

INVESTIGATOR'S QUICK START GUIDE:



Electronic Protocol Management System

Questions?

wsirb@dshs.wa.gov

360-902-8075



Washington State Institutional Review Board

Table of Contents

Note: Please review all introductory information. We most often find investigators having difficulties with CyberIRB® when they have skipped the **System Requirements** section.

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Access CyberIRB®

Obtaining Account Credentials (username, password)

- If you have been directed to submit a Continuation Approval Request (CAR), you have received your account credentials in an email from WSIRB@CyberIRB.us.¹
- Email WSIRB@dshs.wa.gov requesting your account credentials if you have not previously received them and need to submit:
 - A CAR to close a study.
 - A Report of Protocol Deviation, Unanticipated Problem and/or Adverse Event.

→ **Note:** Your credentials serve as your legal electronic signature. **Do not share this information.**

Your support staff, if you wish, can have their own credentials and access. See the [Managing Contacts](#) section of this manual.

System Requirements

Browsers

Use the most recent available version of your internet browser.

CyberIRB® can be accessed with the following browsers:

-  Internet Explorer 11 or higher
-  Google Chrome – current version
-  Mozilla Firefox 4.0 or higher
-  Safari 7.0 or higher (or iPad OS 8 or higher)

Using an outdated browser may lead to unexpected problems.

For help checking your browser's version, see [Appendix A](#).

¹ This message may go to your Junk or Spam e-mail folder. If so, please add **WSIRB@CyberIRB.us** to your **Safe Senders List**. If you don't know how to do this, please request help from your IT staff.

Attachments

IMPORTANT: *Only* documents with these file extensions can be attached: **.doc; .docx; .pdf; .xls; and .xlsx.**

Word documents must be Word 2007 or later; older version Word documents (such as Word 97 – 2003) **will not upload.**

Projected Rollout Dates

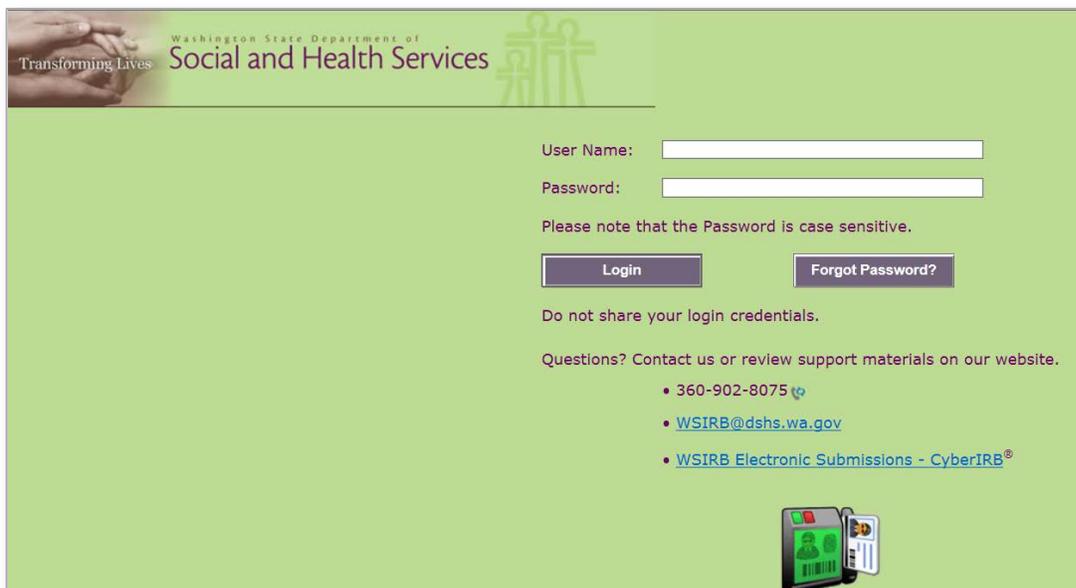
For the latest news about CyberIRB® features, watch our website (www.wsirb.wa.gov) for updates and the Projected CyberIRB® Rollout Timeline (see [Electronic Submissions - CyberIRB®](#)).

Initial Login

→ **Important Legal Notice:** Your CyberIRB® credentials serve as your electronic signature.
Do not share your login information.

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

1. Go to: <https://www.cyberirb.us/WSIRB>. Consider bookmarking this page.
2. Login with the credentials that you received from WSIRB@CyberIRB.us:



Washington State Department of
Transforming Lives Social and Health Services

User Name:

Password:

Please note that the Password is case sensitive.

Login Forgot Password?

Do not share your login credentials.

Questions? Contact us or review support materials on our website.

