



FranU Feasibility Request

User's Guide

Summer 2021

Email RSC@franu.edu for questions or assistance.

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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

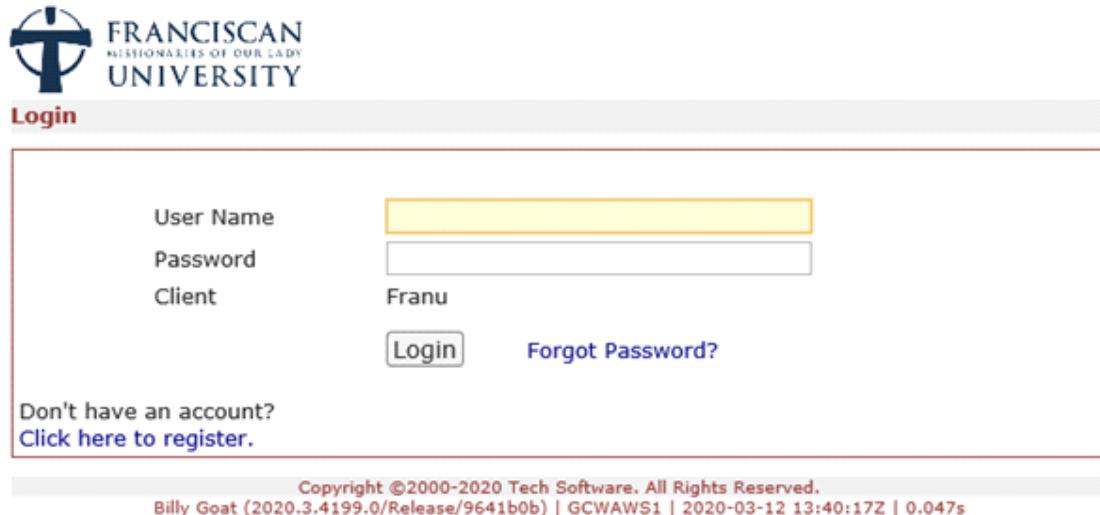
The form asks you to provide the following information:

- 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 image shows the Franciscan University IRBManager login page. At the top is the university's logo and name. Below it is a 'Login' button. The main form contains fields for 'User Name' (with a yellow placeholder bar), 'Password' (with a white placeholder bar), and 'Client' (set to 'Franu'). Below the form are 'Login' and 'Forgot Password?' buttons. A note at the bottom left says 'Don't have an account? Click here to register.' The footer contains copyright information and a session ID.

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

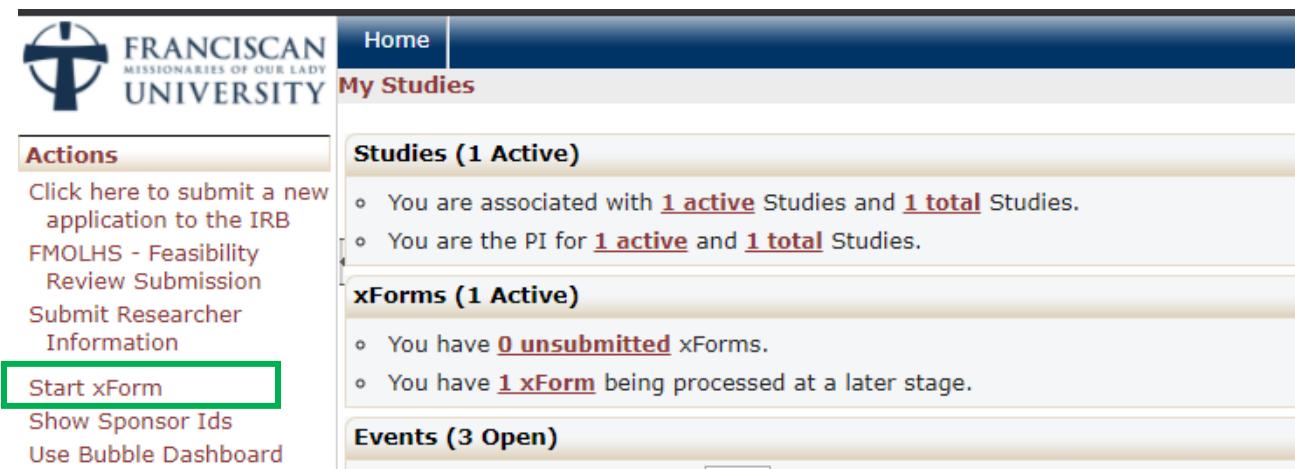
Don't have an IRB Manager account?

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 image shows the Franciscan University IRBManager dashboard. The left sidebar has a 'Actions' section with links: 'Click here to submit a new application to the IRB', 'FMOLHS - Feasibility Review Submission', 'Submit Researcher Information', 'Start xForm' (which is highlighted with a green box), 'Show Sponsor Ids', and 'Use Bubble Dashboard'. The main content area has tabs for 'Home' and 'My Studies'. The 'Studies (1 Active)' section shows 1 active and 1 total study, with the note 'You are associated with 1 active Studies and 1 total Studies.' and 'You are the PI for 1 active and 1 total Studies.'. The 'xForms (1 Active)' section shows 0 unsubmitted xForms and 1 xForm being processed. The 'Events (3 Open)' section is partially visible.

2.2 Open FranU Feasibility Request form

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



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Start Form on User

Filter: []

| Select xForm to start | | |
|-----------------------|---|--|
| 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.



