Faculty Advisor Quick Guide

How to submit a student protocol to the IRB using the e-Protocol Management System

NOTE: You will also need to disable pop-up blockers in order to use eProtocol.

updated 1/30/2018

Secure | https://usm.maine.edu/orio

Apps | US Bank | Other bookmark

UNIVERSITY OF SOUTHERN MAINE

Search

MAJORS, MINORS, & PROGRAMS | COSTS & FINANCIAL AID | ADMISSIONS | ATHLETICS | RESEARCH | NEWS & EVENTS | Apply Now

› Office of Research Integrity and Outreach

TODAY'S HOURS
JANUARY 30, 2018

Office Hours
8:00AM - 4:30PM

OFFICE OF RESEARCH INTEGRITY AND OUTREACH

ORIO is responsible for ensuring compliance with applicable federal, state and local laws, regulations in research, and other covered activities before work begins. **Learn more**.

- Location & Hours
- Research Compliance
  - Human Subjects
  - Animal Use
  - Biosafety

Click Either

Human Research Protection Program

HRPP ensures the protection of the rights and welfare of persons participating in human subject research conducted at or affiliated with USM.

Get Started

Human Research Protection Program (HRPP)

The University of Southern Maine (USM) Human Research Protection Program (HRPP) ensures the protection of the rights and welfare of persons participating in human subject research conducted at or affiliated with USM.

Click Here

- I am not sure my research project is human subject research
- I am conducting human subject research
- I am an Undergraduate Social Work Student (SWO) Conducting Research

I am a USM Faculty Member

or Here

- I am conducting my own research, however not sure it is considered human subject research
- I am conducting my own human subject research
- I am conducting a class research project
- I am a mentor/faculty advisor for student research (pdf)

I am a USM IRB Board Member

I am external to USM and want my research reviewed by USM's IRB

I am external to USM and want to recruit USM students, faculty, and/or staff for my research (pdf)

I am a USM staff and wish to conduct a survey or other fact gathering on campus

What is "CITI" training?

Additional Resources

OFFICE OF RESEARCH INTEGRITY AND OUTREACH

IRB Submission Process and e-Protocol Resources

CITI Training	Request ePrtocol UserID	Guides & Samples	eProtocol Log in	eProtocol Resources

Click Here

Step 4: **Log into e-Protocol**. After you receive a User ID and temporary password you can now log into the online submission system, e-Protocol. Please make sure to read the information listed on the **e-Protocol login page https://usm.keyusa.net/**.

Home

Click on ID #

IRB

Create Protocol | Clone Protocol | Delete Protocol

Protocols (In Preparation / Submitted)

NEW

Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
12-12-114	Brian Lynn	Yet to Submit to IRB	NEW		

AMENDMENT

Currently there are no Amendment protocols.

CONTINUING REVIEW

Currently there are no Continuing Review protocols.

REPORT

Currently there are no Report forms.

DEVIATION

Currently there are no Deviation forms for review.

FINAL REPORT

Currently there are no Final Report forms.

Approved Protocols

Currently there are no Approved Protocols.

Non Active Protocols

Currently there are no Non Active Protocols.

usm
UNIVERSITY OF SOUTHERN MAINE

KEY SOLUTIO
Comprehensive IT Serv

eProtocol

Webster (ORIO USM) - Investig

Change Password | Sign Out |

Home

IRB

Create Protocol | Clone Protocol | Delete Protocol

Protocols (In Preparation / Submitted)

Do you want to open IRB Protocol 12-12-114 (Lynn) for Editing?

Click on Edit

Edit

View

REPORT

Currently there are no Report forms.

DEVIATION

Currently there are no Deviation forms for review.

FINAL REPORT

Currently there are no Final Report forms.

Approved Protocols

Currently there are no Approved Protocols.

Non Active Protocols

Currently there are no Non Active Protocols.

IRB - Social Behavioral & Education Research
Protocol Title: Sample Protocol
Protocol ID: 12-12-114 (Brian Lynn)
Next

Spell Check | Help | Save | Close

or by clicking Next

Review protocol using left hand navigation bar

- Personnel Information
- Population Checklist
- Study Location
- General Checklist
- ding
- tocol Information
- Obligations
- Check For Completeness
- Submit Form
- Print View
- Event History

All research staff* and faculty advisors(for student-conducted research) must be listed as personnel and have completed the CITI training in the last 4 years. *research staff are considered to be persons who 1)obtain data about living individuals for research purposes through intervention or interaction with them; 2) obtain individually identifiable private information for research purposes; 3) obtain informed consent of human research participants.

Principal Investigator*

Name of Principal Investigator (Faculty, Staff or Postdoc)	Degree (MS/PhD)	Title
Brian Lynn		Research Integrity Administra
Email *	**Phone**	**Fax**
blynn@usm.maine.edu	(207) 228-8279	
Department Name	**Mailing Address**	
Select One		
Human Subjects Training Completed?		Yes / No
		01/29/2010

Co-Principal Investigator

Clear

Name of Co-Principal Investigator	Degree (MS/PhD)	Title
Email	**Phone**	**Fax**
Department Name	**Mailing Address**	
Select One		
Human Subjects Training Completed?		Yes / No
No training data is available.		