- 360-902-8075
- WSIRB@dshs.wa.gov
- [WSIRB Electronic Submissions - CyberIRB®](#)

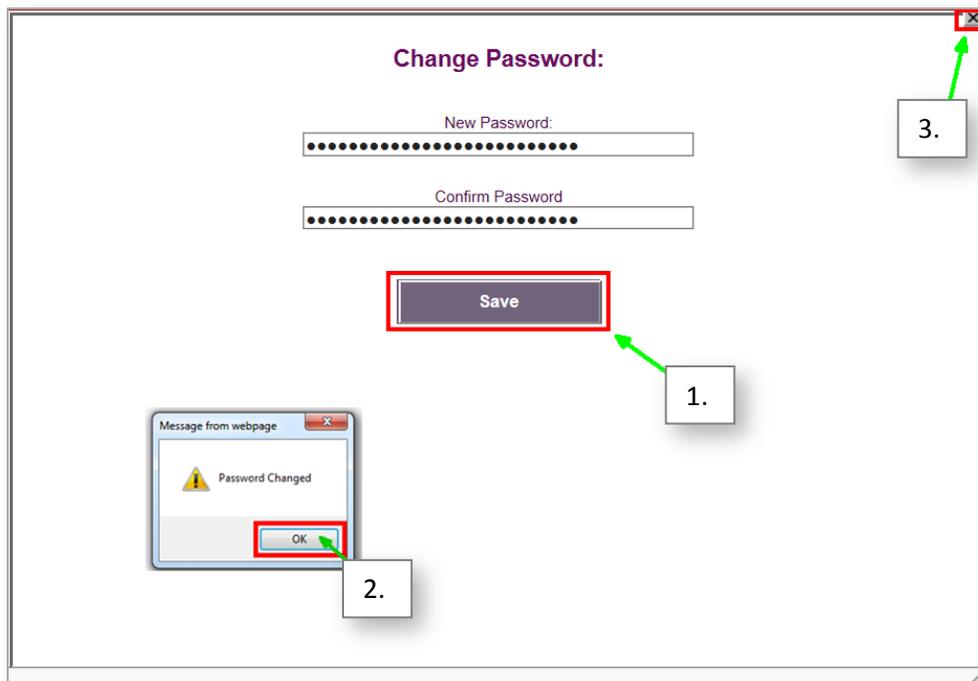
3. Select **Change Password**:



4. Create a strong password (at least 10 characters). **A strong password is essential to protect your project materials online:**

- Choose a memorable **unusual phrase** that is meaningful to you, but unrelated to your name, your 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, or placing all of the special characters in the middle of your phrase. You may want to practice your new password 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.

5. Select **Save**, then **OK**, and close the dialog box.²



² Should you forget your password, click the **Forgot Password?** button on the logon page.

Logging off

1. Select **Log Off** from the upper-right-hand menu of any page:



WSIRB Forms

Which form should I submit?

- Need to apply for ongoing project approval or project closure? Use the **Continuation Approval Request** form.
- Do you have a deviation from WSIRB-approved procedures to report? Use the **Report of Protocol Deviation** form.
- Do you have a unanticipated problem or adverse event to report? Use the **Unanticipated Problem and/or Adverse Event** form.
- Forms for an initial **Research Application**, **Exempt Determination Request**, or **Study Amendment Request** remain available on our [WSIRB Forms page](#). See our [Electronic Submissions page](#) for the dates we expect these forms to be available in CyberIRB®.

Starting a Form in CyberIRB®

1. Select the **My Approval Protocols** tab:



- Review your list of projects in approved status. Select the appropriate project, which will be highlighted. (*Select with a single click*):

IRB#	Title	Study Status	Stage	Renewal Cycle (months)	Approved Through	Your Role
B-041908-H	Efficacy of Checklists in Emergency Rooms	Approved - Exped	Open	12	04-19-15	PI
D-051711-S	Ergonomic Factors in Repetitive Stress Injuries	Approved - Exped	Open	12	05-17-15	PI
D-020113-H	Evaluation of Smoke-Free Workplaces	Approved - Exped	Open	12	07-16-14	PI
D-061112-S	Impact of employee wellness programs in state hospitals	Approved - Exped	Open	12	07-17-14	PI

- Select the appropriate form:

Washington State Department of Social and Health Services

Choose an option below or select a protocol on the right

- Continuation Approval Request (CAR)**
- Records Request
- Resources Request
- Conflict of Interest Reporting
- Additional Signature Page - CA

Continuation Approval Request (CAR)

IRB#	Title	Study Status	Stage	Renewal Cycle (months)	Approved Through	Your Role
B-041908-H	Efficacy of Checklists in Emergency Rooms	Approved - Exped	Open	12	04-19-15	PI
D-051711-S	Ergonomic Factors in Repetitive Stress Injuries	Approved - Exped	Open	12	05-17-15	PI
D-020113-H	Evaluation of Smoke-Free Workplaces	Approved - Exped	Open	12	07-16-14	PI
D-061112-S	Impact of employee wellness programs in state hospitals	Approved - Exped	Open	12	07-17-14	PI

- This will create a Protocol Summary Page for your project. For the CAR form, select the form again from this page (this step will open the submission form):

Washington State Department of Social and Health Services

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	PI
Wash, P	Coordinator
Wash, P	Originator

Study Stage: Draft
 Stage Change Date: 01.09.15
 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)

- Return to Protocol Summary
- Print Application
- Sign and Send
- 1 Continuation Approval Request

5. Complete the form as directed:

PROTOCOL NUMBER: D-020113-H	Page 1 of 1
PROTOCOL TITLE: Evaluation of Smoke-Free Workplaces	

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 5.7](#), 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 Items 3-14)
- Recruitment and Enrollment of Subjects Continuing (Complete Items 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:

During the last approval period from through

(Note: A - (B + C + D) = E)

A. # of subjects approached:

B. # of subjects refused:

Save Page

Note: You will be prompted to add literature and consent forms within this electronic form. (See [Uploading Documents](#) below.)

