

IRBManager & xForm Basics

A BRANY Help Weblet

Accessing IRBManager



<https://brany.my.irbmanager.com>

Bookmark

Save to favorites

Enable pop-ups



Platforms

Mac or PC

Web browsers

- Firefox, Safari, Chrome, Edge



Access **on** smartphones & tablets

Android or iOS

Apps for viewing .pdf or Word files

IRBManager Account Credentials



User Name

Typically your organizational email address



Password Reset

Required every 3 months

IRBManager will automatically force password change.



Valid Password

At least 6 characters

One upper case letter

One lower case letter

One number OR one special character:
#*\$&{} space

Examples:

{Love} or Brany1

IRBManager Login

 **BRANY**

Login

User Name

Password

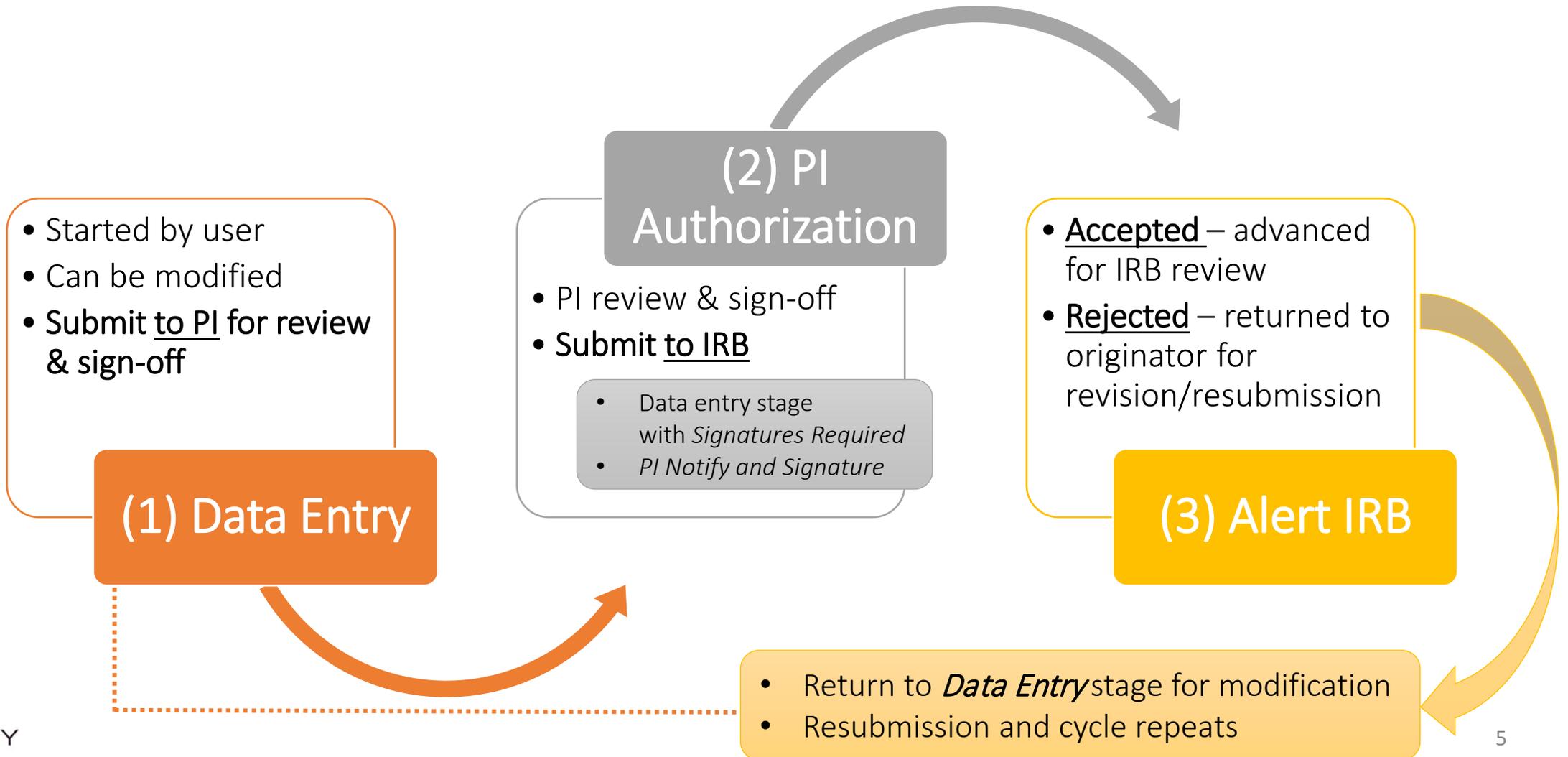
Client BRANY

Copyright ©2000-2020 Tech Software. All Rights Reserved.
Billy Goat (2019.12.3899.0/Release/86519d5) | TP-WEB01 | 2020-01-01 17:34:00Z | 0.202s

FORGOT PASSWORD?

1. Click link on login screen to reset
2. Follow instructions displayed
3. Temporary link sent by email to assist with password reset

xForm Submission Process



Start New Study



How to Open New Study xForm

BRANY Home

My Studies

Actions

- REMOVE CONTACT
- START NEW STUDY
- Show Sponsor IDs

Recent Items

- 08-99-99-380
- 08-99-99-DEMO1
- 08-99-99-DEMO2
- SBER98-YU
- SBER99-355

Studies (8 Active)

- You are associated with **8 active** Studies and **12 total** Studies.
- There are **1 studies** expiring in the next 90 days.
- The next study to expire is **SBER98-YU**.
- There are **11 active** and **105 total** Studies at Kings County Hospital Center.
- There are **0 active** and **2 total** Studies at Kings County Hospital Center (NETT).

xForms (1 Active)

- You have **1 unsubmitted** xForms.

BRANY

START NEW STUDY SUBMISSION -- START NEW STUDY

Use this form as a guide to [start a new study](#) with BRANY IRB.

After reading the description of the xForm, [click on the blue link of the xForm name](#) to start your new st

BRANY IRB is happy to assist! Contact a member of the **Initial Review** team. [Click here to open BRANY IRB Co](#)

Register New Study **Click here to open form.**

