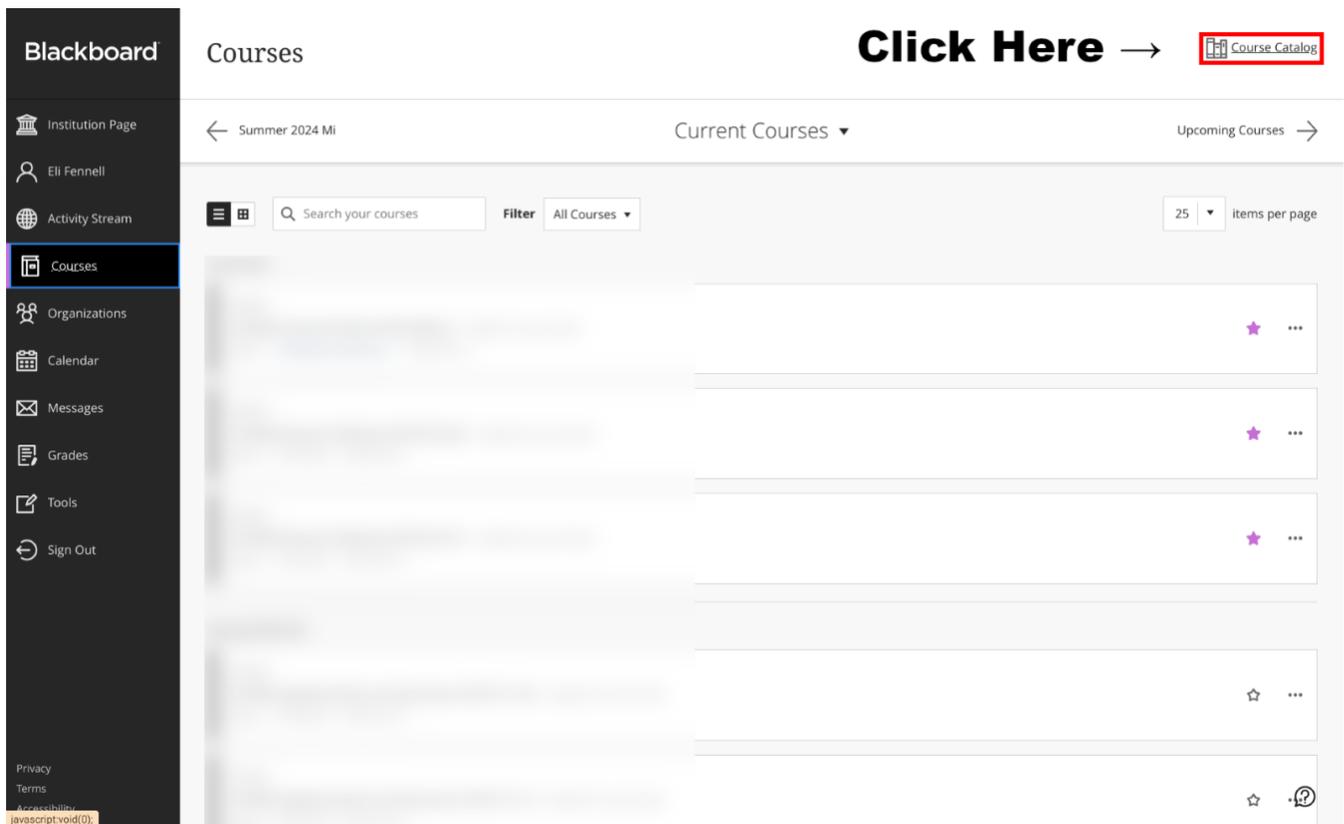


# Steps for Obtaining BRANY IRB Access

## Step 1: Enroll in and complete the **Institutional Review Board (IRB) Training Workshop**

- a) Login to Albizu Blackboard with your Albizu username (yourusername@albizu.edu) and password. - [bb.albizu.edu](http://bb.albizu.edu)
- b) Click the **Courses** tab on the lefthand side of the webpage.
- c) Click on **Course Catalog** in the upper righthand corner of the webpage (first see screenshot below).
- d) In the **Search Catalog** box, type IRB and hit the **Enter** key or click the **Go** button.
- e) Click the gray drop-down menu to the left of **IRB-Miami-Portal**
- f) Click **Enroll** (see second screenshot below)



**Blackboard** Course Catalog

Institution Page  
Eli Fennell  
Activity Stream  
Courses  
Organizations  
Calendar  
Messages  
Grades  
Tools  
Sign Out

Search Catalog Course Name Contains IRB AND Creation Date Before 05/24/2024 Go

**Browse Categories**  
Select a category to see only courses belonging to that category  
--unspecified category-- Go

**Browse Terms**  
Select a term to see only courses belonging to that term  
--unspecified term-- Go

COURSE ID	COURSE NAME	INSTRUCTOR	DESCRIPTION
IRB-FACULTY-SANJUAN	Institutional Review Board for Faculty (IRB-Faculty)	Lymaries Padilla Cotto	Espacio de IRB solo para facultad de la UCA, Recinto de San Juan
IRB-MIAMI-PORTAL	Institutional Review Board (IRB) Training Workshop	Amanda Giust, Rolando Santana Martinez, Cindy Herde, Alicia Stern Holcomb	New- Institutional Review Board Portal - (IRB-Miami)
IRB-STUDENT-SANJUAN	Institutional Review Board (IRB) Student	Lymaries Padilla Cotto	

Enroll ← **Click Here**

Displaying 1 to 3 of 3 items Show All Edit Paging...

