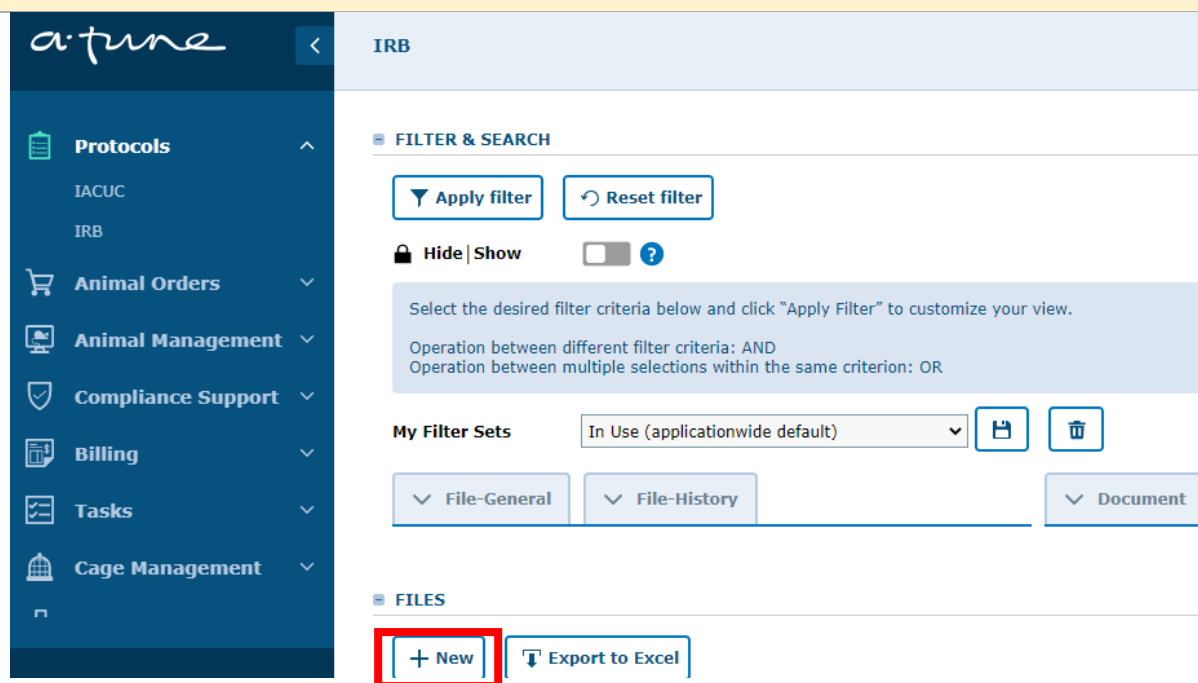


A-Tune IRB User Guide: Creating a New IRB Application

- 1) Log in to [ERMP](#) using your NTU 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)").



- 2) Click on **NEW** to start new application



Initiate File and Document Wizard

Document Template

File Properties

DOCUMENT TEMPLATE

Select Application template.

Document Template*:

Institutional Review Board Protocol (IRB) ▼

→ Next

Close window X

Initiate File and Document Wizard

Document Template

File Properties

Save and open document

Enter the Application title.

Title

Protocol Number: IRB-2020-060

Back Save and open document

- Insert your Study Title and select **SAVE AND OPEN DOCUMENT** to open a new blank form. IRB protocol number is calculated automatically. Prefix: IRB-Number: Year in 4 digits and a sequential number within the year.

3) Add relevant personnel under the **Personnel** tab on the left.

IRB: IRB-2020-060 "Buying behavior during a crisis", (v.1.0), Initiated/Draft

Back to overview Review Attachments Actions Workflow

General Information

Protocol/Version Links

Concept Application

Project Information

Personnel

Training

Human Subjects Protocol

Biological Specimens

Technological Design or Device

Human Subjects Information

Recruitment

Data Collection & Protection

Risks and Benefits

Informed Consent

Insurance and Financial Disclosure

PI Assurance Statement

Workflow History

IRB Review

Please provide the names of all personnel who will oversee or conduct work under this proposal.

PRINCIPAL INVESTIGATOR

The Principal Investigator is responsible for all work conducted under the protocol and can edit the information. If this is a student project, the student is considered the "student investigator" and should be listed as a "Student PI" below. The advisor is considered the "Principal Investigator" and has ultimate responsibility for the conduct of the research.

Edit selection

Last name	First name
User 2	Jala (PI Investigator)

CO-INVESTIGATOR

Co-PIs can edit the information on this protocol.

Edit selection

Last name	First name
-----------	------------

STUDY TEAM MEMBERS

Other individuals who contribute to the scientific development or execution of a project in a substantial, measurable way.

Edit selection

Last name	First name
-----------	------------

STUDENT PI

Students performing research as part of their coursework are listed here. Their faculty mentor is listed as the Principal Investigator on the protocol. If the Student PI needs to be able to edit the protocol, ensure they are listed as a Co-Investigator.