This xForm is used to introduce a new study into IRBManager (not SBER - social, behavioral, or educational) used for chart review research or biomedical research (observational or interventional). Once this xForm is submitted, you will receive a BRANY IRB# so you can login to IRBManager and complete a [Research Application](#) xForm.

Use this xForm when any of the following apply:

- Your organization conducts biomedical research and uses BRANY IRB (e.g., WCHN or WCHN EXT)
- Yours is the only site conducting the study, and it is not social behavioral research.
- The study is **industry-sponsored**.
- A member of the BRANY team has instructed you to complete the Register New Study xForm.

Do not use the Register New Study xForm for Multisite studies, SBER studies, or "BRANY Classic" submissions. For these, please contact your BRANY CTAT associate instead.

[Register New Study](#) Click on the blue link to start your Regi

Dashboard (Home)

BRANY Home Find Study (Ctrl+Q) Help Research's Settings Sign off

My Studies

Actions
 REMOVE CONTACT
 START NEW STUDY
 Show Sponsor IDs

Recent Items
 SBER99-DEMO1
 SBER99-355
 08-99-99-DEMO1
 SBER98-YU
 08-99-99-355
 08-99-99-Master File
 A2019-581-694

Messages
 BRANY IORG0000434
 BRANY IRB: IRB00000080
 SBER IRB: IRB00010793

Useful Links
 Blank IRB Auth. Agrmt.
 BRANY IRB SOPs
 Continuing Review
 Multisite Supplement
 How to Generate COI Forms
 User Access Form
 Webinar IRBManager Basics (46 min)
 Weblet Approval Docs
 Weblet Cont. Rvw. Help
 Weblet Find Study
 Weblet ICF Prep Services
 Weblet Start xForm
 Weblet/Webinar PDFs
 www.branyirb.com

Docs & xForms
 0 Attachments

Studies (4 Active)
 You are associated with **4 active** Studies and **7 total** Studies.
 There are **1 studies** expiring in the next 90 days.
 The next study to expire is **SBER98-YU**.

xForms (0 Active)
 You have **0 unsubmitted** xForms.
 You have **0 xForms** being processed at a later stage.

Events (8 Open)
 Only show events where I am:

- You have **2 Administrative Review** events.
- You have **3 Amendment** events.
- You have **1 SBER-Enrollment Closure** events.
- You have **2 SBER-Termination or Closure** events.

