



FranU Feasibility Request User's Guide

Summer 2021

Email RSC@franu.edu for questions or assistance.

Table of Contents

1.0	Before you begin.....	2
1.1	Who needs to submit projects for FranU Feasibility Review.....	2
1.2	Information needed to submit FranU Feasibility Request form	2
2.0	Log-in to IRBManager.....	3
2.1	Find the FranU Feasibility Request form	3
2.2	Open FranU Feasibility Request form	4
2.3	Project involving human subjects	4
3.0	Basic Information.....	5
3.1	PI Name and FranU Designation	5
3.2	Student selected as FranU designation.....	5
3.3	Faculty, Staff or Administrator selected as FranU designation	6
3.4	Projects with NO additional Study Staff members	6
3.5	Projects with additional Study Staff members	6
4.0	Executive Summary of Project.....	7
4.1	Project details	7
4.2	Project attachments	8
4.3	Project expenses/funding.....	8
4.4	Supervisor notification certification.....	8
5.0	Check and submit form	9
6.0	Form routing.....	9

1.0 Before you begin

For details on using IRBManager see “*IRBManager User’s Guide*” located on the FranU IRB web page under Institutional Review Board (IRB) Documents.

Link: <https://franu.edu/offices-services/office-of-academic-research/institutional-review-board>

1.1 Who needs to submit projects for FranU Feasibility Review

Complete a FranU Feasibility Review request if:

- You are FranU faculty, staff, administrator or student conducting scholarly work, **and**,
- Your project does not involve getting information from people, **and**,
- You are not submitting an IRB application seeking IRB review of your project (see Note).

NOTE: Do **not** complete FranU Feasibility Review request form if your project gathers information directly from people, such as through surveys/interviews, experiments, collecting medical records, etc. Instead you will need to complete an IRB application. The FranU Feasibility Review is included as part of the IRB application.

1.2 Information needed to submit FranU Feasibility Request form

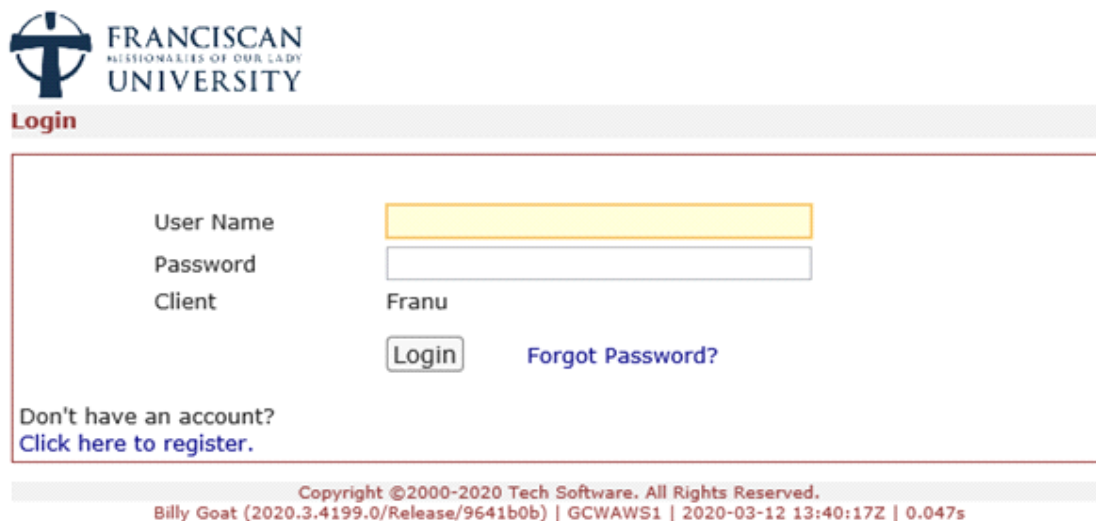
The form asks you to provide the following information:

- PI name, FranU designation (e.g., faculty, staff, administrator, or student)
- School (if applicable)
- Program/department
- Faculty advisor (required for student projects)
- Other study staff name(s) and role(s)
- Supervisor name (e.g., Program Director, Department Chair, Dean)
- Project title
- Main purpose, goal, or objective of the project
- Evidence based research that describes and/or supports the project purpose and justifies the need for the project
- List of references
- Process used to collect information and data
- Proposed timeline
- Data collection forms
- Consent forms
- Affiliate and/or facility agreements
- List of expenses
- Source of funding (if any)
- Certify that your supervisor was notified about the nature of this project

