Pacific Northwest University of Health Sciences

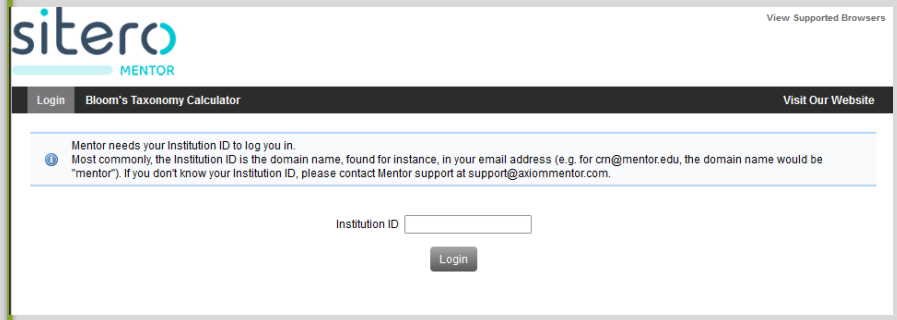
Sitero Mentor IRB

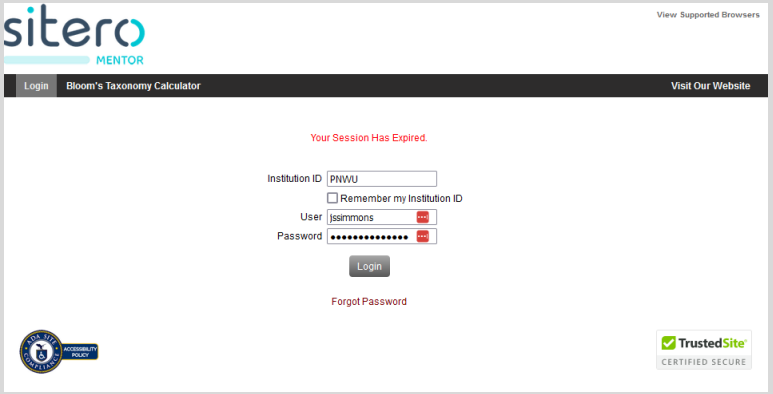
Getting Started for Study Teams

Logging in to Mentor IRB

For best results use Chrome, Edge, or Safari for your web browser!

- PNWU Employees and Students:
  - https://shib.axiommentor.com/pages/irb/info.cfm
- External Partners:
  - https://www.axiommentor.com/pages/home.cfm





Institution ID: pnwu

PNWU Usernames: first part of email address (e.g., jssimmons). First time logging in will take you to the Institution ID box.

External Partners Usernames: first initial and last name

External Partners - First time logging in: Click on Forgot Password and Mentor IRB will send you an email with a link to set your password

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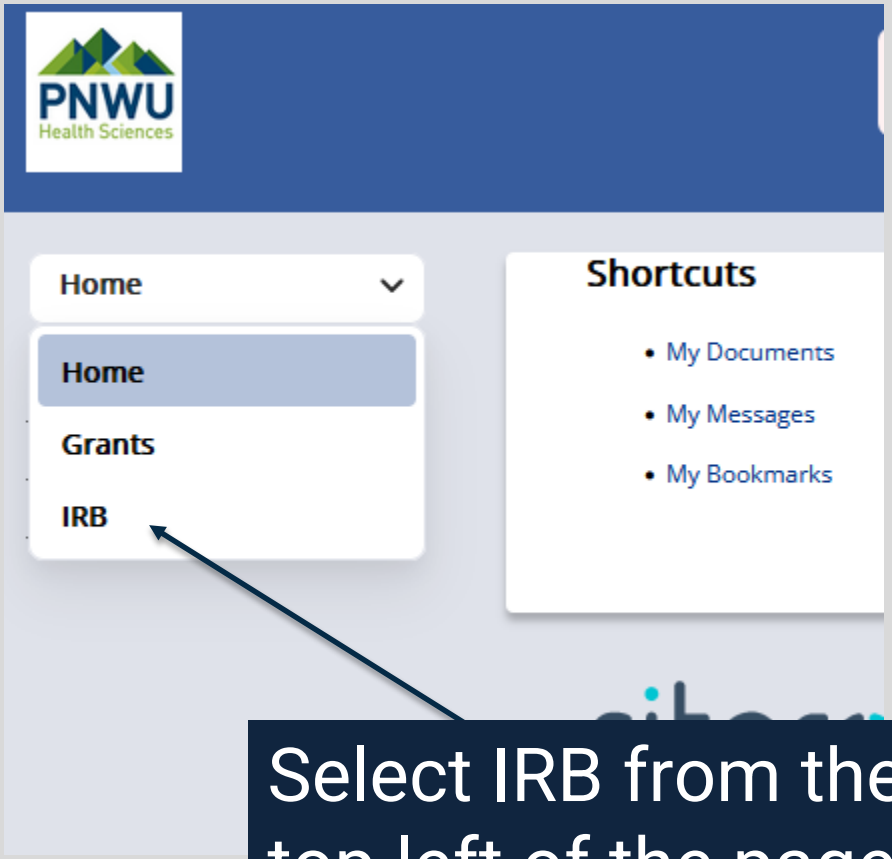
Home Screen



Select IRB from the dropdown menu in the top left of the page.

