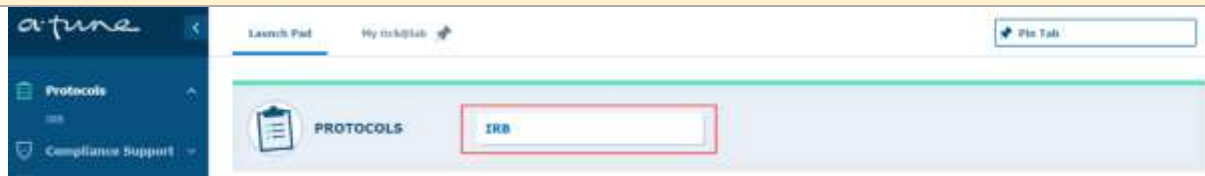
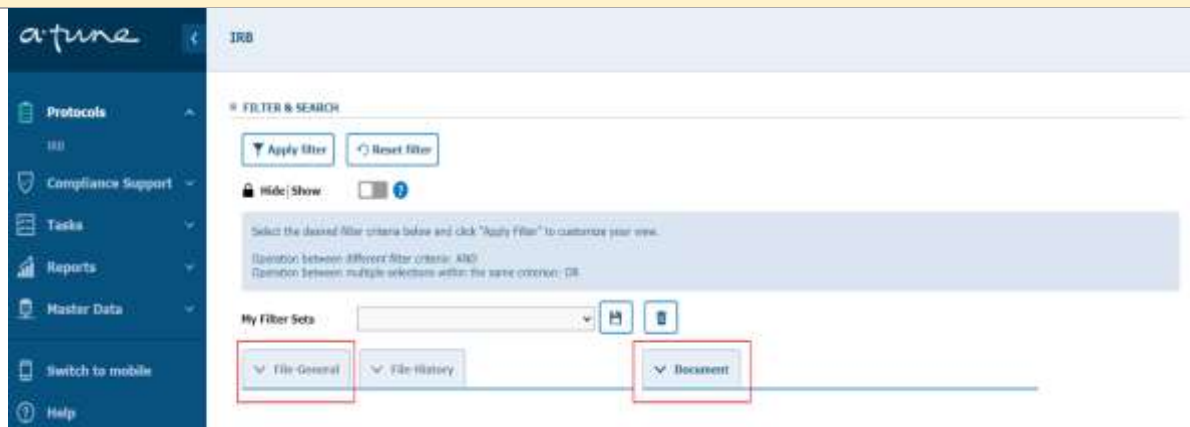


