



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

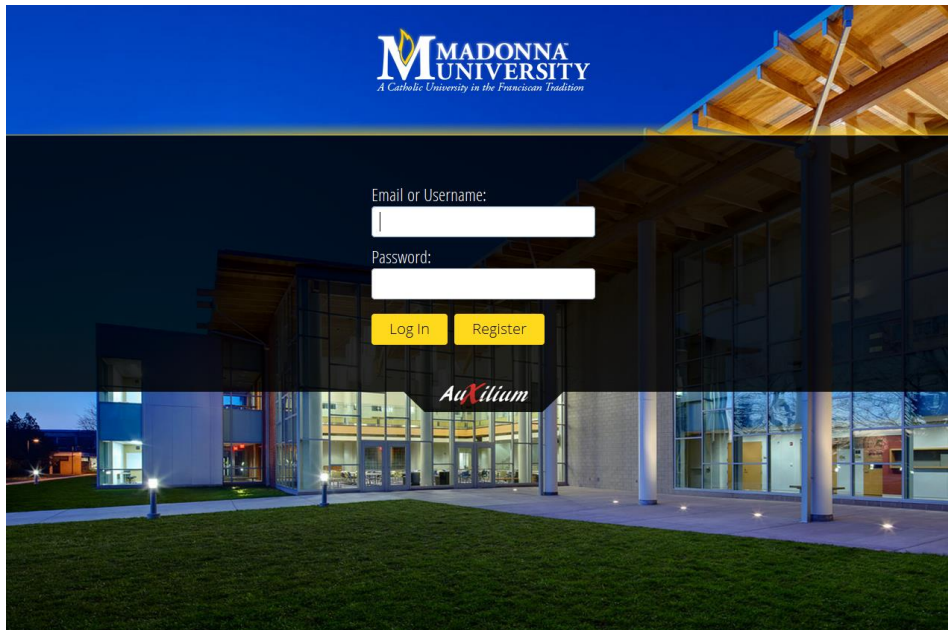
Getting started with the online Human Subject Review Application

Getting Registered

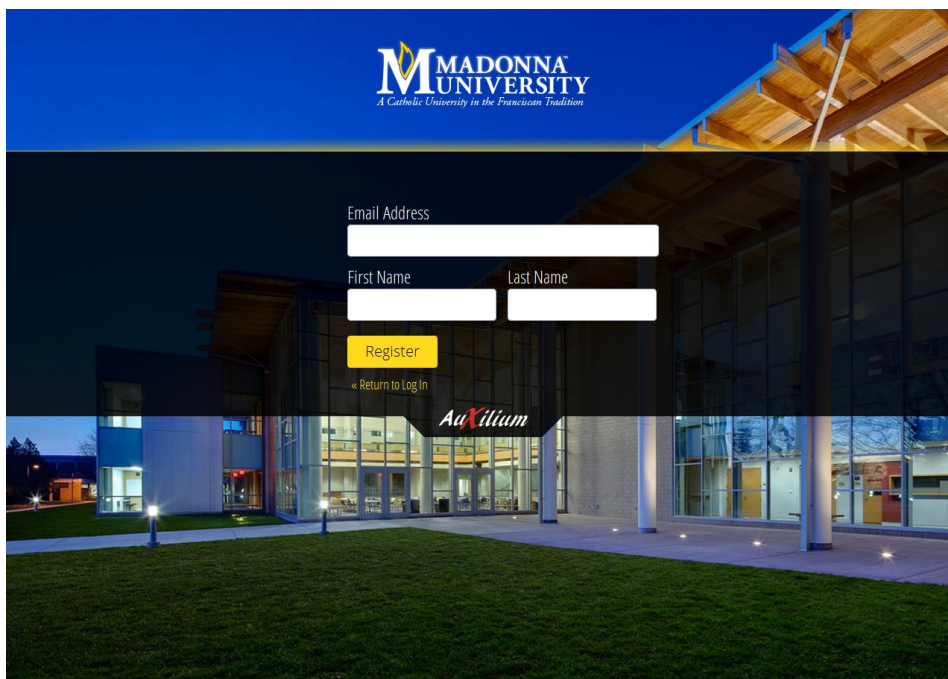
Step 1: **YOU MUST USE FIREFOX OR GOOGLE CHROME TO ACCESS THIS WEBSITE. DO NOT USE INTERNET EXPLORER.**