Please make sure that your documents have titles that will be meaningful to reviewers.

TIPS:

- You can leave yourself reminders using the **Notes** button (notes visible only to you):



- **Save Page** frequently to save your work:



Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary

Print Application

Sign and Send

indicates there is missing data. When all data has been entered, use the check boxes to show you've completed the page.

1 Continuation Approval Request

Notes

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 5.7, 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

B. # of subjects refused: 70

Save Page

➤ If you've saved your work, it's okay to log off before completing the form.

➤ Tip: To Do items in the task list:

Forms with multiple pages, such as the Unanticipated Problems / Adverse Events reports have a task list to show which items have been completed and which ones still need to be completed:

indicates there is missing data. When all data has been entered, use the check boxes to show you've completed the page.

- 1 Indicate Type of Report
- 2 Description of Unanticipated Problem or Adverse Event
- 3 Determining Causes and Risks
- 4 Corrective Actions or Changes to Study

(In this illustration, the form has not been started, all items still need to be completed.)

Clicking on the first item will open the form for editing.

Each page will have a link to the next page in the bottom left-hand corner:

All unanticipated problems should be reported on this form and should be listed on the Continuation Approval Request form when it is due for submission. Researchers are advised to call WSIRB staff to discuss the unanticipated problem or adverse event before completing this form (360-902-8075).

SECTION 1: Indicate type of report:

- Unanticipated Problem:** an incident, experience, or outcome affecting subjects or others that 1) is unexpected given the approved research procedures and the characteristics of study subjects; 2) is related or possibly related to participation in the research; and 3) may place subjects or others at a greater risk of physical, psychological, economic, or social harm.
- Adverse Event:** an untoward or unfavorable medical occurrence in a human subject (e.g., abnormal sign, symptom, or disease) that 1) is unexpected in nature, severity, or frequency; 2) is related or possibly related to participation in the research; and 3) may place subjects at a greater risk of physical or psychological harm.

Next

Save Page

To resume working on your submission:

Log in. From your homepage,

1. Select the **My Protocols In Progress** tab.
2. Double click the project title. This returns you to the **Protocol Summary Page**.

Note: if you accidentally generate duplicate entries, highlight the unwanted row(s) – one at a time – scroll to the **bottom of the page**, and click “Delete Selected Protocol Entry”.

Delete Selected Protocol Entry

Resuming application from the *Protocol Summary Page*:

Key Personnel

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

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
		Unanticipated Problem	

Additional Supporting Documents

Select the incomplete form or next unfinished task from the left-side menu, edit as needed, and save.

Additional Documents

After completing the form, identify whether you need to provide additional materials. Example attachments are listed below.

- For CARS:
 - Recruitment and consent materials for use in the next approval period;
 - Documentation of human subject protection training (*if* required by the WSIRB);
 - [Appendix N: Conflict of Interest Reporting](#) (**only** for **changes** to previously reported conflicts or to report **new** conflicts);
 - Related *Study Amendment Requests**;
 - *Unanticipated Problem and/or Adverse Event* reporting*;
 - *Certification that Research Records have been De-Identified*; and
 - Final Reports
 - Certification of Human Subject Protections (HSP) training (see our [Training page](#) for Approved Training Courses). **HSP training must be completed every 3 years**. You may check to see whether we have a record of your HSP training by visiting our [Training Participants page](#).

- For a report of an Unanticipated Problem and/or Adverse Event:
 - Related *Study Amendment Requests**;
 - Revised subject materials.

- For a Report of Protocol Deviation:
 - Related *Study Amendment Requests**;

*At this time, *Study Amendment Requests* should continue to be provided by email (WSIRB@dshs.wa.gov). These forms are available on the [Forms page](#) of our [website](#).

Note: only **Word** (2007 and higher), **PDF**, and **Excel** documents will be accepted. Documents with these file extensions are accepted:

- .doc;
- .docx;
- .pdf;
- .xls; and
- .xlsx.

