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**To plan your responses to the pre-protocol survey or to the application forms, see the file Pre-Protocol Survey and Application Forms, found in IRB Mentor on the Info Page and under Documentation.

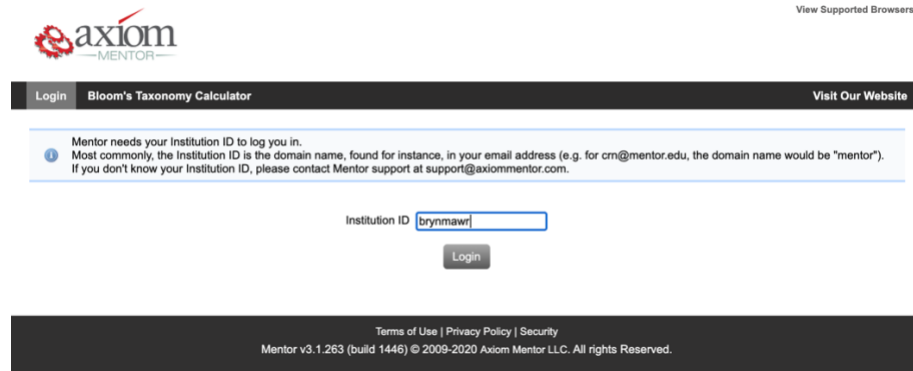
IRB Mentor instructions for students, faculty, and staff

Log in to IRB Mentor

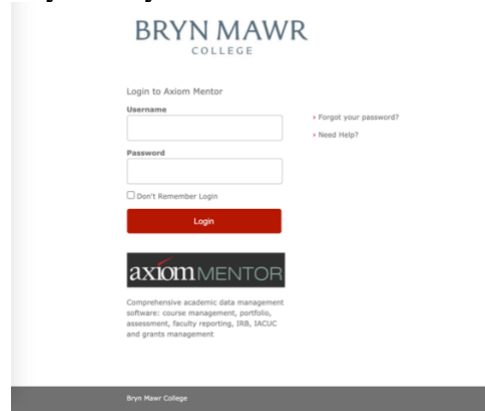
Option 1: Using a Bryn Mawr email address

Go to IRB Mentor log in page: <https://shib.axiommentor.com/pages/irb/info.cfm>

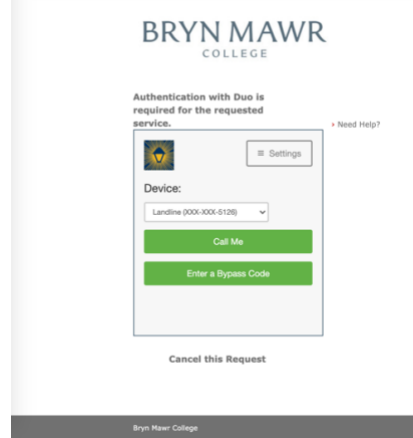
In the Institution ID box, type (all one word): brynmawr



That will take you to the Bryn Mawr College log in page. For the Username, enter the first part of your Bryn Mawr email address.



You will be asked to certify your login with dual authentication.



Option 2: Using a non-Bryn Mawr email address

If you do not have an email address ending in brynmawr.edu, you will need a Form Code to log in to IRB Mentor. Email irb@brynmawr.edu and request a Form Code.

The Form Code will be emailed to you with a link where you can create a User Account. Supply the requested information.

Request Mentor User Account

* Form Code

* First Name

* Last Name

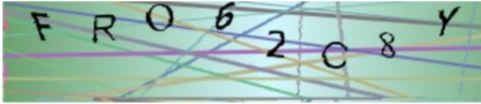
* Email Address

* Phone Number

* Institution Name

* User Type


* Please Enter Text from the image



If you already have a Mentor account please click [here](#) to login.

After you hit Submit, you will see a confirmation message.


Request Mentor User Account


 Thank you for requesting an account. You will receive an email within a few minutes. Please click the link in that email to set your Mentor password.

You will receive an email containing a link where you must set a password. The link will only be good for 24 hours. Create a password, and upload your human subjects training certification.

[Login](#) [Portfolios](#) [Public Files](#) [Bloom's Taxonomy Calculator](#) [Visit Our Website](#)

Enter your new password

 After you create your password for the Mentor system, the administrator will be notified and will review your account information. The administrator will then enable your account and send you an email with instructions for submitting your protocol.

 Your password should be at least 8 characters long

Password *

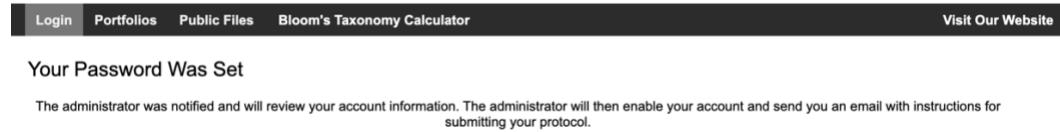
Confirm Password *

IRB Human Subjects Training Certification - Required

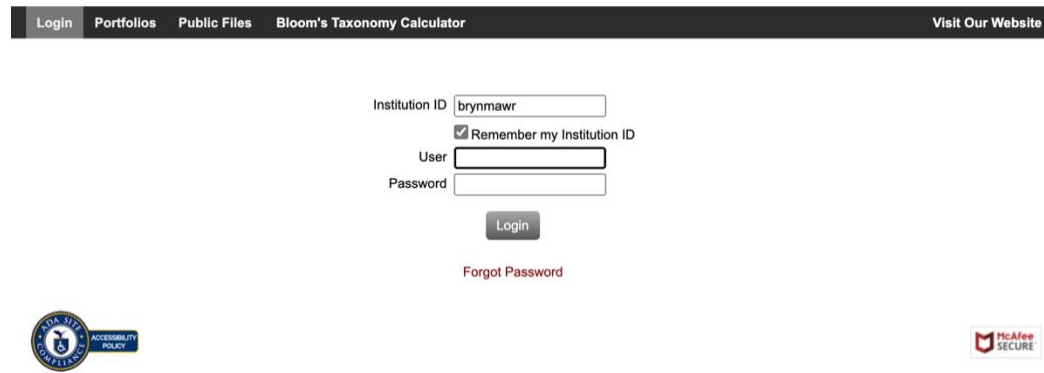
Date of Completion * [Clear Acceptable Formats](#)