You have **8 Total Open** events

BRANY IRB Notices
 Latest IRB Roster now available (01/22/2021)
 Go to Study Details > Actions > Generate Doc

NEXT LIVE WEBINAR - IRBManager & xForms Basics

- March 2, 2021 @ 12 - 1 PM ET
[Download calendar appointment here](#)
 (Available on-demand > Left menu > [Useful Links](#))

FREQUENTLY REQUESTED GUIDANCE

- [Reporting Changes Due to COVID-19](#)
- [SAE Reporting Requirements \(1/2020\)](#)
- [Consent Template \(6/2020\)](#)
- [Exempt Categories](#)

Contact BRANY IRB with any questions! [Contact list here.](#)

My Studies (4 Active)

Study	Sponsor	Principal Investigator	Study Title	Expires	Status
08-99-99-DEMO1	Happy Research Clinic	Physician, Treating MD, PhD	*TEST STUDY* Efficacy and Tolerability of Drug X Compared With Drug Y in ≥ 70 Patients with CORONARY ARTERY DISEASE and Stage I or II Hypertension	10/07/2021	Closed to Enrollment
SBER98-YU	Yeshiva University	Researcher, Michael M. PhD	Study of the Attitudes and Behaviors of Adolescents in the Mandated Alternative Education Program	11/27/2019	Approved - SBER
SBER99-355	TBD	Physician, Treating MD, PhD	*TEST STUDY* - Gotham City Citizens' Perceptions of Batman's Brand of Justice		Under review - SBER
SBER99-DEMO1	Happy Research Clinic	Cooper, Sheldon PhD	*TEST STUDY* - Gotham City Citizens' Perceptions of Batman's Brand of Justice		Under review - SBER

Click here to see the Study Details

As of 2/22/2021, BRANY's email system has been experiencing delays our vendors are working to correct. We apologize for the inconvenience.

Study 08-99-99-DEMO1 (IRB)**Actions**

- Generate Doc
- Send EMail
- Start xForm
- xForms (11)

Done

Recent Items

- 08-99-99-DEMO1
- 15-11-347-01
- SBER98-YU
- SBER99-355
- SBER99-YU
- 04A-02-127-11(HHC)
- 08-99-99-355

Messages

- BRANY IRB: IRB00000080
- SBER IRB: IRB00010793

Useful Links

- [Blank IRB Auth. Agrmt.](#)
- [BRANY IRB SOPs](#)
- [CR Multisite Supplement](#)
- [User Access Form](#)
- [Webinar IRBManager Basics \(46 min\)](#)
- [Weblet Approval Docs](#)
- [Weblet Cont. Rvw. Help](#)
- [Weblet Find Study](#)
- [Weblet ICF Prep Services](#)
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- www.branvirb.com

Study

Study: 08-99-99-DEMO1
Committee: IRB00000080
Category: 02-General Medicine and Science
Department: Pfizer/BMS (Primary)
Last Review: Full Board
Agent Types: Drug
Grants: IRB Only
Study Title: Efficacy and Safety of [redacted] in \geq 70 Patients with CORONARY ARTERY DISEASE and Stage I or II Hypertension
Conditions: IND - Investigational New Drug
Tags: ***TEST Study-Site-xForm*** • 2018 Requirements
Comments: These are comments entered to facilitate IRB staff workflow.

Start a new xForm

xForms Library (forms in progress)

Study Contacts (1)**Study-Site**

Site(s): DEMO1 - Research Site
Status: Closed to Enrollment
Approval: August 20, 2019 for 12 months
Initial Approval: May 22, 2008
Date Study Site Enrollment Closed: 12/26/2018
Relationship Manager: Jill Filipelli
Translation Language: Spanish
Tags: ** TEST Study-Site-xForm*** • PRE-2018 Requirements
Comments: Approval for LAR requested.