Uploading Documents:

To add documents to your submission, select **Return to Protocol Summary**:

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary

Print Application

Sign and Send

indicates there is missing data. When all

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 5.7, 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 Items 3-14)
- Recruitment and Enrollment of Subjects Continuing (Complete Items Items 2-14)

1. From the Protocol Summary Page, , select **Additional Supporting Documents** from the **Supporting Documents Grid**:

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary

Print Application

Sign and Send

1 Continuation Approval Request

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
	Coordinator
Wash, P	Originator

Study Stage: Draft
Stage Change Date: 01-09-15
Protocol Type: CAR

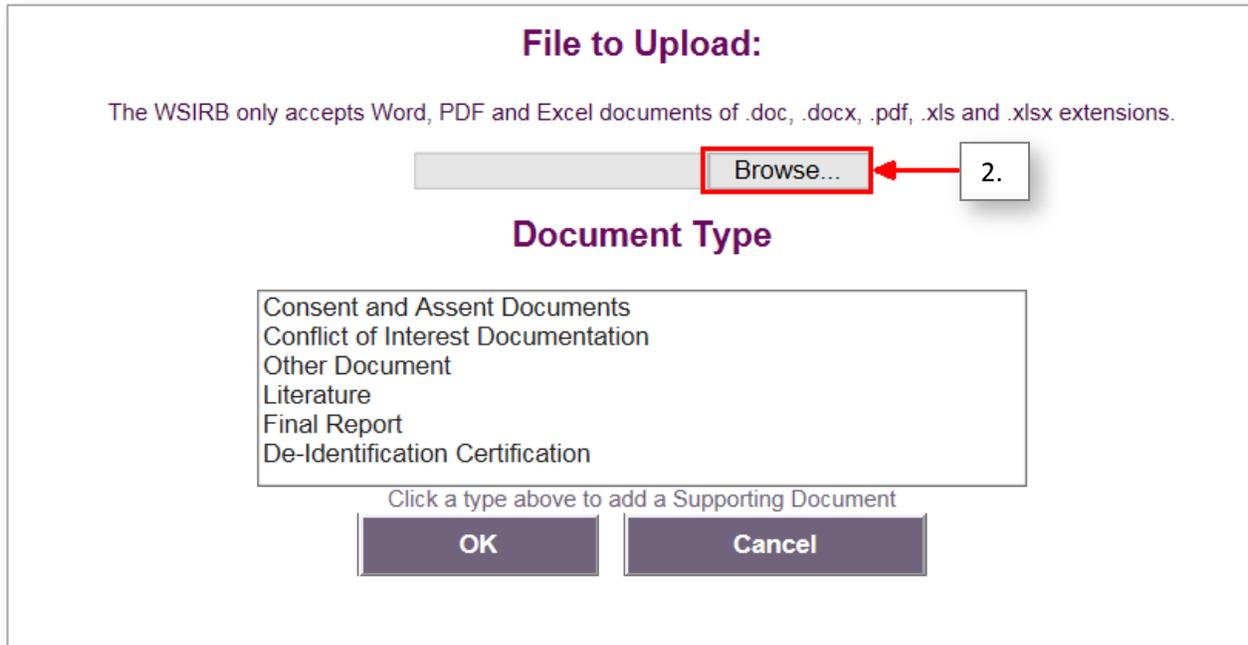
Supporting Documents Grid

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

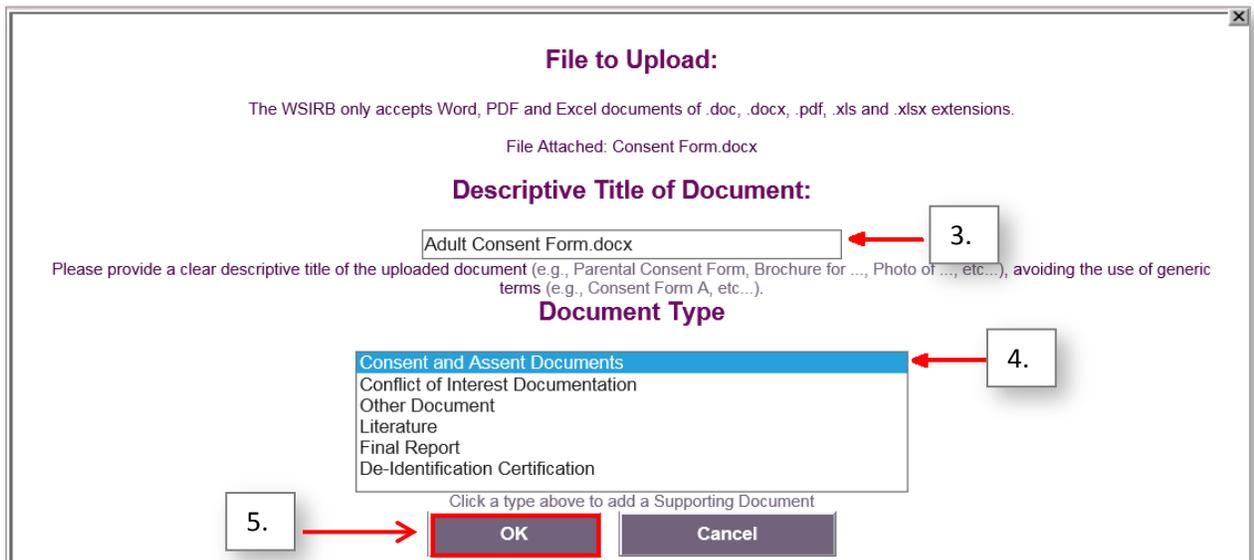
Available Actions	Complete	CheckList Name	Last Activity	File Name
		Continuation Approval Request		

Additional Supporting Documents 1.