No file chosen

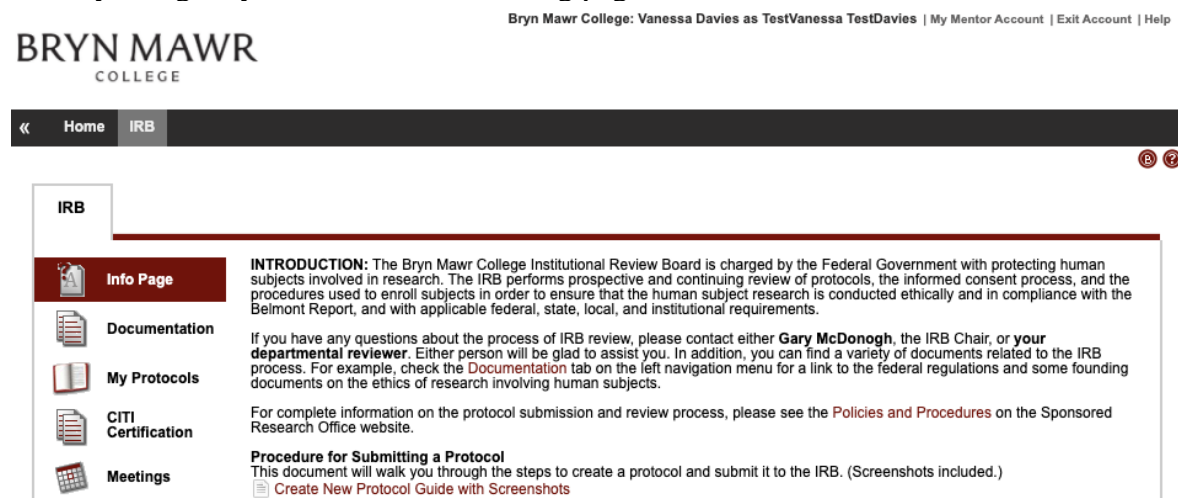
You will see a confirmation page.



When the IRB administrator has approved your profile in IRB Mentor, you will receive an email containing your username and a link where you can access the system. The link will only be good for 24 hours. Log in to IRB Mentor.



When you log in, you will reach the landing page.



To proceed, go to the section **IRB Mentor landing page** in this guide.

IRB Mentor landing page

You will start in IRB Mentor on the Info Page. The templates for the Consent Form and Waiver of Consent Form are found here.

Bryn Mawr College: Vanessa Davies as TestVanessa TestDavies | My Mentor Account | Exit Account | Help

BRYN MAWR
COLLEGE

« Home IRB

IRB

- Info Page
- Documentation
- My Protocols
- CITI Certification
- Meetings

INTRODUCTION: The Bryn Mawr College Institutional Review Board is charged by the Federal Government with protecting human subjects involved in research. The IRB performs prospective and continuing review of protocols, the informed consent process, and the procedures used to enroll subjects in order to ensure that the human subject research is conducted ethically and in compliance with the Belmont Report, and with applicable federal, state, local, and institutional requirements.

If you have any questions about the process of IRB review, please contact either **Gary McDonogh**, the IRB Chair, or **your departmental reviewer**. Either person will be glad to assist you. In addition, you can find a variety of documents related to the IRB process. For example, check the **Documentation** tab on the left navigation menu for a link to the federal regulations and some founding documents on the ethics of research involving human subjects.

For complete information on the protocol submission and review process, please see the **Policies and Procedures** on the Sponsored Research Office website.

Procedure for Submitting a Protocol
This document will walk you through the steps to create a protocol and submit it to the IRB. (Screenshots included.)
[Create New Protocol Guide with Screenshots](#)

What Constitutes Human Subjects Research and What Research Needs to Be Reviewed?
Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. The following activities, as well as some others not listed here, are **not** considered research for the purposes of IRB review: scholarly and journalistic activities (e.g., oral history, journalism, biography, literary criticism, legal research, and historical scholarship).
Human subject means a living individual about whom an investigator conducting research: (i) Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (ii) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

How to Determine What Your Category of Research Is and What Application Forms to Use
When you go to the My Protocols page and click on the "Create a New Protocol" button, Mentor will launch a diagnostic survey that will assist you in determining the proper forms for submission. At the completion of that survey, you will be prompted to either continue the protocol submission process or to cancel out and return to submit your protocol at a later date. See below for documents containing blank versions of the application forms, the survey questions, and the survey and all forms compiled as one document.

Name	Size	Dated
Application Forms Required of All Protocols	871 K	03/10/2021
Pre-Protocol Diagnostic Survey	2 M	03/10/2021
Supplemental Form: Expedited Review Protocol	156 K	03/10/2021
Supplemental Form: Full Review Protocol	377 K	03/10/2021
Survey and All Forms Compiled.pdf	3 M	03/02/2021

Informed Consent Templates
The IRB offers the following templates as guides to writing your consent forms. Please see the consent documents in the Documentation section available in the menu on left. Not all protocols require a consent form, and some protocols may only need a very truncated consent form (see below). We recommend using the templates here when full informed consent is required. You may still write your own consent form, but be sure to cover all the elements outlined in the template. The federal regulations outline the elements of informed consent in Section 116: General Requirements for Informed Consent.

Please note: The IRB does not review the consent process for exempt protocols. It is up to the investigator to decide if informed consent is appropriate or not. In most cases, the exemption criteria anticipate that informed consent would not be appropriate.

[Consent Form](#)

Waiver or Modification of Informed Consent
Under special circumstances the IRB may permit a modification of the requirements for informed consent or a complete waiver of informed consent. The criteria for modification or waiver should be reviewed by the investigator.

The IRB may also waive the requirement for **documentation of informed consent**, that is, getting a signed consent form from participant. The criteria for this waiver are spelled out in section 117(c) of the federal regulations: Documentation of Informed Consent.

[Waiver of Consent Form](#)

Certificates of Confidentiality
When research involves particularly sensitive information (e.g., drug use, genetic information, etc.) that is linked to subject identifiers, the IRB may require that the investigator secure a "Certificate of Confidentiality" from the NIH. To obtain that certificate, click on this link:
[Certificates of Confidentiality - Information from NIH](#)

Amendments/Modifications
Any changes to existing protocols should first be reviewed by the IRB as they may impact the risk/benefit ratio of the protocol. To submit an amendment, go to the view protocol page, and click on the "Amendments" tab at the bottom. You will find a button there to upload your amendment. Include in your amendment a summary of the changes. If your changes require modification of your consent form, include your consent form along with the summary, and use track changes to highlight the changes you are making.

