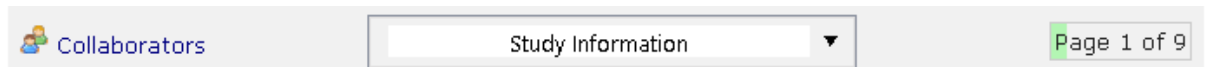


IRB Manager Guide: Using the Collaborate Feature

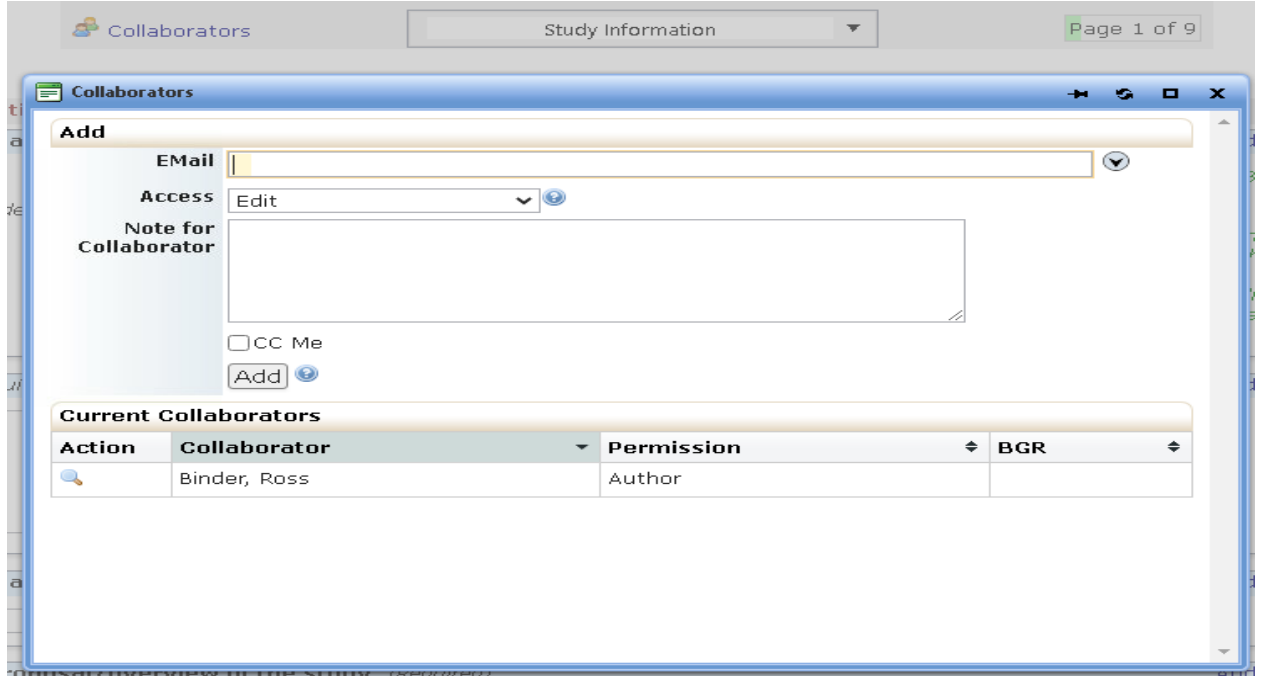
The “Collaborate” feature enables learners to immediately share access to their IRB form with their mentor/faculty instructor directly in IRBManager.

To use the Collaborate feature, follow these steps:

- 1) Open the applicable IRB form for your study in IRB Manager.
- 2) Once the IRB form has been opened, look at the top of the screen – there should be a link titled “Collaborators” next to the Study Information menu.



- 3) Click on the “Collaborators” link, which will open the following menu:

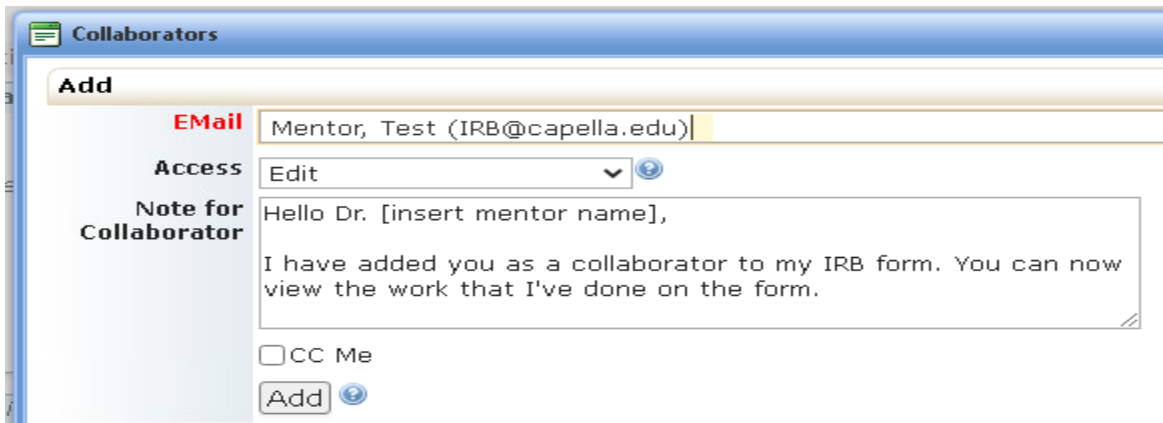


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- Next to EMail, enter your mentor/faculty instructor's email address. This should be the email address that they have used to register in IRB Manager. If you are unsure what this email address is, ask your mentor.

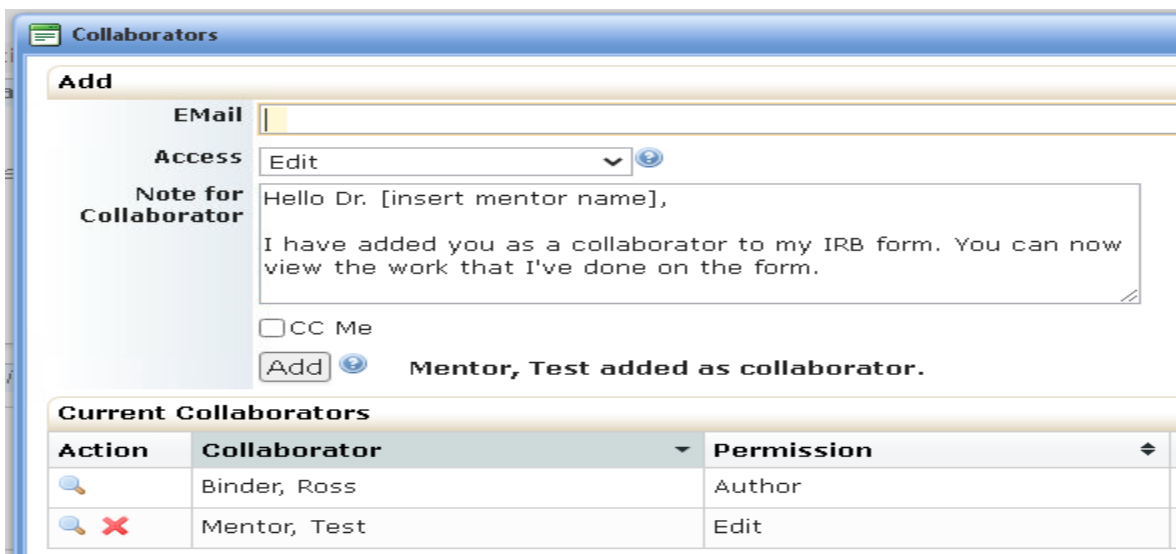
Next to Access, leave the drop-down menu selection as "Edit."

Finally, enter a brief note in the field next to "Note for Collaborator." The note should simply tell your mentor/faculty instructor that you have shared your IRB form with them and they are now able to access the form. See the example below:



The screenshot shows the 'Collaborators' dialog box with the 'Add' tab selected. The 'Email' field contains 'Mentor, Test (IRB@capella.edu)'. The 'Access' dropdown menu is set to 'Edit'. The 'Note for Collaborator' text area contains the message: 'Hello Dr. [insert mentor name], I have added you as a collaborator to my IRB form. You can now view the work that I've done on the form.' There is an unchecked checkbox for 'CC Me' and an 'Add' button.

- Finally, click on the Add button. You should see the following message after you do so:



The screenshot shows the 'Collaborators' dialog box after the 'Add' button was clicked. The 'Add' form is still visible, but now a success message is displayed: 'Mentor, Test added as collaborator.' Below this, the 'Current Collaborators' table is updated to include the new collaborator.

Action	Collaborator	Permission
	Binder, Ross	Author
	Mentor, Test	Edit

- If you see that message, then you have successfully added your mentor/faculty instructor as a collaborator on the IRB form and they are now able to access the form. You can now close the collaborate box.
- If you or your mentor/faculty instructor have additional questions, contact the IRB Office at irb@capella.edu