

WSIRB Members' User Manual



Questions?

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360-902-8075

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Access CyberIRB

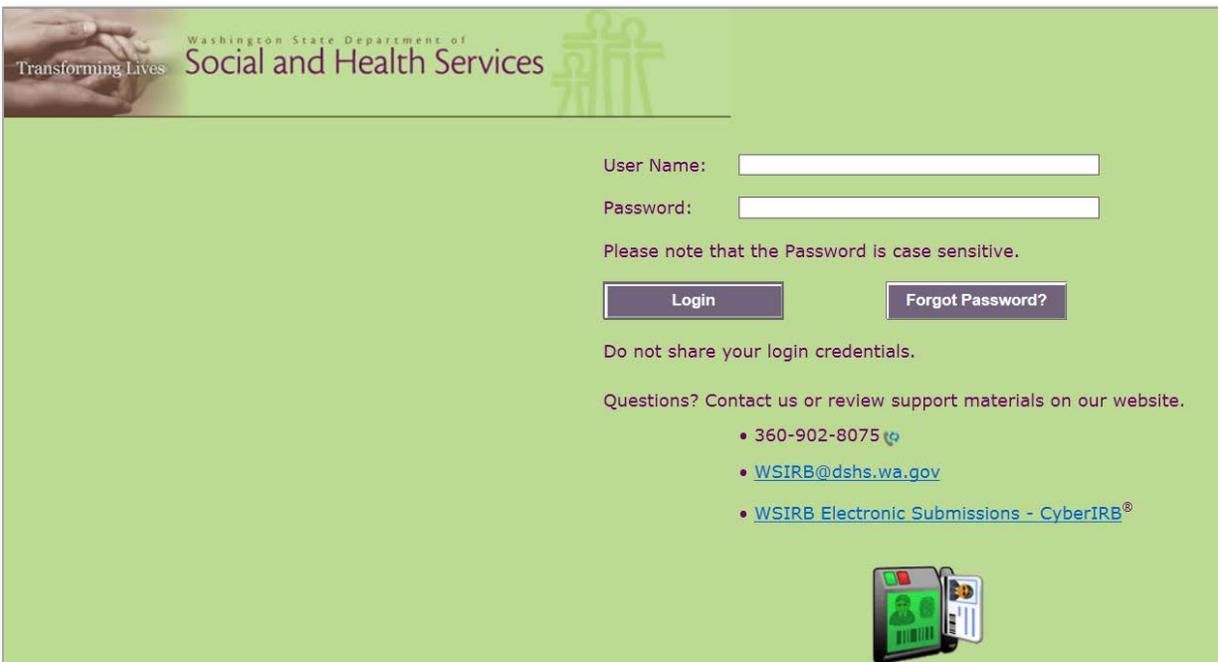
Your account credentials (username and password) were emailed to you from **WSIRB@CyberIRB.us**.¹

Your credentials serve as your electronic signature. **Do not share this information.**

Initial Login

You must change your password the first time you log in.

1. Locate your username and password.
2. Go to: <https://www.cyberirb.us/WSIRB>
Consider bookmarking this page.
3. Login:



4. Select **Change Password**:



IRB#	Task	Title	Type	PI	Received Date
B-070307-S	Complete Review	Continuation Approval Request	Cost of Effectiveness of Patient Review and Coordination	CAR	Wash, P