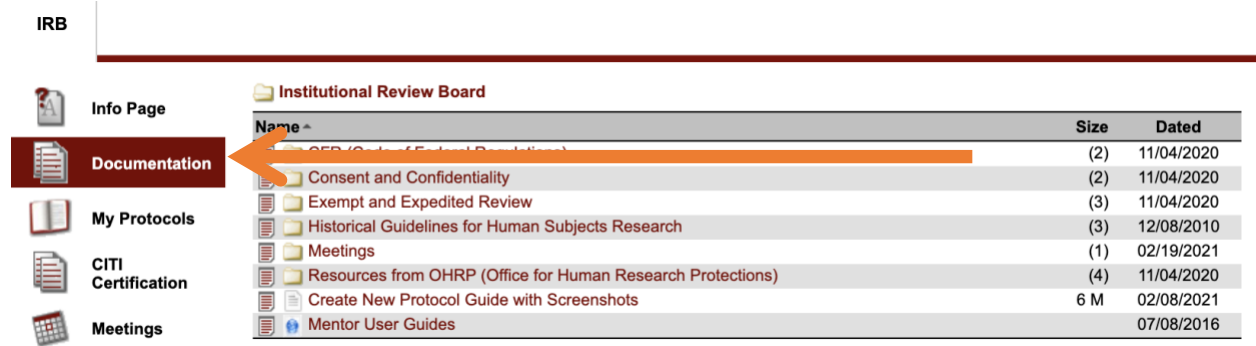
Annual Reports/Continuing Review
Exempt protocols are not required to file continuing reviews on an annual basis, but all protocols approved by expedited or full board review procedures are required to submit a continuing review report or termination. Mentor will automatically notify you of an impending report due date. Just go to the View Protocol page, and scroll down to the set of tabs at the bottom. The Annual Report tab is the first tab visible. Click on the Context menu, select Edit, and complete the resulting form.

Adverse Events
In the event that a human subject is harmed as a result of participation in your project, you must immediately inform the IRB. Go to the View Protocol page, and click on the Adverse Events tab. Click the button to upload a description of the event. Your summary should include your judgment of whether the harm to the subject was a result of their participation in the project or incidental to it. You should also indicate if you think that the event warrants any changes to your protocol or consent form. If so, you should then submit a protocol amendment. It is best to talk with the IRB Chair before submitting your amendment.

Consent Form

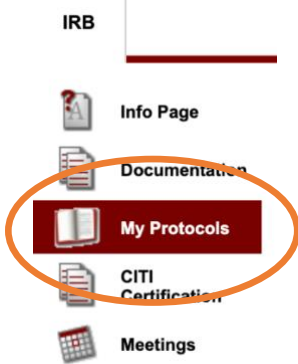
Waiver of Consent Form

Additional information can be found under Documentation at the left.

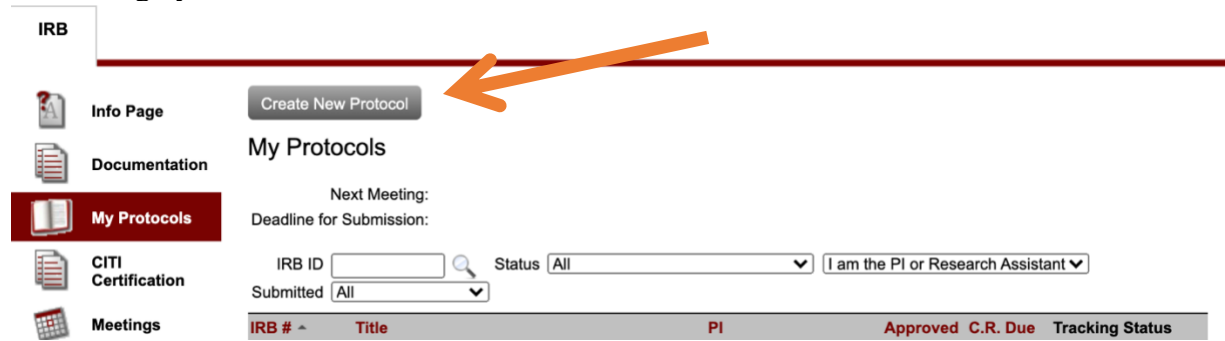


Create new protocol

Click on “My Protocols” (third down the list on the left of the screen).



Click the grey button “Create New Protocol.”



If you do not know the protocol’s level of review (Exempt, Expedited, Full), click “Use Pre-Protocol Diagnostic Survey – 2019,” and go to the section **Option 1: Pre-Protocol Diagnostic Survey** in this guide. If you know the protocol’s level of review, click “Go Directly to New Protocol Page,” and go to **Option 2: New protocol page**.



Option 1: Pre-Protocol Diagnostic Survey

The survey is a series of Yes/No questions that will help you determine your protocol’s level of review (Exempt, Expedited, Full).

Pre-Protocol Diagnostic Survey - 2019

1. Research	Type: Multiple Choice
The following questions will help you determine your protocol's level of review (Exempt, Expedited, Full). When you have finished this survey, you will be routed to the Application Forms that you will need to fill out and submit to the IRB.	
Is the study activity a systematic investigation designed to develop or contribute to generalizable knowledge? [45 CFR 46.102(l)]	
Options: <input type="radio"/> 1. Yes	
<input type="radio"/> 2. No	

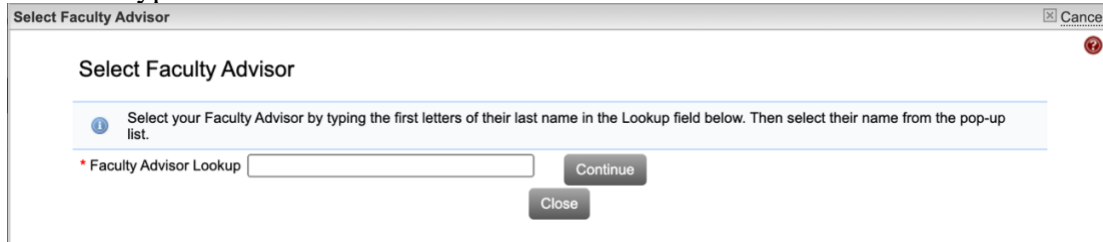


To plan your answers, consult the complete survey in the file Pre-Protocol Survey and Application Forms, found in IRB Mentor on the Info Page and under Documentation. You will not need to answer all the questions. If your research is Exempt or Expedited, you will probably answer fewer than 10 of them.

After completing the survey, student PIs are routed to the section **Select faculty advisor** in this guide. Other PIs are routed to the **Create IRB Protocol page** section.

