

IRB eForm Application Instructions Faculty Sponsors of Graduate Student Research

Be sure to review the [Students as Researchers guidance](#) before committing to be a faculty sponsor.

If a student lists you as a Faculty Sponsor on their research, you will be notified via email when the application is complete. You may follow the link in the email to view the student protocol or follow the LOGIN steps below.

Inform Faculty Sponsor of Student Protocol - IRB ID: 2023-12-007



Audrey Ross <noreply@axiommentor.com>
To: Stevenson, Sara M.



3:24 PM

This sender noreply@axiommentor.com is from outside your organization.

College of Charleston IRB Faculty Sponsor of a Student Protocol Notification

To: Audrey Ross
From: Sara Stevenson, IRB Coordinator
Subject: Protocol #2023-12-007
Date: 12/14/2023

The following protocol was submitted to the Institutional Review Board by Audrey Ross, a student investigator, who has designated you as the faculty sponsor for this protocol:

IRB No. 2023-12-007

Title: Test Grad Student PI


You may access this protocol at: <https://www.axiommentor.com/login/authkey.cfm?i=cofc&key=W0%2BhDshsFMNGvWx2xEITW5WYSUZgrxw5tOcEekFhLc0rnwqinN7EBsnXQK5rdoqu>

LOGIN AND VIEW YOUR STUDENT(S) PROTOCOLS

Login to Sitero Mentor using your CofC ID and password:

<https://www.axiommentor.com/login/shibLogin.cfm?i=cofc>

Institution ID: CofC

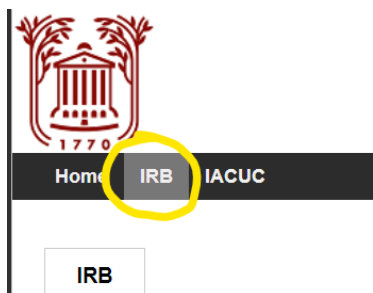
View Supported Browsers

Login Bloom's Taxonomy Calculator Visit Our Website

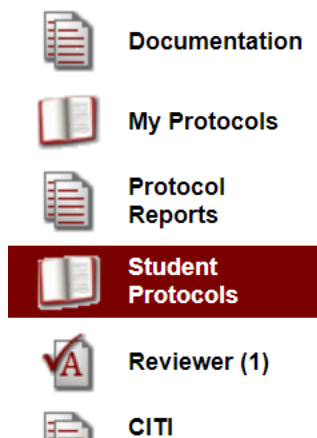
Mentor needs your Institution ID to log you in.
Most commonly, the Institution ID is the domain name, found for instance, in your email address (e.g. for crn@mentor.edu, the domain name would be "mentor").
If you don't know your Institution ID, please contact Mentor support at support@axiommentor.com.

Institution ID

Once you are logged in, press the “IRB” tab in the top left corner.



Select the “Student Protocols” option from the left navigation menu.



You can open any of your students’ existing applications by pressing on the protocol title from the “Student Protocols” screen.

A screenshot of the 'Student Protocols' screen. On the left is a sidebar with navigation options: 'Info Page', 'Documentation', 'My Protocols', 'Protocol Reports', 'Student Protocols' (highlighted in red), 'Reviewer (1)', 'CITI Certification', and 'Meetings'. The main content area shows the 'Student Protocols' title, followed by meeting information: 'Next Meeting: 01/12/2024 3:00 PM EST' and 'Deadline for Submission: 01/05/2024'. Below this are two dropdown menus: 'Protocol Status' set to '- Show all statuses -' and 'Acceptance Status' set to 'Not Yet Accepted'. A table lists protocols with columns: 'IRB #', 'Title', 'PI', 'Status', 'Approved', and 'A.R. Due'. The first row is highlighted in yellow.