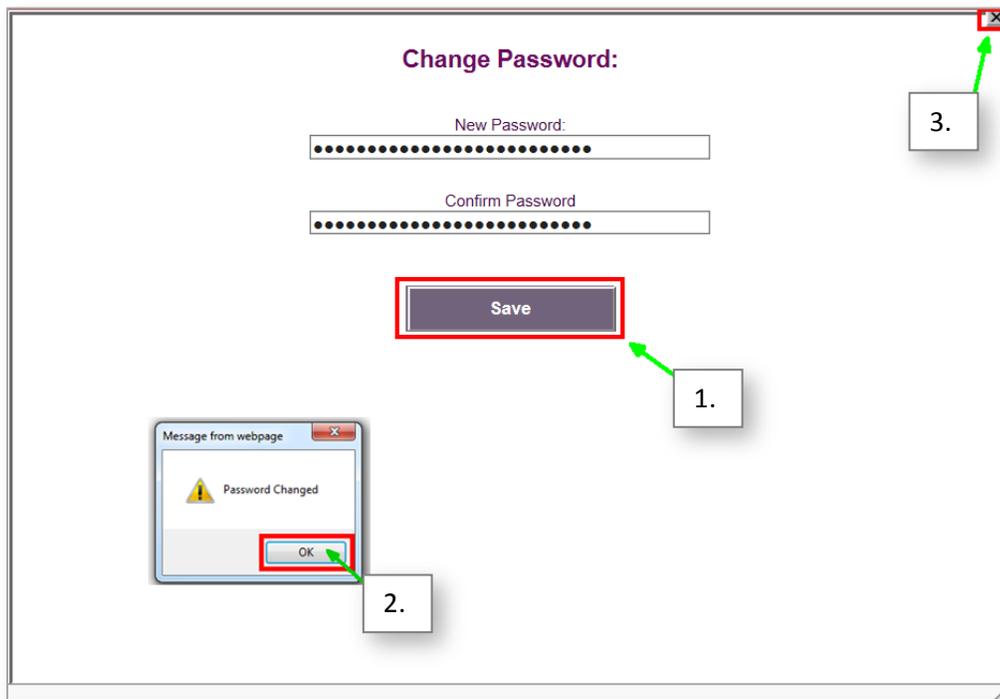
¹ You may need to add **WSIRB@CyberIRB.us** to your safe senders list.

5. Enter a strong password.

Tips to create a strong password:

- At least 10 characters.
- Choose a memorable **unusual** phrase that is meaningful to you, but unrelated to your name, user ID, your work, or anything else that a hacker might guess about you.
- Add a few special characters, upper-case letters, and numbers using a system that is intuitive for you, such as replacing the letter r with the number 5 or replacing a T with a ^ symbol. You may want to practice a few times before committing to it, to make sure it's workable.
- Do not store your password on your computer or your network, do not keep it on or near your computer or your workstation.

6. Select **Save**, then **OK**, and close the dialog box.



Logging off

1. Select **Log Off** from the top menu:



Serving as Primary Reviewer

When you are assigned a review, you will receive email notification from WSIRB@CyberIRB.us. HRRS will contact you separately to discuss the timeline for completing the review and whether the submission will be reviewed under expedited authority or at a full Board meeting.

