Instructions for Faculty Members who are Supervising Student-Submitted IRB Protocols

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1) Click on “Student Protocols”

2) Find the protocol you are assigned to review by IRB number or title. Click through on the “title”.
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3) Read through the various materials that have been submitted, i.e. protocol, consent documents, results of the pre-proposal questionnaire.

4) You now have a number of options:
   a. If the research protocol is appropriate, and it has been completed to your satisfaction – you may skip to step 7. Note that very few, if ANY protocols meet these criterion!!
   b. You may send a message to the student via the IRB Chair and Mentor messaging system. If you have comments to make that need to be relayed to the student click on “Message (#)”
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5) Click on “New Message”

6.1) UN-check the student’s name. Your communications should be with the IRB chair who will relay information to the student submitting the protocol.
6.2) Compose your message to the student.
6.3) Click on “SAVE.”

7) When finished, click on “Faculty Supervisor Action”
8) You now have a number of options; select one, then click on “Update Status”
- Not yet accepted - click on this if you have comments to relay to the IRB Chair.
- Accepted – click on this ONLY if the protocol and associated materials are perfect, and/or you have no comments to make.
- Declined - click on this if you have comments to relay to the IRB Chair.
- n/a