Faculty Advisor

Clear

Name of Faculty Advisor	Degree (MS/PhD)	Title
Casey Webster		Human Protections Administr
Email	**Phone**	**Fax**
cwebster@usm.maine.edu	(207) 780 4517	
Department Name	**Mailing Address**	
Select One		
Human Subjects Training Completed?		Yes / No

IRB - Social Behavioral & Education Research

Protocol Title: Sample Protocol

Protocol ID: 12-12-114 (Brian Lynn)

Previous

Spell Check | Help | Save | Close

- Personnel Information
- Population Checklist
- Study Location
- General Checklist
- Funding
- Protocol Information
- Obligations
- Check For Completeness
- Submit Form
- Print View
- nt History

Check this box

Obligations

Obligations of the Principal Investigator are:

Modifications - Changes in any aspect of the study (for example, project design, procedures, consent forms, advertising materials, additional key personnel or subject population) will be submitted to the IRB for approval before instituting the changes;

Consent Forms - All subjects will be given a copy of the signed consent form. Investigators will be required to retain signed consent documents for 3 years after completion of study

Training - Human subject training will be completed by all key personnel.

Adverse Events - All adverse events occurring in the course of the protocol will be reported to the IRB as soon as possible, but not later than ten (10) working days;

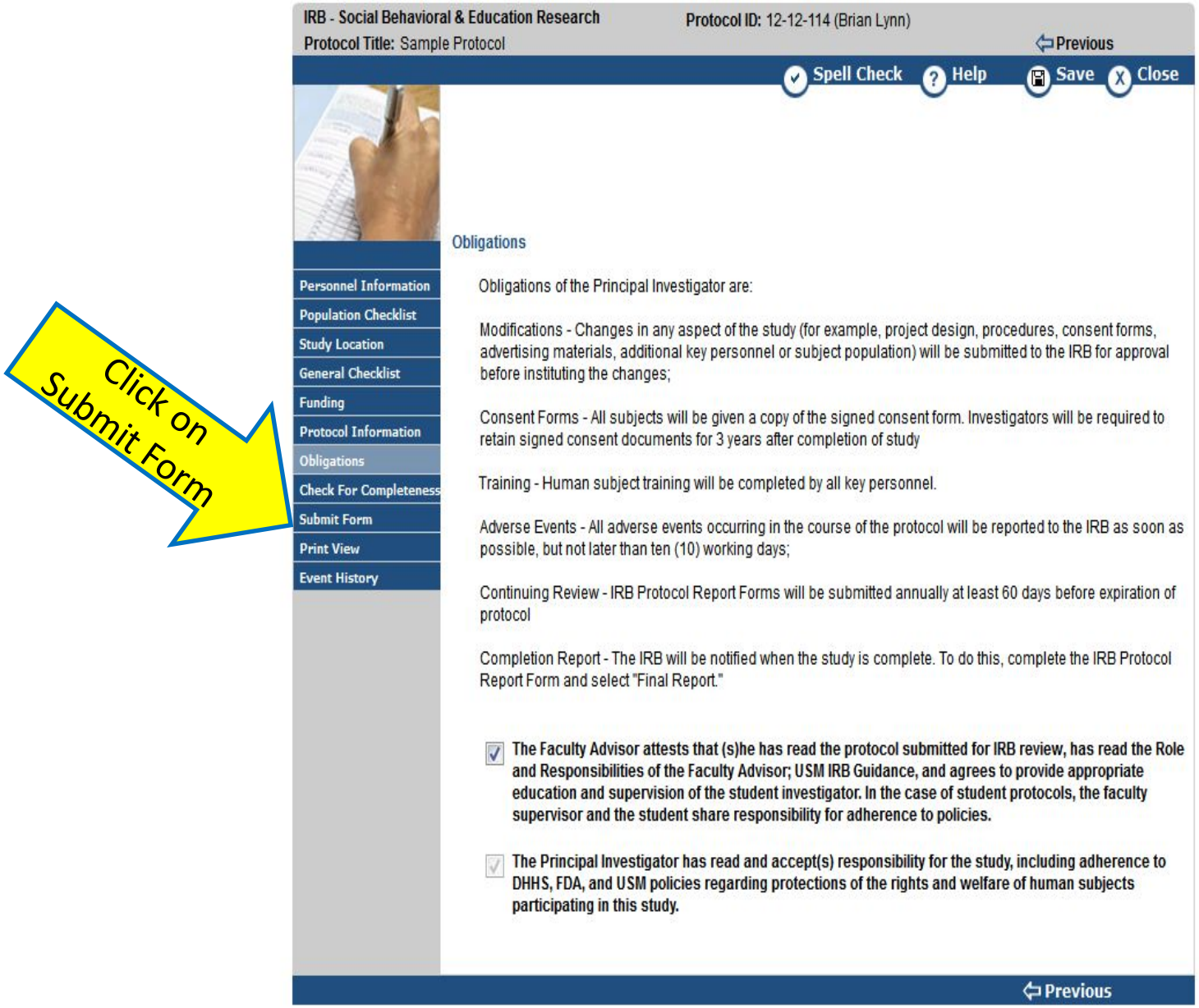
Continuing Review - IRB Protocol Report Forms will be submitted annually at least 60 days before expiration of protocol