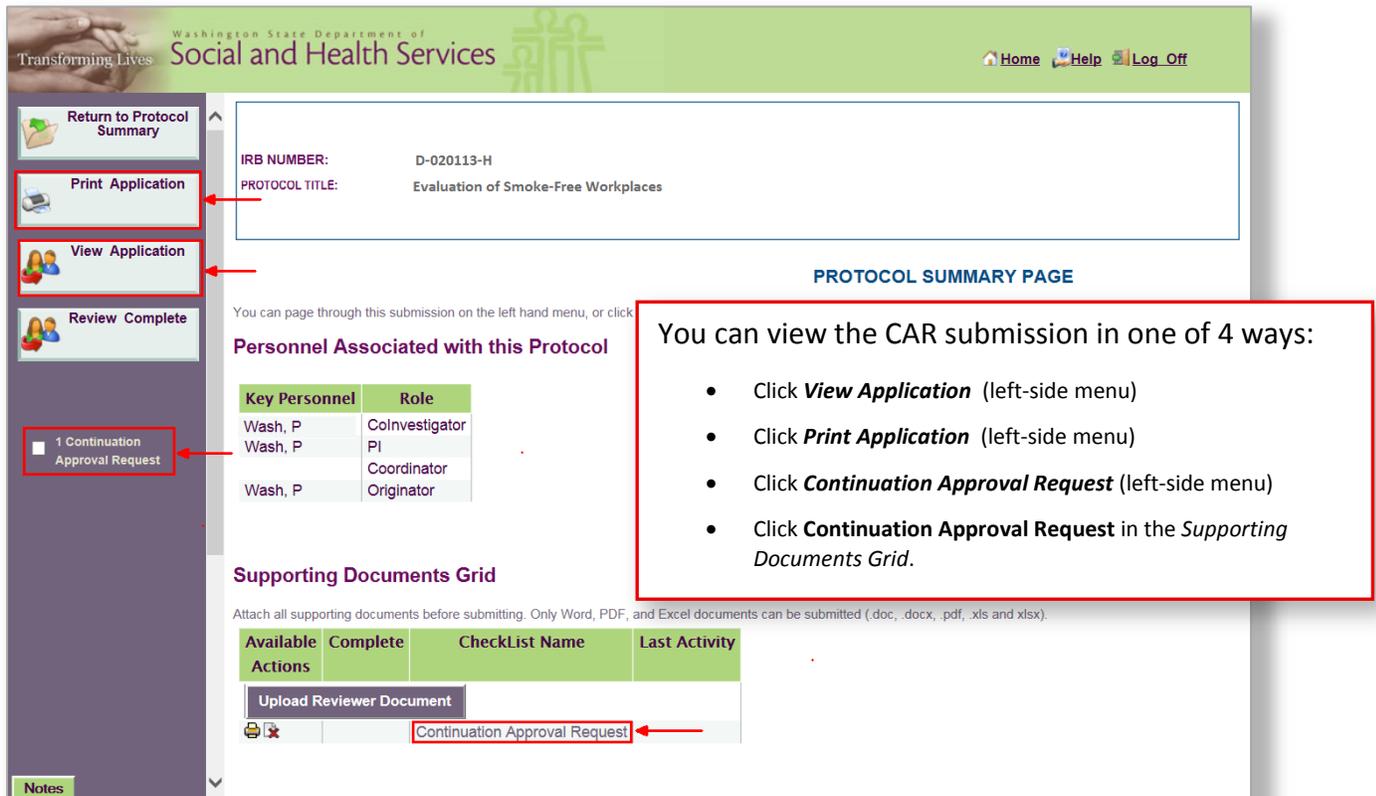
Getting Started

When you log in to Cyber#, you will see your assigned studies in **My InBox**. To begin review:

1. From **My InBox**, click **Complete Review**:



2. This will create the **Protocol Summary Page** for that review:



3. You'll see the submitted CAR form, much the same way it appears in printed form:

The screenshot displays the Washington State Department of Social and Health Services website. The header includes the logo and navigation links for Home, Help, and Log Off. A left sidebar contains menu items: Return to Protocol Summary, Print Application, View Application, Review Complete, and a notification for 1 Continuation Approval Request. The main content area shows the following details:

PROTOCOL NUMBER: D-020113-H
PROTOCOL TITLE: Evaluation of Smoke-Free Workplaces

Page 1 of 1

In accordance with 45 Code of Federal Regulations Part 46 Section 46.109(e), Washington State Agency Policy on Protections of Human Research Subjects Chapter XV Section 6, and Washington State Institutional Review Board Procedures Manual Chapter 5 Section 5.Z, the WSIRB shall conduct continuing review of research at intervals appropriate to the degree of risk, but not less than once per year.

1. Current Status:

- Research Using only Existing Records - No Contacts with Subjects;(Complete Items 3-12 and Item 14)
- Recruitment Not Yet Begun (Complete Items 3-14)
- Recruitment and Enrollment of Subjects Continuing (Complete Items 2-14)
- Recruitment and Enrollment of Subjects Completed; Research Contacts with Subjects Continuing (Complete Items 2-14)
- All Research Contacts with Subjects Completed; Data Analysis and/ or Report Writing Continuing (Complete Items 2-12 and Item 14)
- Study Completed (Complete Items 2-12, and submit a final study report)
- Study never begun - cancelling study

2. Subject Numbers. (Skip this Item if the research involves existing records only.)

Total number of subjects enrolled from the beginning of the project to date: 125

During the last approval period from 02/01/13 through 02/01/14

(Note: A - (B + C + D) = E)
A. # of subjects approached:200

Notes

Review Worksheets and Checklists

All members are encouraged to complete the review worksheets and checklists as aids in their review of Board items.