Type in <https://madonnau.auxiliumgroup.com>

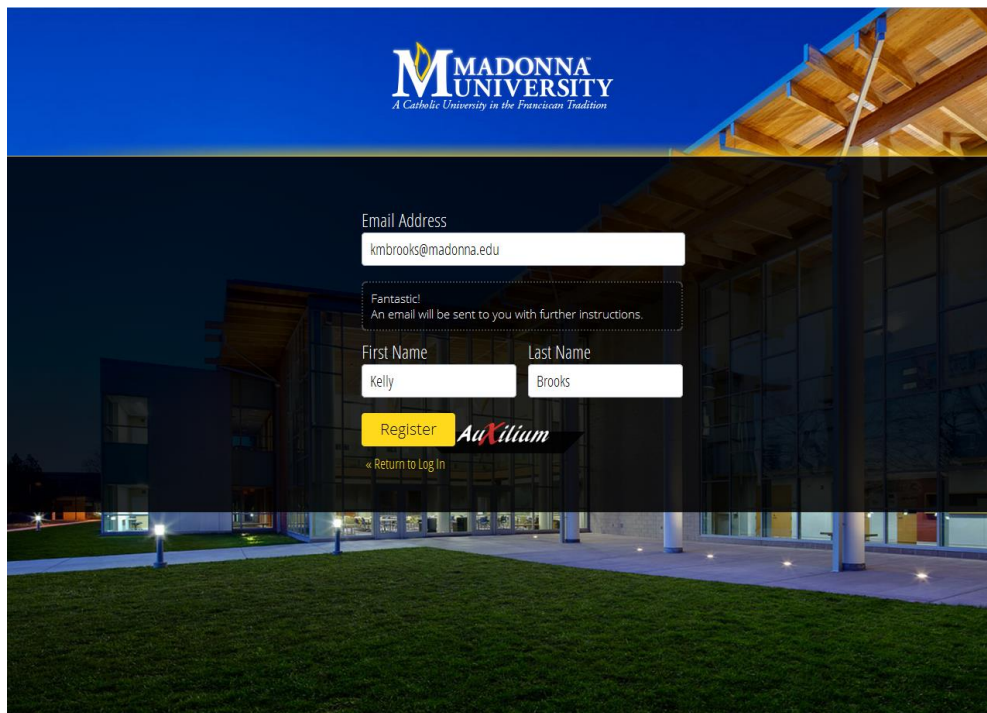
You will see the following screen:



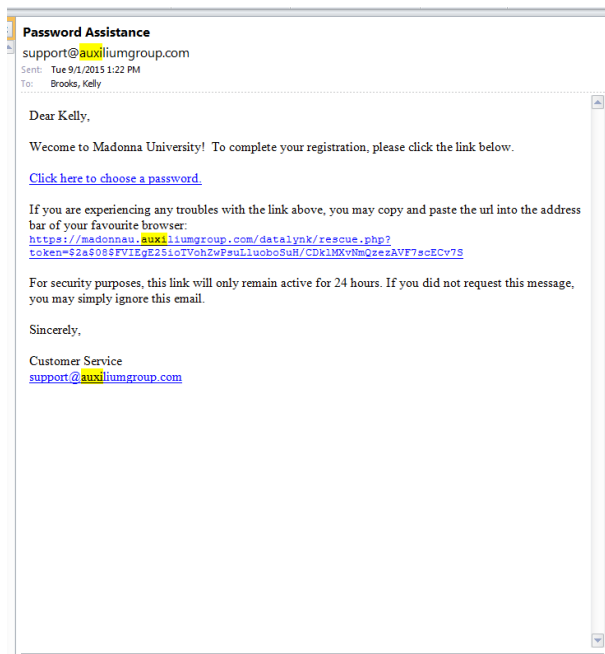
Step 2: Click on the “Register” button. The following screen will appear:



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"

FACULTY APPLICATIONS FOR RESEARCH

Please select the most appropriate application from the list below

STEP #1 (Update your profile) | **STEP #2** (Complete your checklist) | **STEP #3** (Select your application)

Navigation Menu:

- 1. REQUEST CHECKLIST
- All Users
- APPLICATION - A
- APPLICATION - B
- APPLICATION - C
- APPLICATION - D
- APPLICATION - E
- FILE MANAGER
- My Contacts
- SAND BOX
- Symposium Proposal

Application Options:

- DD CHECKLIST** (Step #2)
- APPLICATION A** (Application for Exempt Review)
- APPLICATION B** (Application for Expedited or Full Review)
- APPLICATION C** (Application for Exemption – TET or FPD)
- APPLICATION E** (Faculty Application for Umbrella Review)

Table of Applications:

DATE	PROJECT NAME	STATUS	APPLICATION STATUS	ALL
PSY 2840 WINTER 2017 (6 records)				
January 18, 2017	An Examination of the Relationship Between Sleep, Gender, and Academic Performance	APPROVED	APPROVED	TH
January 18, 2017	Infidelity its causes and impacts on the opposite sex	APPROVED	APPROVED	TH
January 18, 2017	Examining the Relationship between Social Media Use and Depression	APPROVED	APPROVED	TH
January 18, 2017	Examining Racial Attitudes Among College Students	APPROVED	APPROVED	TH
January 18, 2017	The Relationship Between Trauma, Depression, and Religion	APPROVED	APPROVED	TH
January 19, 2017	The Relationship Between Digital Media Use and Attention Deficit Hyperactivity Among Young ...	APPROVED	APPROVED	TH
SINGLE SEMESTER (69 records)				
February 13, 2017	Depression screening in chronic pain patients	SUBMITTED	SUBMITTED	CH
February 13, 2017	Improving the Quality of Care for Breast Cancer Screening and Prevention	SUBMITTED	SUBMITTED	CH

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

The screenshot displays a web browser window with the URL <https://madonnau.auxiliumgroup.com/#addFormRecord=46473-0>. The page header includes the Auxilium logo and MADONNA UNIVERSITY. A navigation menu on the left lists '1. REQUEST CHECKLIST' and 'Add Check List'. The main content area features a form titled 'Checklist to Determine Type of Request' from the 'MADONNA UNIVERSITY Center for Research'. The form includes instructions: 'DIRECTIONS: Use this form to determine the type of application form you need to complete. CAREFULLY read each item and indicate if it applies to your research project.' Below the instructions, there are two input fields: 'Application Date' with the value 'October 4, 2017' and 'Investigator's' with the value 'CHRISTIE, STACEY'. The form also has a section for 'REQUIRED APPLICATIONS' and 'Section I.'. A blue arrow points to the 'Save' button in the top right corner of the form area. The Windows taskbar at the bottom shows the time as 1:01 PM on 10/4/2017.

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.”

The screenshot shows a web browser window displaying the Auxilium software interface. The browser's address bar shows the URL: <https://madonnau.auxiliumgroup.com/#openReport=46497>. The page header includes the Auxilium logo and 'MADONNA UNIVERSITY'. The user is logged in as 'Stacey Christie'. The left sidebar contains a navigation menu with 'Home' circled in red. The main content area displays a 'REQUEST CHECKLIST' report titled 'My Checklist' with '1 Check List'. The report table has the following data:

Application Date	Investigator's	REQUIRED APPLICATIONS
September 13, 2017	Christie, Stacey	

At the bottom of the browser window, a message reads: "It looks like you haven't started Firefox in a while. Do you want to clean it up for a fresh, like-new experience? And by the way, welcome back!" with a "Refresh Firefox..." button.

