What is Click IRB?

Electronic Research Submission Software

It simplifies the way researchers submit applications, eliminates routine errors, and alerts Principal Investigator (PI) teams of approaching deadlines.
Logging Into Click IRB

The IRB system is secure, which means only authorized individuals have access to it. When you log in to the system, you get a personalized view of the information and possible actions pertinent to you.

**URL:** irb.health.unm.edu

If you are a member of UNM HSC and have a current HSC Net ID you will receive access to login after this training.

After you have taken this training you will receive a username and password if you are UNM Main Campus or outside of HSC.
What will I see in Click when I log in?

Home | Help | Login

Announcements

October 2016

FROM THE DIRECTOR – James MacFarlane

For those unfamiliar, NIH has issued the long-awaited mandate that all clinical trials funded by NIH must use a single IRB for review. The goal of this mandate is to decrease duplicative review, thereby increasing the overall efficiency of important research.

To that end, the NHPC has funded a program dedicated to facilitating single IRB review, called the SMART IRB. This is an agreement that allows institutions to easily rely on one another for review, while remaining so agile that the Investigator team is as possible. Your submission to the NHPC will not change. I have been selected as a SMART IRB Ambassador, and I encourage you to approach me with any questions or concerns you have with the system and/or the protocol itself.

Please check out SMARTIRB.org for more info.

Meet the NHPC Staff

Alissa Patel has been with the UNH HSC NHPC for 5 years. She is pursuing a Bachelor’s of Liberal Arts and Integrative Studies at UNH and is currently the Quality Improvement and Assurance Manager. She has this is an exciting time with the NHPC because the office has made considerable positive changes. Alissa values the relationships that she has built with the research community and is pleased to be considered a dependable resource by many. She leads the Fast Amyloid Monitoring (FAM) program. Alissa is a native New Yorker, lives in the area, and her hobbies range from 15-18 years of age.

Document Staging Simplification

Beginning December 1, 2016, the NHPC will only accept recruitment materials that are intended to be disclosed publicly (posters, flyers, etc.). For other documents will be submitted. The goal of this change is to significantly reduce clarification requests from the NHPC to the study team asking that documents be revised to other parts of the record, while allowing the QIQI Team within the NHPC to monitor the approval status of publicly disclosed recruitment materials being hung on campus.

Expanded Research Training Options

The NHPC now accepts NIH Human Research training as well as comparable CITI training programs from other institutions. The goal is to allow for greater flexibility for study teams to demonstrate their knowledge of human research, and provide instructive training.

NIH Training can be initiated here—

Please note—CITI training can be monitored by the NHPC, you are not required to submit a training certificate in the Click record. If you choose to utilize the NIH training option, then you will need to submit a training certificate in Click.

April 2016

FROM THE DIRECTOR – James MacFarlane

I am pleased and proud to announce that the NHPC Human Subjects Protocol Program has received Full Five Year Re-accreditation from the Association for the Accreditation of Human Research Protection Programs (AAHRPP). This accreditation is a thorough and in-depth review of the NHPC policies, procedures, and practices as it relates to human research oversight. AAHRPP accreditation indicates that our organization follows rigorous standards for ethics, quality, and protections for human research. It is a public affirmation of our commitment to protecting research participants. Although the AAHRPP accreditation process and designation in demanding, we feel very strongly that it reflects our commitment to all participants' and helps to build public trust and confidence in our extensive research enterprises at the Health Sciences Center. This process and obligation to meet these high standards is sustained throughout the organization, from top to bottom. Thank you for your participation in this process.

Meet the NHPC Staff

Evelia Tamez has been with the UNH HSC NHPC for about a year and half. She has a Bachelor’s in Psychology and is pursuing her Master’s in Fine Arts in creative writing with a concentration in fiction through the UNH English department. Her favorite part of working for the NHPC is the interaction with the research community and learning about the groundbreaking science that originates here. Evelia loves to read, write, hike, bike, and travel.

Holiday Closure Dates

The Holidays are quickly approaching and bringing with them University-wide closure dates.

Please submit early and be mindful of all pending expiration dates to prevent lapses.

Full Committee Continuing Reviews expiring November 2016.

[Image of UNM Human Research Protections Office logo]
My INBOX

Any studies that require your attention will be listed here
The IRB Tab will have the studies that you are currently working on or those that you have worked on or are listed as a study team member for.
On the left side of your workspace you will have some buttons that will help you:

The IRB Library is the place that contains all IRB documents: forms, templates, review checklists and worksheets.

Under Shortcuts the study submission guide will contain information to help you during your submission process.
The very first state that a submission enters is a pre-submission state. This is a completely editable state. The study team members and the PI can fill out forms and upload documents.

When you as the PI of Record or the PI proxy are ready to submit, you click submit and your project moves from a pre-submission state to a pre-review state where the analyst at the HRPO will review your documents and either push it forward in the review process or bump it back for clarifications.

Any time your project changes a state or is in a state for too long, two people get notified: the Principal Investigator and the Primary Contact. Please note that the PI Proxy is not the same as the Primary Contact.
Pre-Submission

Smart Form
IRB Application and Study Record. Fill out form and attach documents.

Once in the smart-forms you are answering questions and uploading documents for your submission. The verbiage that describes what additional documents you must attach in order for your submission to be considered complete will be found in the help text icons that prompt you to attach a supporting document for a follow-on submission.
Response Requested

Clarifications or Modifications
View Letter. Revise Smartform. Submit Changes

If you look at the workflow above you will see that clarifications are requested on a submission that is still in pre-review. The PI and PI Proxy will have received a notification via email that a change needs to be made. The PI and study team can open the submission to view the changes needed and make the necessary change and click the Submit Response button to move it back to the HRPO to complete the review. This will also happen when modifications are needed.
Once your study has gone through all the stages and has been approved, this is what your workspace will look like. You will see a copy of your approval letter, and the date of approval, effective date, and the approval end of your study will be visible.

When you get access to Click IRB and start the submission process please refer to the right of your workspace once logged into Click IRB. There will be a shortcut to a Submission guide that will help you gather information you need and help guide you through the submission process.
If you need help with your Click IRB submission, you are welcome to schedule a consult with the HRPO IRB-On-The-Go specialist either in-person or by phone.
Sarah Targownik: stargownik@salud.unm.edu or 272-0949

If you are experiencing technical difficulties with Click, you can contact the Click system administrator Marguerite Valencia-Reed: mvalencia-reed@salud.unm.edu or 272-8121
Lisa Kirk: lkirk@salud.unm.edu or 272-3023

As long as you have a device that can connect to the internet and an internet connection, you can connect to Click from anywhere in the world!

Don’t Forget to complete the IRB training survey to get your account.
Click IRB Training survey