



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/>

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Login

User Name

Password

Client Franu

[Forgot Password?](#)

Don't have an account?
[Click here to register.](#)

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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**).

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Home My Studies

Actions

Click here to submit a new application to the IRB

FMOLHS - Feasibility Review Submission

Submit Researcher Information

Start xForm

Show Sponsor Ids

Use Bubble Dashboard

Studies (1 Active)

- You are associated with **1 active** Studies and **1 total** Studies.
- You are the PI for **1 active** and **1 total** Studies.

xForms (1 Active)

- You have **0 unsubmitted** xForms.
- You have **1 xForm** being processed at a later stage.

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 button labeled "Start Form on User". To the right is a "Filter:" input field. Below these 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. At the top left is the Franciscan University logo. To the right is a "Collaborators" button, a dropdown menu set to "Human subjects inquiry", a "Page 1 of 3" indicator, and a "Next" button. Below these is a form titled "Does your project involve human subjects? (Required)". The form has two radio buttons: "Yes" (selected) and "No". To the right of the radio buttons is a text box with instructions: "If your project gathers information directly from people, such as through surveys/interviews, experiments, collecting medical records, etc., then answer 'YES' to this question." and "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 is another form titled "Will you submit a full IRB application seeking IRB review of your project? (Required)". This form also has two radio buttons: "Yes" (selected) and "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.

The screenshot shows the "Based on your answers above, STOP HERE." section. At the top left is the Franciscan University logo. To the right is an "Add Note" button. Below these is a text box with instructions: "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 is a red box containing the text "Click here to start your IRB application". At the bottom 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

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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

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
<input type="text"/>	<input type="text"/>	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



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 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
<input type="button" value="Add Attachment"/>	
Attach all consent forms (if needed)	Add Note View Audit
<input type="button" value="Add Attachment"/>	
Attach all Affiliate and/or Facility Agreements (if needed)	Add Note View Audit
<input type="button" value="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
<div><div></div><div>ABC</div></div>	
What is your source of funding, if any.	Add Note View Audit
<div><div></div><div>ABC</div></div>	

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
<input checked="" type="checkbox"/> I certify the above statement is true. 	
<div><input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save for Later"/> <input type="button" value="More >"/></div>	

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.