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 Click IRB system is secure, which means only authorized individuals have access to it’s contents. 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
What do I see when I log into Click IRB?

The Home Tab will show any announcements and upcoming training. Also on the left side you will see Click IRB Submission Help, this is also available as a tab above.
Any studies that require your attention will be listed in your Inbox.
The **IRB Tab** will list the studies you are working on or that are active.
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.

The Help Center will contain a copy of the submission guide. More detailed help guides are under the home tab under Click Submission Help.
Track Submissions

View the real-time status of your project on your workspace

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.
After Clicking on the “Create New Study” in My Inbox

You will begin to fill out the SmartForm Pages and uploading documents for your submission. Please read the questions carefully and add the documentation that is being asked for with each question. Refer to the Click Submission Help under the Home Tab if you need help.
As your study flows through the Click IRB system you may be asked clarifications so always check your email from HRPO@salud.unm.edu, your study will be held up without your response.

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.

Remember Help is available under the **Home Tab** under **Click Submission Help**
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
Fabian Conant fconant@salud.unm.edu 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.

Fill out the training survey to get your system access:

[Click IRB Training Survey]