

Institutional Review Board (IRB) Submit a Protocol for IRB Review Using the Mentor IRB system

All research involving human subjects is reviewed by the Rensselaer Institutional Review Board (IRB). The IRB protects the rights and welfare of human subjects and assures compliance with all federal, state and institutional policies. The IRB protocol review process is managed through the Mentor IRB system. Investigators must complete the required CITI training courses to submit a protocol through Mentor IRB.

Accessing Mentor IRB

1. Go to the Mentor website: <https://www.axiommentor.com/login/shibLogin.cfm?i=rpi>
2. Use your RCS ID (Rensselaer email username) and RCS password to log in.

Navigating Mentor IRB

Upon login, you will be directed to the IRB Info/Welcome page, which includes general guidelines for submitting a new protocol. The links along the left direct you to the following sections:

- **Documentation:** Forms, instructions and policies regarding Protocol preparation and IRB review.
- **My Protocols:** The page where you will create and manage your protocols.
- **CITI Course Completion:** A record of the CITI training courses you have completed.

NOTE: CITI course certificates should automatically load into Mentor system from the CITI training site if you registered for CITI with your RPI email. If your certificates do not appear on the CITI Course Completion page, you may upload them manually using the Upload button next to the relevant course title. You are responsible for keeping your certifications up to date. The Mentor system does not allow new Protocol activity unless your certifications are current. IRB reviewers are required to verify the certification status of all Investigators as part of the review process.

Submitting a Research Protocol for IRB Review

1. Download the "Protocol Description Template" (.doc file) from the Documentation page.
2. Create the IRB Protocol Summary. Please incorporate supporting documents, such as questionnaires or surveys, into the main Summary document.
3. Create the Consent Form as a separate document. Be sure to include all the necessary elements of Consent. See "Consent Form Elements" on the Documentation page for guidance.
4. Go to My Protocols and click Create New Protocol. Enter the requested information into form. Be sure to select the IRB Review Type (level) you are requesting: full review, expedited review or exemption requested. Most protocols qualify for expedited review. You may use the IRB Diagnostic Survey on the Info Page for guidance.
5. Use the Upload buttons on the bottom of the form to upload your Protocol and Consent form documents (the Summary and Consent Forms should be uploaded as two separate documents).
6. Once you have uploaded your documents, click Save to submit your protocol. You should receive an email confirmation from RPI IRB.

Monitoring Review of Research Protocols

1. After submission, you will receive additional email notifications as your Protocol moves through the IRB Review process. Quite often, a protocol requires revisions prior to final review. You may log into Mentor IRB at any point to view the status of your protocol.
2. For questions specific to your Protocol, please use the "Messages" link while viewing your protocol in Mentor (upper right side of page). All messages become part of the Protocol record, which is useful for both IRB and Investigator.
3. For questions about Mentor IRB, CITI training, or the Rensselaer Research Compliance program, please contact Grant Director Jack Huang: huangj7@rpi.edu