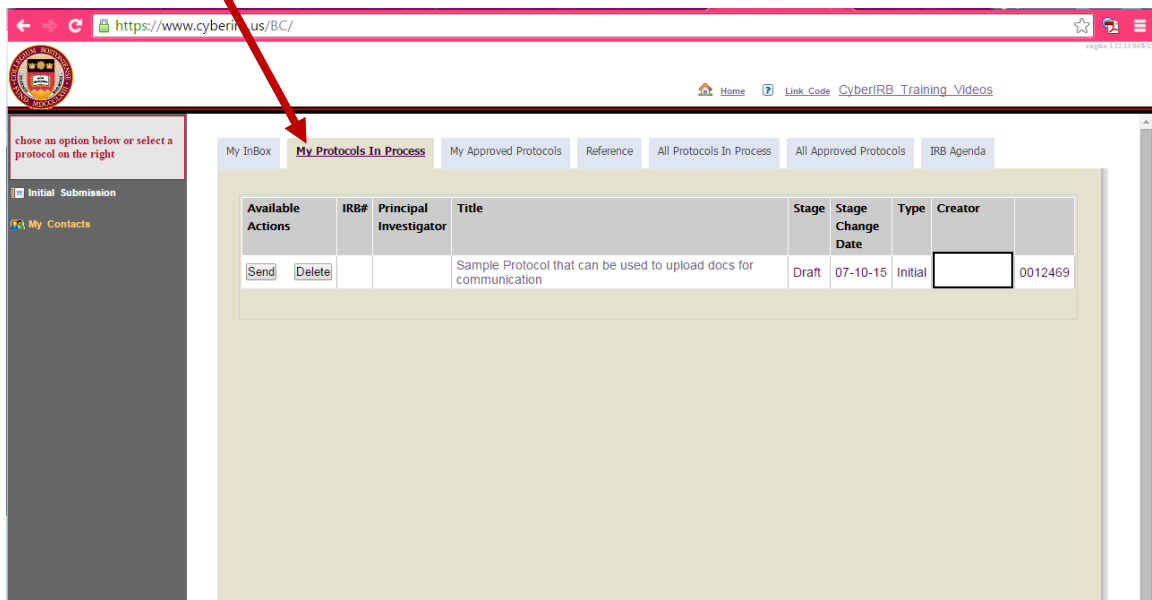
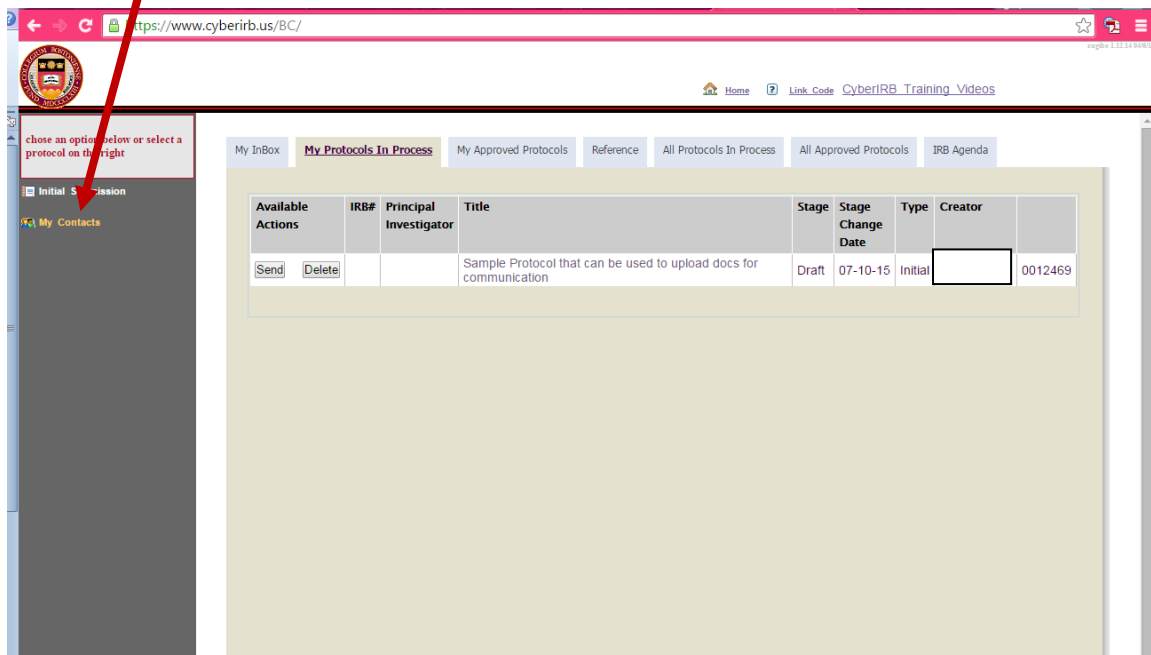


