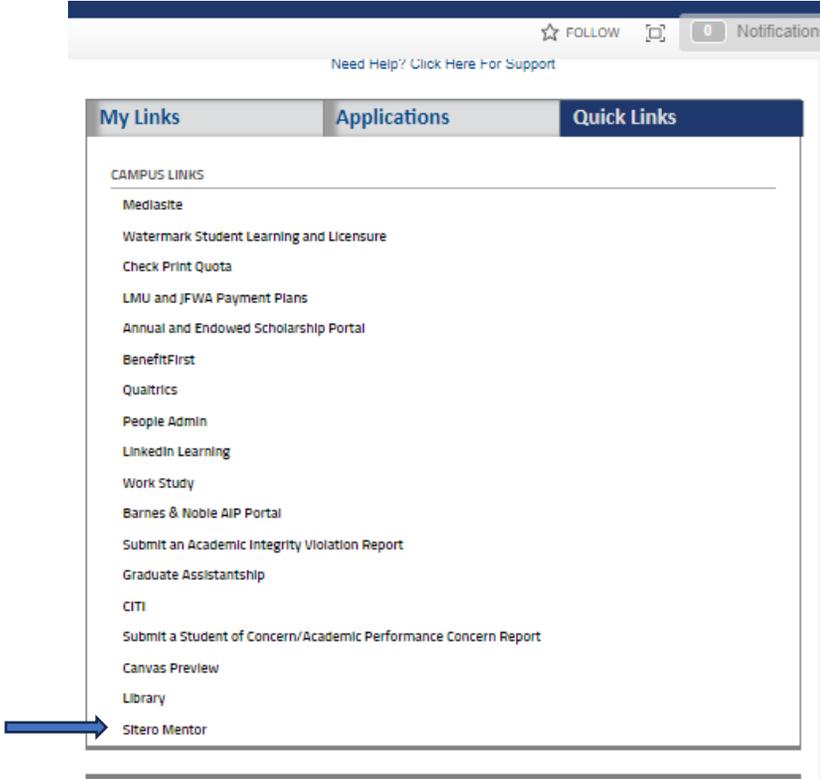


Protocol submission Instructions

Open the Sitero Mentor software by clicking the Quick Link on myLMU. You may be asked to enter your myLMU login information again. You may be asked for the institution ID. If so, enter “Imunet”. If you don’t have the Sitero Mentor link, please contact the IS helpdesk at ishelpdesk@lmunet.edu or x7411.



To submit a new protocol to the IRB for review, click the “IRB” tab and then click “My protocols”. Then “create new protocol”. Screenshot below

LMU
Lincoln Memorial University

LMU: Lori McGrew | My Mentor Account | Logout | Help

Home Institutional Tools IRB IACUC IBCSC Admin

IRB IRB Admin IRB Setup IRB User Management

Info Page **Create New Protocol**

Resources

My Protocols

Protocol Reports

Student Protocols

Research Coordinators

Reviewer

Certifications

IRB Members

My Protocols

PI Documentation No Certificate

Next Meeting:

Deadline for Submission:

Clear search filters

IRB ID Status All I am the PI or Research Assistar

Submitted All

IRB #	Title	PI	Approved	C.R. Due	Tracking Status
17	Test	Lori McGrew			

Page 1 of 1 First Prev Next Last

Answer the questions as prompted and submit. This will generate appropriate new questions in additional sections. Screenshot below.

LMU
Lincoln Memorial University

LMU: Lori McGrew | My Mentor Account | Logout | Help

Home Institutional Tools IRB IACUC IBCSC Admin

IRB Admin IRB Setup IRB User Management

Info Page Edit Research Coordinators Abstract Upload Docs Link Print / Zip Messages (0) | Back

Resources

My Protocols

Protocol Reports

Student Protocols

Research Coordinators

Reviewer

Certifications

IRB Members

I need to test the submission platform

Test

IRB SETUP -> SYSTEM SETTINGS -> CONFIG -> Info bar at Top of Unapproved Protocols

1 Signatures Missing

Required Questions Not Answered

Submit Protocol for Review

Required signatures missing. Submit button will be enabled after all required signatures are present.

