



## Student Submit New Protocol

Most IRBs that review student research studies involving human subjects require students to have a faculty advisor who takes responsibility for protection of those human subjects. Mentor IRB provides easy steps for students get faculty approval for their protocols before the protocol is submitted to the IRB.

Here are the steps for a student to submit a new protocol and get faculty advisor approval. Please note that your institution's implementation of the Mentor IRB system may not be exactly as shown here, but it will be close enough for you to understand these steps.

When you login to Mentor, click on the IRB tab in the top (black) menu bar. This will take you to the "Info Page", which contains information for investigators.

Click on the My Protocols item in the left navigation menu:

IRB #	Title	PI	Approved	A.R. Due
828	My Second NC A&T Protocol	Angelica xxxxx	07/29/16	
867	My New UCCS Protocol	Angelica xxxxx	09/22/17	08/24/18

This page lists your existing protocols and the "Create New Protocol" button allows you to start the protocol submission process. Click on this button and you will get the following form:

### Select Faculty Advisor

Select your Faculty Advisor by typing the first letters of their last name in the Lookup field below. Then select their name from the pop-up list.

\* Faculty Advisor Lookup




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To use this form, type in the first letters of your faculty advisor's last name. A list will popup below the Faculty Advisor Lookup field. You can keep typing to narrow down the list. Once you find your advisor, you must highlight their name and select it from the list. If you just type in the name yourself into this field, it won't work.

## Select Faculty Advisor

 Select your Faculty Advisor by typing the first letters of their last name in the Lookup field below. Then select their name from the list.

\* Faculty Advisor Lookup

- Larry xxxxx (1800@mentor.edu)
- Carol xxxxx (2383@mentor.edu)
- Michael xxxxx (1610@mentor.edu)
- Lisa xxxxx (1394@mentor.edu)
- Camelia xxxxx (599@mentor.edu)
- Mousumi xxxxx (129@mentor.edu)
- Roger xxxxx (522@mentor.edu)
- Curtis xxxxx (curtn@axiomeducation.com)
- Kathryn xxxxx (1530@mentor.edu)

 Select

If your faculty advisor does not appear on the list, then contact your IRB administrator. They can work with IT to make sure that the proper user records get loaded into Mentor.

Just click the "Continue" button after selecting your faculty advisor. Mentor then loads the create new protocol form.

What appears on the Create IRB Protocol form varies. Fill in the boxes or select the options as appropriate for your study. Note that the form by default has the Send Notification to Faculty Advisor box checked. This causes Mentor to send an email to the faculty advisor. This email contains a link that the faculty advisor can click on to open and review the protocol and ultimately approve once they are satisfied that your protocol is ready.

At the bottom of the Create IRB Protocol form, you may find file upload input controls to upload a protocol document and/or consent form (as appropriate). Please note that you can upload many additional documents after you have initially saved the Create IRB Protocol form, so don't worry that you have more files than can be uploaded on this initial form. You can also edit your protocol record after saving it, so not everything has to be complete at the start.

When your protocol record is saved, you can use the "Upload Docs" button at the top of the view protocol page. There is an option there to upload multiple files at once, or you can choose to upload files one at a time. In either case, you must select the "file type" for each file you upload.



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The “file type” is just a label for different kinds of files that might be uploaded to the protocol for review. For instance, “Consent Form” is a standard file type, but you may be required to upload “Recruitment Materials” or other types of documents as appropriate for you study. You can upload more than one file to each file type, so if you have several different consent forms, they should all appear under the Consent Form file type.

In addition to uploading files, your IRB may have created supplemental forms that you need to complete in Mentor IRB. Just above the list of files attached to the protocol you may find an “Application Sections” link:

**Searchable Keywords**  
➔ **Application Sections** ←

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» Full Review Questions Date Last Updated: 11/09/2017 9:48 PM EST [Delete Answers](#)

[Upload Docs](#)

[Protocol Description](#) [11/09/2017](#) [My Protocol.docx](#) (Protocol Description)

[Amendments](#) [Adverse Events](#)

[?](#)

When you click on “Application Sections”, Mentor will take you to a page that lists one or more forms to be filled out:

Application Sections [View Protocol Page](#)

CRN Test  
PI: Angelica xxxxx  
Faculty Advisor: Curtis xxxxx

[Accept All Changes](#)  Expand All Sections

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» Conflict of Interest Disclosure

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» Protocol Outline

- General instructions here.
- No question answered yet.

[Add/Edit Answers](#)

1. Purpose of Study:  
[Reader Comments](#)

**Background**

2. Describe the background information that led to the plan for this project. Include previous data/information which led to project.  
[Reader Comments](#)



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Each form has a title in a gray header bar. To view the form, just click the chevron to the left of the title. A horizontal chevron (“>>”) means that the section is collapsed, while the vertical chevron means that the section is expanded. You can then click the buttons to answer the questions. Questions with a red asterisk (\*) are required questions.

Note that when you edit an existing answer on these forms, the editor may turn on “track changes” automatically. This causes the editor to highlight additions and deletions made by you while editing an answer. This often helps the IRB reviewers see what you have changed when you are submitting required revisions back to the IRB.

If your faculty advisor accepts/approves your protocol before all required questions have been answered, the protocol will not automatically be submitted to the IRB. In this case, the “Submit Protocol for Review” will be displayed to you and you can click it to submit the protocol.

Mentor will send you an email when your faculty advisor has accepted/approved your protocol. You should remind your faculty advisor so that the protocol does not sit idly for a long period of time. The IRB will not be able to review your protocol until your faculty advisor has accepted/approved it. Also note that your faculty advisor’s approval is not approval from the IRB. You must not start any research involving human subjects until after you have received formal approval from the IRB.