2. A pop-up **File to Upload** will appear. Select **Browse**, search for the supporting document in your computer folders, and double-click to upload the appropriate document – only **Word** (2007 or later), **PDF**, and **Excel** files can be accepted:



3. If your file's name might not be immediately comprehensible to reviewers, please create a meaningful title in the **Descriptive Title of Document** box:



4. Select the **Document Type**.

5. Click **OK**.

Repeat these steps as needed to upload all of your required supporting documentation.

Back on the Protocol Summary Page, you can now see your documents in the **Supporting**

Documents Grid:

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary
Print Application
Sign and Send

1 Continuation Approval Request

Notes

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: Draft
Stage Change Date: 01-09-15
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	File Name
		Continuation Approval Request		
Additional Supporting Documents				
		Parent Consent Form.docx	01-12-15	Consent Form.docx

➤ Repeat these steps for each document you need to attach.

Submit your request:

Select **Print Application**:

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary
Print Application
Sign and Send

1 Continuation Approval Request

IRB NUMBER: D-020113-H
PROTOCOL TITLE: COST OF EFFECTIVENESS OF PATIENT REVIEW AND COORDINATION

PROTOCOL SUMMARY PAGE

You can page through this : Evaluation of Smoke-Free Workplaces low to view the document.

Personnel Assoc.....

Key Personnel	Role
Wash, P	ColInvestigator
Wash, P	PI

Study Stage: Draft
Stage Change Date: 01-09-15
Protocol Type: CAR

A new window or tab will open:

WASHINGTON STATE INSTITUTIONAL REVIEW BOARD

CONTINUATION APPROVAL REQUEST

Project Title: Evaluation of Smoke-Free Workplaces
Principal Investigator (PI): P Wash
Complete Mailing Address
P. Wash
P.O. Box 19345
Olympia, WA 98504-5204
Telephone: **Email:** pwash@dshs.wa.gov
Signed by P Wash on Jan 16, 2015

In accordance with [45 Code of Federal Regulations Part 46 Section 46.109\(e\)](#), [Washington State Agency Policy on Protections of Human Research Chapter XV Section 6](#), and [Washington State Institutional Review Board Procedures Manual Chapter 5 Section 5.7](#), the WSIRB shall conduct continuing research at intervals appropriate to the degree of risk, but not less than once per year.

1. Current Status:

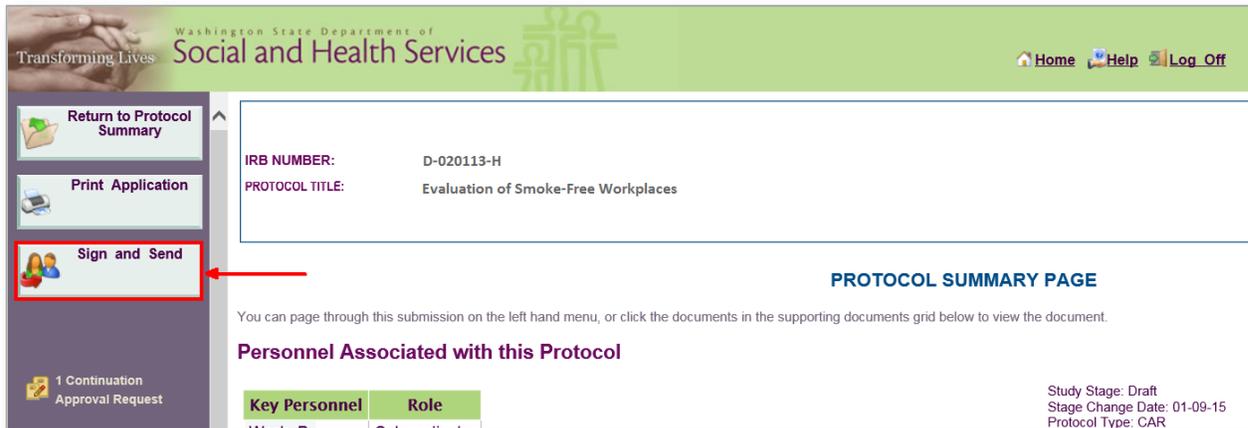
- Research Using only Existing Records - No Contacts with Subjects;(Complete Items 3-12 and Item 14)
- Recruitment Not Yet Begun (Complete Items Items 3-14)
- Recruitment and Enrollment of Subjects Continuing (Complete Items Items 2-14)
- Recruitment and Enrollment of Subjects Completed; Research Contacts 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

3. Provide a general overview of study activities to date:

Include major accomplishments, significant events or study findings, dissertation activities, etc. If you have not yet enrolled subjects, please explain why.
test

Review the information: If everything is accurate and complete, take the steps on the following page to submit your request to the WSIRB.

