



WHITWORTH

UNIVERSITY

Whitworth University IRB Guide to Applications on OneAegis

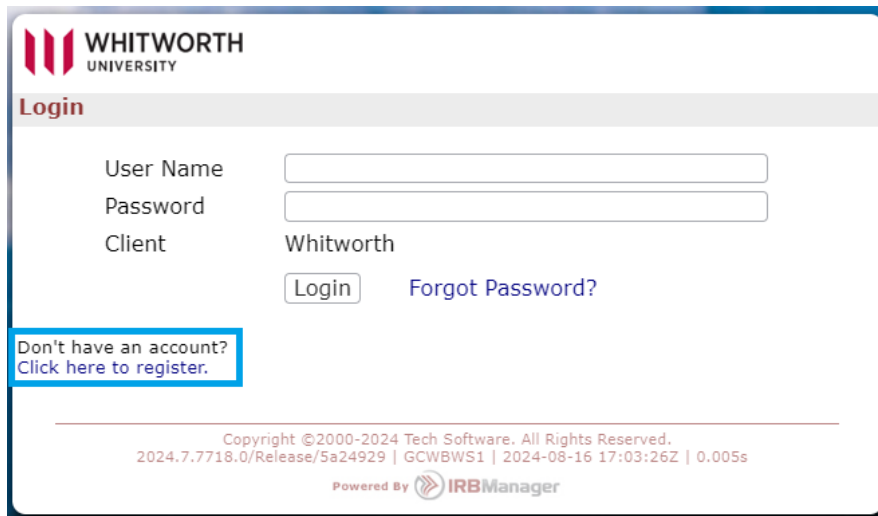
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Creating Your OneAegis Account

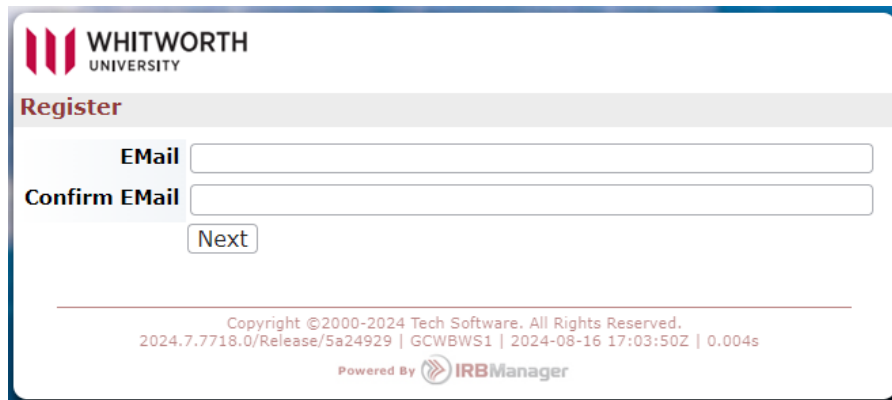
All human subjects research at Whitworth University is required to be approved by the IRB or to be determined by the IRB to be not human subjects research or to be exempt from review. The Whitworth University IRB uses the OneAegis application tracking platform to manage applications. To get started you will need to create an account on OneAegis.

1. In your browser, navigate to the Whitworth OneAegis login page:
<https://whitworth.oneaegis.com/Login.aspx>
2. Follow the link to create a new account:



The screenshot shows the login page for Whitworth University's OneAegis system. At the top left is the Whitworth University logo. Below it is the heading "Login". There are three input fields: "User Name", "Password", and "Client". The "Client" field is pre-filled with "Whitworth". Below the input fields are two buttons: "Login" and "Forgot Password?". A blue-bordered box highlights the text "Don't have an account? Click here to register." at the bottom left. At the bottom of the page, there is a copyright notice: "Copyright ©2000-2024 Tech Software. All Rights Reserved. 2024.7.7718.0/Release/5a24929 | GCWBWS1 | 2024-08-16 17:03:26Z | 0.005s" and a logo for "Powered By IRBManager".