2.0 Log-in to IRBManager

Log-in to IRBManager with your Username and Password

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



The screenshot shows the login interface for Franciscan University's IRBManager. At the top left is the Franciscan University logo, which includes a cross and the text "FRANCISCAN MISSIONARIES OF OUR LADY UNIVERSITY". Below the logo is a "Login" heading. The main login area contains three input fields: "User Name" (highlighted with a yellow border), "Password", and "Client" (pre-filled with "Franu"). Below these fields are a "Login" button and a "Forgot Password?" link. At the bottom left of the login area, it says "Don't have an account? Click here to register." At the very bottom of the page, there is a copyright notice: "Copyright ©2000-2020 Tech Software. All Rights Reserved. Billy Goat (2020.3.4199.0/Release/9641b0b) | GCWAWS1 | 2020-03-12 13:40:17Z | 0.047s".

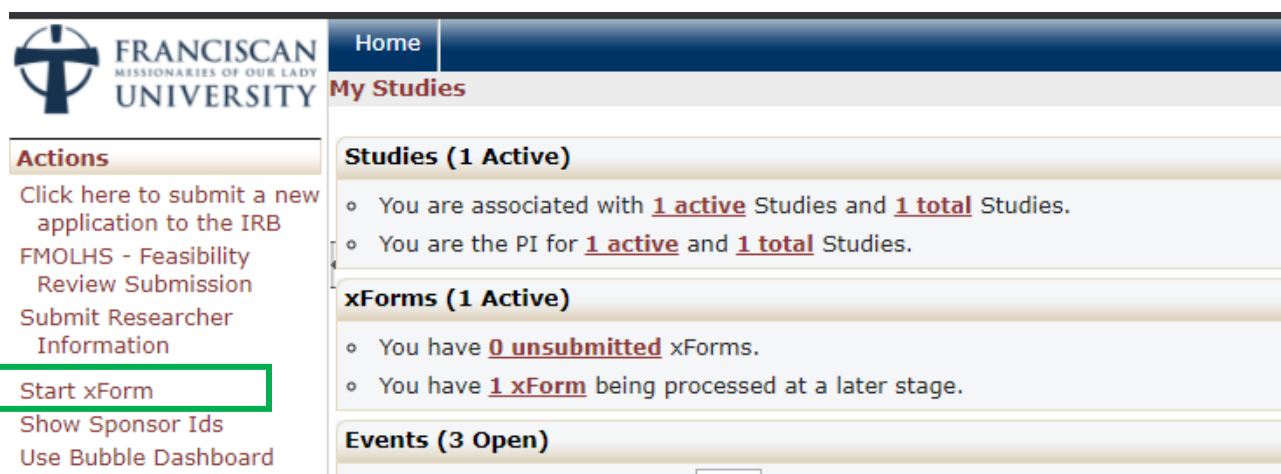
Don't have an IRB Manager account?

For details see "*IRB Manager User's Guide*" located on the FranU IRB web page under Institutional Review Board (IRB) Documents.

Link: <https://franu.edu/offices-services/office-of-academic-research/institutional-review-board>

2.1 Find the FranU Feasibility Request form

- From your **Dashboard** (the first screen you see when you log-in to IRBManager)
- Select "**Start xForms**" under **Actions** heading on the left side of screen (**green box**).



The screenshot shows the dashboard of the Franciscan University IRBManager. At the top left is the Franciscan University logo. To the right of the logo is a navigation bar with "Home" and "My Studies" (highlighted in red). Below the navigation bar is a sidebar with the heading "Actions". Under "Actions", there are several links: "Click here to submit a new application to the IRB", "FMOLHS - Feasibility Review Submission", "Submit Researcher Information", and "Start xForm" (highlighted with a green box). Below the sidebar is the main content area. It starts with a heading "Studies (1 Active)" and contains two bullet points: "You are associated with **1 active** Studies and **1 total** Studies." and "You are the PI for **1 active** and **1 total** Studies." Below this is a heading "xForms (1 Active)" and two bullet points: "You have **0 unsubmitted** xForms." and "You have **1 xForm** being processed at a later stage." At the bottom of the main content area is a heading "Events (3 Open)".

2.2 Open FranU Feasibility Request form

- Click the “FranU Feasibility Review” link (**blue box**)

The screenshot shows the top of the FranU Feasibility Request form. At the top left is the Franciscan University logo. Below it is a red banner that says "Start Form on User". To the right of the banner is a "Filter:" dropdown menu. Below the banner is a table titled "Select xForm to start". The table has three columns: "Action", "Form (Click to start)", and "Description". The "Form (Click to start)" column has a dropdown arrow. The "Description" column has a dropdown arrow. The table lists four forms: "FMOLHS research feasibility submission form", "FranU Feasibility Request" (highlighted with a blue box), "IRB Application", and "IRB Manager-New Contact".