In addition, each **Primary Reviewer** is required to complete the necessary forms, discuss with the staff reviewer, and distribute copies to HRRS staff and to members at the Board meeting.

1. Keeping your first window open, open CyberIRB® in a second window or tab.
2. Select **Reviewer Forms**:



3. Select the appropriate form. Save this document to your device. Open the saved document and complete the form as usual.

→ **Beginning in March, the Full Board Continuation Review Worksheet will no longer be available on the WSIRB/HRRS website.** It will only be available through CyberIRB®.



4. Return to your other CyberIRB® window or tab.²
5. Select **Upload Reviewer Document** in the *Supporting Documents Grid*.

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary
Print Application
View Application
Review Complete

1 Continuation Approval Request

IRB NUMBER: D-020113-H
PROTOCOL TITLE: Evaluation of Smoke-Free Workplaces

PROTOCOL SUMMARY PAGE

You can page through this submission on the left hand menu, or click the documents in the supporting documents grid below to view the document.

Personnel Associated with this Protocol

Key Personnel	Role
Wash, P	ColInvestigator
Wash, P	PI
	Coordinator
Wash, P	Originator

Study Stage: In Review
Stage Change Date: 01-22-15
Protocol Type: CAR

Supporting Documents Grid

Attach all supporting documents before submitting. Only Word, PDF, and Excel documents can be submitted (.doc, .docx, .pdf, .xls and .xlsx).

Available Actions	Complete	CheckList Name	Last Activity
Upload Reviewer Document			
		Continuation Approval Request	

Notes

File to Upload:

The WSIRB only accepts Word, PDF and Excel documents of .doc, .docx, .pdf, .xls and .xlsx extensions.

Browse...

OK Cancel

Select **Browse**.
Locate your form.
Select **OK**.
Repeat as needed.

² You should be on the *Protocol Summary Page*. If not, click **Home**, then the **Complete Review** in *My InBox* to return.

TIPS:

- Use the **Notes** feature. Your notes will appear at the bottom of the *Protocol Summary Page*. No one else can see your notes. They will not be available after you complete your review.

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary

Print Application

View Application

Review Complete

1 Continuation Approval Request

IRB NUMBER: D-020113-H

PROTOCOL TITLE: Evaluation of Smoke-Free Workplaces

PROTOCOL SUMMARY PAGE

You can page through this submission on the left hand menu, or click the documents in the supporting documents grid below to view the document.

Personnel Associated with this Protocol

Key Personnel	Role
Wash, P	CoInvestigator
Wash, P	PI
Wash, P	Coordinator
Wash, P	Originator

Study Stage: In Review
Stage Change Date: 01-22-15
Protocol Type: CAR

Supporting Documents Grid

Attach all supporting documents before submitting. Only Word, PDF, and Excel documents can be submitted (.doc, .docx, .pdf, .xls and .xlsx).

Available Actions	Complete	CheckList Name	Last Activity
Upload Reviewer Document			
		Continuation Approval Request	

Notes

Date	User	Notes
01-22-15	Wash, Reviewer1	Question about the subject recruiting process. Does it comply with federal and state regulations?

Return Assignment to Staff Reviewer

1. When you are finished with your review, select **Review Complete** (left-hand menu).

The screenshot shows the Washington State Department of Social and Health Services web application. The header includes the logo and navigation links for Home, Help, and Log Off. The left-hand menu contains several options: 'Return to Protocol Summary', 'Print Application', 'View Application', 'Review Complete' (highlighted with a red box and a red arrow), and '1 Continuation Approval Request'. The main content area displays the 'PROTOCOL SUMMARY PAGE' for IRB NUMBER B-070307-S and PROTOCOL TITLE COST OF EFFECTIVENESS OF PATIENT REVIEW AND COORDINATION. It includes sections for 'Personnel Associated with this Protocol' (a table with 3 rows), 'Supporting Documents Grid' (a table with 2 rows), and 'Stage Change Log' (a table with 2 rows). A 'Notes' section is visible at the bottom left of the main content area.