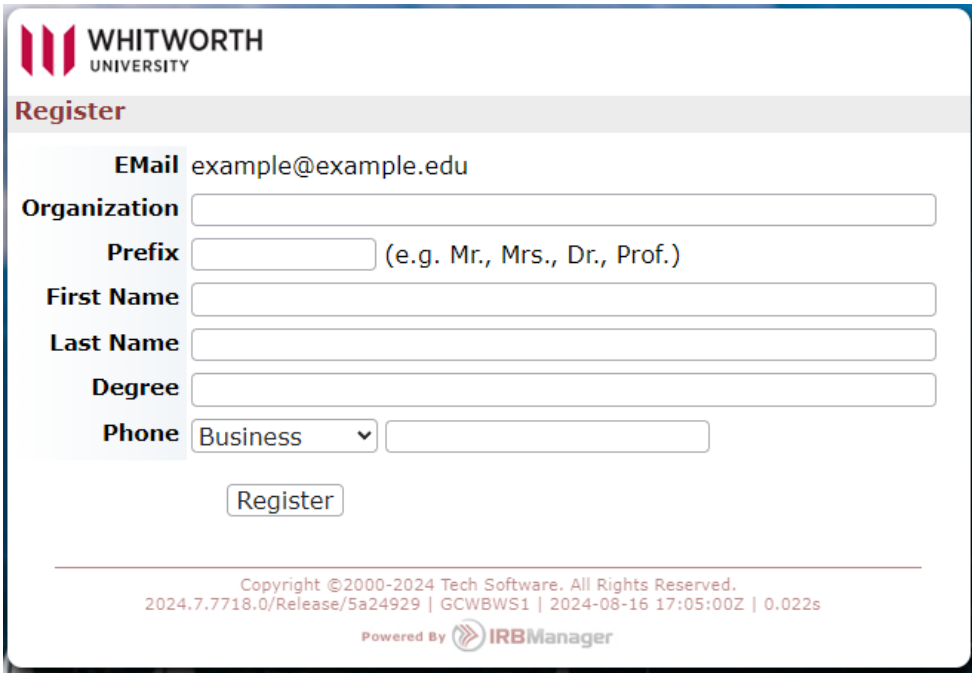
- a. Your username will be your email. **Please use your Whitworth email.** This should also be the same email that your CITI account uses, so that OneAegis can automatically collect your CITI courses. If you originally set up your CITI account with a different email, you can add your Whitworth email to your CITI account so OneAegis can collect your courses.



The screenshot shows the registration page for Whitworth University's OneAegis system. At the top left is the Whitworth University logo. Below it is the heading "Register". There are two input fields: "EMail" and "Confirm EMail". Below the input fields is a "Next" button. At the bottom of the page, there is a copyright notice: "Copyright ©2000-2024 Tech Software. All Rights Reserved. 2024.7.7718.0/Release/5a24929 | GCWBWS1 | 2024-08-16 17:03:50Z | 0.004s" and a logo for "Powered By IRBManager".

- b. Your password must be at least 12 characters long and include: lowercase letters, uppercase letters, numbers, and special characters (!@#\$\$%, etc.).
3. You may wish to associate other information with your account, such as your name, prefix, telephone, and degrees. The information you enter here will be used to identify you in official correspondence, so enter it as you would want it to appear there. You can also change or

update your personal information later.

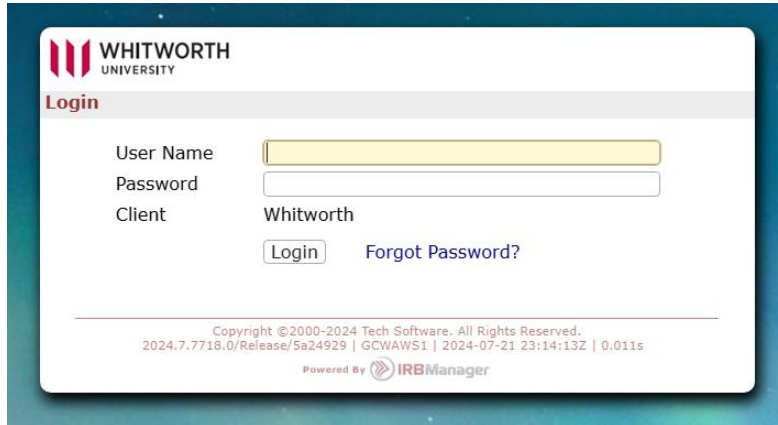


The image shows a registration form for Whitworth University. At the top left is the university's logo, consisting of three vertical red bars of varying heights, followed by the text "WHITWORTH UNIVERSITY". Below the logo is a grey header bar with the word "Register" in red. The form fields are as follows: "EMail" with the value "example@example.edu"; "Organization" with an empty text box; "Prefix" with an empty text box and the instruction "(e.g. Mr., Mrs., Dr., Prof.)"; "First Name" with an empty text box; "Last Name" with an empty text box; "Degree" with an empty text box; and "Phone" with a dropdown menu set to "Business" and an empty text box. A "Register" button is located below the phone field. At the bottom of the form, there is a copyright notice: "Copyright ©2000-2024 Tech Software. All Rights Reserved. 2024.7.7718.0/Release/5a24929 | GCWBWS1 | 2024-08-16 17:05:00Z | 0.022s" and a logo for "Powered By IRBManager".

