IRBear Quick Steps: Creating a New Protocol

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 ‘New Study’ button. The first page of the protocol SmartForm will appear.
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6. Complete and review the entire submission. When you have completed the entire protocol SmartForm, click ‘Finish’. The page will refresh and open to the protocol workspace.
7. Click the 'Request Co-Investigator Agreement to Participate' activity on the left hand side of the workspace if co-investigators were added to your submission. **NOTE: All co-investigators must click the 'Agree to Participate' activity before the PI can submit the study.**

8. Click the 'Submit Study' activity on the left hand side of the workspace. **NOTE: This activity is only visible for the PI.**
9. The study will transition to one of the following states:
   a. 'Awaiting Ancillary Review' if ancillary reviews were requested. Once all ancillary approvals are received, the study will transition to the 'Division Review' state.
   b. 'Division Review' - The Division Chief must sign off on the study before it is received by the IRB/OPHS. Once the division review is complete, the study will transition to the 'Received by IRB' state.