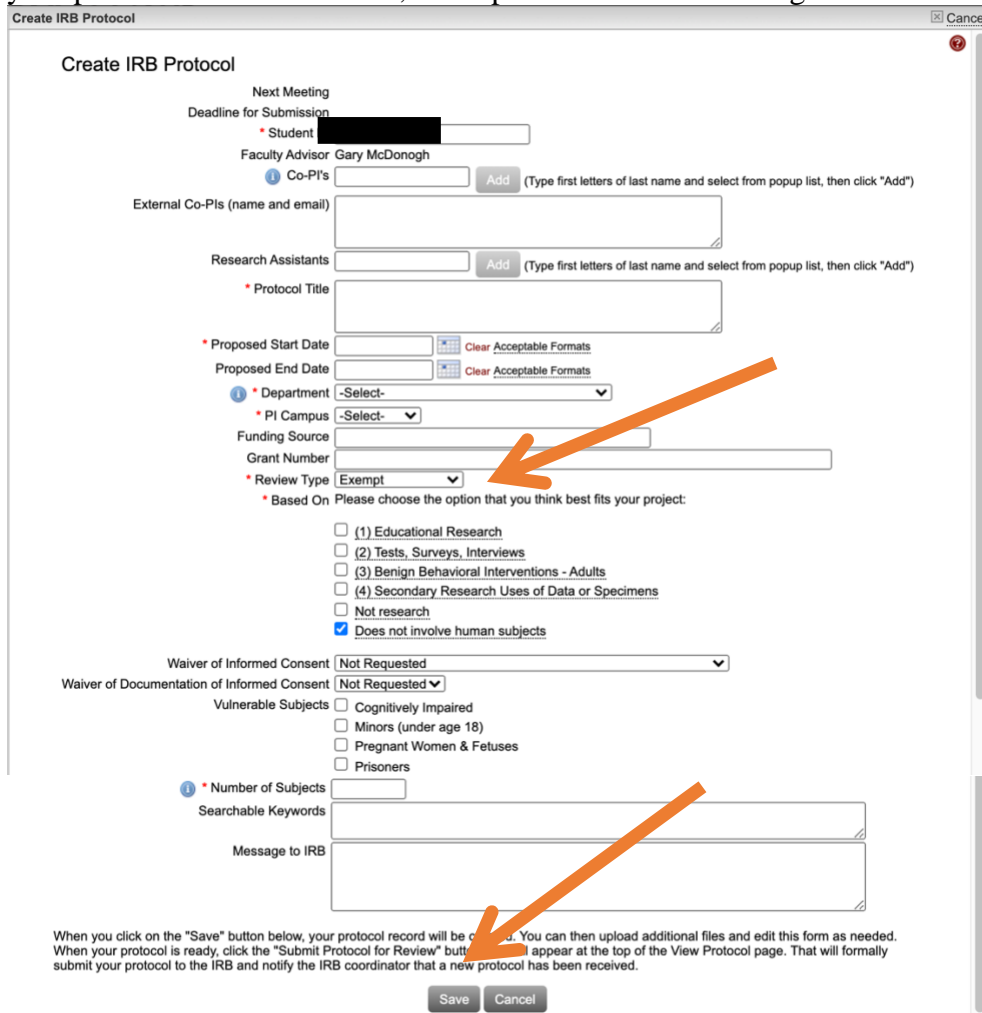
Select faculty advisor

Student PIs who complete the Pre-Protocol Diagnostic Survey are prompted to select the faculty advisor. Type the first few letters of their last name and hit Continue.



Create IRB Protocol page

Some information, such as your name, populate automatically. If Review Type is assigned and you think it is incorrect, you may change it. Enter the required data. Undergraduates should enter the end of the academic year for the Proposed End Date: 05/30/20XX. When you click Save, your protocol record is created, and a protocol number is assigned.



Next, fill out the application forms that the IRB will review. To plan your answers, see the file Pre-Protocol Survey and Application Forms, found in IRB Mentor on the Info Page and under Documentation. When ready to submit, go to **Fill out Application Forms in IRB Mentor**.

Option 2: New protocol page

Enter the required data. For External Co-PIs, enter their email addresses. Research Assistants are people who are neither PIs nor students. They will have read-only access to the protocol. If you have Research Assistants external to BMC, their information can be entered later.

The screenshot shows the 'Create IRB Protocol' form. The 'Review Type' dropdown is set to 'Not Requested'. An orange arrow points to the 'External Co-PIs (name and email)' field. The form includes fields for PI name (Vanessa Davies), Co-PIs, Research Assistants, Protocol Title, Proposed Start and End Dates, Department, PI Campus, Funding Source, Grant Number, Waiver of Informed Consent, Waiver of Documentation of Informed Consent, Vulnerable Subjects (Cognitively Impaired, Minors, Pregnant Women & Fetuses, Prisoners), Number of Subjects, Searchable Keywords, and Message to IRB. There are 'Save' and 'Cancel' buttons at the bottom.

When you select your "Review Type," subsequent options will appear. The questions that appear will confirm whether or not your selected Review Type is correct.

The screenshot shows the 'Create IRB Protocol' form with 'Review Type' set to 'Exempt'. An orange arrow points to the 'Exempt' option in the 'Review Type' dropdown. A box labeled 'Exempt options' has an arrow pointing to the list of options below. The options are: (1) Educational Research, (2) Tests, Surveys, Interviews, (3) Benign Behavioral Interventions - Adults, (4) Secondary Research Uses of Data or Specimens, Not research, and Does not involve human subjects. The form also includes fields for Waiver of Informed Consent, Waiver of Documentation of Informed Consent, Vulnerable Subjects, Number of Subjects, Searchable Keywords, and Message to IRB. There are 'Save' and 'Cancel' buttons at the bottom.

IRB Mentor instructions for students, faculty, and staff

Create IRB Protocol

Next Meeting
Deadline for Submission

* PI Vanessa Davies

1 Co-PIs Add (Type first letters of last name and select from popup list, then click "Add")

External Co-PIs (name and email)

Research Assistants Add (Type first letters of last name and select from popup list, then click "Add")

* Protocol Title

* Proposed Start Date Clear Acceptable Formats

Proposed End Date Clear Acceptable Formats

1 * Department -Select-

* PI Campus -Select-

Funding Source

Grant Number

* Review Type Expedited Review

* Based On Please choose the option that you think best fits your project:

- (1) Clinical studies of drugs and medical devices only when condition (a) or (b) is met.
- (2) Collection of blood samples by finger stick, heel stick, ear stick, or venipuncture as follows
- (3) Prospective collection of biological specimens for research purposes by noninvasive means.
- (4) Collection of data through noninvasive procedures
- (5) Research involving materials (data, documents, records, or specimens) that have been collected, or will be collected solely for nonresearch purposes
- (6) Collection of data from voice, video, digital, or image recordings made for research purposes.
- (7) Research on individual or group characteristics or behavior

Waiver of Informed Consent Not Requested

Waiver of Documentation of Informed Consent Not Requested

Vulnerable Subjects Cognitively Impaired

When you click Save, your protocol record is created, and a protocol number is assigned.