A-Tune IRB User Guide: Reviewing Application

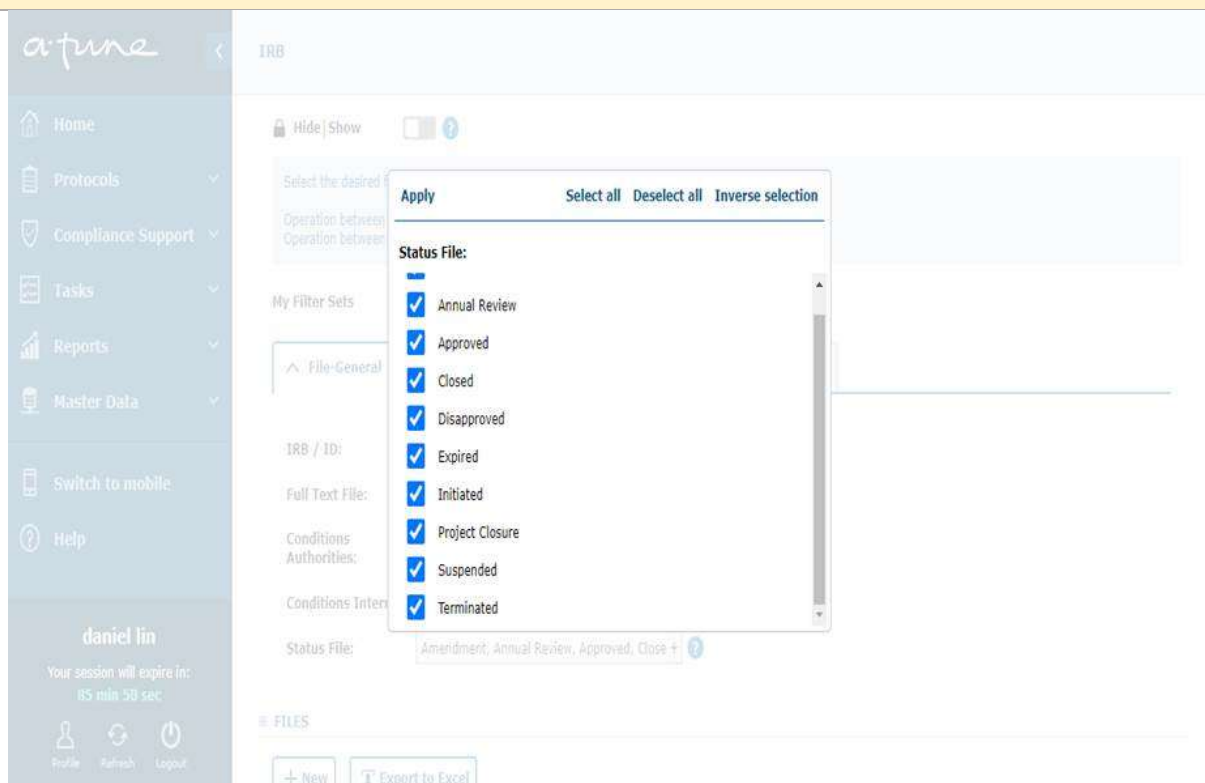
- 1) Log in to [ERMP](#) using your NTU/NIE account. Click on **IRB** to access the module
In the username field, please enter the appropriate domain name followed by your NTU username (e.g. staff/NTU username; Niestaff\nieuserid).



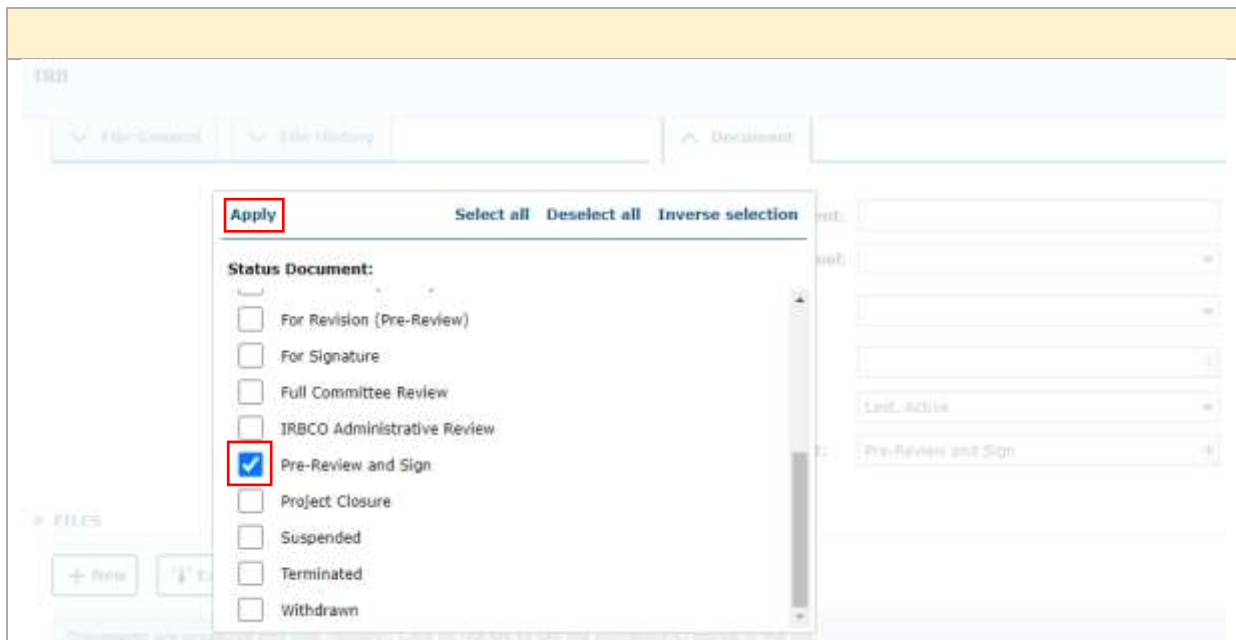
- 2) Click on 'File-General' and 'Document' to expand the selection filters.



