Center for Research

Electronic IRB Review System Researchers Manual

To be used by **Faculty** to create a Research proposal for review **Application A,B,C , or E**
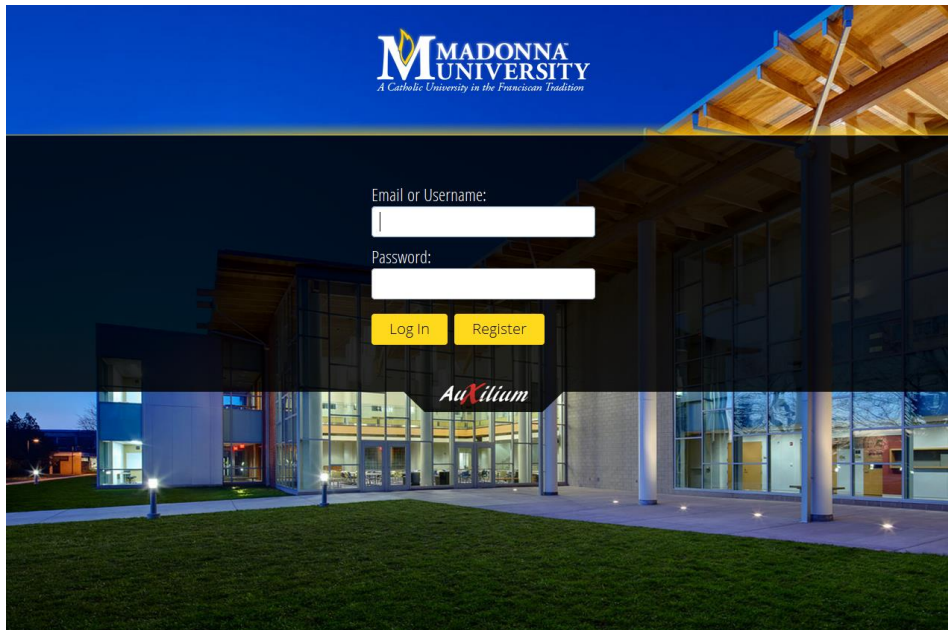
Getting started with the online
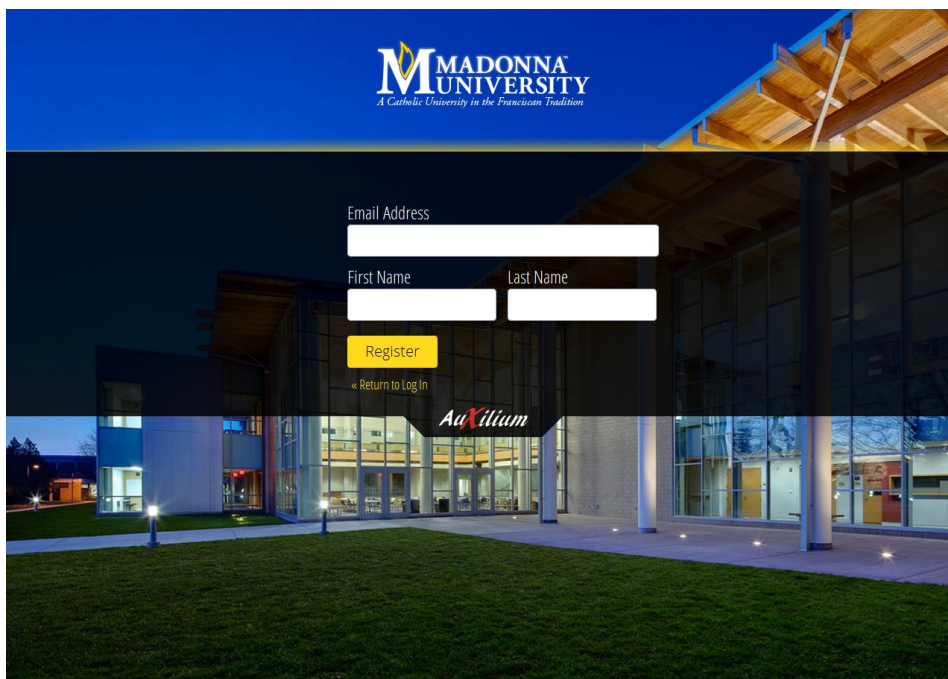# Human Subject Review Application

