

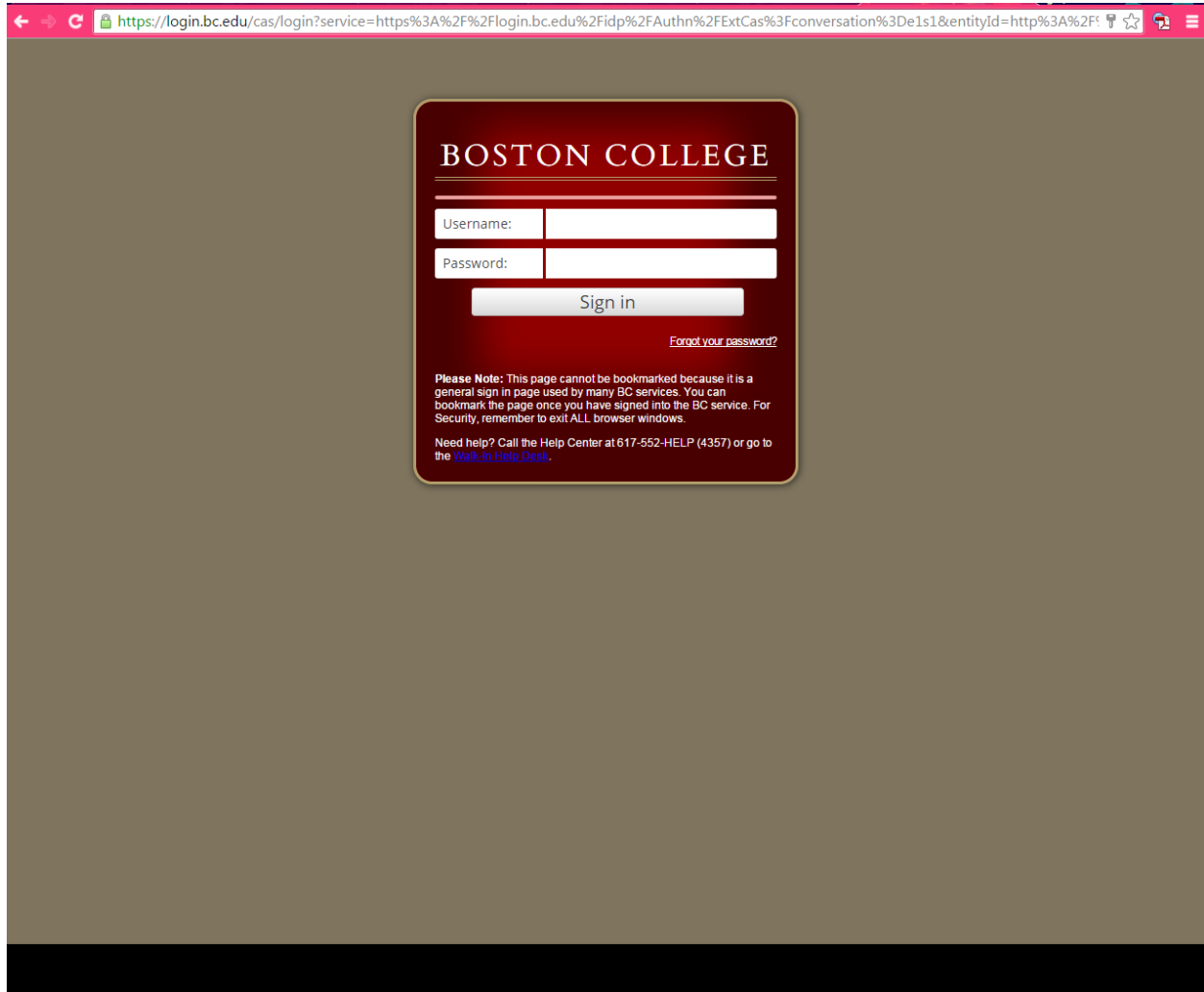
FACULTY RESEARCH SUPERVISOR SIGNATURE IN CYBERIRB

Step One

You will receive an email from CyberIRB to inform you that you need to complete a task in CyberIRB.