- 3) Under "Status File", please select all and "Apply".



- 4) Under 'Status Document', click on the '+' button to open a new selection window. Check 'Pre-Review and Sign' and click 'Apply'.



5) Click on 'Apply Filter'. The list of applications will appear.

Apply filter **Reset filter**

Hide | **Show** ☐ ?

Select the desired filter criteria below and click "Apply Filter" to customize your view.

Operation between different filter criteria: AND
Operation between multiple selections within the same criterion: OR

My Filter Sets

File-General **File-History** **Document**

IRB / ID: ?

Full Text File: ?

Conditions Authorities: ?

Conditions Internal: ?

Status File: ?

Full Text Document: ?

Assigned Personnel: ?

Principal Investigator: ?

I'm assigned as: + ?

Version: ?

Status Document: +

6) To open an application to review, select a listed application and click on the latest version.

IRB

Conditions Internal: [Dropdown] I'm assigned as: [Dropdown]
 Status File: [Dropdown] Version: [Dropdown]
 Status Document: [Dropdown]

+ New Export to Excel

Documents are organized into Files (folders). Click on the file to see the document(s) stored in the file.

No. of entries: 1

ID#	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	Last approval	Principal investigator	Version
IRB-20-25	11	29-Apr-2020	Approved	29-May-2020	29-Aug-2020	Designated Member Review	20-Nov-2020	29-May-2020	Lai, Chanying	7.0

Documents/Versions in File:

Document description	Document title	Version	Last document change	Last document checked	Document status	Last document status change	Principal investigator	Exp. Date	Start date	Created	Checked out by
---	---	7.0	20-May-2020	20-Nov-2020	Designated Member...	20-Nov-2020	Lai, Chanying	29-Aug-2020	20-May-2020	20-Apr-2020	---

No. of entries: 1

7) Navigate through the application by selecting the respective section(s) for review.

IRB: IRB-20-25 "11", (v.7.0), Amendment/Designated Member Review

Back to overview Review Attachments Action Workflow

Amendment

General Information

Protocol/Form Links

Personnel

Training

Project Information

Biological Specimens

Investigational Drug or Device

Human Subjects Information

Recruitment

Data Collection & Protection

Risks and Benefits

Potential Conflicts

Insurance and Financial Disclosure

PI Awareness Statement

Workflow History

REVIEW CATEGORY

Please select an appropriate review category below based on the risk level of your proposed study. Note that selecting an inappropriate category could lead to delays due to re-processing your submission.

Please refer to our [IRB/IRB policy](#) for more info on risk levels and review categories.

☐ Full Board Review

☐ Expedited Review

☐ Exempt Review

Please select one of the Exempt category below. For more details on the 3 categories, please refer to our website [here](#).

GENERAL INFORMATION

IRB: IRB-20-25 "11", (v.7.0), Amendment/Designated Member Review

Review Category * (*)

☐ Exempt Review

8) To add comment at a specific section, click on 'Review' at the top left of the form, which will open to the 'Comments' window.

The screenshot shows the 'aTune' IRB review system interface. The title bar reads 'IRB: IRB-20-25 "t1", (v.7.0), Amendment/Designated Member Review'. Below the title bar, there are navigation buttons: 'Back to overview', 'Review' (highlighted with a red box), 'Attachments', 'Action', and 'Workflow'. On the left is a sidebar menu with options like 'Protocols', 'Compliance Support', 'Tasks', 'Reports', 'Master Data', 'Switch to mobile', and 'Help'. The main content area shows the 'General Information' section selected, with a 'REVIEW CATEGORY' dropdown and a 'GENERAL INFORMATION' section below it.

