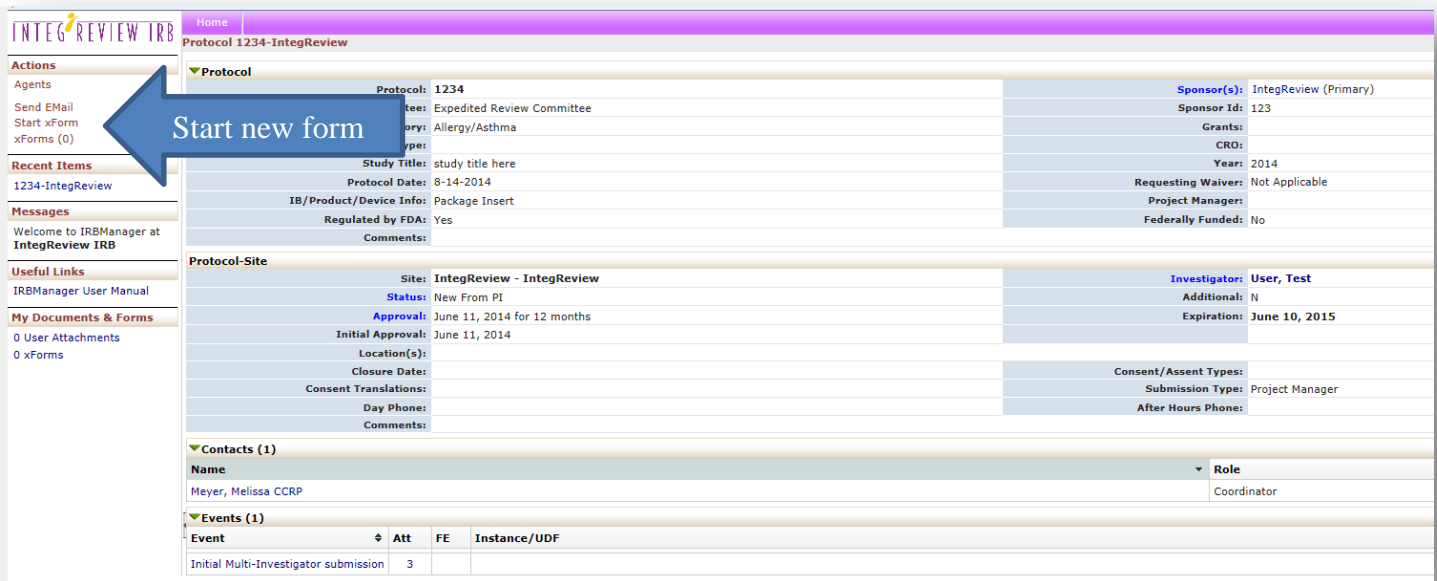
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NOTE: Sponsors/CROs managing a multi-investigator study will see an additional section between ‘Protocol’ and ‘Protocol Site’ labeled ‘Other Sites’ that includes a list of all PIs along with the PIs site name. The Sponsor/CRO (aka Project Manager) details will also be included in this list as a protocol site. Be sure to select the Project Manager name/site from this list to ensure you are accessing the appropriate Study Summary Page (SSP) prior to submitting a form.

▶ Other Sites (20)

HINT: You can collapse (hide) the “Other Sites” list by selecting the green arrow (screenshot above).

Figure 5 - Study Summary Page (SSP)



The screenshot displays the IRBManager interface for Protocol 1234-IntegReview. The left sidebar contains navigation options like Actions, Recent Items, Messages, Useful Links, and My Documents & Forms. The main content area is divided into sections: Protocol, Protocol-Site, Contacts, and Events. A blue arrow points to the 'Start new form' button in the Actions menu.


Protocol		Sponsor(s): IntegReview (Primary)	
Protocol:	1234	Sponsor Id:	123
Site:	Expedited Review Committee	Grants:	
Category:	Allergy/Asthma	CRO:	
Type:		Year:	2014
Study Title:	study title here	Requesting Waiver:	Not Applicable
Protocol Date:	8-14-2014	Project Manager:	
IB/Product/Device Info:	Package Insert	Federally Funded:	No
Regulated by FDA:	Yes		
Comments:			

Protocol-Site		Investigator: User, Test	
Site:	IntegReview - IntegReview	Additional:	N
Status:	New From PI	Expiration:	June 10, 2015
Approval:	June 11, 2014 for 12 months		
Initial Approval:	June 11, 2014	Consent/Assent Types:	
Location(s):		Submission Type:	Project Manager
Closure Date:		After Hours Phone:	
Consent Translations:			
Day Phones:			
Comments:			

Contacts (1)		Role
Name		
Meyer, Melissa CCRP		Coordinator

Events (1)		Att	FE	Instance/UDF
Event				
Initial Multi-Investigator submission		3		

b.i. [Need a colleague to assist with the completion/submission of a new form?](#)

Under Actions (left-side tool bar) select ‘Start xForm’ and open the desired xForm. On the top of the page you will see the option to add  Collaborators . When this feature is selected, you will enter the email(s) of the person in which you wish to collaborate (they must already be a User in the system- refer to Section 1 for instructions), select the type of permission you want them to have to the form (i.e. Edit, Edit and manage, or Edit, manage and submit). You may add notes to the collaborator, then select “Add” to send the email. The person you requested will receive an invitation via email, along with a direct link to the form.



c. Generic Materials

Generic materials are not associated with a specific study and; therefore, there is not an xForm available for such requests (e.g. updated CVs, licenses, generic advertising materials, generic ICs, etc.). **THESE TYPES OF MATERIALS WILL NOT BE PROCESSED IN IRBMANGER.** We request that you submit generic material to the IRB via email at integreview@integreview.com – no IRB request form will be necessary. Upon IRB review/approval, the IRB correspondence and (stamped) material, when applicable, will be distributed to you via email.

d. Attaching Files to forms

There are two ways to attach files to forms... (1) within the upload browser, browse and select a file located on your computer and attach or (2) drag/drop single or multiple attachments by selecting the document(s) from your computer or from email and drag the document(s) over to the attachments file and drop them. Your documents will automatically attach to the file.

5. HOW TO FIND YOUR STUDY DOCUMENTS

a. Access to Study [Study Summary Page (SSP)]

There are two ways to access your study. Active studies are available on your **HOME** page listed under 'My Protocols' and you can locate specific protocols by using the 'Find Protocol' search feature located on the purple **HOME** tool bar. To access the study file, select the protocol number under 'My Protocols'.

b. Access to Study File (View and retrieve your approval documents)

On the Study Summary Page (SSP) view [See **Figure 5**], you can view all protocol, PI and site details and the events (forms) that have been submitted under 'Events'. Click the event link to view the steps that have been/will be taken by the IRB. The IRB completion dates of each Step are found under 'Actual' date.

c. Events

Events are defined as forms/requests you are submitting to the IRB. [See **Figure 6**] Once you have submitted an xForm to the IRB and the IRB has completed the first Step (after the "receipt" step) on the xForm (i.e. Quality Assurance) the Event will appear in your Study Summary Page (SSP).

NOTE: The Event will not load into the system (appear in the SSP) until the IRB has completed the Quality Assurance Step. See examples of Steps in [5.e.].

d. Attachments

To view attachments to an Event, you must be in the Study Summary Page (SSP) and have the Event open. [See **Figures 6 and 7**] On the left side tool bar, click on 'Attachments' to review the documents you have submitted and the actions taken by the IRB. You can also retrieve your attachments by clicking on the column labeled 'ATT' and selecting the number listed below it. This will take you directly to the

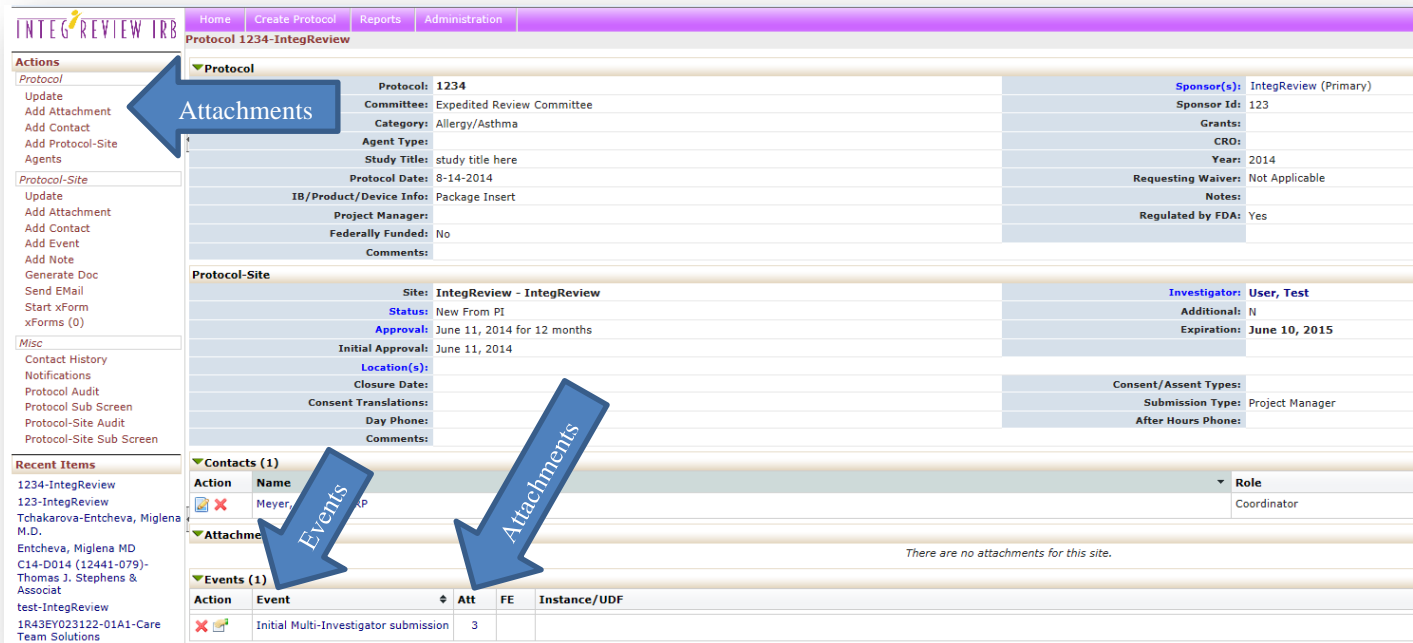


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Attachment page view. IntegReview approval documents will be posted under a sub-heading labeled 'IntegReview Approval Documents'. The system accepts all file types with no size limits.

Figure 6 – Events and Attachments



The screenshot displays the IntegReview IRB system interface for Protocol 1234-IntegReview. The interface is divided into several sections:

- Protocol Details:** Shows information such as Protocol ID (1234), Committee (Expedited Review Committee), Category (Allergy/Asthma), Study Title (study title here), and Protocol Date (8-14-2014). It also includes fields for Sponsor(s), Grants, Year, Requesting Waivers, Notes, and Regulated by FDA.
- Protocol-Site Details:** Shows Site (IntegReview - IntegReview), Status (New From PI), Approval (June 11, 2014 for 12 months), Initial Approval (June 11, 2014), Location(s), Closure Date, Consent Translations, Day Phone, and Comments. It also includes fields for Investigator (User, Test), Additional (N), Expiration (June 10, 2015), Consent/Assent Types, Submission Type (Project Manager), and After Hours Phone.
- Attachments:** A section below the protocol details that currently shows "There are no attachments for this site." A blue arrow points to this section from the left sidebar.
- Events:** A table at the bottom showing one event: "Initial Multi-Investigator submission" with 3 attachments. A blue arrow points to this table from the left sidebar.
- Left Sidebar:** Contains navigation menus for Actions (Protocol, Protocol-Site, Misc), Recent Items, and a list of recent items.

e. Steps

Steps are defined as actions to be taken by IntegReview IRB on an Event. You may view the steps (action/status) being taken on a form anytime by opening the form under 'Events'. (Remember that an Event is the form/request that has been submitted.) Steps exist to provide you with a "real time" status on Events. [See [Figure 7](#)]

Some examples of Steps to be taken by IntegReview IRB are:

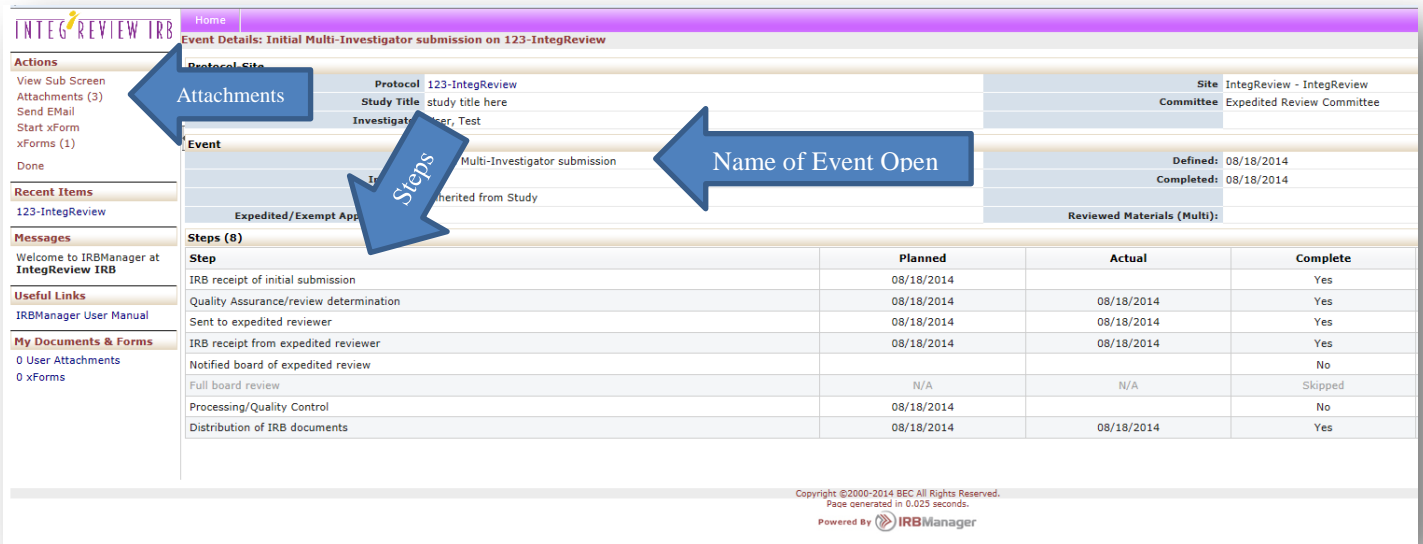
IRB receipt	Full board/expedited review
Quality assurance/review determination	Processing/quality control
Sent for review	Distribution of IRB documents




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Figure 7 - This is the view of an open Event



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Page generated in 0.025 seconds.
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f. Filtering/Searching

There are a couple of ways to search for study information/files.

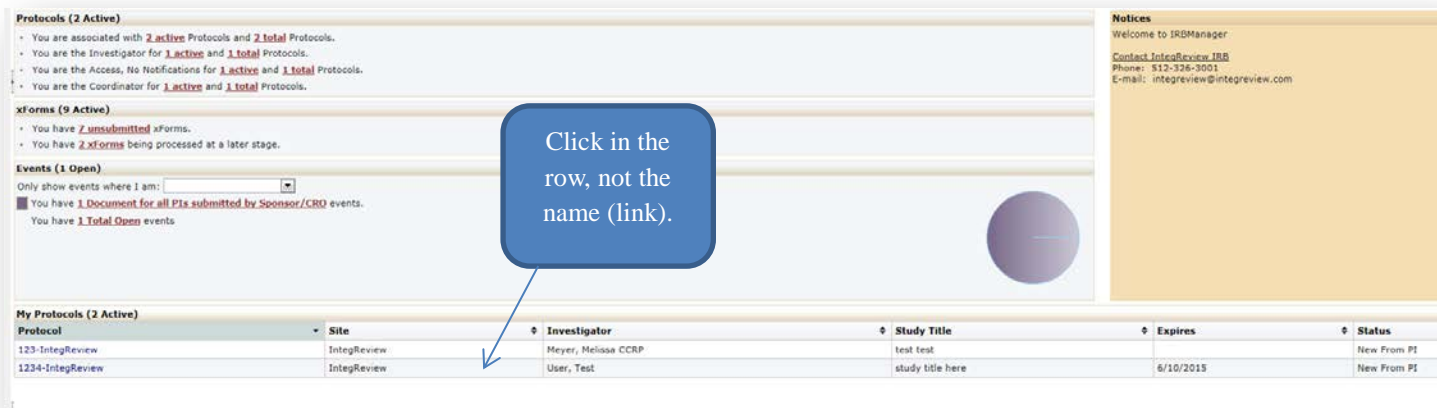
- To filter for a study record: On top-right tool bar, click in **'Find Protocol'** search feature – allows you to search for a study record per the sponsor name, protocol number, PI name, etc.
- To filter for similar study records (i.e. studies containing same site name, same PI name, or same expiration date): On the **HOME** page, under 'My Protocols' click somewhere inside of the row of the column in which you want to search (i.e. to search for the studies with the same site name click in the one of the rows that indicate the site name) [See [Figure 8](#)] The result of the search will place a yellow highlighted border around all records that contain the site name 'IntegReview'. [See [Figure 9](#)] You can filter the same way while in an Event for similar Event types.



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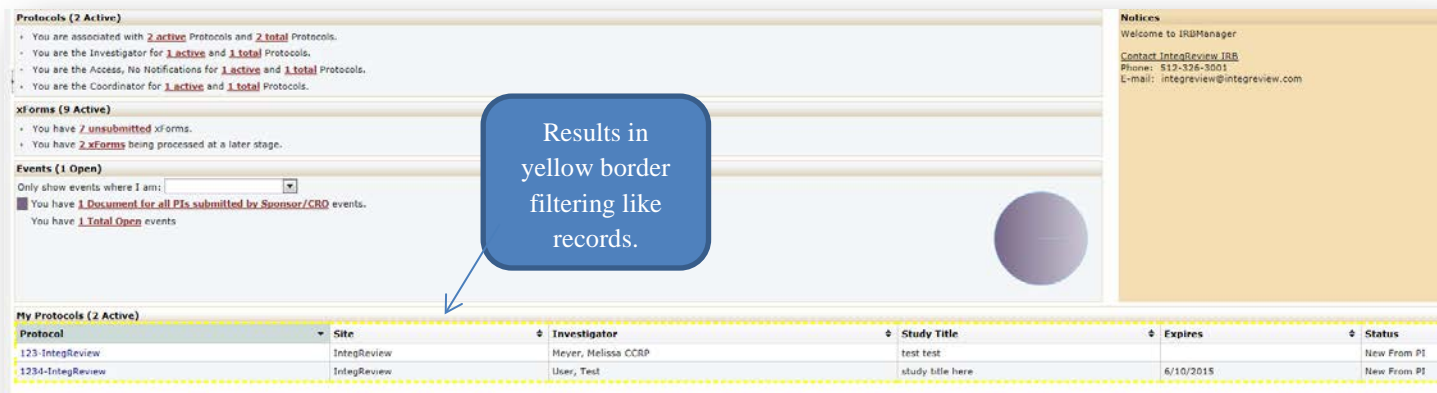
Figure 8



The screenshot shows the IRBManager dashboard. A blue callout box with the text "Click in the row, not the name (link)." has an arrow pointing to the second row of the "My Protocols (2 Active)" table.

Protocol	Site	Investigator	Study Title	Expires	Status
123-IntegReview	IntegReview	Meyer, Melissa CCRP	test test		New From PI
1234-IntegReview	IntegReview	User, Test	study title here	6/10/2015	New From PI

Figure 9



The screenshot shows the IRBManager dashboard. A blue callout box with the text "Results in yellow border filtering like records." has an arrow pointing to the second row of the "My Protocols (2 Active)" table. The table and its header are highlighted with a yellow border.

Protocol	Site	Investigator	Study Title	Expires	Status
123-IntegReview	IntegReview	Meyer, Melissa CCRP	test test		New From PI
1234-IntegReview	IntegReview	User, Test	study title here	6/10/2015	New From PI

6. FORM AND NAVIGATION TIPS

a. Form Navigation Buttons at the top of each page:

Collaborators - allows you to select a colleague to assist with the completion/submission of a form. Refer to Step [2.b.i] for more details.

Page titles/headers - allows you to “jump” between pages of the form before completing all required questions on a page. Click on the drop down to choose the page you wish to jump to. If all required questions are not completed when you submit, you will receive a message that the form is not complete.



Page numbers - shows “Page x of y” on each page of the form

Next - saves the current page and takes you to the next page in the form

b. Form Navigation Buttons at the bottom of each page:

Previous - takes you back to the previous page

Next - saves the current page and takes you to the next page in the form

Save for Later - saves the progress in the current form to finish later (if you meant to move to the next page, you can click on the browser’s back button and click the ‘Next’ button)

PDF - allows you to save the form as a PDF file. You may also save and print the PDF version. If you plan to close the form following selecting PDF ensure you Save for Later.

Print – allows you to print the form. This will be an option at the end of the form and prior to submission.

c. Required Fields

- Questions that are required are indicated as “Required”. This means that you have to provide an answer before submitting the form.
- When “Required” questions are left blank, an error message will alert you in red text as to which questions have information missing.

d. Attachments

- When an attachment is required or may be necessary, the question will provide you with the option to upload a file. This will be evident for those questions that contain an upload browser. The system accepts all file types with no size limits.
- For those questions that may require more than one attachment the system will allow for multiple files to upload one at a time. If for some reason you are not allowed to upload more than one attachment please contact the IRB Office at [512-326-3001](tel:512-326-3001) for assistance.
- To attach a file, click on ‘Add Attachment’ (the upload browser), enter the name of the file, press ‘Select’ and locate the file from your computer files then press ‘Attach’. You will then see the attachment on the form view.

e. Notes

Need to make a quick note related to a question to return to later (i.e. as a reminder) or need to submit comments/questions to IntegReview IRB? In the top right corner of each question select “Add Note”, when you require the answer to be changed later you can check the box ‘Require Changes’, which will



require that question to be changed before the form is submitted, or enter your comments/questions to the IRB and select OK. The note will be highlighted in blue. You will also have the option to delete notes when you no longer have a use for them.

f. Signatures

IntegReview only requires signatures on the New Study Submission forms and the Continuing Review forms, in which they are required to be signed by the Principal Investigator (PI). The person completing the form will be given the opportunity to choose whether to have the PI sign electronically or by paper. To sign a form electronically the PI will be sent an email instructing them to perform a final review of the form and to enter his/her password, which will represent his/her signature.

7. SYSTEM REQUIREMENTS

a. Supported Operating Systems (OS) and Browsers

- The system is compatible with the following operating systems: Current versions of Windows, Linux, OS X (Mac) and iOS (iPad/iPhone) and Android (Google)
- The system is compatible with the following internet browsers: The current (N), previous (N-1), and previous-previous (N-2) versions of Internet Explorer (IE) 8>, Firefox, Chrome and Safari on supported OS

NOTE: Beta versions of browsers are not supported. IRBManager may, and likely will, work in many unsupported browser/operating system configurations, but will not provide anything beyond cursory support if the issue cannot be reproduced in a supported OS/browser configuration.

8. HELP & SUPPORT

- ❖ For general questions or assistance with forms or system navigation contact the IRB Office at 512-326-3001 or send an email to integreview@integreview.com.
- ❖ For help specifically with (initial) New Study Submission Forms contact the IRB Office at 512-326-3001 and ask to speak to our Quality Assurance Department or send a direct email to them at submissions@integreview.com.
- ❖ For help with passwords, refer to Step [2.c].
- ❖ For other help or questions contact the system Administrator by selecting the 'Help' tab on the top right tool bar, and select 'Contact Administrator' or you may contact the IRB Office directly at 512-326-3001.
- ❖ To request a brief webinar of IRBManager from an IRB Staff Member contact the IRB Office at 512-326-3001 or send an email to businessdevelopment@integreview.com.
- ❖ Brief tutorials are available on the **HOME** page of our website at www.integreview.com.