Create IRB Protocol

Next Meeting
Deadline for Submission

* PI Vanessa Davies

1 Co-PIs Add (Type first letters of last name and select from popup list, then click "Add")

External Co-PIs (name and email)

Research Assistants Add (Type first letters of last name and select from popup list, then click "Add")

* Protocol Title

* Proposed Start Date Clear Acceptable Formats

Proposed End Date Clear Acceptable Formats

1 * Department -Select-

* PI Campus -Select-

Funding Source

Grant Number

* Review Type -Select-

Waiver of Informed Consent Not Requested

Waiver of Documentation of Informed Consent Not Requested

Vulnerable Subjects Cognitively Impaired
 Minors (under age 18)
 Pregnant Women & Fetuses
 Prisoners

1 * Number of Subjects

Searchable Keywords

Message to IRB

When you click on the "Save" button below, your protocol record will be created. You can then upload additional files and edit this form as needed. When your protocol is ready, click the "Submit Protocol for Review" button that will appear at the top of the View Protocol page. That will formally submit your protocol to the IRB and notify the IRB coordinator that a new protocol has been received.

Save Cancel

Next, fill out the application forms that the IRB will review. To review the forms, see the file Pre-Protocol Survey and Application Forms, found in IRB Mentor on the Info Page and under Documentation. When ready to submit the forms, go to **Fill out Application Forms in IRB Mentor**.

Fill out Application Forms in IRB Mentor

After you click Save, you may see a red error message like this one that says, “Required questions not answered.”

The screenshot shows the IRB Mentor interface for a protocol titled "Tuesday, Nov 17, Test". The left sidebar includes "Info Page", "Documentation", and "My Protocols". The main content area has a "Request Signatures" button and a red message: "1 Signatures Missing" and "Required questions not answered". An orange arrow points to the red message. Below the message is a "Submit Protocol for Review" button. A status message says "Required signatures missing. Submit button will be enabled after all required signatures are present." Below this is a "Tracking Status: No Status Recorded" and a link "Click Here for Application Forms". A table lists protocol details: Protocol ID (80-009), PI (Vanessa Davies), PI Type (Faculty/Staff), Review Type (Exempt), Approval Status (Exempt Requested), Based On (Secondary Research Uses of Data or Specimens), Submitted By (Vanessa Davies), Proposed Start Date (01/31/2021), Proposed End Date (01/30/2022), Department (Another Campus Entity), PI Campus (Bryn Mawr), Consent Waived (Not Requested), Waiver of Documentation of Informed Consent (Not Requested), and Number of Subjects (22). Below the table is a section for "(4) Secondary Research Uses of Data or Specimens Questions" with a "Date Last Updated: 01/11/2021 10:36 AM EST". A question asks "Does the study use identifiable private information or biospecimens that were or will be collected for non-research uses?" with an answer of "1. Yes".

If you hover your cursor over the underlined red message, an explanation box will appear.

This screenshot is identical to the one above, but with a tooltip box appearing over the red message. The tooltip box contains the text: "Application Forms: Application: Required Questions Unanswered: 9 Data Storage and Security: Required Questions Unanswered: 4". An orange arrow points to the tooltip box.

Click on either of the “Click Here for Application Forms.” They both take you to the same place.

The screenshot shows the IRB Mentor interface for a protocol. On the left is a navigation menu with 'My Protocols' selected. The main content area displays protocol information for '80-009' by 'Vanessa Davies'. It includes fields for PI Type (Faculty/Staff), Review Type (Exempt), Approval Status (Exempt Requested), and submission details. Two green arrows point to 'Click Here for Application Forms' links. A yellow box highlights 'Application Forms: Application: Required Questions Unanswered: 9' and 'Data Storage and Security: Required Questions Unanswered: 4'. A red message at the top states '1 Signatures Missing' and 'Required questions not answered'. A 'Submit Protocol for Review' button is present but disabled. At the bottom, a question about data collection is answered '1. Yes'.

On the next screen, red messages direct you to the sections where you need to provide information. Click on the arrows next to each section heading to see the forms. To see all of the sections at once, click Expand All Sections.

The screenshot shows the 'Application Forms' page for the same protocol. It lists sections with red messages indicating unanswered questions: 'Application Required Questions Unanswered: 9', 'Consent', and 'Data Storage and Security Required Questions Unanswered: 4'. Each section has a double arrow icon to its left. A 'Personnel' section is also visible. On the right, there is a 'View Protocol Page' link and an 'Expand All Sections' checkbox. An orange arrow points to the 'Expand All Sections' checkbox, and another orange arrow points to the 'Application' section header.

To answer the questions, click the grey “Add/Edit Answers” button.

The screenshot shows the IRB Application Forms interface. At the top, it says "IRB" and "Application Forms" with a "View Protocol Page" link. Below that, it displays the date "Tuesday, Nov 17, Test" and the PI name "PI: Vanessa Davies". There is a checkbox for "Expand All Sections". A red banner indicates "Application Required Questions Unanswered: 9". A message box states: "Please answer all questions and save your answers. This section deals primarily with your status, the project and research subject pool and the instruments you will be using. Please make all answers clear and concise. You may upload documents elsewhere. If you have any questions, please contact your departmental reviewer or irb@brynmawr.edu if there is no available departmental reviewer." Below this, it says "No question answered yet." An orange arrow points to a grey "Add/Edit Answers" button. The main content area contains two questions with radio button options:

- * What is your affiliation with Bryn Mawr College:**
Options: BMC Faculty, BMC Staff, BMC Student, Haverford Student, Swarthmore Student, Other
- * If you are an undergraduate, check any of the following that apply to this research:**
Options: Senior Thesis, Mellon Mays, Hanna Holborn Gray, Pollak, Dean's Research Fund, Career and Civic Engagement Center or Other Internship, Faculty Funding, Other, Not Applicable

At the bottom of the question area, there is another "Add/Edit Answers" button.

A pop-up window will appear for you to supply answers to the questions. When you are finished, click the “Save Answers” button at the bottom.

The left screenshot shows the "Add/Edit Answers" pop-up window with the following options selected:

- * What is your affiliation with Bryn Mawr College:**
Options: BMC Student (selected)
- * If you are an undergraduate, check any of the following that apply to this research:**
Options: Senior Thesis (selected)

The right screenshot shows the same pop-up window with the answer input field for the question "What is the purpose of the proposed study?". The input field contains the text "body". An orange arrow points to the "Save Answers" button at the bottom of the window.

You will automatically be advanced to the next set of questions in that section. When you have finished the section, you will be returned to the main Application Forms page. If you still have unanswered questions in other sections, click the dropdown arrow to access the other sections.

