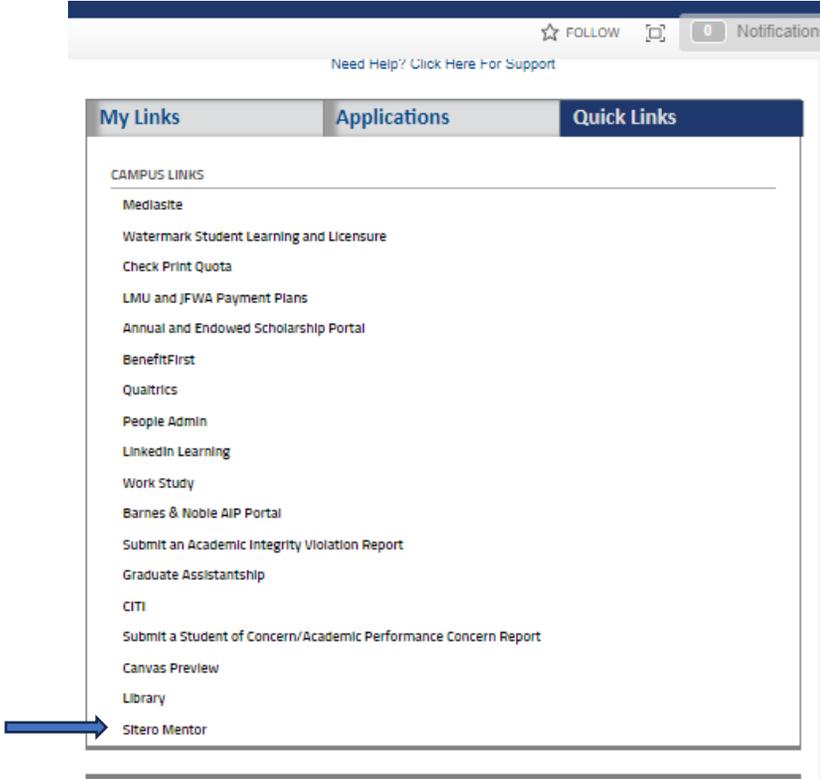Protocol submission Instructions

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 "lmunet". 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

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

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.

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.

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.