Action	Form (Click to start)	Description
	FMOLHS research feasibility submission form	Please use this form prior to any submission for human subjects review to determine if the study is appropriate and feasible to perform at a FMOLHS facility. New Reviewer Functionality
	FranU Feasibility Request	FranU Feasibility Review Request - submit this form for FranU approval for any project that does not involve human subjects (e.g., systematic reviews, meta-analyses).
	IRB Application	NEW all-in-one application for project review.
	IRB Manager-New Contact	IRB Manager-New Contact

2.3 Project involving human subjects

- Option if your project involves human subjects or you are seeking IRB review.

The screenshot shows the "FranU Feasibility Request -- Human subjects inquiry" section of the form. At the top left is the Franciscan University logo. To the right of the logo is a "Collaborators" button. To the right of that is a dropdown menu with "Human subjects inquiry" selected. To the right of that is a "Page 1 of 3" button. To the right of that is a "Next" button. Below these buttons is a section titled "Does your project involve human subjects? (Required)". This section has two radio buttons: "Yes" (selected) and "No". To the right of the radio buttons is a text box with the following text: "If your project gathers information directly from people, such as through surveys/interviews, experiments, collecting medical records, etc., then answer 'YES' to this question. If your project does not involve getting information from people, or is analyzing data collected in previous research studies, then answer 'NO' to this question." Below this section is another section titled "Will you submit a full IRB application seeking IRB review of your project? (Required)". This section has two radio buttons: "Yes" (selected) and "No". To the right of the radio buttons are "Add Note" and "View Audit" links.

NOTE: If you answer “yes” to either of the first two questions, **STOP HERE** you do not need to complete this form. Instead, use the link (**red box**) to start a new IRB application (which includes FranU Feasibility review).

- If you answer “no” to either of the first two questions, the following box does not appear.
- Click “**Next**” at the top or bottom of the screen to proceed to the next screen.

The screenshot shows the "STOP HERE" section of the form. At the top left is the Franciscan University logo. To the right of the logo is a "Collaborators" button. To the right of that is a dropdown menu with "Human subjects inquiry" selected. To the right of that is a "Page 1 of 3" button. To the right of that is a "Next" button. Below these buttons is a section titled "Based on your answers above, STOP HERE." This section has a text box with the following text: "You do not need to complete this form. Instead, use the link below to start a new IRB application (which includes FranU feasibility review)." Below this text box is a red box with the text "Click here to start your IRB application". Below the red box are three buttons: "Next", "Save for Later", and "More >".

3.0 Basic Information

The basic information depends on the FranU designation selected for the PI.

3.1 PI Name and FranU Designation

- Enter the name of PI
 - If the person you are adding is not found in the drop-down list, click the link (**green box**) to add them to the system. You will receive an email confirming addition and can then use name.
- Select PI's FranU designation
- Select school (if applicable)
- Enter name of program or department

FRANCISCAN UNIVERSITY
MISSIONARIES OF OUR LADY

Collaborators Basic information Page 2 of 3 Next

FranU Feasibility Request -- Basic information

Submitter Add Note View Audit

Email: Phone:

Enter name of PI (Required) Add Note View Audit

x v

Email: Phone:

If the person you are adding is not found in the drop down list above, please click the link below to add them to the system. Once submitted you will receive an automated confirmation email and you can then use the newly added contact in your form.

Click here to submit a new contact request

Select PI's FranU designation (Required)

☐ Faculty
☐ Staff
☐ Administrator
☒ Student

Select your school from the list (Required)

☐ School of Arts & Sciences
☒ School of Health Professions
☐ School of Nursing

Enter the name of your program or department (Required)

3.2 Student selected as PI's FranU designation

- If "student" is selected as the PI's FranU designation the **Faculty Advisor** section appears
- Enter Faculty Advisor's name
 - If the person you are adding is not found in the drop-down list, click the link (**red box**) to add them to the system. You will receive an email confirming addition and can then use name.

Faculty advisor (Required) Add Note View Audit

x v

Email: Phone:

If the person you are adding is not found in the drop down list above, please click the link below to add them to the system. Once submitted you will receive an automated confirmation email and you can then use the newly added contact in your form.

Click here to submit a new contact request

3.3 Faculty, Staff or Administrator selected as PI's FranU designation

- If "faculty, staff, or administrator" is selected as PI's FranU designation the **Supervisor** section appears
- Enter Supervisor's name
 - If the person you are adding is not found in the drop-down list, click the link (**orange box**) to add them to the system. You will receive an email confirming addition and can then use name.