The screenshot shows the IRB Application Forms page. At the top, it says "Application Forms" and "Tuesday, Nov 17, Test". Below that, there's a "View Protocol Page" button. The main section is titled "Application" and contains several questions and answers. A red dashed arrow points from the "View Protocol Page" button to the "Application" section. The questions include: "What is your affiliation with Bryn Mawr College?", "If you are an undergraduate, check any of the following that apply to this research:", "What is the purpose of the proposed study?", "Briefly describe all research procedures...", and "Describe the pool of participants that will be involved in the proposed research...". The answers are provided for each question. At the bottom of the page, there are sections for "Consent", "Data Storage and Security", and "Personnel".

Page continued above

When you have finished answering all of the questions, click “View Protocol Page.”

This screenshot shows the same IRB Application Forms page as above, but with a red arrow pointing to the "View Protocol Page" button. The button is located at the top right of the page, next to the "Application" section header. The rest of the page content is the same as in the previous screenshot.

Before submitting, export protocol to share with faculty advisor or co-PI

On the Protocol page, the “Edit” button returns you to the original Create IRB Protocol page that you filled out. You may edit your information there if needed.

The “Upload Docs” button allows you to upload (or re-upload) forms.

The “Print/Zip” button allows you to print your application forms (with or without attachments) to a pdf. This option is useful for student PIs who want to email their protocol forms to their advisor for advisor review prior to submission.

The screenshot displays the IRB Mentor interface. On the left is a navigation sidebar with 'IRB', 'Info Page', 'Documentation', and 'My Protocols'. The main content area shows protocol details for 'Tuesday, Nov 17, Test'. A yellow warning box states: 'Electronic Signature(s) Required of Vanessa Davies: • New Protocol Signature Required as PI'. Below this, it says 'Please make sure to upload your consent form, if appropriate, using the "Upload Docs" button!' and '1 Signatures Missing'. A 'Submit Protocol for Review' button is disabled. A table lists protocol details: Protocol ID (80-009), PI (Vanessa Davies), PI Type (Faculty/Staff), Review Type (Exempt), Approval Status (Exempt Requested), and Based On (Secondary Research Uses of Data or Specimens). A 'Click Here for Application Forms' link is provided. Below the table, a question asks if identifiable private information or biospecimens will be collected for non-research uses, with '1. Yes' selected. Three pop-up windows are shown: 'Edit IRB Protocol' (top right), 'Upload Documents' (middle right), and 'Print/Zip Protocol' (bottom right). Orange dashed arrows point from the 'Edit' button in the main interface to the 'Edit IRB Protocol' window, from the 'Upload Docs' button to the 'Upload Documents' window, and from the 'Print/Zip' button to the 'Print/Zip Protocol' window.

Electronically sign and submit the protocol

The red message indicates this protocol is missing signatures. As PI, your signature is required.

IRB [Redacted]

Info Page Edit Upload Docs Print / Zip Messages (0) | Back

Documentation Tuesday, Nov 17, Test

Electronic Signature(s) Required of Vanessa Davies:
• New Protocol Signature Required as PI

Please make sure to upload your consent form, if appropriate, using the "Upload Docs" button!

Request Signatures
1 Signatures Missing
Submit Protocol for Review

Required signatures missing. Submit button will be enabled after all required signatures are present.

Tracking Status: No Status Recorded

[Click Here for Application Forms](#)

Protocol ID	80-009
PI	Vanessa Davies (View CITI Certification) CITI ✓ Sign Electronically
PI Type	Faculty/Staff
Review Type	Exempt
Approval Status	Exempt Requested Withdraw Protocol from Review
Based On	(4) Secondary Research Uses of Data or Specimens
Submitted By	Vanessa Davies
Proposed Start Date	01/31/2021
Proposed End Date	01/30/2022
Department	Another Campus Entity (e.g., LITS, Pensby)
PI Campus	Bryn Mawr
Consent Waived	Not Requested
Waiver of Documentation of Informed Consent	Not Requested
Number of Subjects	22

[Click Here for Application Forms](#)

(4) Secondary Research Uses of Data or Specimens Questions Date Last Updated: 01/11/2021 10:36 AM EST

This revised exemption category applies to both the retrospective AND prospective collection of data.
Does the study use identifiable private information or biospecimens that were or will be collected for non-research uses?
Answer: 1. Yes
 2. No

The identifiable private information or identifiable biospecimens are publicly available

If you need to request signatures from co-PIs, click the grey “Request Signatures” button. Otherwise, you may proceed to adding your own signature. Click the “Sign Electronically” button. **NOTE: Once you electronically sign the protocol, it will automatically be submitted to the IRB. If the protocol lists a Faculty Advisor, the Faculty Advisor will be immediately notified and asked to accept responsibility for advising on this protocol.**

IRB [Redacted]

Info Page Edit Upload Docs Print / Zip Messages (0) | Back

Documentation Tuesday, Nov 17, Test

Electronic Signature(s) Required of Vanessa Davies:
• New Protocol Signature Required as PI

Please make sure to upload your consent form, if appropriate, using the "Upload Docs" button!

Request Signatures
1 Signatures Missing
Submit Protocol for Review

Required signatures missing. Submit button will be enabled after all required signatures are present.

Tracking Status: No Status Recorded

[Click Here for Application Forms](#)

Protocol ID	80-009
PI	Vanessa Davies (View CITI Certification) CITI ✓ Sign Electronically
PI Type	Faculty/Staff
Review Type	Exempt
Approval Status	Exempt Requested Withdraw Protocol from Review
Based On	(4) Secondary Research Uses of Data or Specimens
Submitted By	Vanessa Davies
Proposed Start Date	01/31/2021
Proposed End Date	01/30/2022
Department	Another Campus Entity (e.g., LITS, Pensby)
PI Campus	Bryn Mawr
Consent Waived	Not Requested
Waiver of Documentation of Informed Consent	Not Requested
Number of Subjects	22

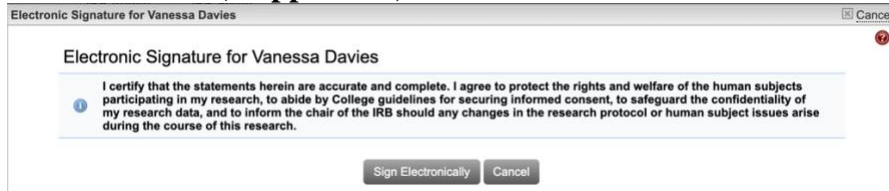
[Click Here for Application Forms](#)

(4) Secondary Research Uses of Data or Specimens Questions Date Last Updated: 01/11/2021 10:36 AM EST

This revised exemption category applies to both the retrospective AND prospective collection of data.
Does the study use identifiable private information or biospecimens that were or will be collected for non-research uses?
Answer: 1. Yes
 2. No

The identifiable private information or identifiable biospecimens are publicly available

On the pop-up window, click the “Sign Electronically” button. **NOTE: After you press this button, your protocol will automatically be submitted to the IRB, and your Faculty Advisor will be notified (if applicable).**



Your protocol is now submitted, and your Faculty Advisor (if applicable) has been notified. On the Protocol page, you will see that your protocol has been signed and date/time stamped.