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Collaborators Human subjects inquiry Page 1 of 3 Next

FranU Feasibility Request -- Human subjects inquiry

| | |
|---|--|
| Does your project involve human subjects? (Required) | Add Note View Audit |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | 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. |
| Will you submit a full IRB application seeking IRB review of your project? (Required) | Add Note View Audit |
| <input checked="" type="radio"/> Yes <input type="radio"/> No | |

*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.

Based on your answers above, **STOP HERE**.

You do not need to complete this form. Instead, use the link below to start a new IRB application (which includes FranU feasibility review).

[Click here to start your IRB application](#)

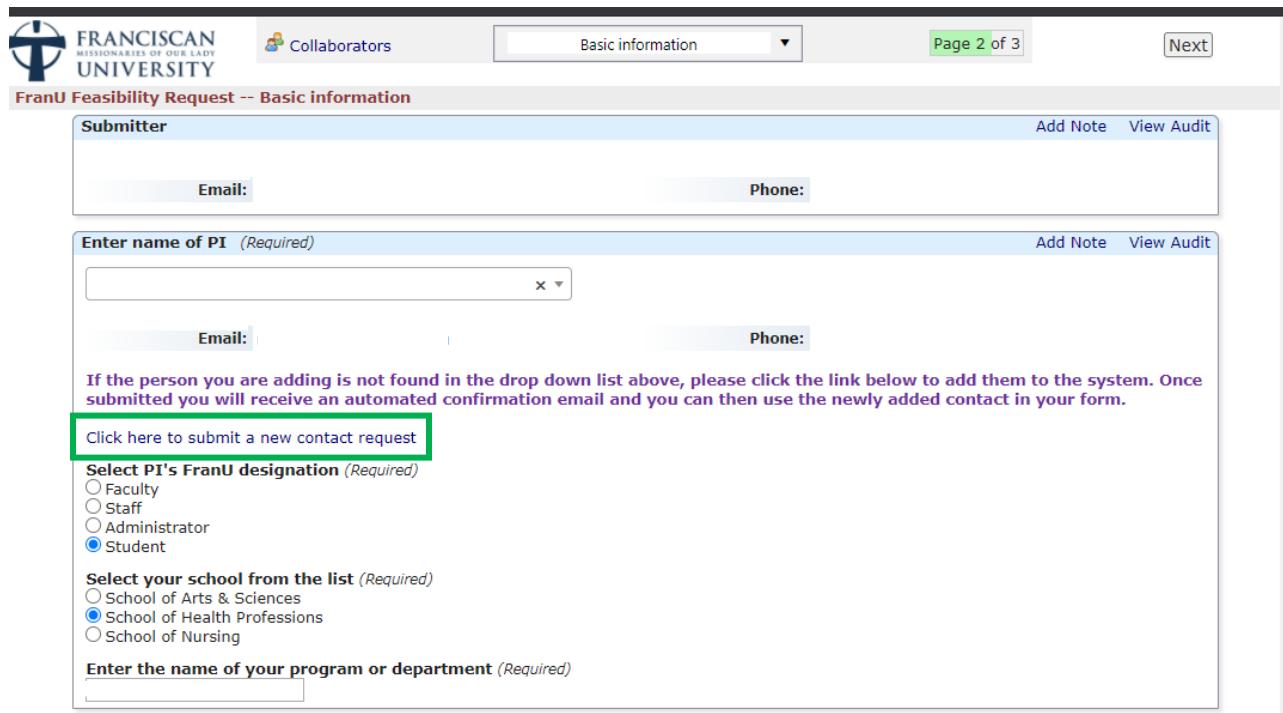
Next Save for Later More ▾

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



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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

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

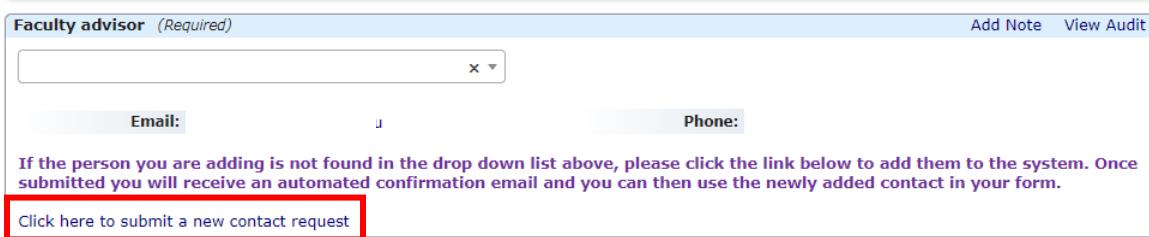
School of Health Professions

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

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)

x

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](#)

Add Note View Audit

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)

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)

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 |
|-------------------------------------|-------------------------------------|----------------------|
| <input type="text"/> x | <input type="text"/> v | 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](#)

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- 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

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 Collaborators

Executive Summary of Project

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Next

FranU Feasibility Request -- Executive Summary of Project

Enter project title (Required)

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

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

List references (Required)

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

Enter proposed time line (Required)

4.2 Project attachments

- Attach project document(s)

| | | |
|--|--------------------------|----------------------------|
| Attach all data collection forms <small>(Required)</small> | 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. <small>(Required)</small> | Add Note | View Audit |
| <input checked="" type="checkbox"/> 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.

[Go Back](#) [Save for Later](#) [Print](#) [Submit](#)

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.