Logging in to OneAegis

You will need to log in to OneAegis to manage your forms and projects.

1. In your browser, navigate to the Whitworth OneAegis login page:
<https://whitworth.oneaegis.com/Login.aspx>



The screenshot shows the login interface for Whitworth University's OneAegis system. At the top left is the Whitworth University logo. Below it, the word "Login" is displayed in a red font. The form contains three input fields: "User Name" (highlighted in yellow), "Password", and "Client" (pre-filled with "Whitworth"). Below the "Client" field are two buttons: "Login" and "Forgot Password?". At the bottom of the page, there is a copyright notice: "Copyright ©2000-2024 Tech Software. All Rights Reserved. 2024.7.7718.0/Release/5a24929 | GCWAWS1 | 2024-07-21 23:14:13Z | 0.011s" and a logo for "Powered By IRBManager".

2. Use the password you set when you created your OneAegis account; this is not linked to your Whitworth account, and will not be updated if you change your Whitworth password.
3. If you have forgotten your password, click the "Forgot Password?" link, enter your email address, and a link to reset your password will be sent to you.

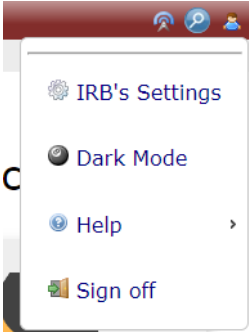
Managing Your Account on OneAegis

You can change your password and manage your contact information and other settings in the “Settings” menu.

1. From the dashboard, select the “Menu” (the person icon in the very top right of the screen):



2. Select “IRB’s Settings” (where “IRB” is your name):



3. Here you can change your password and update your contact information:



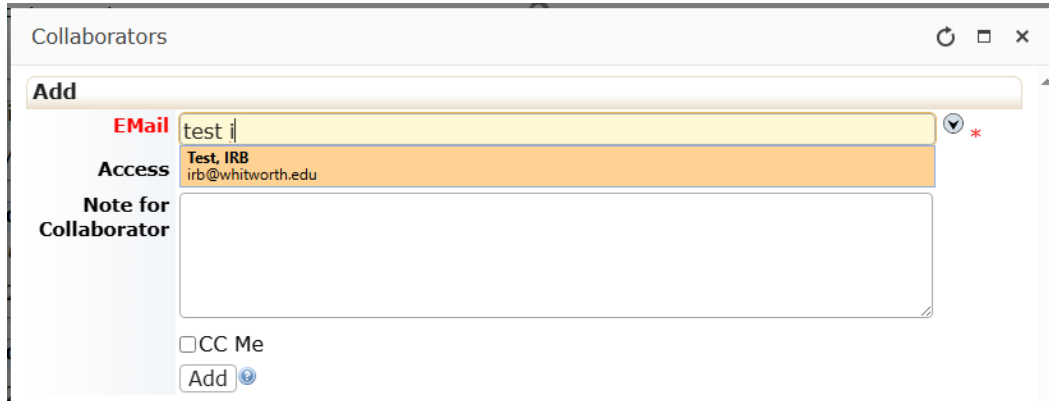
Adding Collaborators to your Form

You may add collaborators to your forms in OneAegis. These are not necessarily other researchers or project team members, but people you want to give permissions to help fill out the form.

1. At the top of the form select the “Collaborators” button at the top left of the form:

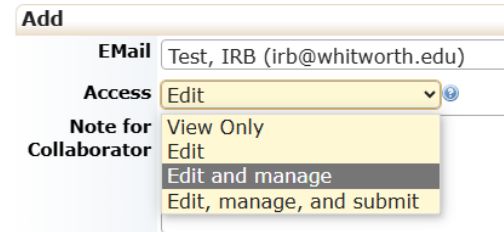


2. In the dialog-box, in the “Email” text-box, start typing the email/username of the collaborator you wish to add:

A screenshot of the 'Collaborators' dialog box. The title bar says 'Collaborators'. Below it is a section labeled 'Add'. There is an 'Email' field with 'test |' entered. A dropdown menu is open below it, showing 'Test, IRB' and 'irb@whitworth.edu'. There is also a 'Note for Collaborator' text area and a 'CC Me' checkbox.