Edit selection

- Click on **'EDIT SELECTION'** in each required section.
 - 'Principal Investigator': A single user, responsible for the protocol.
 - 'Co-Investigators': Can edit the protocol on behalf of the PI.
 - 'Key Personnel': Can only view protocol.
 - 'Student PI': Can only view protocol.
 - 'Reviewers and Signers': Need to endorse the protocol before sending for IRB review.

IRB: IRB-2020-060 "Buying behavior during a crisis ", (v.1.0), Initiated/Draft

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Training
Tissue Banking Protocol
Biological Specimens
Investigational Drugs or Devices
Human Subjects Information
Recruitment
Data Collection & Protection

Personnel Selection

FILTER & SEARCH

Apply filter Reset filter

(Click a team to show the list of team members. Selection of the root-node "Teams" will show all persons. Use the name-filter to search by name within the selected team (or within all users).)

Name:

Teams

Apply current selection

Close window X

Personnel Selection

FILTER & SEARCH

Apply filter Reset filter

(Click a team to show the list of team members. Selection of the root-node "Teams" will show all persons. Use the name-filter to search by name within the selected team (or within all users).)

Name:

Teams

Bálan, Mason

Scofield, Roy DC.

Apply current selection

Bálan, Mason

Close window X

← Back to overview

Review Attachments Action Workflow

General Information
Protocol/Forms Links
Exempt Application
Project Information
Personnel
Training
Tissue Banking Protocol
Biological Specimens
Investigational Drugs or Devices
Human Subjects Information
Recruitment

STUDENT PI

Students performing research as part of their coursework are listed here. Their faculty mentor is listed as the Principal Investigator on the protocol. If the Student PI needs to be able to edit the protocol, ensure they are listed as a Co-Investigator.

Edit selection

Last name	First name	Type of Student

REVIEWERS AND SIGNERS

Individuals listed here are required to review and sign the protocol. The PI is responsible for assigning the appropriate signers below based on institutional rules. Required signers include: The PI, Co-PIs as appropriate, Student PI if student run project, the PI's Department Chair (if the PI is a Department Chair then the PI's Dean needs to sign).

Edit selection

- To search for a user by name, enter the name below, then click **'APPLY FILTER'**. Next, click on **'TEAMS'** below to view the results. (Do not click on the box)
- Alternatively, click on **'TEAMS'** then "Ctrl+F" to search for a user.

- Select a **username** and click on **"APPLY CURRENT SELECTION"**.

- Under the **'Reviewers and Signers'** section, please select your **ACR/ADR-role based account** who have to endorse the protocol before IRB review.

4) Go to the **Training tab** to ensure team members have the required training certifications.

IRB Training

- ☐ CITI Training
- ☐ HBR Training (Applicable only to HBR studies)
- ☐ ICFP Training (Applicable only to TB Protocols)

IRB TRAINING AND RESPONSIBILITIES FOR STUDY PERSONNEL

IRB Training is required for all personnel prior to protocol submission and approval. The matrix below shows the current status of Study Personnel Training (PI, Co-Investigator, Key Personnel and Student PI).

Click the edit selection button(s) on the Personnel tab to add names to the PI, Co-Investigator, Key Personnel and Student PI groups. Then select the relevant trainings in the Required IRB Training section above. Once trainings are selected, click the refresh button below and a list of required training appears. For each training the table shows if the PI, Co-PI, Key Personnel and Student PI have completed the training and if it has been documented in their tick@lab user profile. The PI is responsible to ensure that all listed personnel have completed the required trainings.

Refresh

Last update:

- Check **all the boxes** under **'IRB Training'** and then click **"REFRESH"** to retrieve training status from the system. List of Users are auto-populated as entered in the 'Personnel' tab. Training completions are auto-populated.

Human Subjects Research Training	YES	NO
Working with the IRB as a PI	YES	NO
For each of the Study Personnel, set their responsibilities under this protocol and describe any additional information regarding the training and qualifications of Study Personnel that may be relevant.		
PI		
Co-PI		
Key Personnel		
Student PI		

5) Fill up all the other relevant **tabs** on the left.

IRB: IRB-2020-060 "Buying behavior during a crisis ", (v.1.0), Initiated/Draft

← Back to overview **Review** **Attachments** **Action** **Workflow**

General Information

Irhp.Label.HelpText.GeneralInformation

REVIEW CATEGORY

Irhp.HelpText.ReviewCategory.Questionnaire.Label

☐ Full Board Review

☐ Expedited Review

☐ Exempt Review

6) Submit your IRB application.

The screenshot displays the NTU-IRB application form. On the left is a sidebar menu with categories: Personnel, Training, Tissue Banking Protocol, Biological Specimens, Investigational Drugs or Devices, Human Subjects Information, Recruitment, Data Collection & Protection, Risks and Benefits, Informed Consent, Insurance and Financial Declaration, and **PI Assurance Statement** (highlighted with a red box). The main content area shows the 'Declaration of Principal Investigator (*)' with several bullet points of obligations. Below this, a radio button is selected for 'I have read and agree to the above.' (highlighted with a red box). At the bottom, a navigation bar includes 'Back to overview', 'Review', 'Attachments', 'Action', and a 'Workflow' dropdown menu (highlighted with a red box). The 'Workflow' menu is open, showing 'Pre-Review and Sign' and 'Closed' options. Below the navigation bar, the 'PI DECLARATION (EXEMPT ONLY)' section is visible, containing links for 'Irbp.HelpText.PIAssuranceStatementExempt.Questionnaire.Label' and 'Irbp.PIExemptDeclarationTable.HelpText'.

