application (you may choose to grant edit rights to Co-Investigators by clicking the Allow Edit checkbox next to their name within the personnel section of the application).

OPTION 2: If you prefer to have a student prepare the submission, you will receive an email notification once the student has completed and signed the submission asking you to review it. Students are required to identify their faculty supervisor as part of their submission workflow. To review your student's protocol or to check on the tracking status of your students' submissions, log into your IRB Mentor account and navigate to the My Student Protocols page under the IRB tab.

STEP 2. After clicking on the

STEP 3. You can either make edits to student answers within the application sections yourself by clicking the Edit Answer button for a question, or you can compile revisions for the student to make prior to accepting the submission for delivery to the IRB. We recommend that you edit answers and attachments yourself to save time.

To make edits to the content of an attached document convert it to Word if it is in some other format (see the context menu option Convert to Word in the above image) or ask the student to provide you with an editable copy, download the converted document to your computer, make edits to the content, and then upload the revised document by selecting the Replace option from the file context menu, as in the image above. Make sure to follow established naming and formatting conventions for files in our User Guide for File Requirements.

If you would like to have the student make the revisions you require before accepting their submission, you will need to compile your revision requests to be inserted into an email

Request revisions checkbox before it is checked:

Flagged revisions sections after request revisions checkbox is checked:

STEP 4. To make a decision about whether you want to accept the student's submission for
delivery to the 2ed rR9 (B (ns1 (r)n (i)411Oe)3 (n)1 (r)n)not's222 fot 222 To man rant rnt'sccept 222 fos1 0 Tc

- **Faculty Supervisor Revisions Required** means that you would first like to like to see revisions to the submission before it is delivered to the IRB office. An applicable email template will load once you click the Update Status button where you will be able to insert your compiled comments. The student will be sent a notification and will need to log into their IRB Mentor account to make the revisions. The steps noted in this user guide are repeated until you accept the submission.

- **Accepted** means that the protocol is delivered to the IRB office once you click the Update Status button. An automated message will be sent to the student alerting them to your acceptance and to the fact that the submission has been delivered to the IRB office. You can track the status of the IRB process by going to the protocol information page under My Student Protocols.

- **Rejected** means that you not willing to serve as the faculty supervisor on the submission. An applicable email template will load once you click the Update Status button where you will be able to insert your explanation to be delivered to the (a)14 9 (at)6 (u)-y(I)3 (r

Notes on Requesting Revisions

- If you require revisions from the student, they will need to notify you via a separate message when they are done. There is no action button within mentor to allow a student to alert their faculty supervisor to the fact that they have made the revisions requested. Students and faculty supervisors can use the protocol messaging system within IRB Mentor, as described in the [User Guide for Initial Submissions](#) to communicate with one another. Please do not copy the IRB administrator or chair to your messages – we do not need to be informed of your correspondence with the student. You can also monitor a student's progress on their protocoMP(v)3 (is)BDC 0 g1 4 (h)6.1 (h o)Ta,7vn1 (ir 1 Tc l1 Tw 0.23 0 Td(als)2 (o)TJ0 Tc 0 l

Uncheck Revisions Submitted box (before):

Then check the Request Revisions box if you want more revisions:

The checkboxes are there to help faculty supervisors and students flag where they require revisions and where they have made revisions respectively. Make sure that you uncheck the Revisions Submitted checkbox when you are ready to accept the submission for delivery to the IRB

- The resulting pop-up window when selecting the Compare to Prior Version option will ask you to select which prior version you want to compare the new document to, with the most recent previous version of a

Post-