9) Select the required section and click on 'Start New Topic'.

The screenshot shows the 'aTune' IRB review system interface. The title bar reads 'IRB Review: IRB-20-25 "t1", (v.7.0), Amendment/Designated Member Review'. Below the title bar, there are navigation buttons: 'Back to overview', 'Review' (highlighted with a red box), 'Attachments', 'Action', and 'Workflow'. On the left is a sidebar menu with options like 'Protocols', 'Compliance Support', 'Tasks', 'Reports', 'Master Data', 'Switch to mobile', and 'Help'. The main content area shows the 'General Information' section selected, with a 'REVIEW CATEGORY' dropdown and a 'GENERAL INFORMATION' section below it.

10) Under 'Start New Topic', enter your comment under the 'Topic Text' textbox. Click on 'Publish' when completed.

Close window 

IRB Review: IRB-20-25 "t1", (v.7.0), Amendment/Designated Member Review

All

Amendment

General Information

Protocol/Forms Links

Personnel

Training

Project Information

Biological Specimens

Investigational Drugs or Devices

Human Subjects Information

Recruitment

Data Collection & Protection

Risks and Benefits

Informed Consent

Insurance and Financial Declaration

PI Assurance Statement

Workflow History

Start New Topic

Topic:

Topic Text:

Test

Type: ---

+ Publish

← Back

11) Select 'All' to view all the sections which comments were added. Click on 'Close Window' when completed.

