

## NAVIGATING IRB MENTOR: LEGACY PROTOCOLS

Your approved protocol files, including the most recently approved iteration of your application, are listed under the files section on the protocol information page. Click the chevron button to expand and view this section.

> Reviewers

∨ Protocol Fields

Submitted By Wesley Crusher	Department Aerospace Engineering	College College of Engineering	Legacy Import
Multi-institutional? Yes			

→ > Files [Click carrot to expand files section and see approved files](#)

Study Status Check-Ins   Modifications   Incident Reports   Deviations

→ ∨ Files

Exclude from Agenda   List All   Flag   Approve    Approved Files Only

Date	File name	Status	Amendment
↑ Recruitment Materials			
04/10/2023	Screening Survey - Training Intervention .pdf	Approved - 03/04/2024	
04/10/2023	Email Script - Training Intervention.pdf	Approved - 03/04/2024	
04/10/2023	Email Script - Youth Survey.pdf	Approved - 03/04/2024	
04/10/2023	Flyer - Training Intervention.pdf	Approved - 03/04/2024	
04/10/2023	Flyer - Youth Survey.pdf	Approved - 03/04/2024	
04/10/2023	Web Content - Training Intervention.pdf	Approved - 03/04/2024	
04/10/2023	Web Content - Youth Survey.pdf	Approved - 03/04/2024	
04/10/2023	Study Sign-up Form - Summer Youth Space Camp.pdf	Approved - 03/04/2024	
↑ Consent Documents			
04/10/2023	Consent Form - Training Intervention.pdf	Approved - 03/04/2024	
04/10/2023	Parent Permission Form - Youth Survey.pdf	Approved - 03/04/2024	
04/10/2023	Consent/Assent Notice - Youth Survey.pdf	Approved - 03/04/2024	
↑ Assent Documents			
04/10/2023	Assent Notice.pdf	Approved - 03/04/2024	
↑ Data Instruments			
04/10/2023	Pre and Post Survey - Training Intervention.pdf	Approved - 03/04/2024	
04/10/2023	Pre and Post Survey - Summer Youth Space Camp.pdf	Approved - 03/04/2024	
↑ Additional Documentation			
04/10/2023	One Ring Schematic and Technical Details.pdf		
04/10/2023	Hobbit Training Intervention Daily Schedule.pdf	Approved - 03/04/2024	

- A new tracking number is assigned to the study in Mentor and it will be noted on the protocol information page. The old pre-Mentor tracking number is now obsolete, though we have noted it in our internal notes within the Mentor system.

- The approval for your protocol has been back-dated in Mentor to be the date that your protocol was originally approved by the IRB. This will enable automatic system notifications for continuing review or study status check-ins. When you receive an alert that your continuing review or study status check-in is due, follow the instructions in the notification for submitting the required forms.
- Your approved consent form(s) have been stamped. Please use the stamped version if you are still enrolling new subjects. You can access the stamped consent document under the Approved Consent Documents heading under the files on the protocol information page (see above screen capture). All approved documents are flagged as approved in green text.
- Only you, as the study PI, have been added to the current personnel section of the application in Mentor. If you wish to add additional study personnel or make any other modifications to your approved protocol, please submit a modification request. Legacy-specific information related to modification requests is provided below. For more details related to modifications, refer to our [User Guide for Post-Approval Reporting](#). This user guide also provides instructions on submitting incident and deviation reports within the Mentor system.

## **Making Modifications to a Legacy Protocol in Mentor**

- A modification request can be initiated by navigating to the Modifications tab at the bottom of the protocol information page.
- Make sure that when you submit modified documents during a modification request, they follow our [User Guide for File Requirements](#). You will need to separate your files into different file types (e.g., IRB Application, consent documents, data instruments) even if you previously submitted everything as one PDF file.
- The only smart form application section that is enabled in IRB Mentor for legacy uploads is the Study Personnel Section. This will be the only smart form section that you can select to edit when requesting a modification if you wish to add new personnel to the study. Otherwise, for all other edits that you wish to make as part a modification request, you will have to upload the old pre-Mentor IRB application with revisions highlighted for easy reference as well as any other documents that have been revised.
- To submit your updated pre-Mentor IRB application as part of a modification request, or any other updated document, click on the upload button under the modification request.

**Submit your modified pre-mentor application using the upload button:**

New Modification +

New Modification disabled until current Modification is approved.

#	Date	Status	Status Date
2	04/25/2024	New - Not Yet Submitted	

Submit

Edit Application Sections

Modification Request Form (Required) ✓

Required Modification Electronic Signatures

Upload ↕

• PI: Jean-Luc Picard

Sign Electronically

No Panel Assigned

Tracking Status: No Status Record

- In the resulting pop-up window when uploading a file, attach the new application file (make sure to include the date in the file name for the new application file) and select the Approved Protocol file from the Link File to Existing Protocol File menu to replace the old IRB application with your revised version. This menu allows you to replace an old, previously approved file with a modified version. If you are uploading a new document rather than a revised document, do not use the Link File to Existing Protocol File menu.

**Replace the previously approved application by using the Link to Existing Protocol File menu:**

Upload New Modification File

Protocol Title Legacy Test Submission 1

Other Modification Documents Choose File Application.docx

Allowed Extensions: doc, docx, pdf, rtf

Link File to Existing Protocol File Do Not Link

Rename File to Application 2.23.23

Leave blank to use original file name

Save

Do Not Link

**Recruitment Materials**

Recruitment 1.1.23.pdf Approved 02/22/2023

**Additional Documentation**

Assurance Form.pdf Approved 02/22/2023

**Approved Protocol**

IRB Application 1.1.23.pdf Approved 02/22/2023

**Approved Consent Documents**

Consent Form 1.1.23.pdf Approved 02/22/2023

- Do not forget to 1) fill out the Modification Request Form, which asks you to summarize the modifications you are requesting, and 2) to electronically sign the modification request in order to deliver it to the IRB for review.

#	Date	Status
2	04/25/2024	New - Not Yet Submitted

Submit

Edit Application Sections

Modification Request Form (Required) ✓

Required Modification Electronic Signatures

Upload ↕

• PI: Jean-Luc Picard

Sign Electronically

No Panel Assigned