IRB [Redacted]

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Tuesday, Nov 17, Test

Please make sure to upload your consent form, if appropriate, using the "Upload Docs" button!

All Electronic Signatures Recorded | Tracking Status: Submitted to IRB

[Click Here for Application Forms](#)

Protocol ID	80-009
PI	Vanessa Davies (View CITI Certification) CITI ✓ Signed 02/08/2021 1:31 PM EST Cancel Signature
PI Type	Faculty/Staff
Review Type	Exempt
Approval Status	Exempt Requested Cancel from Review
Based On	(4) Secondary Research Uses of Data or Specimens
Submitted By	Vanessa Davies
Date Received	02/08/2021
Proposed Start Date	01/31/2021
Proposed End Date	01/30/2022
Department	Another Campus Entity (e.g., LITS, Mansby)
PI Campus	Bryn Mawr
Consent Waived	Not Requested
Waiver of Documentation of Informed Consent	Not Requested
Number of Subjects	22

[Click Here for Application Forms](#)

(4) Secondary Research Uses of Data or Specimens Questions | Date Last Updated: 01/11/2021 10:36 AM EST

This revised exemption category applies to both the retrospective AND prospective collection of data.

Does the study use identifiable private information or biospecimens that were or will be collected for non-research uses?
Answer: 1. Yes
 2. No

The identifiable private information or identifiable biospecimens are publicly available.

The information (including information about biospecimens) is recorded by the investigator in such a manner that the identity of the human subjects cannot readily be ascertained directly or through identifiers linked to the subjects, and the investigator will not re-identify subjects.

Is all of the study data covered by HIPAA? (All of the information collected is regulated for the purposes of "health care operations" and "research" or for "public health activities and purposes." This category of secondary use does not require de-identification of the data but may require HIPAA waiver.)

Log out of IRB Mentor

When you are finished, click Log out in the upper right corner.

Bryn Mawr College: TestVanessa TestDavies | My Mentor Account | **Logout** | Help

Scheduled one hour shutdown Tuesday 2/23 between 4:00 AM and 5:00 AM EST.

Home IRB

IRB

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CITI Certification

Meetings

INTRODUCTION: The Bryn Mawr College Institutional Review Board is charged by the Federal Government with protecting human subjects involved in research. The IRB performs prospective and continuing review of protocols, the informed consent process, and the procedures used to enroll subjects in order to ensure that the human subject research is conducted ethically and in compliance with the Belmont Report, and with applicable federal, state, local, and institutional requirements.

If you have any questions about the process of IRB review, please contact either **Gary McDonogh**, the IRB Chair, or **your departmental reviewer**. Either person will be glad to assist you. In addition, you can find a variety of documents related to the IRB process. For example, check the **Documentation** tab on the left navigation menu for a link to the federal regulations and some founding documents on the ethics of research involving human subjects.

For complete information on the protocol submission and review process, please see the **Policies and Procedures** on the Sponsored Research Office website.

Procedure for Submitting a Protocol
This document will walk you through the steps to create a protocol and submit it to the IRB. (Screenshots included.)
[Create New Protocol Guide with Screenshots](#)

If you receive a Stale Request message, close the browser to ensure you have exited the system.

BRYN MAWR COLLEGE

Bryn Mawr College - Stale Request

You may be seeing this page because you used the Back button while browsing a secure web site or application. Alternatively, you may have mistakenly bookmarked the web login form instead of the actual web site you wanted to bookmark or used a link created by somebody else who made the same mistake.

Left unchecked, this can cause errors on some browsers or result in you returning to the web site you tried to leave, so this page is presented instead.

Bryn Mawr College

What to expect next

The PI will receive an email notification confirming that the protocol was submitted.

A student PI's protocol will be sent to the Faculty Advisor who is asked to accept responsibility for advising. The protocol will then continue to IRB review.

For staff and faculty PIs, the IRB will assign the protocol to a reviewer, and the reviewer will have a set time period in which to perform the review.

You may log in at any time to check the status of your submission. You will receive an email notification when the IRB review is complete.

To get help after submitting your protocol

To contact the IRB administrators, click My Protocols on the left, and then click on your protocol name.

IRB [Redacted]

Info Page [Create New Protocol](#)

Documentation

My Protocols

Next Meeting:
Deadline for Submission:

IRB ID Status I am the PI or Research Assistant

Submitted

IRB #	Title	PI	Status	Approved	C.R. Due	Tracking Status
21-011	Gary is holding this number for a p...	Vanessa Davies	Exempt Requested			
80-027	fnhfh	Vanessa Davies	Exempt Requested			
80-026	ggg	Vanessa Davies	Expedited Review Requested			
80-025	2nd test for signatures	Vanessa Davies	Expedited Review Requested			Submitted to IRB
80-024	Test for signatures	Vanessa Davies	New - Full Review			With IRB Staff
80-023	Test Jan 2021	Vanessa Davies	Exempt Requested			With IRB Staff
80-022	Test to save form and print	Vanessa Davies	Exempt Requested Revisions Required			Awaiting PI Revisions
80-012	Full Review test	Vanessa Davies	Full Review Approved Approval Expired	02/15/20	12/20/20	Submitted to IRB
80-009	Tuesday, Nov 17, Test	Vanessa Davies	Expedited Review Approved	02/01/20		Completed
80-008	Full Review test	Vanessa Davies	New - Full Review			
80-007	TEST	Sarah Robertson	Exempt Requested			
80-005	Test Title	Sarah Robertson	Expedited Review Approved	08/17/20	08/02/21	Completed
80-004	Businesses' usage of cultural symbo...	Jiayu Zhou	Expedited Review Approved	10/02/20	09/10/21	
80-001	Exploring the Posse Experience at B...	Vanessa Davies	Expedited Review Requested			

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Click on Messages.

IRB [Redacted]

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Tuesday, Nov 17, Test

To submit post-approval continuing reviews, amendments, additional documents and other required reports, please use the sub-tabs found at the bottom of this page.