Close window 

IRB Review: IRB-20-25 "t1", (v.7.0), Amendment/Designated Member Review

All

Amendment

General Information

Protocol/Forms Links

Personnel

Training

Project Information

Biological Specimens

Investigational Drugs or Devices

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Risks and Benefits

Informed Consent

Insurance and Financial Declaration

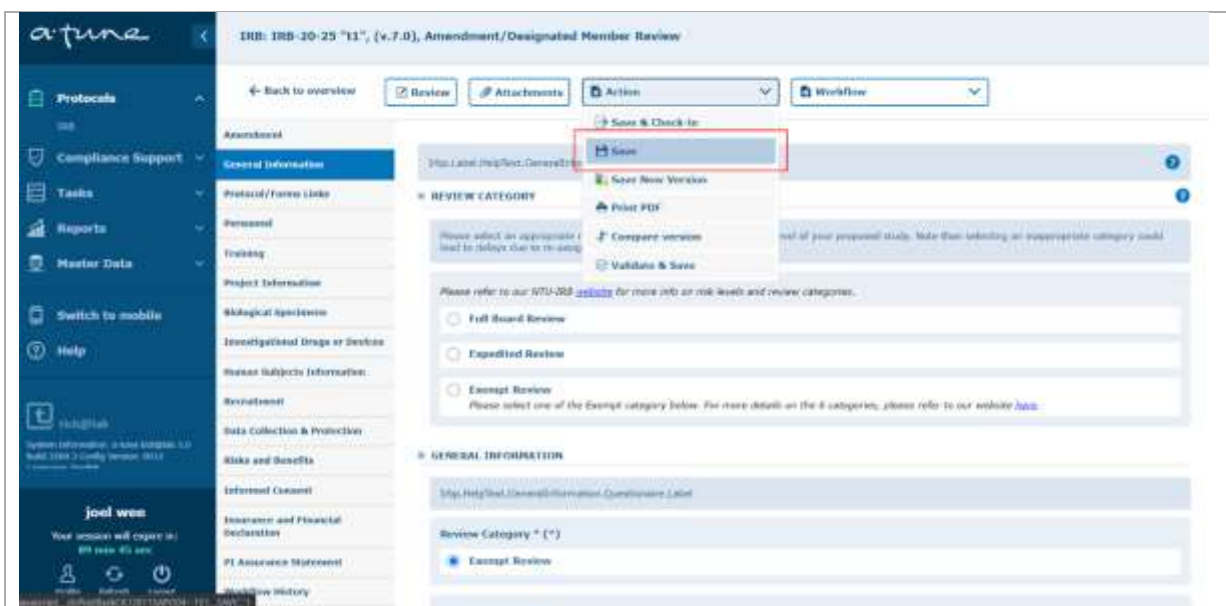
PI Assurance Statement

Workflow History

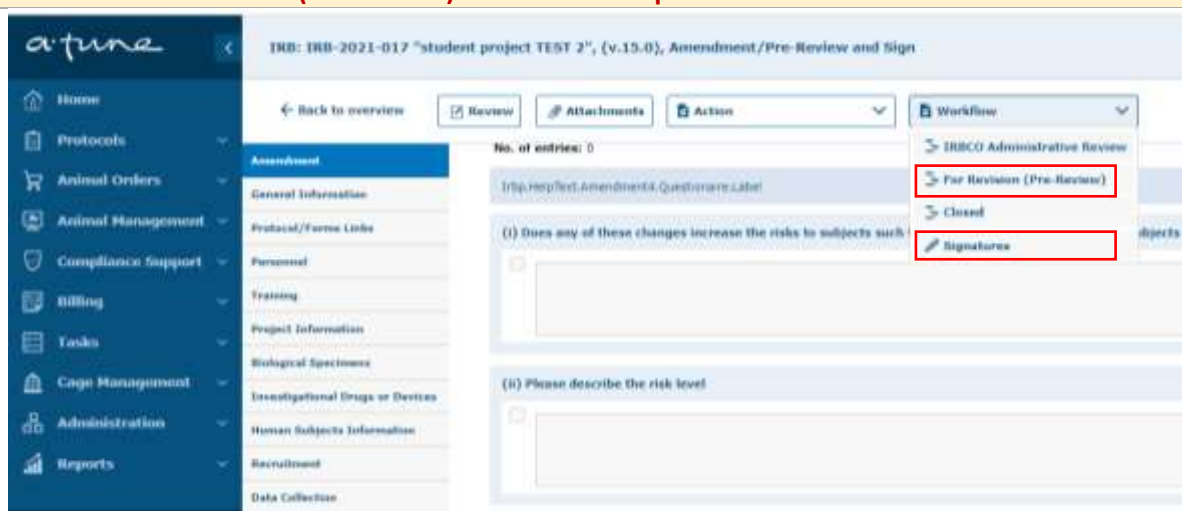
 Generate Report

Tab	Subject	Author	Responses	Started on		
Personnel	Personnel	wcc, joel	1	08-Dec-2020 4:48:...		
General Information	General Information	wcc, joel	1	08-Dec-2020 4:47:...		

12) Select 'Save' under the 'Action' tab.



- 13) Select '**Signatures**' under the 'Workflow' tab if **no revision is required**.
 Select '**For Revision (Pre-Review)**' if **revision is required**.



- 14) If 'For Revision (Pre-Review)' is selected, a pop-up comments box will appear. Enter comment(s) and select 'OK'.

15) If 'Signatures' is selected. A pop up window will appear, key in your password and click on sign. The application will be sent back to IRBCO (Secretariat) for processing.

As a Department Chair (or Dean if PE is a Department Chair) signing this protocol submission:
I attest that I reviewed the above application and find the research is scientifically and scholarly sound, and that competencies and resources are adequate.

As signing the Honors Director signing this protocol submission:
I attest that I reviewed the above application and find the research is scientifically and scholarly sound and that competencies and resources are adequate.

Sign of: IRB-2021-017(15.0)

SIGNATURES		
Name	Comment	Signed
User 1, IRB Inv 1		

Please note that the e-approval authentication uses regular user domain authentication mechanisms! Standard organizational constraints (e.g. retry counts) apply!

Password*:

Comment: