Link to IRB manager <https://samc.my.irbmanager.com/>

* Before logging on to IRB manager and filling out the xForm please be sure to have all documents and information ready.
* Have protocol, all consents, pre test, post test, surveys, questionnaires, etc ready to attach. Any forms that pertain to the project/study, or documents you are going to use during the open study please attach them to the xForm for review.
* Have your CV ready and CITI trainings done and certs ready to attach to xForm.
* If you are going to have additional personnel help with the project/study, please have their information and their CITI training certs as well and ready to attach to xForm.
* See the QI vs Research sheet as well as exempt and expedited review categories to have a better idea of how the IRB may review your request.
* Once you have all information, click on above link, log in or create account.
	+ Left side under Actions “click here to begin a new Request for IRB review” or “Start xForm.
	+ Begin filling out and answering the questions on the xForm.
	+ Once it is complete and submitted it will be sent to IRB manager/Stephanie Lopez for review.