IRB Onboarding Checklist

1. Send Onboarding Email (template below)
2. Add to MSU systems
   1. New NetID
   2. Instruct on DUO authentication and SSO
   3. Setup TOPAZ new user and grant reviewer permissions
   4. Outlook: Add to email group and calendar invites
   5. Update website
3. Send Agreements
   1. DocuSign
      1. Letter of Appointment
      2. Confidentiality Agreement
4. Collect CV
   1. Add to Knox folder
   2. Update federal register with new membership
5. Share Resources
   1. [Committee Member Charter and regulatory guide](https://www.montana.edu/orc/irb/committee_members.html)
   2. [IRB SharePoint](https://montanaedu.sharepoint.com/sites/InstitutionalReviewBoard/Shared%20Documents/Forms/AllItems.aspx?ga=1&viewid=4448fb85%2D7562%2D4b63%2Dab42%2D08182484e2f1) (Agendas and Minutes)
6. Meet for Training: Protocol Review and Software
   1. [TOPAZ Login](https://www.montana.edu/orc/topaz/topaz.html)
   2. [Reviewer Manual](https://www.montana.edu/orc/topaz/user-guides/committee-reviewer-user-guide.html) (step-by-step TOPAZ instructions)
7. Verify CITI Committee Member Training complete

**IRB Member Onboarding Email Template:**

Hello \_\_\_\_\_\_,

Thank you so much for your interest in joining the IRB! We are very excited and look forward to having you as a member.

Here are some details about [IRB committee](https://www.montana.edu/orc/irb/committee_members.html):

* The IRB discusses protocols that need Full Committee attention and endorses IRB guidance/procedures for human subjects research at MSU.
* We hold monthly meetings every first Wednesday of the month from 12:00 – 1:30pm. We don’t always take the full time depending on the size of the agenda.
* We typically meet in person on campus, and lunch is provided. Occasionally we meet virtually if the agenda is very short.
* We also ask IRB committee members to review Expedited protocol applications throughout the year. This specific level requires 2 members of the IRB to give feedback, and we usually request 1-2 reviews at most per month per member.
* We provide a robust initial IRB member training via CITI, and we also do some continuing education at our meetings.

We have a several onboarding steps to get rolling:

1. Letter of Appointment and Confidentiality Agreement
   1. We will send this to you via DocuSign.
2. CITI Training
   1. I will send instructions separately for this CITI Training for **IRB Committee Members.** The training is extensive and will take some hours to complete, so please take your time!
3. CV
   1. We are required to keep our member CVs on file, so please email me at your convenience. We will also add your name to our federal Office of Human Research Protections committee member register.
4. Reviewing in TOPAZ
   1. I will set up a meeting to go over protocol reviewing and reviewer functionality with you in TOPAZ.

Our next IRB meeting is Wednesday, June 7th. We will need to have the above steps completed before you start officially voting.

Thank you so much, and please let me know if I can answer any questions you may have.

Kelly Beiswanger

IRB Administrator & Program Manager

Office of Research Compliance

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