Supervisor (e.g., Program Director, Department Chair, Dean) (Required) [Add Note](#) [View Audit](#)

Email: Phone:

If the person you are adding is not found in the drop down list above, please click the link below to add them to the system. Once submitted you will receive an automated confirmation email and you can then use the newly added contact in your form.

[Click here to submit a new contact request](#)

3.4 Projects with NO additional Study Staff members

- Select "no" if there are NO other study staff members besides the PI.
- Click **"Next"** at the top or bottom of the screen to proceed to the next screen.

Are there any other study staff besides the PI (Required) [Add Note](#) [View Audit](#)

☐ Yes
☒ No

[Previous](#) [Next](#) [Save for Later](#) [More >](#)

3.5 Projects with additional Study Staff members

- Select "yes" if your project has additional study staff members besides the PI.
- Enter a row with each member's name and role.
 - If the person you are adding is not found in the drop-down list, click the link (**red box**) to add them to the system. You will receive an email confirming addition and can then use name.
- Be sure to click **SAVE** (**green circle**) after entering each row of data

Are there any other study staff besides the PI (Required) [Add Note](#) [View Audit](#)

☒ Yes
☐ No

Answer the questions below for each additional study staff (Required)
Start typing the NAME of the study staff and choose from the drop-down list displayed.
Be sure to click SAVE after entering each row of data.

Name*	Role*	Action
		Save

If the person you are adding is not found in the drop down list above, please click the link below to add them to the system. Once submitted you will receive an automated confirmation email and you can then use the newly added contact in your form.

[Click here to submit a new contact request](#)

[Previous](#) [Next](#) [Save for Later](#) [More >](#)

- Click **"Next"** at the top or bottom of the screen to proceed to the next screen.

4.0 Executive Summary of Project

4.1 Project details

- Enter project details



FRANCISCAN
MISSIONARIES OF OUR LADY
UNIVERSITY

 Collaborators

Executive Summary of Project ▼

Page 3 of 3

Next

FranU Feasibility Request -- Executive Summary of Project

Enter project title *(Required)*

Add Note View Audit

ABC ✓

In a few statements clearly describe the main purpose, goal or objective of the project. *(Required)*

Add Note View Audit

ABC ✓

Present evidence based research that describes and/or supports the project purpose and justifies the need for the project. *(Required)*

Add Note View Audit

ABC ✓

List references *(Required)*

Add Note View Audit

ABC ✓

Describe the process used to collect information and data. Identify the population and sampling method. *(Required)*

Add Note View Audit

ABC ✓

Enter proposed time line *(Required)*

Add Note View Audit

ABC ✓

4.2 Project attachments

- Attach project document(s)

Attach all data collection forms <i>(Required)</i>	Add Note View Audit
Add Attachment	
Attach all consent forms (if needed)	Add Note View Audit
Add Attachment	
Attach all Affiliate and/or Facility Agreements (if needed)	Add Note View Audit
Add Attachment	

4.3 Project expenses/funding

- Answer financial/funding questions

Provide a list of expenses (or an estimate if applicable) that you will need to carry out your project.	Add Note View Audit
ABC	
What is your source of funding, if any.	Add Note View Audit
ABC	

4.4 Supervisor notification certification

- Click box (red arrow) to certify you have notified your supervisor.
- Click **“Next”** at the top or bottom of the screen to proceed to the next screen.

I have notified my supervisor (e.g., Program Director, Department Chair, Dean) about the nature of this project and received acknowledgement. <i>(Required)</i>	Add Note View Audit
☒ I certify the above statement is true. 	
Previous Next Save for Later More >	

5.0 Check and submit form

- The system runs a check to make sure all required fields are complete.
 - A list is provided of any missing fields with a link back to that area.
- Click **“Submit”** if you are done and ready to submit form.
- Click **“Save for Later”** if you are not ready to submit form now. You may return to form later from your dashboard.



Form Completed
You've completed the form. You can now either save the form for later revision, or submit it.

6.0 Form routing

Upon submission your form routes to:

- Faculty Advisor (only if PI is FranU student)
- Research and Scholarship Council (RSC) for review
 - If necessary, the RSC has the option to send to FranU Ethicist and/or your Supervisor for additional input related to Catholic ethics or funding if needed (respectively)
- An endorsement letter is provided upon approval of feasibility review

NOTE: Faculty Advisor and RSC have the option to return form to submitter for additional information and/or clarification. After resubmission it routes again as shown.

Email RSC@franu.edu for questions or assistance.