IRBear Quick Steps: Responding to Contingencies

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 workspace link for the submission requiring changes; the title will appear under the ‘Name’ header. The page will refresh and open to the submission workspace. **NOTE: Any submission that requires action from you will be listed under the 'Inbox' tab.**
5. Click the ‘Reviewer Notes’ tab. Then click the ‘Jump To’ link. Your workspace will look like this:

6. Make the requested changes to the completed Smartform (submission form), if applicable. The Smartform will look like this:
7. Click ’Save’ at the top or bottom of the page. Use the yellow ’Reviewer Notes’ taskbar to move to the next contingency.

8. Respond to the contingency and exit the form. NOTE: Any text entered in the green shaded area as a response to the change request does not change the Smartform application.
9. The PI must click the ‘Submit Changes’ activity on the left hand side of the workspace.

10. The submission will transition to one of the following states:
   a. ‘Awaiting Ancillary Review’ if ancillary reviews were requested.
   b. ‘IRB Staff Review’
   c. ‘IRB Staff Contingency Review’
   d. ‘In Expedited Review: Admin Review’
   e. ‘In Exempt Review: Admin Review’