IRBear Quick Steps: Creating a New Reportable Event

1. Go to www.irbear.org. Click ‘Login’ in the upper right corner.

2. Log into IRBear.
3. Confirm that your role is listed as 'Study Staff', on your 'My Home'/Personal Page. If not, click 'Study Staff'. The screen will refresh and your 'Study Staff' homepage will appear.

4. Click the 'Studies' tab. Click the protocol title link; the title will appear under the 'Name' header. The page will refresh and open to the protocol workspace.
5. Click the ‘New Reportable Event’ activity on the left side of the protocol workspace.

6. The first page of the reportable event (RE) Smartform will appear. Read before proceeding.
7. Select the type of reportable event being submitted. Note: You can report multiple events of the same type in one submission. For example, 2 protocol deviations can be reported using one form. However, if you are reporting different types of events (e.g., a protocol deviation and an unanticipated internal serious adverse event), they must be submitted separately.
8. Complete the RE SmartForm. Click ‘Finish’ on the last page of the RE SmartForm. The page will refresh and open to the RE workspace. Click the ‘Submit Reportable Event’ activity on the left hand side of the workspace. NOTE: This activity is only visible for the PI.

9. The RE will transition to the ‘Received by IRB’ state.