Completion Report - The IRB will be notified when the study is complete. To do this, complete the IRB Protocol Report Form and select "Final Report."

☐ **The Faculty Advisor attests that (s)he has read the protocol submitted for IRB review, has read the Role and Responsibilities of the Faculty Advisor; USM IRB Guidance, and agrees to provide appropriate education and supervision of the student investigator. In the case of student protocols, the faculty supervisor and the student share responsibility for adherence to policies.**

☑ **The Principal Investigator has read and accept(s) responsibility for the study, including adherence to DHHS, FDA, and USM policies regarding protections of the rights and welfare of human subjects participating in this study.**

Previous


IRB - Social Behavioral & Education Research
Protocol ID: 12-12-114 (Brian Lynn)
Protocol Title: Sample Protocol
Previous
Spell Check
Help
Save
Close
Personnel Information
Population Checklist
Study Location
General Checklist
Funding
Protocol Information
Obligations
Check For Completeness
Submit Form
Print View
Event History
Click on Submit Form
Obligations
Obligations of the Principal Investigator are:
Modifications - Changes in any aspect of the study (for example, project design, procedures, consent forms, advertising materials, additional key personnel or subject population) will be submitted to the IRB for approval before instituting the changes;
Consent Forms - All subjects will be given a copy of the signed consent form. Investigators will be required to retain signed consent documents for 3 years after completion of study
Training - Human subject training will be completed by all key personnel.
Adverse Events - All adverse events occurring in the course of the protocol will be reported to the IRB as soon as possible, but not later than ten (10) working days;
Continuing Review - IRB Protocol Report Forms will be submitted annually at least 60 days before expiration of protocol
Completion Report - The IRB will be notified when the study is complete. To do this, complete the IRB Protocol Report Form and select "Final Report."
The Faculty Advisor attests that (s)he has read the protocol submitted for IRB review, has read the Role and Responsibilities of the Faculty Advisor; USM IRB Guidance, and agrees to provide appropriate education and supervision of the student investigator. In the case of student protocols, the faculty supervisor and the student share responsibility for adherence to policies.
The Principal Investigator has read and accept(s) responsibility for the study, including adherence to DHHS, FDA, and USM policies regarding protections of the rights and welfare of human subjects participating in this study.
Previous

IRB - Social Behavioral & Education Research

Protocol ID: 12-12-114 (Brian Lynn)

Protocol Title: Sample Protocol

Previous

Spell Check | Help | Save | Close

Personnel Information
Population Checklist
Study Location
General Checklist
Funding
Protocol Information

Obligations

Obligations of the Principal Investigator are:

Modifications - Changes in any aspect of the study (for example, project design, procedures, consent forms, advertising materials, additional key personnel or subject population) will be submitted to the IRB for approval before instituting the changes;

Consent Forms - All subjects will be given a copy of the signed consent form. Investigators will be required to retain signed consent documents for 3 years after completion of study

Do you want to submit the IRB Protocol 12-12-114 (Lynn)?

Click on Yes

Yes | No

Report Form and select "Final Report."

- [x] The Faculty Advisor attests that (s)he has read the protocol submitted for IRB review, has read the Role and Responsibilities of the Faculty Advisor; USM IRB Guidance, and agrees to provide appropriate education and supervision of the student investigator. In the case of student protocols, the faculty supervisor and the student share responsibility for adherence to policies.

- [x] The Principal Investigator has read and accept(s) responsibility for the study, including adherence to DHHS, FDA, and USM policies regarding protections of the rights and welfare of human subjects participating in this study.

Previous

Home Thank You for Submitting the Protocol 12-12-114.

IRB

Create Protocol | Clone Protocol | Delete Protocol

Protocols (In Preparation / Submitted)

NEW

Protocol ID	Principal Investigator	Protocol Event	Status/Comments	Panel	Meeting Date
12-12-114	Brian Lynn	SUBMITTED TO IRB	SUBMITTED		

AMENDMENT

Currently there are no A

CONTINUING REVIEW

Currently there are no Continuing Review pr

REPORT

Currently there are no Report forms.

DEVIATION

Currently there are no Deviation forms for review.

FINAL REPORT

Currently there are no Final Report forms.

Note successful submission

Approved Protocols

Currently there are no Approved Protocols.

Non Active Protocols