The system will find their account and show their email/username in the drop-down menu. If your collaborator has not set up a OneAegis account yet, they will need to do that first.

3. In the “Access” drop-down, select the level of access you want to give your collaborator:

A screenshot of the 'Add' section of the 'Collaborators' dialog box. The 'Email' field contains 'Test, IRB (irb@whitworth.edu)'. The 'Access' dropdown menu is open, showing options: 'View Only', 'Edit', 'Edit and manage', and 'Edit, manage, and submit'.

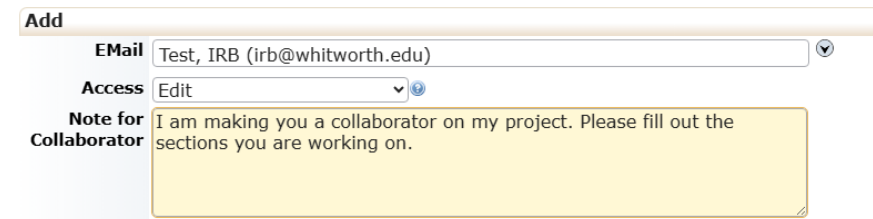
“View Only” will let your collaborator view the form.

“Edit” will let your collaborator view and edit the form.

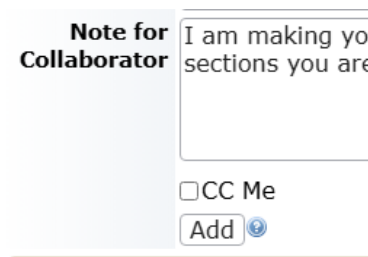
“Edit and manage” will let your collaborator view and edit the form, and add other collaborators.

“Edit, manage, and submit” will also let your collaborator submit the form.

4. In “Note for Collaborator”, you can add a note that will be added to the notification email that will be sent to the collaborator:

A screenshot of the 'Add' section of the 'Collaborators' dialog box. The 'Email' field contains 'Test, IRB (irb@whitworth.edu)'. The 'Access' dropdown menu is set to 'Edit'. The 'Note for Collaborator' text area contains the text: 'I am making you a collaborator on my project. Please fill out the sections you are working on.'

5. When you have made your selections, select “Add” to complete adding the collaborator to the form:



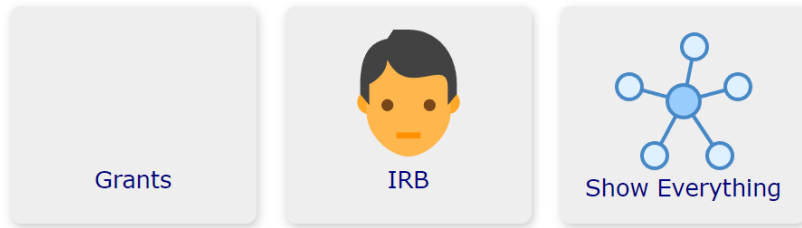
The screenshot shows a form section titled "Note for Collaborator". To the right of the title is a text input area containing the text "I am making yo sections you are". Below the text area is a checkbox labeled "CC Me". At the bottom of the section is a button labeled "Add" with a blue circular icon containing a white plus sign.

IRB Forms on OneAegis

OneAegis manages forms and projects for the grants office (i.e., Sponsored Programs), and the IRB (i.e., Institutional Review Board for Human Subjects Research). This guide focuses on the IRB.

Once you have logged in, select “IRB” on the Project Type Switchboard:

What do you want to focus on?

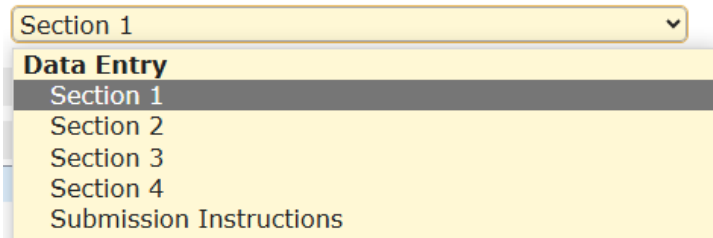


Navigating the Forms on OneAegis

When you are completing or updating a form on OneAegis, you do not need to fill it out in order, but can navigate to the part you are interested in.