Principal Investigator: Physician, Treating MD, PhD (Replacement)
Additional: N
Expiration: August 19, 2020
Other Expirations:
Study Site Closed:
Translation: Yes - BRANY

Accepted xForm submissions become Events**Study-Site Contacts (3)****Events (8)****Study-Site Notes (5)****Emails (18)****Generated Documents (5)**

Study Details Page

Study Details Page (Events expanded)

Start xForm
xForms (11)

Done

Recent Items

- 08-99-99-DEMO1
- 15-11-347-01
- SBER98-YU
- SBER99-355
- SBER99-YU
- 04A-02-127-11(HHC)
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Home

Study 08-99-99-DEMO1 (IRB)

Initial Approval: May 22, 2008

Date Study Site Enrollment Closed: 12/26/2018

Relationship Manager: Jill Filipelli

Translation: Yes - BRANY

Language: Spanish

2018 Requirements

Study-Site Contacts (1)

Events (8)

Event	Att	FE	Instance/UDF	Start	Complete	Last Mtg
Administrative Review (#156968)	0			07/16/2019		
Study Enrollment Closure Report (#150238)	0		Closed to enrollment (12/26/2018) (webinar)	01/08/2019	04/11/2019	
Amendment (#76967)	3		Investigator Brochure MCD123 v2 5/15/17 (webinar)	12/01/2017	12/08/2017	
Personnel Change (#132324)	0		Addition of G. Washington (05)	12/01/2017	12/01/2017	
Administrative - Translation (#107242)	5		Spanish Translation of Main ICF Version B	10/02/2017	10/31/2017	
Amendment (#76404)	10		Amendment 2 (5/15/17) and ICF (webinar)	10/01/2017	10/13/2017	
Personnel approved with Initial Application (#132325)	0	Y	R. Hart, M. Kontje	09/19/2017	09/19/2017	
New Application for IRB Review (#132326)	0	1	IR @ September 19, 2017 meeting (05)	09/01/2017	09/19/2017	

Study-Site Notes (5)

Click Event to see details

Event ID assigned by system

Instance describes submission contents

IRBManager Contact Roles



Study-Site Contact

View study and attachments, initiate/review all xForms.

Copied on all IRB staff correspondence.

Receives continuing review automated email alert.



CC Recipient

View study and attachments, initiate xForms.

Cannot view xForms others create.

Copied on all IRB staff correspondence.

Does not receive continuing review automated email alert.



Organization Contact

View study and attachments.

Copied on all IRB staff correspondence.

Does not receive continuing review automated email alert.

Study-Site Contacts (3)	
Name	Role
Coordinator, Research	Study-Site Contact
Recipient, CC	CC Recipient
Researcher, Michael M. PhD	Organization Contact

Actions

- REMOVE CONTACT
- START NEW STUDY
- Show Sponsor IDs

Recent Items

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- SBER99-355
- 08-99-99-DEMO1
- SBER98-YU
- 08-99-99-355
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- www.branyirb.com

My Docs & xForms

0 Attachments

My Studies

Studies (4 Active)

- You are associated with **4 active** Studies and **7 total** Studies.
- There are **1 studies** expiring in the next 90 days.
- The next study to expire is **SBER98-YU**.

xForms (0 Active)

- You have **0 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.

Events (8 Open)

Only show events where I am:

- You have **2 Administrative Review** events.
- You have **3 Amendment** events.
- You have **1 SBER-Enrollment Closure** events.
- You have **2 SBER-Termination or Closure** events.
- You have **8 Total Open** events

BRANY IRB Notices

Latest IRB Roster now available (01/22/2021)

[Go to Study Details](#) > [Actions](#) > [Generate Doc](#)

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FREQUENTLY REQUESTED GUIDANCE

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Find Study from Dashboard

My Studies (4 Active)

Study	Site	Principal Investigator	Study Title	Expires	Status
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SBER98-YU	Yeshiva University	Researcher, Michael M. PhD	Study of the Attitudes and Behaviors of Adolescents in the Mandated Alternative Education Program	11/27/2019	Approved - SBER
SBER99-355	TBD	Physician, Treating MD, PhD	*TEST STUDY* - Gotham City Citizens' Perceptions of Batman's Brand of Justice		Under review - SBER
SBER99-DEMO1	Happy Research Clinic	Cooper, Sheldon PhD	*TEST STUDY* - Gotham City Citizens' Perceptions of Batman's Brand of Justice		Under review - SBER

Actions

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- START NEW STUDY
- Show Sponsor IDs

Messages

BRANY IORG0000434
 BRANY IRB: IRB00000080
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- www.branyirb.com

My Docs & xForms

0 Attachments
 0 xForms

Studies (5 Active)

- You are associated with **5 active** Studies and **6 total** Studies.
- You are the Principal Investigator for **2 active** and **2 total** Studies.
- There are **1 studies** expiring in the next 90 days.
- The next study to expire is **SBER98-YU**.

xForms (0 Active)

- You have **0 unsubmitted** xForms.
- You have **0 xForms** being processed at a later stage.
- There are **1 xForms** awaiting your attention.