Tracking Status: Completed

[Click Here for Application Forms](#)

Protocol ID: 80-009
PI: Vanessa Davies (View CITI Certification) CITI ✓ Signed 02/08/2021 1:31 PM EST
PI Type: Faculty/Staff
Review Type: Expedited Review
Approval Status: Expedited Review Approved
Based On: (6) Collection of data from voice, video, digital, or image recordings made for research purposes.
Submitted By: Vanessa Davies
Date Received: 02/08/2021
Date Approved: 02/01/2020
Approval Expires: Approved Without Cont Review
Proposed Start Date: 01/31/2021
Proposed End Date: 01/30/2022
Department: Another Campus Entity (e.g., LITS, Pensby)
PI Campus: Bryn Mawr
Consent Waived: Not Requested
Waiver of Documentation of Informed Consent: Not Requested
Number of Subjects: 22

[Click Here for Application Forms](#)

Approved Application Sections: [02/22/2021](#) [ApprovedApplicationSections](#) (Approved Application Sections)

Amendments **Adverse Events** Exceptions

If you are proposing changes to the application, select which of the application sections you will need to modify. Mentor will make a copy of those sections and you can then edit your original answers to the relevant questions. Your changes will automatically be highlighted in track changes in the editor.

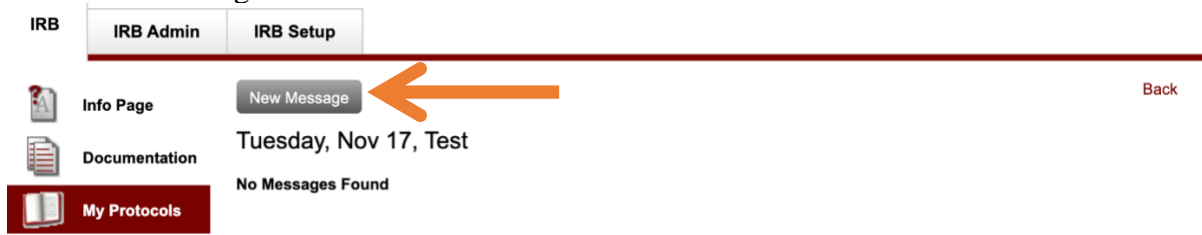
Please also complete the Modification Summary form.

If you have changes to your consent form or other documents, please upload a track changes version highlighting the changes and then a final version with all the changes accepted. You may also upload any additional documents that are relevant to your amendment.

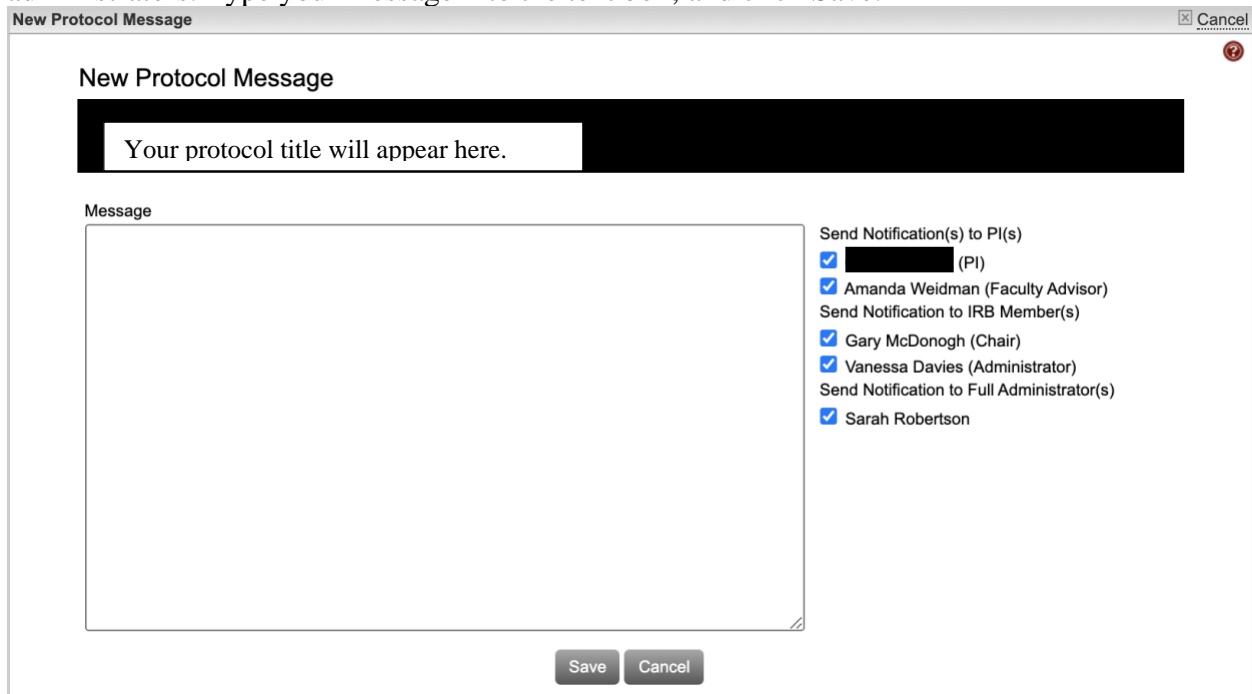
Please note that all proposed changes must first be reviewed and approved by the IRB before you implement those changes.

[Create New Amendment](#)

Click New Message.



A student PI's default recipients (on the right) are the PI, faculty advisor, and the IRB administrators. Type your message into the text box, and click Save.



When your collection and review of data is complete
Click My Protocols on the left, and then click on your protocol name.

IRB [Redacted]

Info Page [Create New Protocol](#)

Documentation

My Protocols

Next Meeting:
Deadline for Submission:

IRB ID Status I am the PI or Research Assistant

Submitted

IRB #	Title	PI	Status	Approved	C.R. Due	Tracking Status
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80-026	ggg	Vanessa Davies	Expedited Review Requested			
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80-005	Test Title	Sarah Robertson	Expedited Review Approved	08/17/20	08/02/21	Completed
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80-001	Exploring the Posse Experience at B...	Vanessa Davies	Expedited Review Requested			

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Click Terminate Protocol. In the window that pops up, confirm the termination of protocol.

IRB [Redacted]

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Tuesday, Nov 17, Test

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[Click Here for Application Forms](#)

Protocol ID: 80-009
PI: Vanessa Davies (View CITI Certification) CITI ✓ Signed 02/08/2021 1:31 PM EST
PI Type: Faculty/Staff
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Approval Status: Expedited Review Approved
Based On: (6) Collection of data from voice, video, digital, or image recordings made for research purposes.
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Approval Expires: Approved Without Cont Review
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PI Campus: Bryn Mawr
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Waiver of Documentation of Informed Consent: Not Requested
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[Click Here for Application Forms](#)

Approved Application Sections: 02/22/2021 ApprovedApplicationSections (Approved Application Sections)

Amendments **Adverse Events** Exceptions

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[Create New Amendment](#)