There are several ways to navigate the forms:

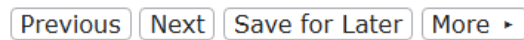
1. The drop-down menu at the top of the page lets you jump directly to the section you are interested in:



2. The "Next" button at the top right of each page will let you navigate to the next page of the form:



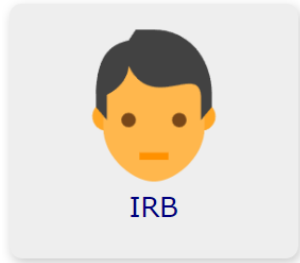
3. At the bottom of each page are "Previous", "Next", and other navigation buttons:



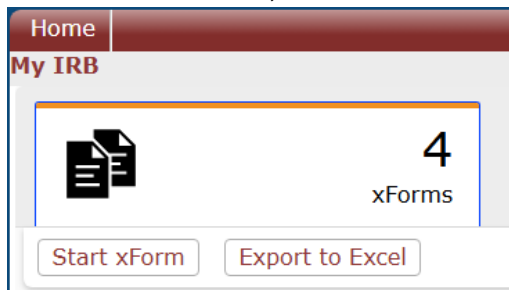
Submitting a New Application Form

When you are ready to begin your human subjects research, but before you start recruiting potential subjects, you will need to submit an application and receive approval from the IRB.

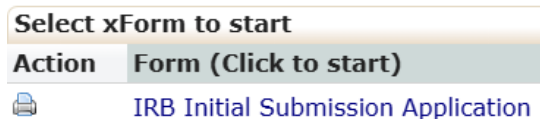
1. Navigate to the IRB Dashboard as indicated above.



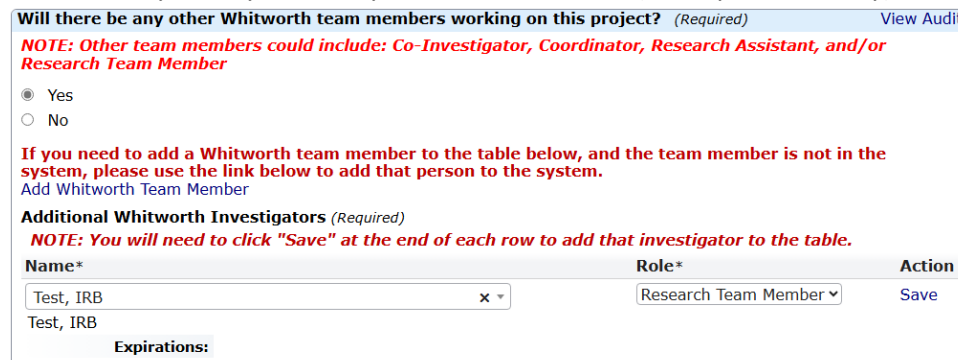
2. On the IRB Dashboard, select the link: "Start xForm":



3. Then select the link, "IRB Initial Submission Application":



4. Follow the prompts to complete the form (4 pages). You may skip sections and come back to them later, but will not be able to submit the form until all required sections are complete.
5. Adding additional investigators
 - a. For other investigators at Whitworth, have each investigator create a OneAegis account, then you can add them in the form. Start typing the investigator's name, and the form will find the account. For "Role", use "Research Team Member" if you do not need to indicate a more specific role. The investigator's CITI trainings will be added automatically shortly after they create their account (usually the next day).



Will there be any other Whitworth team members working on this project? (Required) [View Audit](#)

NOTE: Other team members could include: Co-Investigator, Coordinator, Research Assistant, and/or Research Team Member

Yes
 No

If you need to add a Whitworth team member to the table below, and the team member is not in the system, please use the link below to add that person to the system.
[Add Whitworth Team Member](#)

Additional Whitworth Investigators (Required)
NOTE: You will need to click "Save" at the end of each row to add that investigator to the table.

Name*	Role*	Action
<input type="text" value="Test, IRB"/> x	<input type="text" value="Research Team Member"/>	<input type="button" value="Save"/>

Expirations:

- b. For other investigators not at Whitworth use the question for Non-Whitworth Team Members. You will need to manually enter their name and email, and upload any CITI training completion certificates.

