

## HOW TO CREATE AN IBC PROTOCOL XFORM

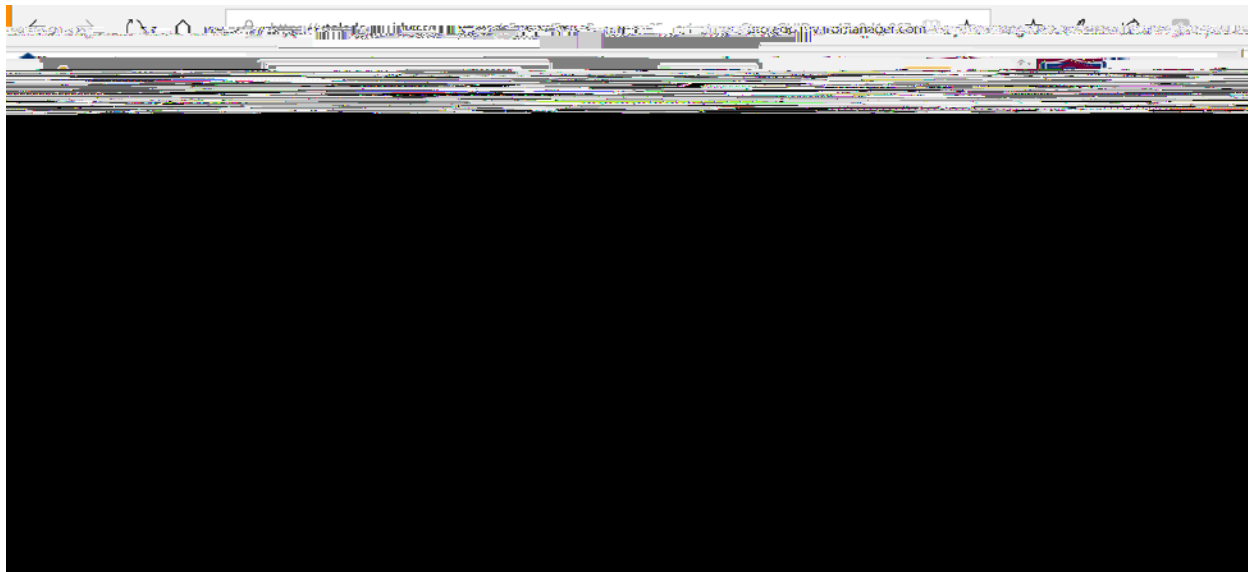
This short tutorial provides information on how to create an IBC Protocol XForm in IRB Manager. Let's look at the Dashboard after our investigator John PI has logged in.

The screenshot displays the IRB Manager dashboard for John M.D. PI. The top navigation bar includes 'Home' and 'My IBC'. The main content area is divided into several sections:

- Studies (6 Active):** You are associated with 6 active Studies and 12 total Studies. You are the PI for 6 active Studies.
- xForms (10 Active):** You have 2 unsubmitted xForms, 8 xForms being processed at a later stage, and 1 xForm in error.
- Events (10 Open):** Only show events where I am: [dropdown]. You have 1 IBC Amendment Submission events, 6 IBC New Submission events, 3 IBC Renewal Submission events, and 10 Total Open events.
- My Studies (6 Active):** A table listing active studies.

Study	Site	PI	Title	Expires	Status	Reference Doc(s)
500002-UT	University of Toledo	PI, John M.D.	Testing DMR	02/23/2025	Approved	
500004-UT	University of Toledo	PI, John M.D.	Common Scenario	10/04/2020	Approved	
500007-UT	University of Toledo	PI, John M.D.	Testing FCR DE-&t;MODS-&t;APPROVE	09/04/2020	Approved	
500007-UT	University of Toledo	PI, John M.D.	Most Complex DMR - Renewal	08/05/2020	Approved	

On the upper left hand side you will see an Action called Start XForm. If you click here, it will display a list of XForms from which you can choose to create. In this case, we will choose to create an IBC Protocol Form. The IBC Protocol XForm is organized into different sections or pages.



You may answer them sequentially or use the drop down list to skip to different section or pages of the XForm. Each question has an "Add Note" feature. This allows the individual filling out the XForm, perhaps a Lab Manager, to add a note or question for the principal investigator or the IACUC Office. By pressing the "Collaborators" link, you can add individuals that will be able to view, edit, and/or submit the XForm or protocol as well. At the bottom of each page are directional buttons that allow you to move to the previous or next pages or sections, save the XForm for later, and a more button. If you press the more button you are given various options including the options to view the XForm as a pdf, which will allow you to print it for later use.



IACUC Animal Use Protocol Form -- A. Initial Demographics

- Monitoring
- Research
- Education/Training
- Display/Breeding

A.3. Please indicate species involved in your protocol (one per protocol)

Text input field for species name

A.4. Is this a r

- Yes
- No

Next Save for Mode