Getting Registered

Step 1: **YOU MUST USE FIREFOX OR GOOGLE CHROME TO ACCESS THIS WEBSITE. <u>DO NOT USE INTERNET EXPLORER.</u>**

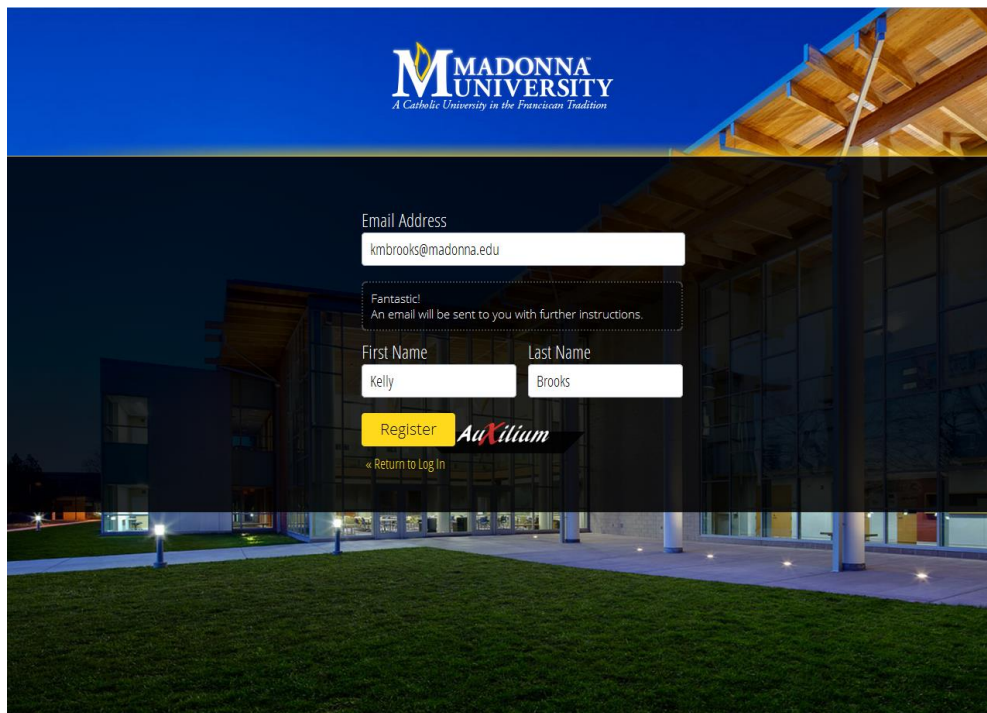Type in https://madonnau.auxiliumgroup.com

You will see the following screen:

Step 2: Click on the "Register" button. The following screen will appear:

Step 3: Enter your email address, first name, and last name. Click on the "Register" button.
You will receive the following message: "Fantastic! An e-mail will be sent to you with further
instructions."

Step 4: Follow the instructions in your email to set your password. Please note that for security
purposes, the link in your email will only remain active for 24 hours. Once you have set your
password, you can log in by either clicking on "Return to Log in" or by clicking on the "Log in"
button on the original screen.
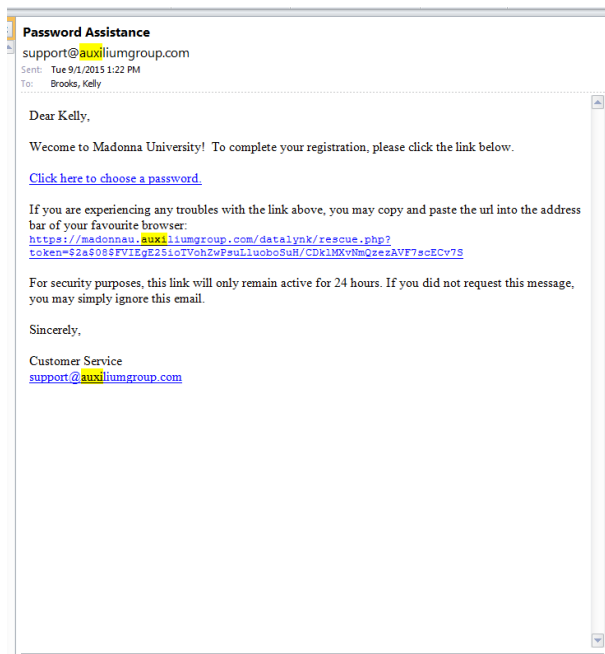
Step 5: Once you have completed your Login, this is the screen you will see. First, you will need to complete your Checklist.

