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.
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.

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.
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.

- 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

- 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

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/.

If you have any questions or would like to request assistance please contact the Office of Research Integrity and Outreach (ORIO) at usmorio@maine.edu or 207-780-4517, we are happy to help!

Submit protocol for review at least thirty (30) days prior to starting data collection.
<table>
<thead>
<tr>
<th>IRB</th>
<th>Create Protocol</th>
<th>Clone Protocol</th>
<th>Delete Protocol</th>
</tr>
</thead>
</table>

### Protocols (In Preparation / Submitted)

<table>
<thead>
<tr>
<th>NEW</th>
<th>Principal Investigator</th>
<th>Protocol Event</th>
<th>Status/Comments</th>
<th>Panel</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protocol ID: 12-12-114</td>
<td>Brian Lynn</td>
<td>Yet to Submit to IRB</td>
<td>NEW</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Click on Edit
Review protocol using left hand navigation bar or by clicking Next.
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.
Obligations

Obligations of the Principal Investigator are:

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

Obligations

Obligations of the Principal Investigator are:

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

Click on Yes

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

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Note successful submission.