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary

Print Application

View Application

Review Complete

1 Continuation Approval Request

Notes

IRB NUMBER: B-070307-S

PROTOCOL TITLE: COST OF EFFECTIVENESS OF PATIENT REVIEW AND COORDINATION

PROTOCOL SUMMARY PAGE

You can page through this submission on the left hand menu, or click the documents in the supporting documents grid below to view the document.

Personnel Associated with this Protocol

Key Personnel	Role
Court, Beverly Wash, P	ColInvestigator PI
Wash, P	Coordinator
Wash, P	Originator

Study Stage: In Review
Stage Change Date: 01-14-15
Protocol Type: CAR

Supporting Documents Grid

Attach all supporting documents before submitting. Only Word, PDF, and Excel documents can be submitted (.doc, .docx, .pdf, .xls and .xlsx).

Available Actions	Complete	CheckList Name	Last Activity
Upload Reviewer Document			
		Continuation Approval Request	
		Parent Consent Form.docx	01-12-15

Stage Change Log

Stage	Date
Sent to IRB	2015-01-12
Received	2015-01-14

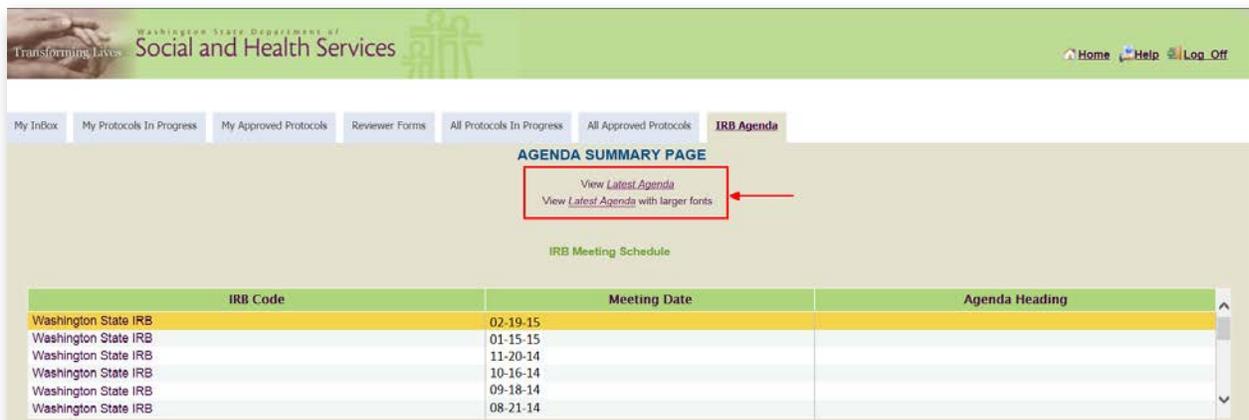
Board Packet

Locate Agenda and Packet

1. From **Home/My InBox**, select **IRB Agenda**:



2. Select **View Latest Agenda**.



3. Under **IRB Meeting Schedule** (Area 1), select the meeting you wish to view.

The screenshot shows the 'IRB Agenda Summary Page' with the following sections:

- Area 1: IRB Meeting Schedule**

IRB Code	Meeting Date	Agenda Heading
Washington State IRB	01-16-14	
Washington State IRB	12-19-13	
Washington State IRB	11-21-13	
Washington State IRB	10-17-13	
Washington State IRB	09-19-13	
Washington State IRB	08-15-13	
- Area 2: Agenda for the Current Meeting Date**