Click "Add Checklist"

Step 6: Click "Request Checklist," then click "Add Checklist" and this screen will appear. Enter all requested information on each page, then click "Save."

Step 7: After you have completed your Checklist it will appear under "Request Checklist." Click "My Checklist," and it will be displayed.

This may take a few moments.

Then, click "Home."

Step 8: Next, you will complete Application A, B, C, or E based on the research checklist you created earlier.

Step 9: Once you have chosen your Application, this is the screen you will see. Enter all requested information, and continue to scroll down to complete entire application. After you have completed your application, click "Save."

You will then receive an on-screen message stating that your application has been received.

Step 10: After you have completed and submitted your application, it will appear under Application A, B, C, or E. Click on your Application, and it will be listed. You can then logout by clicking your name and choosing "Logout."

Section 2: Steps for making Corrections/Changes once you have submitted your Application

Once you have submitted your application, you cannot go back into it to make changes. However, once it has been reviewed, the Reviewer may request that you make changes or corrections before your application can be approved. If a change is requested, you will be notified by e-mail and it will look like this:
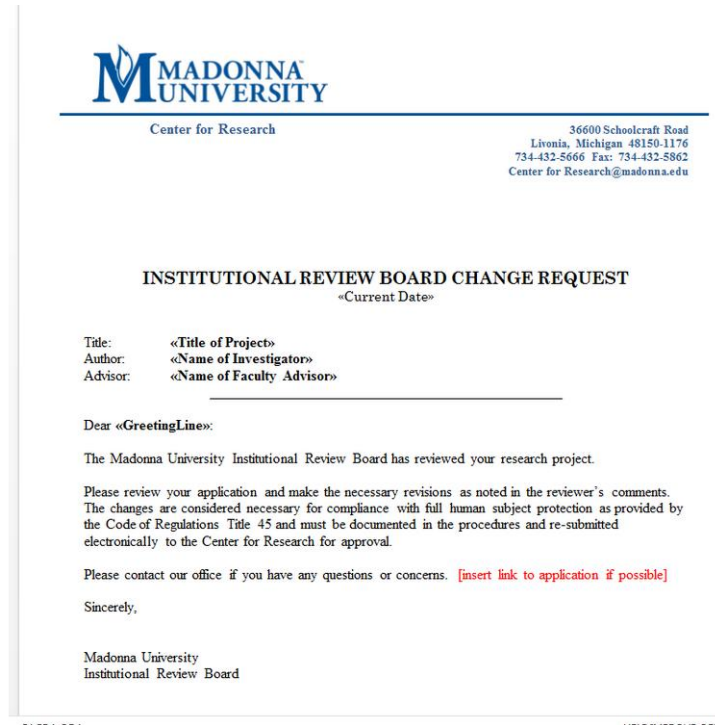
You will then need to Log back in to: https://madonnau.auxiliumgroup.com. You will Log in as you did before. Click on the type of Application you submitted (A, B, C, or E), then click "View Dashboard" to gain access to your completed application(s).
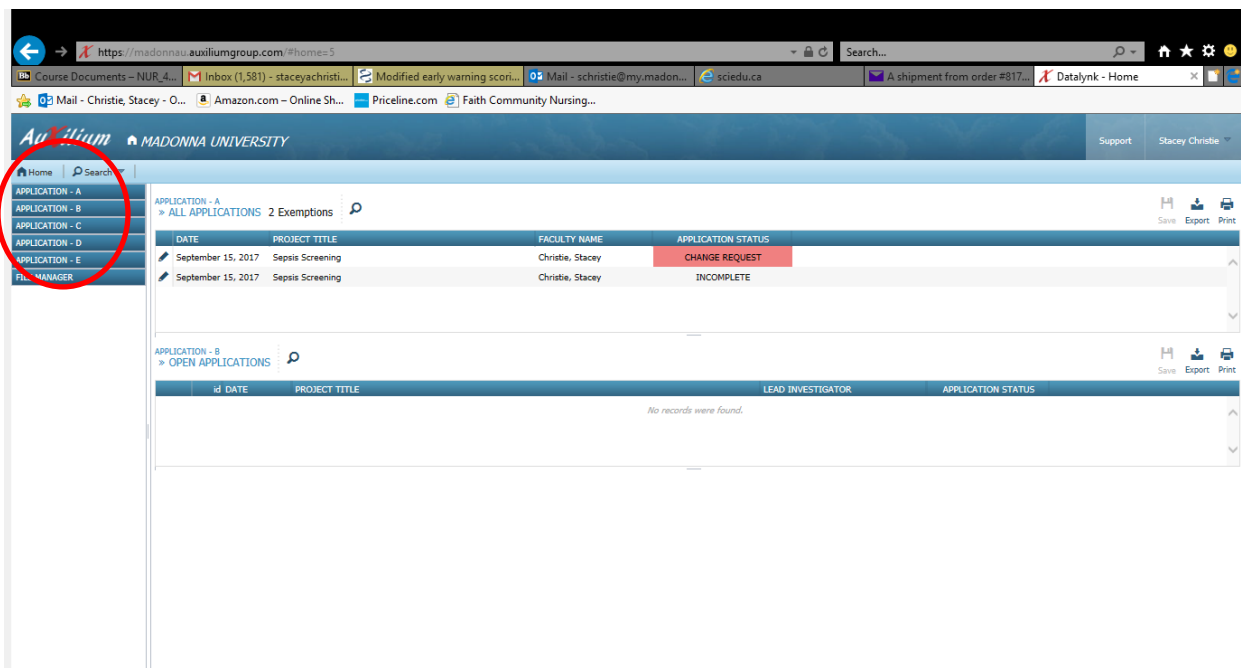
You will see Change Request in red under Application Status next to your application.