Tracking Status: No Status Recorded

Protocol ID	17
PI	Lori McGrew (Certificates) Sign Electronically
PI Type	Faculty/Staff
Review Type	Exemption
Approval Status	Exemption Requested Withdraw Protocol from Review
Submitted By	(3) Benign Behavioral Interventions - Adults Lori McGrew
Proposed Start Date	08/15/2023
Proposed End Date	08/14/2024
Risk Level	Minimal Risk
Data Types Collected	Surveys/Questionnaire/Psychometric Testing
Consent Waived	Not Requested
Waiver of Documentation of Informed Consent	Not Requested
Total Number of Subjects	20

 [Application Sections](#)

(3) Benign Behavioral Interventions - Adults Questions Date Last Updated: 05/31/2023 10:28 AM EDT

The federal regulations provide a few examples of research that meets this category (45CFR46.104(3)(i)):
Having subjects:

- Play an online game
- Solve puzzles under various noise conditions
- Decide how to allocate a nominal amount of received cash between themselves and someone else

These are only examples and projects that meet this exemption category may be quite diverse.

Please check all that apply:

Are the subjects all over the age of 18.

Answer: 1. Yes
 2. No

Click to sign

Click the “Application Sections” indicated by the green arrow below the Total Number of Subjects in the protocol summary.

On the right side of the Application Sections page just above the “Personnel” section, you can select “Expand All Sections” to view all required questions on this page. Screenshot below.

Application Sections

[View Protocol Page](#)

I need to test the submission platform

PI: Lori McGrew

Show Hidden Sections



Expand All Sections

Personnel

[Add Personnel](#)

PI

Lori McGrew (05/30/2023)

Purpose & Procedures Required Questions Unanswered: 2

The questions on this application form are sequenced because they include branching logic; thus your answers to some questions will include some subsequent questions but remove others. We display the first question below. As you are answering the questions sequentially, you may stop at anytime and you will see all the questions you have answered on this page. You may edit each question individually. If you change an answer that results in a different subsequent set of questions, your old answers will be saved but not displayed. When you complete the question set and lock your answers, any answers to questions that are not displayed will be deleted and only those questions in the final sequence will be saved.

[Start Answering](#)

[Add/Edit Answers](#)

* Provide a brief, non-technical description of the purpose of the research study, including the research questions you hope to answer:

Answer Required

Recruitment Required Questions Unanswered: 5

No question answered yet.

[Add/Edit Answers](#)

* Who will be recruiting potential participants?

Options: PI

Other members of the INSTITUTION research team

Collaborating researchers from other institutions (listed on this protocol)

Collaborating researchers from other institutions (not listed on this protocol)

Click the “Add/Edit Answers” button to answer the remaining questions, and upload any required documents (survey questions, consent forms, etc.). Clicking the “save answers” button will advance to the next section. Clicking the “save and close” button will save your progress so that you can complete the application later. Locate the protocol by clicking “My protocols” and then clicking the name of the protocol you wish to edit or view.

After completing all required sections, click the “View Protocol page” button at the upper right or bottom right of the screen to return to the protocol page. To sign the protocol and complete the submission process, click the “Pending signatures” button. All protocols requiring your signature will

appear here. Click on the name of the protocol to open it, review and sign by clicking the “sign electronically button next to your name. (Shown in screenshot 3).

The first time you use Sitero Mentor, please click the “Certifications” link and upload your CITI certificate(s). Screenshot below. These will be associated with your account moving forward, will be visible in IACUC and IBCSC partitions as well although the tab is labeled “Trainings” in those sections.

The screenshot shows the Sitero Mentor interface for Lincoln Memorial University (LMU). The user is logged in as Lori McGrew. The main navigation bar includes Home, Institutional Tools, IRB, IACUC, and IBCSC. The IRB section is active, with sub-tabs for IRB Admin, IRB Setup, and IRB User Management. The 'Certifications' sub-tab is selected, displaying a list of certification categories and their associated data tables.

IRB Certifications

- IRB Human Subjects Training Certification** (Upload)

File	Date of Completion	Renewal	File Size	Date Posted
citiCompletionCertificate_9356007_50527869McGrew	08/10/2022	08/06/2025	75 K	08/23/2023
- Level 1 Basic IACUC Training Certification** (Upload)

File	Date of Completion	Renewal	File Size	Date Posted
- no entries found -				
- IBC Training Certification** (Upload)

File	Date of Completion	Renewal	File Size	Date Posted
- no entries found -				
- Antibody Production in Animals** (Upload)

File	Date of Completion	Renewal	File Size	Date Posted
- no entries found -				
- Biomedical Data or Specimens Only Research** (Upload)

File	Date of Completion	Renewal	File Size	Date Posted
citiCompletionCertificate_9356007_52363533McGrew	08/10/2022	08/06/2025	76 K	08/23/2023

Please feel free to contact the IRB chair, Dr. Lori McGrew, or the IRB representative in your academic unit if you have any questions or need assistance. You may click on the “IRB members” link at the bottom left to determine who is representing your academic unit.