Privacy Terms

[https://bb.albizu.edu/webapps/blackboard/execute/viewCatalog?id=&type=Course&command=NewSearch&moduleId=&searchField=CourseName&searchOperator=Contains&searchText=IRB&dateSearchOperator=LessThan&dateSearchDate\\_datetime=2024-5-24+14%3A29%3A00...](https://bb.albizu.edu/webapps/blackboard/execute/viewCatalog?id=&type=Course&command=NewSearch&moduleId=&searchField=CourseName&searchOperator=Contains&searchText=IRB&dateSearchOperator=LessThan&dateSearchDate_datetime=2024-5-24+14%3A29%3A00...)

**Step 2:** Follow instructions after completing the workshop to receive your IRB Workshop Certificate.

**Step 3:** Download a **Request for User Access** form at <https://www.brany.com/forms-and-downloads/> (see screenshot below)

**IRB Forms & Downloads**

**IBC Forms & Downloads**

**Informed Consent Preparation**

Inquire about how we can help prepare Informed Consent Forms.



[Contact Us](#)

**Study Start Up Checklist**

Our Start Up Checklist provide research coordinators with a tool to track study start up tasks.



[Download](#)

**Medicare Coverage Analysis**

Our experts provide detailed coverage analyses needed to support research billing and compliance.



[Learn More](#)

**Click Here**

Protocol Writing Application

Explore the advantages of our proprietary online protocol writing and collaboration tool.



## Reporting Timelines

<b>UPIRTSOS</b> (Unanticipated Problems)	Report per occurrence within 5 days
<b>Serious Adverse Events</b> (Local)	Report per occurrence within 5 days
<b>Unanticipated Adverse Device Events</b> (UADEs)	Report per occurrence within 10 days
<b>Complaints</b>	Report per occurrence within 5 days
<b>Major Deviations</b>	Report per occurrence within 10 days
<b>Minor Deviations</b>	Report in aggregate with continuing review or study closure

## IRB Forms & Downloads

+ IRB Membership List — Compliance Statement — Meeting Schedule

+ Initial Submission or Exemption Request

- IRBManager™ Getting Started

- **Request for User Access** - Submit form to obtain an IRBManager account.
- Send completed Request for User Access forms to [useraccess@brany.com](mailto:useraccess@brany.com)
- IRBManager™ Demonstration Webinar
  - WEBINAR: IRBManager & xForms Basics



**Step 4:** Fill out the **Request For User Access** and submit it by email to [useraccess@brany.com](mailto:useraccess@brany.com).

**Step 5:** After receiving access, log in at <https://brany.my.irbmanager.com/> and attend a Zoom session of **IRBManager & xForms Basics** (see screenshot below) at your earliest possible convenience by clicking **Download Calendar appt.** to receive the Zoom link. Sessions are held on the first Tuesday of each month from 12pm – 1pm Eastern Time.

Actions

- OBTAIN BRANY ID#
- REMOVE CONTACT
- Submit New NJH Biohazards Protocol
- Show Study Codes

Useful Links

- 00 Contact BRANY IRB
- 01 User Access Form
- 02 Forms & Downloads
- 03 IRBManager Help
- 04 IRBManager Help PDFs
- 05 Generate COI Forms
- 06 BRANY IRB SOP
- 07 IRB SOP Appendix
- 08 IRB Auth Agrmt
- 09 IRB Submission FAQs
- BRANY IBC SOPs
- www.branyirb.com

My Docs & xForms

- 1 Attachments
- 1 xForms

BRANY Notices

Contact BRANY IRB

- BRANY IRB Consent Template (updated 10/13/23)**
- \*NOTE-HIPAA authorization language is embedded.\*
- BRANY IRB Assent Template**

Site-specific BRANY consent templates:

- Mount Sinai (NY) (v. 10/13/23)
- National Jewish Health (NJH): Consent and Assent
- New York City Health + Hospital (NYC H+H) (v. 5/03/22)
- NYU Grossman School of Medicine (v. 5/03/22)
- Weill Cornell Medicine (WCM)

BRANY SBER IRB Consent Templates now available (updated 11/16/23)

- \*Note- No HIPAA authorization language embedded.\*
- SBER Consent Form
- SBER Assent Form
- SBER Parental Permission Form
- SBER Teen-Parent Consent Form
- SBER Verbal Consent Script
- SBER Online Survey Consent Form

BRANY GDPR Consent Language Template (11/20/23)

**IRBManager & xForms Basics**  
 06/04/24 @ 12-1 PM ET Download calendar appt. On-demand > Left menu > Useful Links

GUIDANCE

- FAQs - Study Personnel (11/2023)
- FAQs - Corrective and Preventive Actions (CAPA) (11/2023)
- Best Practice Tips for Conducting Clinical Research (11/2023)