Agenda Group	Prot #	Prot Title	PI Name
Initial Submission	D-012413-H	Medullary Thyroid Carcinoma Surveillance Study: a Case-Series Registry	Dieck, Gretchen
Procedure	D-012610-H	Washington Environmental Biomonitoring Survey (WEBS)	VanEenwyk, Juliet
Expedited Approvals	D-010313-A	Improving Care for Children with Complex Needs (3CN) - Medicaid Expenditure (ME) Study	Mangione-Smith, Rita
Expedited Approvals	D-110912-H	Analysis of Washington's Healthcare Workforce	Baldwin, Laura-Mae
Expedited Approvals	D-111012-A	Weatherization Plus Health Study	Tonn, Bruce
Expedited Approvals	D-111912-S	Project OOPEN: Opioid Overdose Prevention, Education and Intervention	Banta-Green, Caleb
Expedited Approvals	D-112812-H	Birth Risks and Outcomes among American Indians / Alaska Natives in the Northwest	Warren-Mears, Victoria
Expedited Approvals	D-121312-S	Workforce Initiative Fund Housing and Employment Navigator Model Program Evaluation	Bolan, Marc
Expedited CAR	D-070697-H	Western Washington Drugging Study	Quan, Linda
- Area 3: Documents Submitted for the Selected Agenda Item**

CheckList Name	Status	Last Activity
Upload Board Document		
S35C-414062615520.pdf	Draft	01-13-15
S35C-414062615520.pdf 2	Draft	01-13-15
S35C-414062615520.pdf 3	Draft	01-13-15
S35C-414062615520.pdf 4	Draft	01-13-15
S35C-414062615520.pdf 5	Draft	01-13-15
S35C-414062615520.pdf	Draft	01-13-15

4. Once selected, the meeting will display in orange. In the example above, the Board member wishes to view the packet created for the 08-15-2013 Board meeting.

This is a close-up of the 'Agenda for the Current Meeting Date' table. The row for the meeting on 08-15-13 is highlighted in orange. The table structure is as follows:

Agenda Group	Prot #	Prot Title	PI Name
Initial Submission	D-012413-H	Medullary Thyroid Carcinoma Surveillance Study: a Case-Series Registry	Dieck, Gretchen
Procedure	D-012610-H	Washington Environmental Biomonitoring Survey (WEBS)	VanEenwyk, Juliet
Expedited Approvals	D-010313-A	Improving Care for Children with Complex Needs (3CN) - Medicaid Expenditure (ME) Study	Mangione-Smith, Rita
Expedited Approvals	D-110912-H	Analysis of Washington's Healthcare Workforce	Baldwin, Laura-Mae
Expedited Approvals	D-111012-A	Weatherization Plus Health Study	Tonn, Bruce
Expedited Approvals	D-111912-S	Project OOPEN: Opioid Overdose Prevention, Education and Intervention	Banta-Green, Caleb
Expedited Approvals	D-112812-H	Birth Risks and Outcomes among American Indians / Alaska Natives in the Northwest	Warren-Mears, Victoria
Expedited Approvals	D-121312-S	Workforce Initiative Fund Housing and Employment Navigator Model Program Evaluation	Bolan, Marc
Expedited CAR	D-070697-H	Western Washington Drugging Study	Quan, Linda

Once a meeting is selected, agenda items for that meeting will display under the heading **Agenda for the Current Meeting Date**. When an agenda item is selected (Area 2), the related documents (such as a CAR form, assent form, and recruitment script) will display under the heading **Documents Submitted for the Selected Agenda Item** (Area 3).

This is a close-up of the 'Documents Submitted for the Selected Agenda Item' table. The table structure is as follows:

CheckList Name	Status	Last Activity
Upload Board Document		
D-020113-H Initial Application.doc	Draft	01-13-15
D-020113-H Appendix G	Draft	01-13-15
D-020113-H Appendix N	Draft	01-13-15
D-020113-H Appendix K	Draft	01-13-15
D-020113-H Consent Form	Draft	01-13-15
D-020113-H Recruitment Brochure	Draft	01-13-15

Note: Some agenda items not requiring Board action (such as in-service trainings) will not be displayed in the electronic packet. Such materials will be distributed by email attachment or mail.

After Review – Under Construction

What's next?

Coordinating writing the letter.

Listing in My Approved Protocols, if approved.