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

FACULTY APPLICATIONS FOR RESEARCH

Please select the most appropriate application from the list below

STEP #1 (Update your profile) | **STEP #2** (Complete your checklist) | **STEP #3** (Select your application)

Navigation: MY PROFILE, DD CHECKLIST, APPLICATION A, APPLICATION B, APPLICATION C, APPLICATION E

Application A: Click here to start new Application for Exempt Review

Application B: Click here to start new Application for Expedited or Full Review

Application C: Click here to start new Application for Exemption – TET or FPD

Application E: Click here to start new faculty Application for Umbrella Review

Table of Applications:

DATE	PROJECT NAME	STATUS	APPLICATION STATUS	ALL
PSY 2840 WINTER 2017 (6 records)				
January 18, 2017	An Examination of the Relationship Between Sleep, Gender, and Academic Performance	APPROVED	APPROVED	TH
January 18, 2017	Infidelity its causes and impacts on the opposite sex	APPROVED	APPROVED	TH
January 18, 2017	Examining the Relationship between Social Media Use and Depression	APPROVED	APPROVED	TH
January 18, 2017	Examing Racial Attitudes Among College Students	APPROVED	APPROVED	TH
January 18, 2017	The Relationship Between Trauma, Depression, and Religion	APPROVED	APPROVED	TH
January 19, 2017	The Relationship Between Digital Media Use and Attention Deficit Hyperactivity Among Young ...	APPROVED	APPROVED	TH
SINGLE SEMESTER (69 records)				
February 13, 2017	Depression screening in chronic pain patients	SUBMITTED	SUBMITTED	CH
February 13, 2017	Improving the Quality of Care for Breast Cancer Screening and Prevention	SUBMITTED	SUBMITTED	CH

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.”

APPLICATION - C
Record New

Comments Save Save & Next Save & Back Clear

Previous Next

MADONNA UNIVERSITY
Center for Research

**APPLICATION C
EXEMPTION TET & FPD PROJECT**

DATE: 2017/10/12 TYPE OF PROJECT: [Dropdown]

PROJECT TITLE: [Text Box]

STUDENT: CHRISTIE, STACEY STUDENT EMAIL: schristie@my.madonna.edu

CO-INVESTIGATOR 1: [Dropdown] CO-INVESTIGATOR 2: [Dropdown] CO-INVESTIGATOR 3: [Dropdown]

EMAIL CO INVESTIGATORS: [Text Box]

1. FUNDING OR OTHER SUPPORT

Is the research funded or has funding been requested?
 YES NO

Sponsor: [Text Box]

You must also provide a copy of the grant application or funding proposal. The University is required to verify that all funding proposals and grants (new or renewals) have been reviewed before funds are awarded.

Is any support other than monetary (e.g., materials, equipment, etc.) being provided for the study?