1. From the Protocol Summary Page, Select **Sign and Send**;



Note: if you do not see the **Sign and Send** button, please review your submission. (See What if I can't Sign and Send?)

2. Select **Send** to electronically sign, indicating:

- Your agreement to comply with WSIRB approved procedures and requirements; and
- Attestation that the information provided is accurate, complete, and current.
- **Note: this electronic signature serves as your legal signature.**

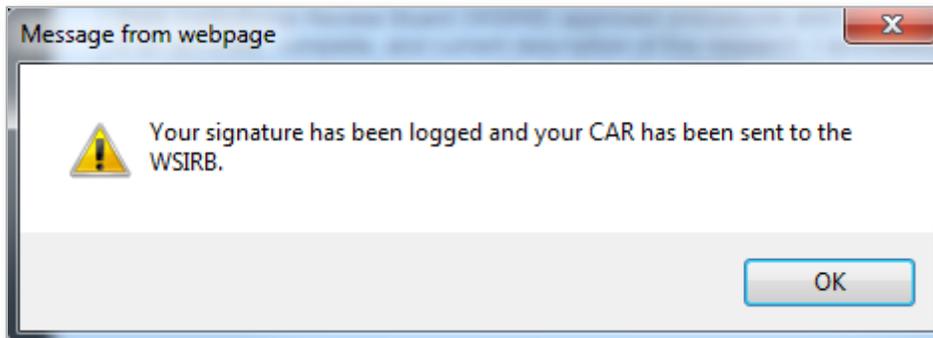
INVESTIGATOR'S STATEMENT:

By submitting this form I affirm that this research is being conducted in compliance with all Washington State Institutional Review Board (WSIRB) approved procedures and requirements and that this report is an accurate, complete, and current description of this research. I acknowledge that I am required to submit any proposed study modifications to the WSIRB, and that changes in approved study procedures may not be implemented until they are approval by the WSIRB. I acknowledge that all research staff who have contact with subjects or who have access to identifiable records have current training in human subjects protection. I also acknowledge that I am responsible for reporting to the WSIRB any unanticipated problems or adverse events that may increase risks to subjects and are related or possibly related to participation in this research.

Clicking the Send button applies your electronic signature to all documents requiring signatures in this package and indicates that the Principal Investigator has read and understood the answers being submitted and the terms above.

Send **Cancel**

3. A pop-up will appear to let you know that your submission has been sent. Click **OK**.



You can now see your submission’s status as “Sent to IRB” in the **Stage Change Log** and in the statistics on the upper-right-hand side of the page (highlighted area).

Washington State Department of Social and Health Services

Home Help Log Off

Return to Protocol Summary

Print Application

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
Court, Beverly Wash, P	CoInvestigator PI
Wash, P	Coordinator Originator

Study Stage: Sent to IRB
 Stage Change Date: 01-16-15
 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
		Continuation Approval Request	

Stage Change Log

Stage	Date
Sent to IRB	2015-01-16

Notes

What if I can't Sign and Send?

Check your submission carefully. Make sure that you have answered all questions. If you have any unfilled boxes (see the example below) your submission is incomplete and cannot be sent.

2. Subject Numbers.

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

During the last approval period from through

(Note: $A - (B + C + D) = E$)

A. # of subjects approached:

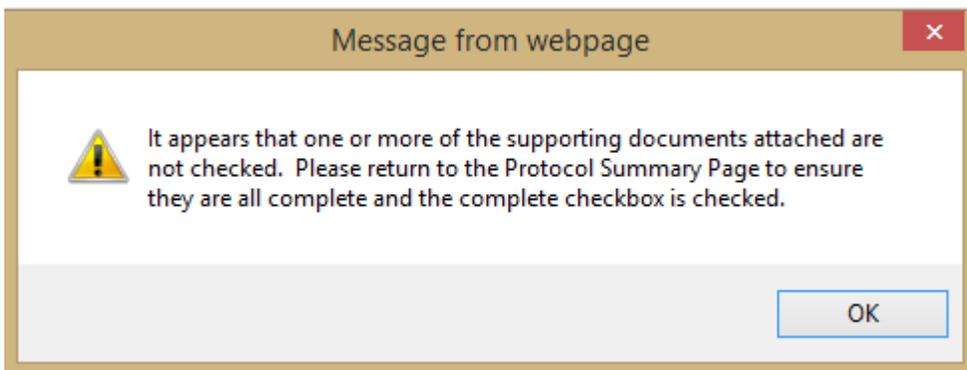
B. # of subjects refused:

C. # of subjects ineligible:

D. # of subjects pending:

E. # of subjects enrolled:

Attempting to Sign and Send a submission, like this, with incomplete data, will result in an error message:



(For more information about this message, see below.)

Recheck your submission form to be sure that all questions have been answered and there is no missing information.

