**Medical Institutional Review Board (MIRB)**
**Mentor System Procedures**

**Mentor Account Creation Process**
1. After contacting the EBCI MIRB to submit a protocol, you will be given a form code
   a. Save the form code for account creation
2. Visit https://www.axiommentor.com/ebci/newAccount
3. Input form code and complete required fields
4. After form submission, you will receive an email with a link to set your password
   a. Set password with email link
5. Once password creation is completed, the EBCI MIRB Administrator will be automaticallynotified of your account request
6. Once your account is approved, you will receive an email notification to login to the Mentorsystem
7. Visit https://www.axiommentor.com/login/axlogin.cfm?i=ebci to begin the process of submittingyour new protocol

**Protocol Submission Process Overview**
1. Log on to the Mentor system
   a. https://www.axiommentor.com/login/axlogin.cfm?i=ebci
2. From the "Home" page click on "MIRB"
3. Click on "My Submissions"
4. Click "Create New Submission"
5. A field will pop up "Create MIRB Submission"
6. Save the submission
7. Click "Application Sections" to complete the remaining required fields
8. PI and Co-PIs add an electronic signature
9. Hit submit

Additional assistance with Mentor protocol submission can be found within your Mentor account. Navigate to the "MIRB" tab and select "Resources" on the left-hand side of the page. Click "Mentor User Guides" then select the "IRB" folder. In the IRB folder, select "PI" and download the appropriate guide.

**Detailed to "Create MIRB Submission"**
1. The person entering will automatically be the PI
2. To add CO-PI's or research staff type in the first three letters of the person's **last name.** Iftheir name does not show up, they do not have a Mentor account.
   a. If someone does not have a Mentor account, they cannot be added to the application.
   b. To add someone to the system, click "add user" in the right hand corner and completerequired fields. They can now be added to the application.
3. Enter the protocol title
4. Enter proposed estimated start date
5. Enter estimated end date
6. Select sites
   a. Single site OR

b. Multiple sites
7. Select review type
8. Select Waiver of Informed Consent
   a. Request Full Waiver OR
   b. Request for Waiver of Alteration of Consent

9. Select Waiver of Documentation of Informed Consent
   a. Not Requested OR
   b. Requested
10. Select HIPAA
    a. Will Seek Authorization for the Use and Disclosure of PHI OR
    b. Requesting Waiver of Authorization OR
    c. HIPAA (PHI) Does Not Apply to this Study
11. Total Number of Subjects
    a. **Note:** Input the maximum number, there cannot be a range
12. Please provide a brief summary/abstract (250 words or less)
13. Upload all required documents using the "upload" button
    a. You may rename documents to fit the appropriate title
14. Click **"save"**
    a. You may now visit "My Submissions" to add additional information to the application. Your submission will not be completed yet.
15. Click **"Application Sections"**
    a. Protocol Outline
       i. Risk/Benefit Assessment
       ii. This protocol has scientific value
       iii. Risks to subjects are minimized
       iv. Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to be gained
       v. Subject selection is equitable
       vi. Additional safeguards required for subjects likely to be vulnerable to coercion or undue influence
       vii. Informed consent is obtained from research subjects or their legally authorized representative
       viii. There are adequate provisions for monitoring the data to ensure subject safety
       ix. The provisions to protect the privacy of subjects and maintain dataconfidentiality are adequate
    b. Informed Consent
       i. Upload informed consent form
    c. Subject Populations(s) & Methods
       i. Name of sponsor
       ii. Describe where the proposed research study will be conducted
       iii. Subject Populations
       iv. Methods
       v. Interventional Studies
    d. Personnel
       i. PI
       ii. Co-PI's
    e. **Note:** These are smart forms, they will automatically take you to the next field once you complete one of the entries.
16. Once all fields have been completed, you may click "Request Signatures" at the top of the submission page.

a. This will send a request to the PI and all Co-PI's. Each person must sign electronically.
b. Tracking status at the top of the submission should read "Submitted to MIRB"