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

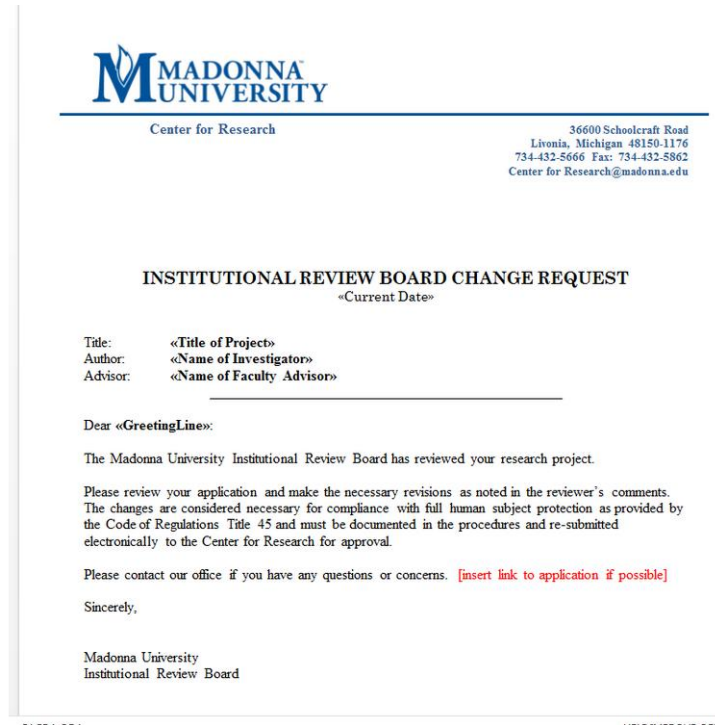
Step 10: After you have completed and submitted your application, it will appear under Application A, B, C, or E. Click on your Application, and it will be listed. You can then logout by clicking your name and choosing "Logout."

The screenshot shows the Dataynk dashboard for Madonna University. The user is logged in as Stacey christie. The dashboard displays a list of applications under the 'APPLICATION - C' section. The table below shows the details of these applications.

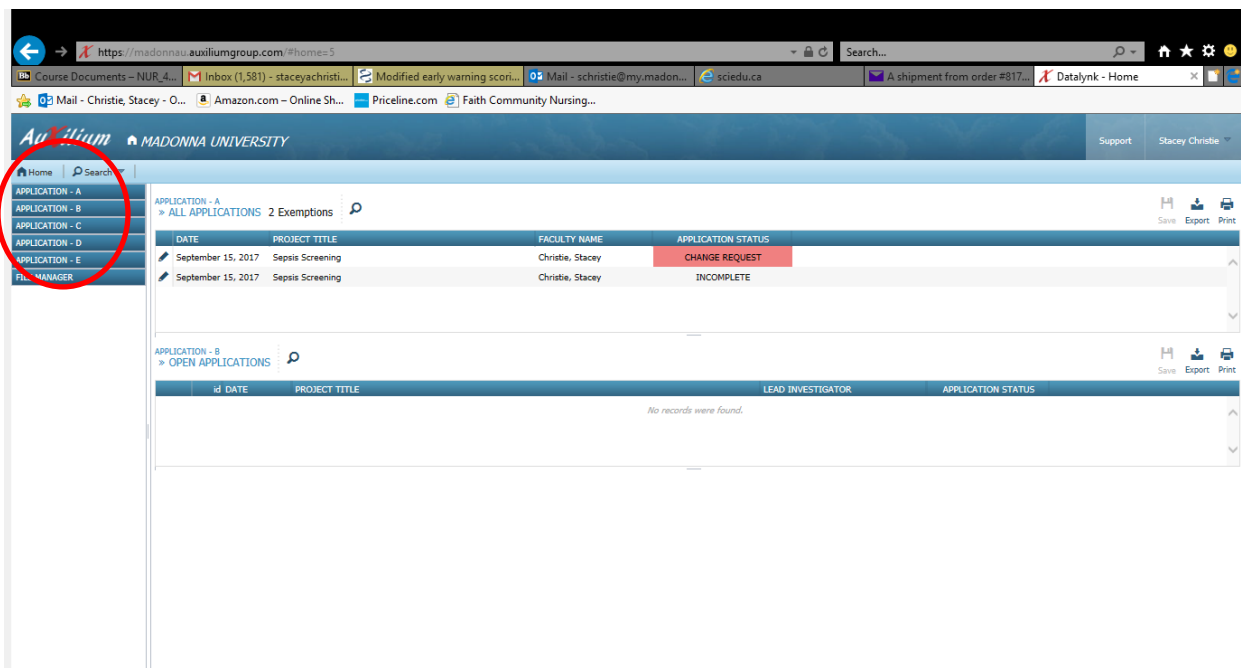
id	DATE	PROJECT TITLE	LEAD INVESTIGATOR	APPLICATION STATUS
1	Oct 25, 2016	PPPLICATION C TEST	ADMINISTRATOR, SYSTEM	UNDER REVIEW
3	Oct 28, 2016	Michigan Economy (TEST)	BROOKS, KELLY	APPROVED
5	Nov 23, 2016	US Economy	BROOKS, KELLY	SUBMITTED
7	Nov 28, 2016	Adult Learning	BROOKS, KELLY	SUBMITTED
9	Nov 28, 2016	Cultures	BROOKS, KELLY	SUBMITTED
11	Nov 28, 2016	app c 4	BROOKS, KELLY	SUBMITTED
13	Nov 28, 2016	App C Test 5	BROOKS, KELLY	SUBMITTED
15	Nov 28, 2016	app c test 6	BROOKS, KELLY	SUBMITTED

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.auxiliumpgroup.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.

Click on the pencil to view the Change Request

DATE	PROJECT TITLE	FACULTY NAME	APPLICATION STATUS
September 15, 2017	Sepsis Screening	Christie, Stacey	CHANGE REQUEST
September 15, 2017	Sepsis Screening	Christie, Stacey	INCOMPLETE

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

Once you have completed your application select "I AGREE TO AFOREMENTIONED ASSURANCE" from the dropdown below. PLEASE NOTE: the moment you select I AGREE, you will not be able to edit any form information. HOWEVER, you will be able to add supplement information as your application makes it through the approval process. You can also continue to add supporting documents to your application as needed. Once you have selected yes, go to the top of the form and select SAVE. Good Luck.

SIGNATURE
I AGREE TO AFOREMENTIONED ASSURANCE

WARNING: You will not be able to modify this document once its SUBMITTED

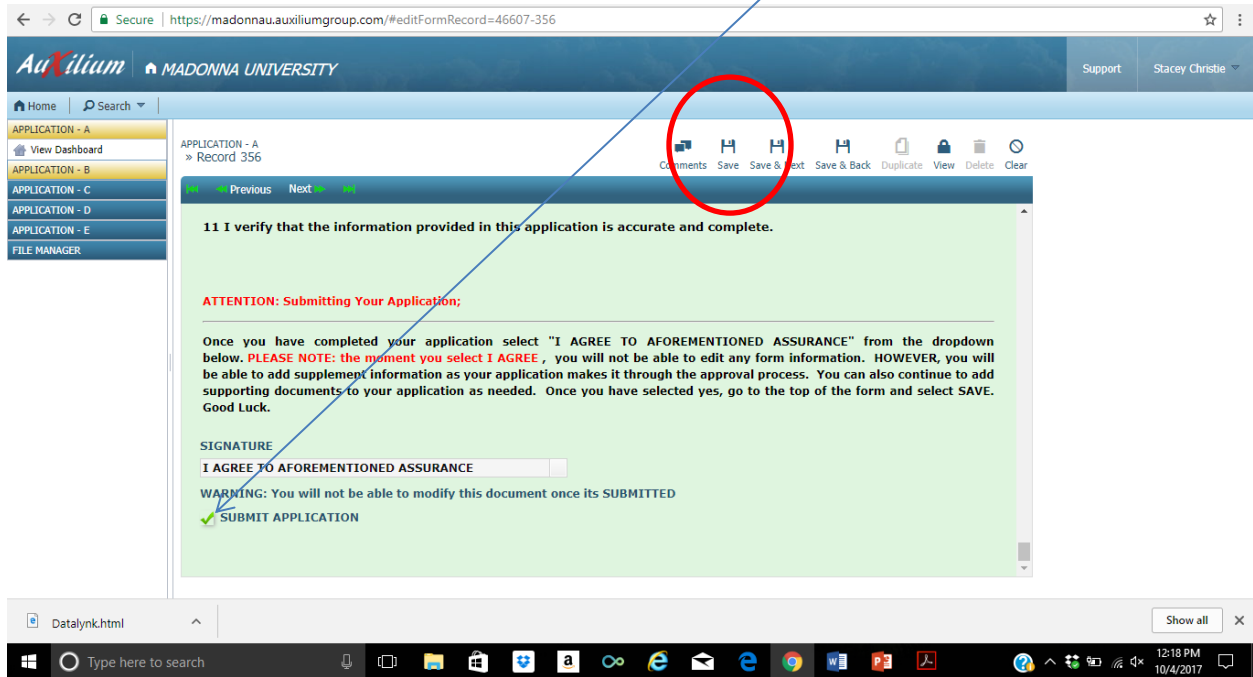
SUBMIT APPLICATION

COMMENTS HISTORY

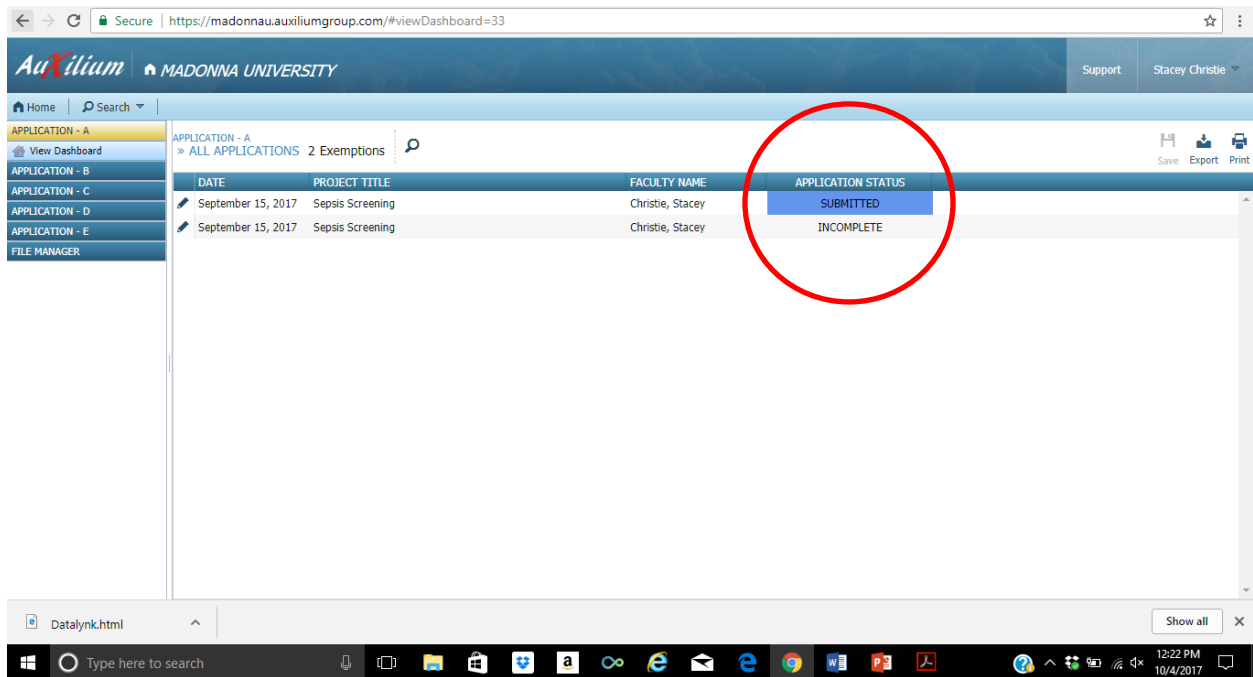
- [2017/10/04, 11:51] Please expound upon the goal of your research.
- [2017/09/22, 12:02] Please attach your certificate regarding completion of the Human Research modules.

COMMENTS / NOTES

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!