2. Subject Numbers.

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

During the last approval period from through

(Note: $A - (B + C + D) = E$)

A. # of subjects approached:

B. # of subjects refused:

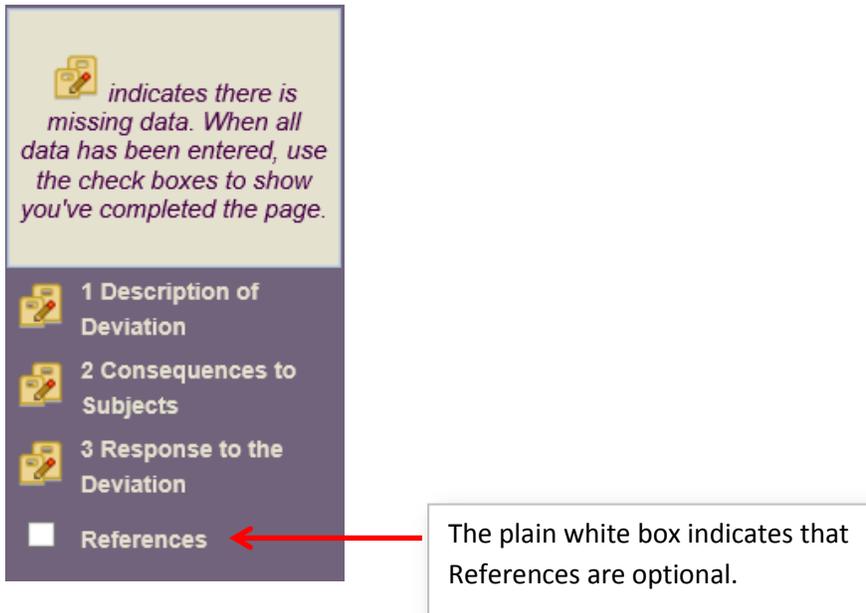
C. # of subjects ineligible:

D. # of subjects pending:

E. # of subjects enrolled:

All dates need to be filled in.
If the some of the numbers are zero, zeroes must be added.

For Protocol Deviations and Reports of Unanticipated Problems and/or Adverse Events, the To Do buttons in the task list will indicate which pages of the submission are incomplete:



If your request is complete, but you are still unable to submit your request, make sure to check all of the white boxes. For example, you have completed your CAR revisions and added requested additional documentation, but the **Sign and Send** button is missing (Figure 1).

When you check the box by **Continuation Approval Request** and click **Return to Protocol Summary**, the **Sign and Send** button should appear (Figure 2):



Figure 1

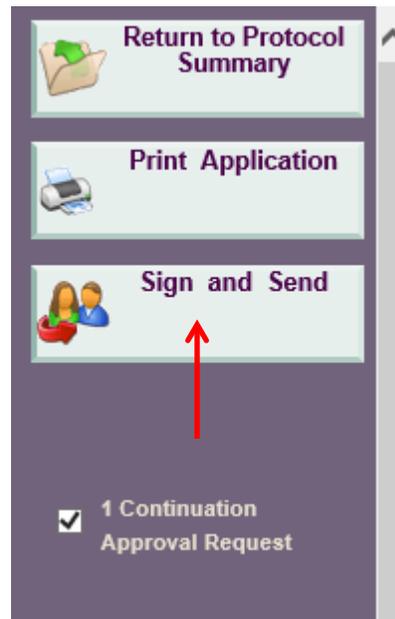
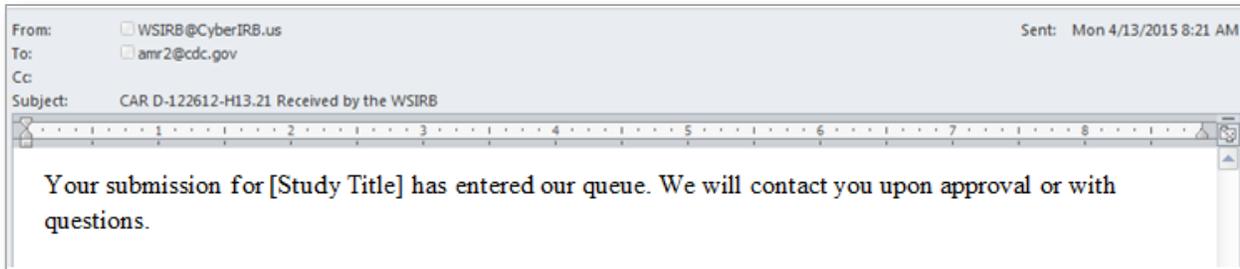


Figure 2

After Submission

Upon submission, you will receive an automated email from **WSIRB@CyberIRB.us**, indicating that your submission has been received:



If the submission is complete, you will receive a notice that your submission has entered our queue. In the upper right-hand corner of the Protocol Summary Page, you'll see that the Study Stage is In Review, and you can also see this in the Stage Change Log, which will show the history of all changes to the status of this request:

Stage Change Log

Study Stage: In Review
Stage Change Date: 11-04-15
Protocol Type: CAR

Stage	Date
Sent to PI	2015-10-21
Sent to IRB	2015-10-27
In Review	2015-10-29

If the submission is missing information or documentation, you will receive an e-mail requesting revisions:

Date: [Today's Date]
To: Principal_Investigator@anemail.com
From: WSIRB@CyberIRB.us
CC:
Subject: CAR Modifications Requested

Your submission for [Project Title] requires revisions or clarification in order to be considered. Please log in to CyberIRB, make the outlined changes, and resubmit.

