



Submitting a Study Closure Form to Bloomsburg University IRB for review

1) Go to <https://bloomsburg.my.irbmanager.com>

https://bloomsburg.my.irbmanager.com/

Login

User Name

Password

Client

Remember Client

Don't have an account?
Click here to register.

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SteamPunk (2017-11-945.0/Release/b76e137)
TP-WEB01 at 2019-02-18 16:40:26Z
Page generated in 0.003 seconds.

2) If you do not have a login account please follow the instructions for a New User Form.

5) Enter the study # that you wish to amend and click find.

https://bloomsburg.my.irbmanager.com/admin/index.aspx

Find Study

Home Meetings Create Study Reports Contacts Administration

Find Study

Study

Committee

Site

Status

Sponsor/CRO

Sponsor Id

PI


Any Contact

Keyword(s)

Open Items in the next 60 days

6.) Once you are in the study, please click “start x-form” under actions in the upper left corner.

The screenshot shows the IRB Manager interface for 'Study 2018-150-BU Research (IRB)'. The 'Actions' sidebar on the left contains the following items: Study, Update, Add Contact, Add Study-Site, Study-Site, Update, Add Attachment, Add Contact, Add Event, Add Note, Expirations, Generate Doc, Send EMail, Start xForm (highlighted with a red arrow), xForms (0), Misc, Contact History, Doc Templates, Notifications, Run Study Report, Run Study-Site Report, Study Audit, and Study Sub Screen. The main content area displays study details such as 'Study: 2018-150', 'Committee: BUIRB', 'Category: Office of Reseach and Sponsored Programs', 'Department: Focus Groups', 'Agent Types: Expedited Test', 'Study Title: Expedited Test', 'Qualtrics: Expedited', 'Review Type: Expedited', 'Comments: Expedited', 'Sponsor(s):', 'Sponsor Id:', 'Grants:', 'Next Review:', 'CRO:', 'Year: 2018', 'Review Determination Categories:', 'Study-Site: BU Research - BU Research', 'Status: New From PI', 'Approval:', 'Initial Approval:', 'Comments:', 'PI: Hauck, Sadie', 'Additional: N', 'Expiration:', and 'Other Expirations:'. Below this is an 'Events (1)' table with columns for Action, Event, Att, FE, Instance/UDF, Start, Complete, and Reviewers. One event is listed: 'New Submission' with 5 attachments, starting on 12/20/2018, and reviewed by Sadie H.

7.) If you wish to see all of the questions on this form, click “printer icon”  and this will give you a copy of the form that is easily printed.

8) If you wish to fill out this form, choose the blue link for the **“Study Closure Final Report.”**

The screenshot shows the 'Start xForm' page in the IRB Manager. It features a table titled 'Select xForm to start' with columns for Action, Form (Click to start), and Description. The forms listed are: Continuing Review of Research, IRB Application Form (1/1/19), Key Personnel Change Form, Modification to Protocol Form, New Contact Submission, Post Common Rule - Continuing Review of Research, Study Closure Final Report (highlighted with a red arrow), and Unanticipated Problems. The description for 'Study Closure Final Report' states: 'Please use this form when your study is complete (all participant data is collected and analyze, all interventions are complete, no follow-up interventions are taking place, and enrollment is closed)'. The footer of the page contains copyright information: 'Copyright ©2000-2019 Tech Software. All Rights Reserved. SteamPunk (2017.11.945.0/Release/b76e137)'. The page is viewed at 125% zoom.

9) Please answer all pertinent questions.

2018-150

Study Title Add Note View Audit
Expedited Test

Principle Investigator Add Note View Audit
Email: Business: 570-389-4208

Submitter Add Note View Audit
Email: Business: 570-389-4322

Reason for study closure (Required) Add Note View Audit
No participants entered in the study.
Study is complete.
Study is withdrawn.

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Total Number Enrolled (Required) Add Note View Audit

Total number of participants who dropped out (Required) Add Note View Audit

Please provide a summary of your preliminary findings in this study. (Required) Add Note View Audit

Provide a summary of any relevant literature, additional risks to participation that have been identified and any other relevant information. (Required) Add Note View Audit

8) Enter your changes to the study.

9) Once you've completed and submitted the form, BUIRB Administrator will begin the review process.