Will there be any Non-Whitworth team members working on this project? (Required) [View Audit](#)

Yes
 No

Non-Whitworth Investigators (Required)
NOTE: You will need to click "Save" at the end of each row to add that investigator to the table.

First Name*	Last Name*	Email*	CITI Certificate (please attach appropriate CITI certificates).	Action
<input type="text" value="Test"/>	<input type="text" value="Researcher"/>	<input type="text" value="tresearcher@example.edu"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Save"/>

- 6. When the form is complete, check the box on the last page to attest that everything in the application is complete and accurate, then select "Next".

By submitting this application, I attest that the application is complete and accurate to the best of my knowledge. (Required) [View Audit](#)

NOTE: You will need to click 'Next' and 'Submit' to submit the application for review.

I Attest

- 7. On the submission page, select "Submit". The form will not be sent to the IRB until you select this last "Submit".

Form Completed

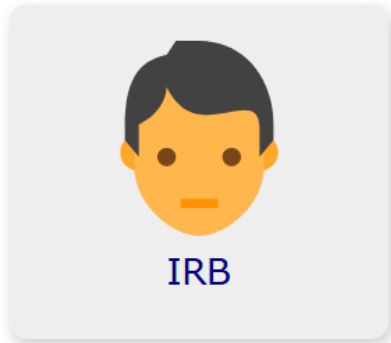
You've completed the form. You can now either save the form for later revision, or submit it.

Submitting a Continuing Review Form

If your research project extends longer than a year (or sometimes a shorter period if the IRB judges that the level of risk requires more frequent review), you will need to submit a Continuing Review Form to maintain your approval.

The OneAegis system will send you a reminder when the deadline for Continuing Review is approaching.

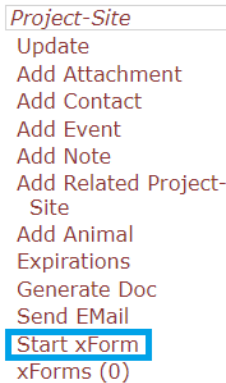
1. Navigate to the IRB Dashboard as indicated above.



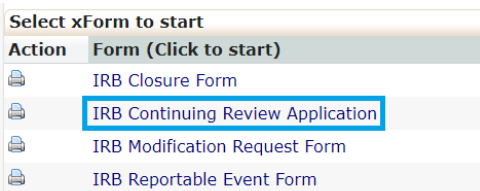
2. Select the project for which you wish to submit a continuing review.



3. On the "Actions" menu on the left, under "Project Site", select "Start xForm".



Select "IRB Continuing Review Application".



4. Complete the form (3 to 6 pages, depending on the nature of the research).

- When the form is complete, check the box on the last page to attest that everything in the application is complete and accurate, then select “Next”.

By submitting this application, I attest that the application is complete and accurate to the best of my knowledge. (Required) [View Audit](#)

NOTE: You will need to click 'Next' and 'Submit' to submit the application for review.

I Attest

[Previous](#) [Next](#) [Save for Later](#) [More >](#)

- On the submission page, select “Submit”. The form will not be sent to the IRB until you select this last “Submit”.

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](#)

Submitting a Modification Request Form

If you need to change your research protocol, for example, because of a change in the timeline, new information, an additional research site, or new investigators, you must inform the IRB and receive approval before continuing the research under the changed protocol.

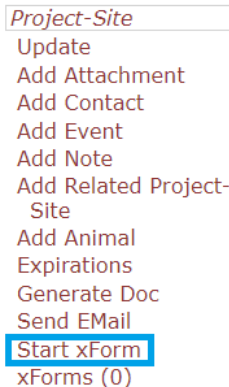
1. Navigate to the IRB Dashboard as indicated above.



2. Select the project for which you wish to submit a modification request.



3. On the "Actions" menu on the left, under "Project Site", select "Start xForm".



4. Select "IRB Modification Request Form".



5. Complete the form (2 or 3 pages, depending on the modification)

- When the form is complete, check the box on the last page to attest that everything in the application is complete and accurate, then select “Next”.

By submitting this application, I attest that the application is complete and accurate to the best of my knowledge. (Required) [View Audit](#)

NOTE: You will need to click 'Next' and 'Submit' to submit the application for review.

I Attest

[Previous](#) [Next](#) [Save for Later](#) [More >](#)

- On the submission page, select “Submit”. The form will not be sent to the IRB until you select this last “Submit”.

Form Completed

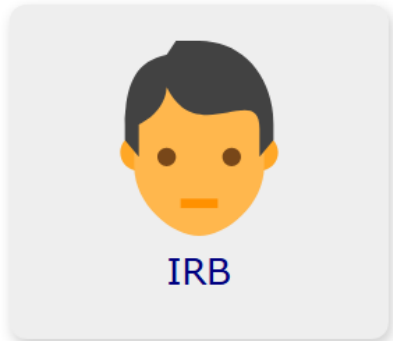
You've completed the form. You can now either save the form for later revision, or submit it.

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

Submitting a Reportable Event Form

If you learn new information about your study conditions that may affect the risk to participants, if a participant suffers harm as a result of your study, if an investigator deviates from the approved study protocol, if a participant submits a complaint, or if another event occurs that should be reported to the IRB, you will need to submit the Reportable Event Form.

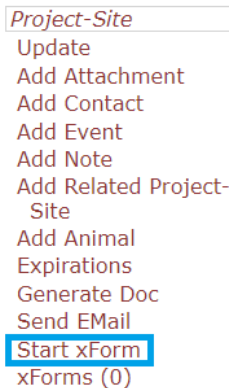
1. Navigate to the IRB Dashboard as indicated above.



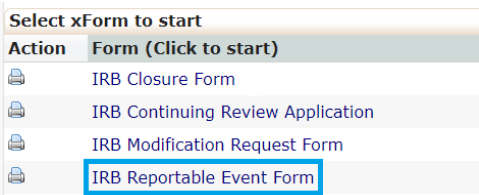
2. Select the project for which you wish to submit a modification request.



3. On the "Actions" menu on the left, under "Project Site", select "Start xForm".



4. Select "IRB Reportable Event Form".



5. Complete the form (2 pages).

- When the form is complete, check the box on the last page to attest that everything in the application is complete and accurate, then select “Next”.

By submitting this application, I attest that the application is complete and accurate to the best of my knowledge. (Required) [View Audit](#)

NOTE: You will need to click 'Next' and 'Submit' to submit the application for review.

I Attest

[Previous](#) [Next](#) [Save for Later](#) [More >](#)

- On the submission page, select “Submit”. The form will not be sent to the IRB until you select this last “Submit”.

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](#)

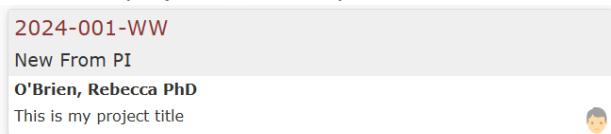
Submitting a Closure Form

When you have completed your research submit the closure form. This will let the IRB know you have finished and they will not need to send reminders about continuing review.

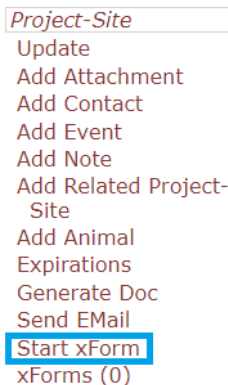
1. Navigate to the IRB Dashboard as indicated above.



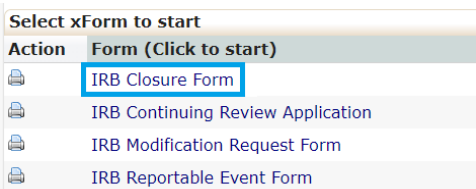
2. Select the project for which you wish to submit a closure form.



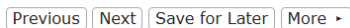
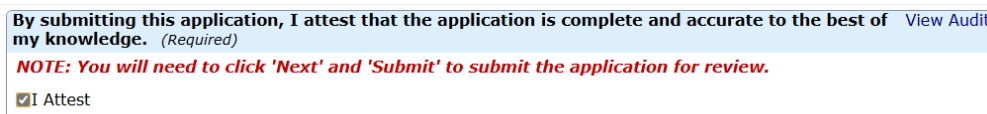
3. On the "Actions" menu on the left, under "Project Site", select "Start xForm".



4. Select "IRB Closure Form".



5. Complete the form (2 or 3 pages, depending on the nature of the research).
6. When the form is complete, check the box on the last page to attest that everything in the application is complete and accurate, then select "Next".



7. On the submission page, select “Submit”. The form will not be sent to the IRB until you select this last “Submit”.

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](#)