# CyberIRB Quick Start Guide

1. Go to [www.CyberIRB.us/bc](https://www.CyberIRB.us/bc) and log in with BC credentials used for Agora login
2. Click “My Protocols in Process” tab



3. Click “My Contacts”



- Click "Add New Contact" and add Faculty Research Supervisor, Dean/Chair, Research Staff, etc.

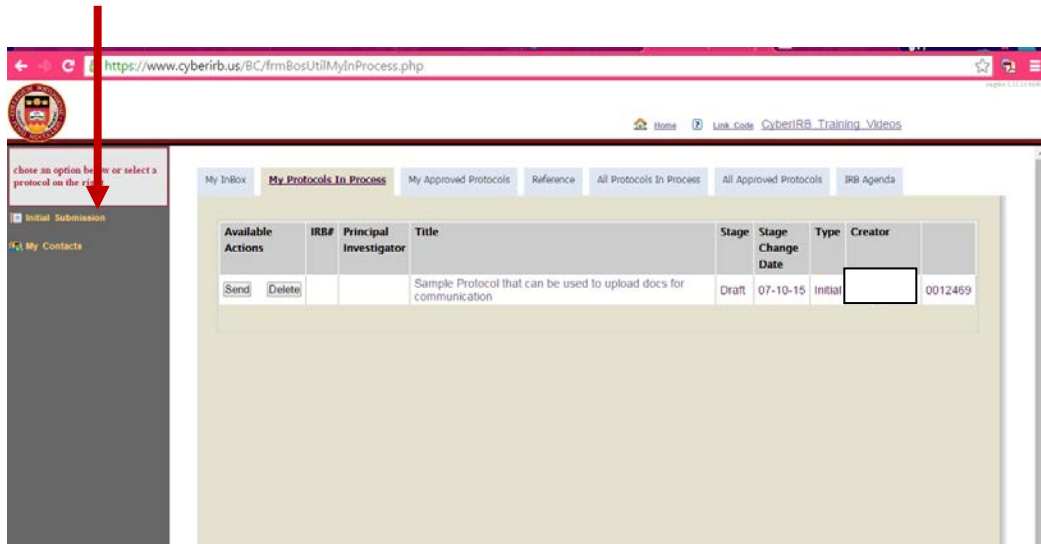
The screenshot shows a web browser at the URL <https://www.cyberirb.us/BC/fmBosUtilUserByProtocolPage.php>. The page title is "Directory of My Contacts" and it features a red "Add New Contact" button. Below this is a "Send link code email to this contact" button and a large empty text area. To the right, there is explanatory text: "Below is the default information for the selected user. You'll later have the ability to modify it for a particular protocol. For example a user can have a different email address for different protocols. However this information is just the default information." The form contains several fields: Prefix (dropdown), Last Name, First Name, Middle Initial, Street Address 1, Street Address 2, City, State, Country, and Zip Code. On the right side, there are fields for School, Department, Are you? STATUS (with radio buttons for Faculty, Staff, Undergraduate Student, Graduate Student), Email, Primary Phone Number, and Alternate Phone.

- Click "Home" and go back into your "My Protocols in Process" tab

The screenshot shows the same web browser at the URL <https://www.cyberirb.us/BC/fmBosUtilMyInProcess.php>. The page has a navigation bar with tabs: My InBox, My Protocols In Process (selected), My Approved Protocols, Reference, All Protocols In Process, All Approved Protocols, and IRB Agenda. On the left, there is a sidebar with "Initial Submission" and "My Contacts" options. The main content area displays a table with the following data:

Available Actions	IRB#	Principal Investigator	Title	Stage	Stage Change Date	Type	Creator
Send Delete			Sample Protocol that can be used to upload docs for communication	Draft	07-10-15	Initial	0012469

6. Click "Initial Submission"



7. Begin your application!

---

For issues related to using CyberIRB, contact the Help Desk at **(617) 552-4357**

For issues related to the IRB or your research, contact the Office for Research Protections at [irb@bc.edu](mailto:irb@bc.edu) or **(617) 552-4778**