What do I do if Revisions are Requested?

Logon to CyberIRB®. You should see the study number your Inbox, with the task, “Make Changes and Re-Submit”:

IRB#	Task	Title	Type	PI	Received Date
D-071514-H	Make Changes and Re-Submit	Long-term effects of brief interventions in hospital settings	CAR	Wash, P	11-03-15

Click on the task, and your Protocol Summary Page will open. This will allow you to make requested changes. If you have been asked to provide further documentation, follow the instructions for [Uploading Documents](#).

If the **Sign and Send** button is missing from the Protocol Summary page (Figure 1), check the To Do box next to any tasks, then select **Return to Protocol Summary**. The **Sign and Send** button should appear (Figure 2):

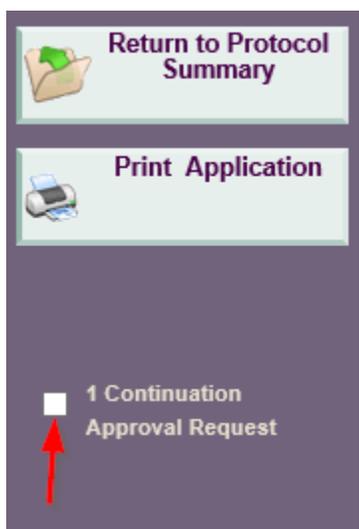


Figure 1



Figure 2

If you are still unable to submit your modified submission, [contact the WSIRB](#).

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Managing Your Contacts

This feature of CyberIRB® is currently under construction and will be supported at a later date. At this time, you will be able to see the contacts that we have listed for your projects in CyberIRB®. If you need to add or remove contacts, associate them with particular studies, or update information, please contact us at wsirb@dshs.wa.gov.

Later in our process, you will be able to manage your contacts yourself. At that time, your contacts will also be able to initiate submissions for you*. We will provide instructions when this feature becomes available.

* At this time, investigators must initiate submissions. Once initiated, your study coordinator can modify the submission and send it to you for your review and signature.

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Appendix A

Checking your browser for version information:

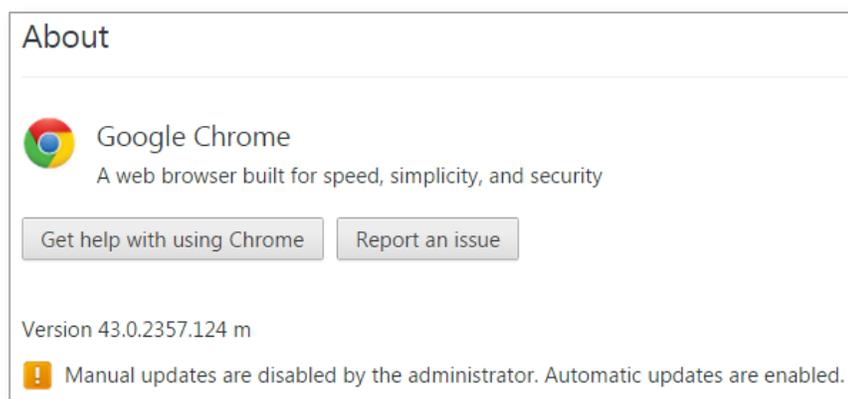
-  Internet Explorer – please use version 11 or higher

Click the gear icon in the upper right-hand corner of your browser window, then select **About Internet Explorer** or, if you don't have a gear select **Help** from the toolbar and then **About Internet Explorer**. Either method should open a window with your version information:



-  Google Chrome – please make sure that Automatic Updates are enabled.

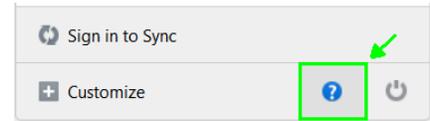
Click the menu icon in the upper right-hand corner of your browser window:  then select **About Google Chrome**. The resulting page will show your version information:



<https://support.google.com/chrome/answer/95414?hl=en>

-  Mozilla Firefox 4.0 or higher

Click the menu icon in the upper right-hand corner of your browser window:  at the bottom of the resulting drop-down menu, select **Help** then **About Firefox**, or on the toolbar, select **Help**, then **About Firefox**:



Update instructions: <https://support.mozilla.org/en-US/kb/update-firefox-latest-version>

-  Safari 7.0 or higher

On an iPad, go to Settings → General → Software Update. Your iPad will check for updates. The current version as of June 2015 is IOS 8.3.

On a Mac, click on Safari in your Safari menu, located at the top of your screen. A drop-down menu will appear, select **About Safari**.

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