



BRANY

How do I find my BRANY approval documents in IRBManager?

A BRANY Help Weblet (updated 1/31/2023)

Click to navigate through slide show. Right click displays menu options.

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How do I find my BRANY approval documents?

- Login to IRBManager via the <https://brany.my.irbmanager.com> link to display your home (dashboard) page
- Find and view the study you need to locate approval documents for.
- Don't remember how to find your study?

Quick review: Find Study

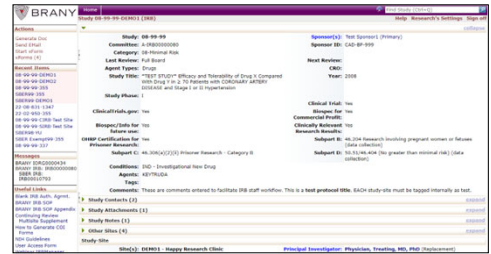
- Find Study Function**
 - Click in Find Study box (top right)
 - Enter search criteria
- My Study Links**
 - Dashboard's Studies (# Active) (top)
 - Click **# active** for active studies
 - Click **# total** for all studies including closed
- Active Study List**
 - Dashboard's My Studies (# Active) list: scroll through displayed list

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Study Details

When you need to view study information or submit new documents to BRANY, you need to **find** and **open** the **study details page**.

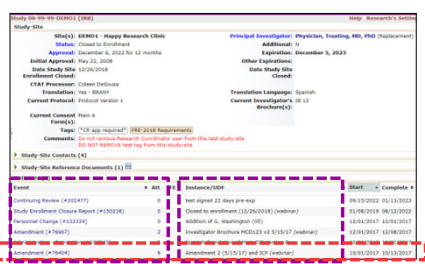


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Which event is the event I want?

- The event's Instance/UDF includes detailed information of the items listed in your approval letter.
- The event type can also be helpful to distinguish between events especially since each has an event ID#.
- Scroll to the event, click directly on the event name link to open. We will be looking at the Amendment event with event ID #76404

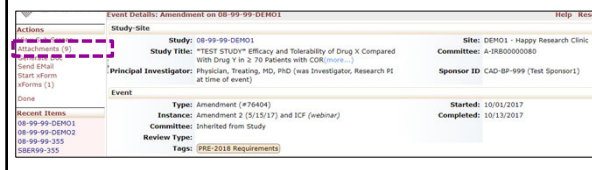


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Event ID #76404's Approval Documents

- Click on Attachments(#) action to display document list.

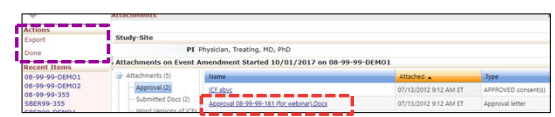


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Event's Approval Documents

- Approval letter and any associated documents, will be in the Attachments(#) folder or the Approval (#) subfolder.
 - Click on the name of the item you want to print or save.
 - Click Done action when finished.

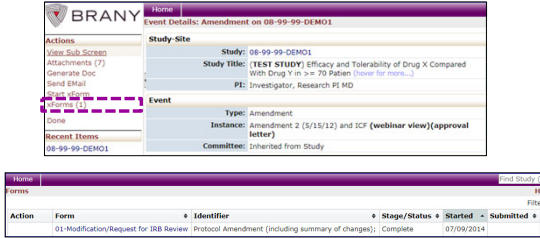


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How do I view event's xForm Submission

- From the Event Details page: Are there any xForms associated with this event? **Yes** if you see a number in the xForms(#) link action.
 - Click on the xForms(#) link to view list.
 - Click on the form name link to open the xForm.

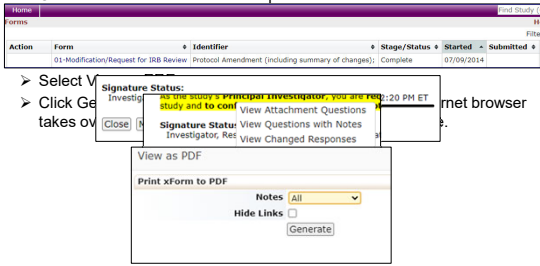


The screenshot shows the BRANY interface for 'Event Details: Amendment on 08-99-99-DEMO1'. On the left sidebar, the 'xForms (#)' link is highlighted with a dashed purple box. The main content area shows event details like 'Study Site', 'Study Title', and 'Event' information.

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Print PDF of any xForm Submission

- To download PDF of the xForm:
 - Click on the xForm name link to open.
 - Select View as PDF.
 - Click Generate.



The screenshot shows a BRANY xForm submission page. A 'View as PDF' dialog box is open, with the 'Generate' button highlighted. A yellow callout box points to the 'View as PDF' button with the text: 'Select View as PDF. Click Generate to download PDF. Takes over browser.' Another yellow callout box points to the 'Generate' button with the text: 'Click Generate to download PDF. Takes over browser.'

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Tips

- How do I select the correct event?
 - Event's complete date typically corresponds to date on the approval letter.
 - Event's Instance/UDF lists detailed information of items listed in the approval letter.
 - Amendment events: submissions of updates to protocol, drug/device documents (e.g., IB), consent/assent forms.
- What attachment types may I see?
 - Approval letter as type Approval letter.
 - Any associated approved documents will have a type with APPROVED in its name.
 - REDLINES for records are for sites that complete their own informed consent modifications.

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BRANY IRB Contact Information

Questions? BRANY is happy to assist!

Contact the group that provided the approval document you are inquiring about by clicking on the group's link:

- [IRB Initial Review](#); initial approvals, their associated applications and documents
- [IRB Continuing Review \(Annual Reports\)](#); keeping study current to prevent approval expiration, e.g., continuing review approvals, annual reporting
- [IRB Modifications to Ongoing Research](#); post-initial approval updates to staffing, protocols, consent documents, additional research locations, etc.
- [SBER Projects](#); all components of SBER research
- [IBC Projects](#); all components of IBC research



The image shows a stack of four smooth, rounded stones of varying sizes, balanced on top of each other. The text 'Thank you!' is overlaid in a large, purple, sans-serif font.

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