Step Two

Navigate to www.CyberIRB.us/bc and log into CyberIRB using your BC credentials (the same BC username and BC password you use for Agora).



https://login.bc.edu/cas/login?service=https%3A%2F%2Flogin.bc.edu%2Fidp%2FAuthn%2FExtCas%3Fconversation%3De1s1&entityId=http%3A%2F%2Fwww.cyberirb.us/bc

BOSTON COLLEGE

Username:

Password:

Sign in

[Forgot your password?](#)

Please Note: This page cannot be bookmarked because it is a general sign in page used by many BC services. You can bookmark the page once you have signed into the BC service. For Security, remember to exit ALL browser windows.

Need help? Call the Help Center at 617-552-HELP (4357) or go to the [Walk-in Help Desk](#).

Step Three

Find the task to “sign and submit” in your “My InBox” tab in CyberIRB. Click on “Sign and Submit”.

Step Four

Clicking on “Sign and Submit” will navigate you to the protocol summary page for that IRB application. You can view the protocol in TWO ways.

Option 1: Here you can review the submission one page at a time by clicking on the sections of the protocol that are highlighted below in the left hand navigation panel:

Key Personnel	Role	Study Information
Bos, PI	PI	Study Stage: Pending Sup/ Dept Chair Signature Stage Change Date: 09-21-16 Protocol Type: Initial
Bos, Research Supervisor	Faculty Research Supervisor	
Bos, Sally	Originator	

Complete	Combine	NA	CheckList Name	Last Activity	File Name	Type
<input checked="" type="checkbox"/>			Initial IRB Application Form			

Option 2: Click Print Application to get a print preview of the whole application form:

IRB NUMBER:
PROTOCOL TITLE: FOR TERRY 07/18/16

PROTOCOL SUMMARY PAGE

You can page through this submission on the left hand menu, or click the documents in the supporting documents grid below to view the document.

Personnel Associated with this Protocol

Key Personnel	Role	Study Information
Bos, PI	PI	Study Stage: Pending Sup/ Dept Chair Signature
Bos, Research Supervisor	Faculty Research Supervisor	Stage Change Date: 09-21-16
Bos, Sally	Originator	Protocol Type: Initial

Supporting Documents CyberIRB E-mails Study Change Log

All supporting documents must be attached and checked before you can submit.

Complete	Combine	NA	CheckList Name	Last Activity	File Name	Type
<input checked="" type="checkbox"/>			Initial IRB Application Form			

AND you can review any Supporting Documents submitted, Emails related to the study, or the dates the study changed into a different stage. Just click on the tab and then, if there's more information, the specific row.

IRB NUMBER:
PROTOCOL TITLE: FOR TERRY 07/18/16

PROTOCOL SUMMARY PAGE

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Personnel Associated with this Protocol

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Bos, PI	PI	Study Stage: Pending Sup/ Dept Chair Signature
Bos, Research Supervisor	Faculty Research Supervisor	Stage Change Date: 09-21-16
Bos, Sally	Originator	Protocol Type: Initial

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<input checked="" type="checkbox"/>			Initial IRB Application Form			

Step Five

When you have finished reviewing the protocol, you have two options. You can send the study back to the originator (your student) to make changes to the application OR you can Sign and Send the study.

The screenshot shows the IRB application system interface. On the left sidebar, the 'Sign And Send' option is highlighted in yellow. The main content area displays the 'PROTOCOL SUMMARY PAGE' for protocol 'FOR TERRY 07/10/16'. It includes a table for 'Personnel Associated with this Protocol' and a table for 'Supporting Documents'.

IRB NUMBER:
PROTOCOL TITLE: FOR TERRY 07/10/16

PROTOCOL SUMMARY PAGE

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Bos, PI	PI	Study Stage: Pending Sup/ Dept Chair Signature
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Supporting Documents | CyberIRB E-mails | Study Change Log

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Complete	Combine	NA	CheckList Name	Last Activity	File Name	Type
<input checked="" type="checkbox"/>			Initial IRB Application Form			

Clicking “Sign and Send” opens a dialogue box. Click “Send” to apply your electronic signature.

By electronically signing below, I hereby assure the following:

By signing this form, I certify that a) I have read the protocol, b) this research will be conducted under my supervision and guidance and c) I will assume final responsibility for the conduct of this protocol in accordance with all Boston College policies and procedures regulating human research.

Clicking the Send button applies your electronic signature to all documents requiring signatures in this package and indicates that the Faculty Sponsor has read and understood the terms above.

Send **Cancel**

After signing the protocol, it will automatically be sent to the IRB office.