- *PI must agree with the assurance statement before submitting the protocol for review.*
- *Then click on **WORKFLOW** → **PRE-REVIEW AND SIGN**. Your application will be sent for ACR/ADR Endorsement.*

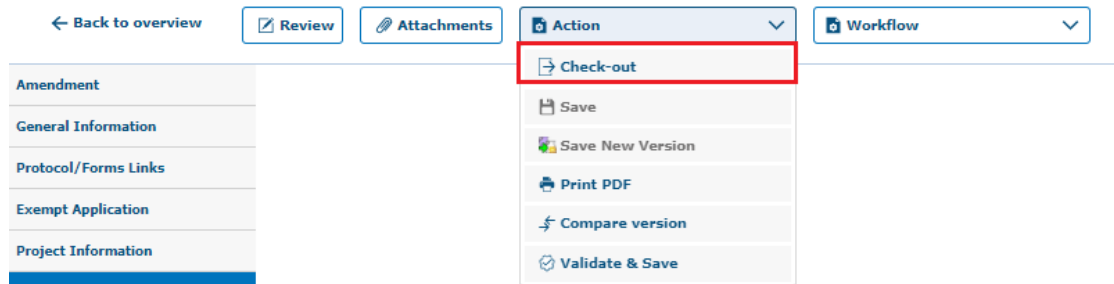
Frequently encountered issues:

1) Pop-up blocker not disabled

- Google Chrome
 - Select the Chrome menu located at the top right-hand corner
 - Select Settings > Expand Advanced located at the bottom of the page
 - Click on Content Settings
 - Turn Off the Block Pop-ups option
- Internet Explorer
 - Select the Tools menu located at the top right-hand corner
 - Click on Internet Options
 - Under Privacy tab, uncheck the box under Pop up blocker to turn it off
- Firefox
 - On the Tools menu, click on Options
 - From the Content tab, uncheck Block Popup Windows and click "OK"

2) The form is locked and not editable.

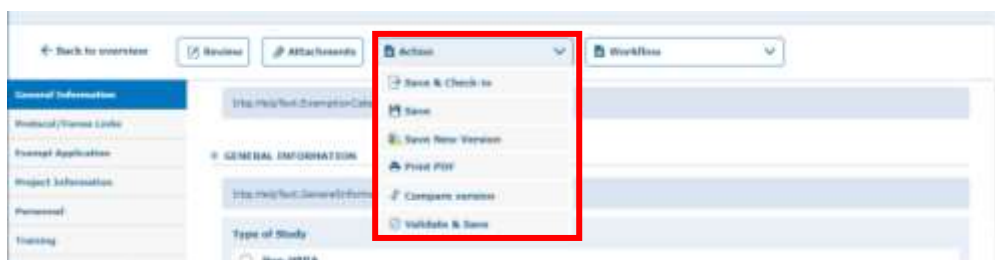
Go to the “Action” drop-down menu and “Check-out” your form to make it editable.



3) How to save the document for later?

Click on **ACTION** and select the relevant option. Tick@lab does not auto-save, therefore we recommend saving your work often.

- 'Save & Check-in': Saves the document and checks it in.
- 'Save': Saves the document. The document remains checked out.
- 'Save New Version': Saves as a subversion (e.g. 1.2). You can use this function to keep track of different versions within a workflow step.
- 'Print PDF': Select to print the currently opened document.
- 'Validate & Save': Select to detect any uncompleted mandatory questions or fields.



4) How to insert an attachment?

Select 'Attachments' to attach a document to a specific tab. The paper clip icon next to a tab indicates that attachments exist on that tab.



Click on 'Browse/Choose File' and locate your document. Provide a description on the description box. Select 'ADD' to list the document in the 'Attachments' section below. Select 'APPLY TO DOCUMENT' at the top to apply the attachments. (Make sure correct section tab is selected on the left.)

5) This application is linked to a previously approved study.

Go to 'Protocol/Form Links' tab and click), click on 'EDIT SELECTION' to link a previously approved protocol (either AUP or IRB). Provide details in the text box below.

Select either AUP or IRB under **Type of Protocol**. Select any available protocol by clicking on it. It will be added to the 'Current Selection' below. Select 'APPLY CURRENT SELECTION' to transfer to your IRB application form.

☰ CURRENT SELECTION

👌 Apply current selection

FileAssignPopUp.Label.Assignment.HelpText

No. of entries: 1

Number	Protocol Title	Type of Protocol	
IRB-20-48	Bala HBR application	Institutional Review Board Protocol (IRB)	🗑️

No. of entries: 1