DISCLAIMER

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What is IRBManager?

IRBManager is a web-based system designed specifically for the IRB review process, all the way from submission to approval letters.

Why IRBManager?

With IRBManager you’ll be able to:

- Submit new studies online
- Track the progress of your studies
- Manage existing studies
- All from any location that has internet access

IRBManager will also speed up the review process, eliminating delays caused by routing time for submissions, reviewer forms, and approval letters.
How do I get to IRBManager?

The IRBManager website address is:
https://irbmanager.becirb.com

Don’t forget to bookmark the site so you can easily get to the website in the future!

How do I log-in?

1. Go to https://irbmanager.becirb.com
2. Enter your username and password.*
3. Enter “ETSU” as the Client.*
4. Click “Login”.

*On your first log-in you will be prompted to change your password.
**Check the box “Remember Client” to set the client permanently for the computer you are working on.

How do I manage the Home page?

On the left side of the page, there are 4 headers:
1. Actions
2. Recent Items
3. Messages
4. My documents and forms
How do I manage the Home page?

On the top of the page, there are 3 important headings:
1. Home tab
2. My Settings
3. Sign Off

*Please note: the Help button is not functional at this time.

1. Home tab
This tab will always bring you back to your "Home" page whenever you log in.

2. My Settings
Clicking on My Settings will allow you to edit settings related to you as a user.

Clicking on My Settings will bring up this view:
What does a Protocol look like in IRBManager?

- From the home page, you can access a protocol page for each of your studies.
- Click on the blue Protocol Code (IRB number) link to access this page.
- On the protocol page there are multiple study items that can be viewed.
How do I submit to the IRB using IRBManager?

Resources

1. IRBManual for Researchers posted online
2. Contact IRB staff member for assistance
3. Email irbmanager@etsu.edu

Thank you!