Then, scroll to the bottom of the application and you will be able to see the Reviewer's comments.

Once you have scrolled through your entire application, and addressed all the Reviewer's comments, submit your corrected application by clicking the box next to "Submit Application" and save.
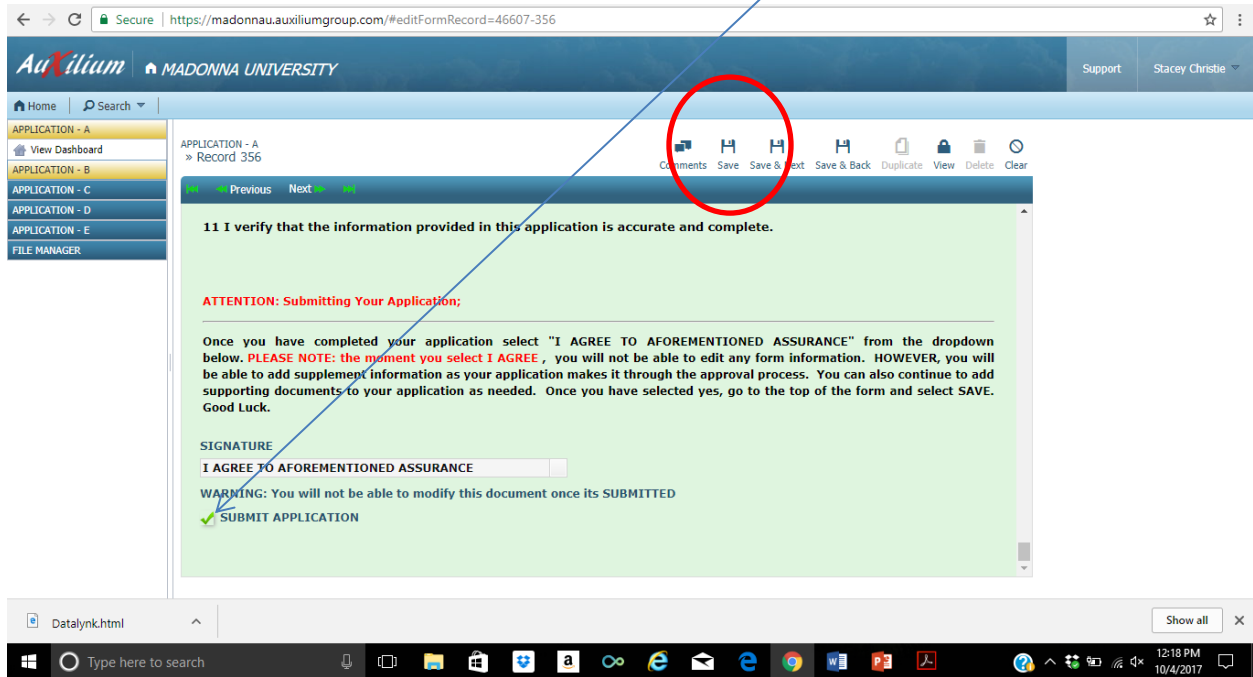
Once you have re-submitted your Application, you will see Completed in Blue under Application Status next to your application.
You will receive a formal notification when your Application has been approved.

Thank you!