Events (14 Open)

Only show events where I am:

- You have **2 Administrative Review** events.
- You have **4 Amendment** events.
- You have **1 SBER-Enrollment Closure** events.
- You have **2 SBER-Termination or Closure** events.
- You have **2 Study Closure** events.
- You have **3 zTesting 123** events.
- You have **14 Total Open** events

BRANY IRB Notices

Latest IRB Roster now available (01/22/2021)

[Go to Study Details](#) > [Actions](#) > [Generate Doc](#)

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- [SAE Reporting Requirements](#) (1/2020)
- [Consent Template](#) (6/2020)
- [Exempt Categories](#)

Contact BRANY IRB with any questions! [Contact list here](#)


My Studies (5 Active)

Study	Site	Principal Investigator	Study Title	Expires	Status
08-99-99-606	University of California Santa Barbara (UCSB)	Researcher, Michael M. PhD	*TEST STUDY* Efficacy and Tolerability of Drug X Compared With Drug Y in ≥ 70 Patients with CORONARY ARTERY DISEASE and Stage I or II Hypertension	08/02/2021	Submission pending - IRB only
08-99-99-DEMO1	Happy Research Clinic	Physician, Treating MD, PhD	*TEST STUDY* Efficacy and Tolerability of Drug X Compared With Drug Y in ≥ 70 Patients with CORONARY ARTERY DISEASE and Stage I or II Hypertension	10/07/2021	Closed to Enrollment
08-99-99-Master File	Master File	Hart, Raffaella MS, CIP	*TEST STUDY* Efficacy and Tolerability of Drug X Compared With Drug Y in ≥ 70 Patients with CORONARY ARTERY DISEASE and Stage I or II Hypertension	08/06/2021	Closed to Enrollment - IRB only
SBER98-YU	Yeshiva University	Researcher, Michael M. PhD	Study of the Attitudes and Behaviors of Adolescents in the Mandated Alternative Education Program	11/27/2019	Approved - SBER
SBER99-355	TBD	Physician, Treating MD, PhD	*TEST STUDY* - Gotham City Citizens' Perceptions of Batman's Brand of Justice		Under review - SBER

Make a Submission for Existing Study



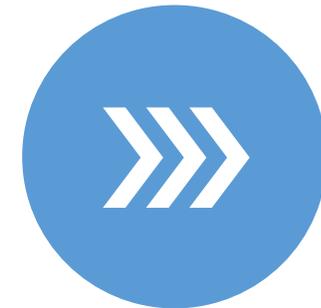
FIND STUDY



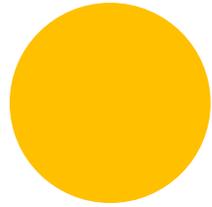
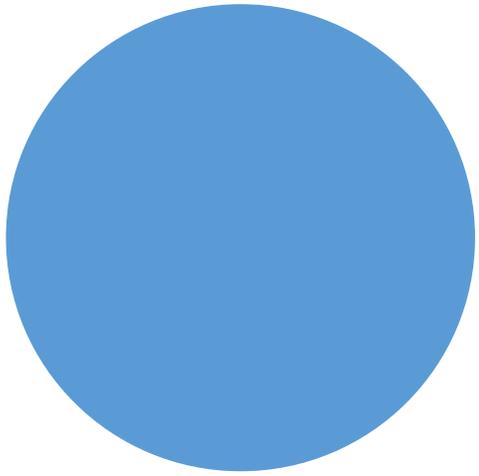
START XFORM FROM STUDY DETAILS PAGE



SUBMIT TO PI FOR SIGN-OFF



PI SIGN-OFF TO SUBMIT TO IRB



Thank you...

...contact BRANY IRB
with questions.

<http://www.branyirb.com/contact-irb>