IRB #	Title	PI	Status	Approved	A.R. Due
2023-12-007	Test Grad Student PI	Audrey Ross	Exempt Review Requested		
2023-02-010	Recruitment Document	Elizabeth Kowalski	New - Full Board Review		
2021-05-004	Growing Seeds, Minds, and Community...	Caroline Burner	Expedited Review Approved	05/26/21	

At the bottom of the table, it says 'Page 1 of 1' with buttons for 'First', 'Prev', 'Next', and 'Last'.

EDITING AND SUBMITTING YOUR IRB APPLICATION

Edit the Basic Information

If you need to edit the Basic information (such as the level of review or the personnel), simply press on the “Edit” button located above the protocol title to open the window to make those changes.



Descriptive Title Goes Here

Review the completed “Application Forms”

Application Forms

2023-12-006. Descriptive Title Goes Here

PI: Sara Stevenson

View Protocol Page

☐ Expand All Sections

» Protocol Narrative Required Questions Unanswered: 20

» Personnel Required Questions Unanswered: 2

View Protocol Page

Answer:

If anything needs to be changed in that question, check the box next to “Request Revisions”

Answer: Suggested Word Count Limit: 750, Current test

☐ Request Revisions

Edit Answer

For more details about the application questions, see the [Sample IRB eForm questions](#)

Once you have reviewed the Application forms, press “View Protocol Page” to return to the Protocol Home Page.

Application Forms

[View Protocol Page](#)

2023-12-006. Descriptive Title Goes Here

PI: Sara Stevenson

☒ Expand All Sections

Protocol Narrative	Date Last Updated: 12/14/2023 2:56 PM EST
Personnel	Date Last Updated: 12/14/2023 2:59 PM EST

Then press “Faculty Sponsor Action,” above the protocol title.

Edit Upload Docs **Faculty Sponsor Action** Print / Zip

Test Grad Student PI

Choose from the drop down options:

Faculty Sponsor Action

Acceptance Status Not Yet Accepted ▼

Update Status

- Not Yet Accepted
- Faculty Sponsor Revisions Required
- Accepted
- Rejected

If you select Revisions Required, it will pull up a message to send to the student PI:

You have named me as the faculty advisor for the IRB protocol #2023-12-007 - Test Grad Student PI. Before I can approve and submit this protocol to the IRB for review, you need to make the following revisions:

EXPLANATION HERE

Please let me know by email when you have made the revisions.

Thanks,

Sara Stevenson
stevensonsm1@cofc.edu

Words: 74

Send Save Draft Cancel

Provide your requested revisions and press send.

SUBMIT THE APPLICATION FOR REVIEW

To submit the student application, press “Accepted” from the drop-down menu. This will automatically submit the application to the IRB staff for review.

Faculty Sponsor Action

Acceptance Status Accepted ▼

Update Status Cancel

SUBMITTING REVISIONS

If revisions are required, they will be communicated to the student via email through the eForm system. You will be copied on all revisions required messages. We encourage you to review these revision requests with your student prior to submission of revisions.

Revisions Required - IRB ID: 2023-12-006



Research Compliance <noreply@axiommentor.com>

To: Stevenson, Sara M.

This sender noreply@axiommentor.com is from outside your organization.



3:05 PM

To: Sara Stevenson
From: Sara Stevenson, IRB Coordinator
Subject: Protocol #2023-12-006
Date: 12/14/2023

The following revisions are required by the IRB to your protocol #2023-12-006 - Descriptive Title Goes Here.

Protocol Narrative

QUESTION:

Does this project involve more than minimal risk for the participants? Minimal risk is defined as "no greater risk than that encountered in everyday life."

COMMENT:

Need to provide more information about where the survey will take place.

[Login](#) to the eForm system to submit these changes. If you have any questions, please feel free to contact me.

Once all changes have been made, check the box next to the text, "Submit Revisions for Review."

☐

Submit Revisions for Review



Application Forms

APPROVAL

The approval letter will be sent via email, and the IRB Chair and your department chair will be cc'd on the notification. Interaction with participants cannot begin until the approval is obtained.

As PI, you are responsible for any follow-up reporting. If needed, see instructions for submitting a modification.