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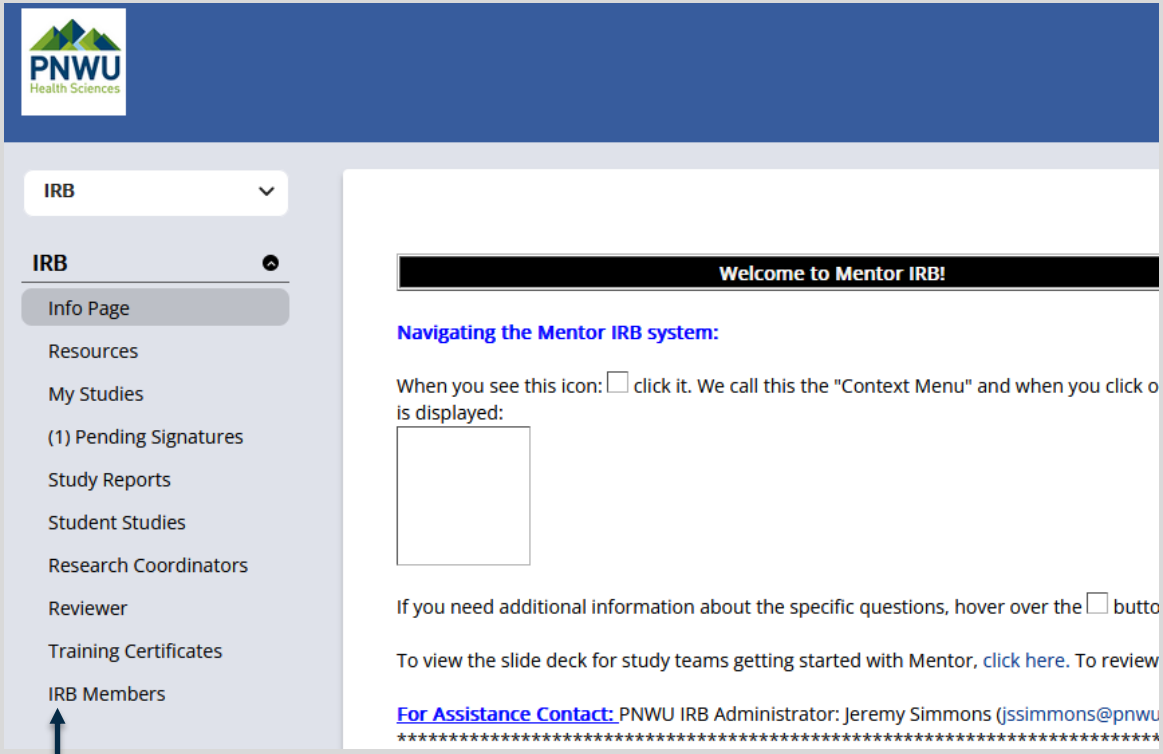
Information Page



The Information page has links to some resources such as protocol templates and consent form templates as well as basic information about research requirements.

IRB Page Menu. When you click on a menu item button it will be highlighted in gray to indicate what menu page you are on.

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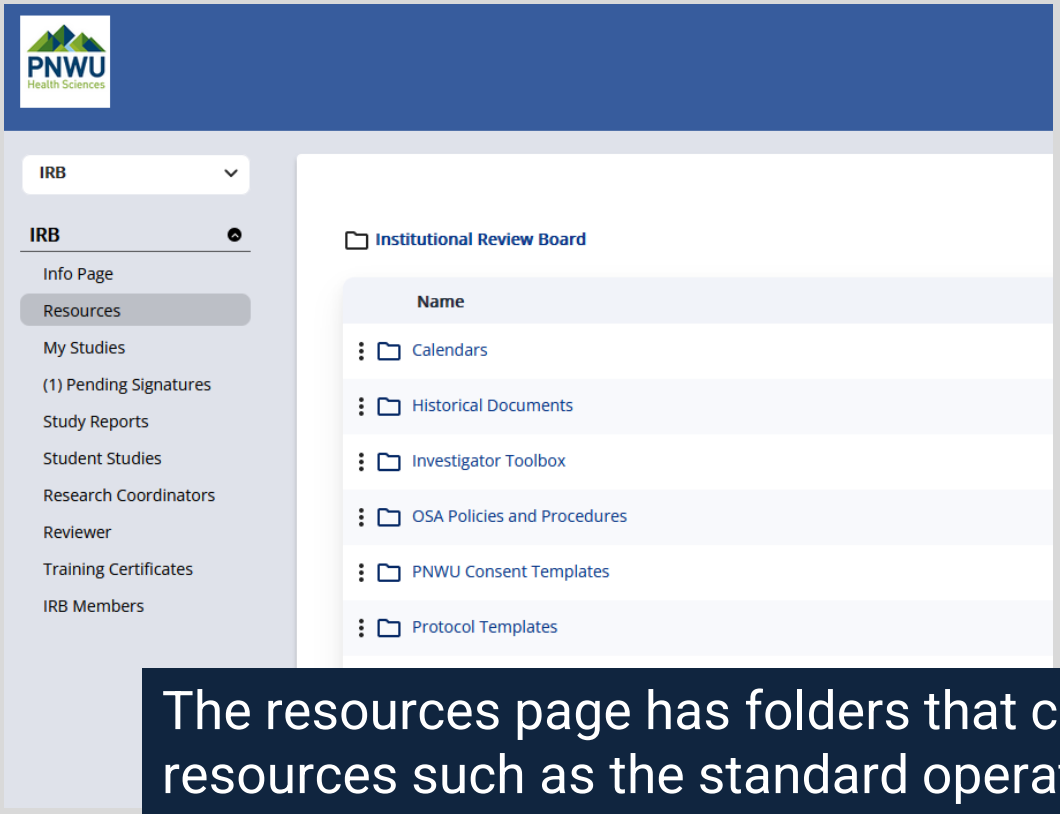
Resources Page



The resources page has folders that contain many resources such as the standard operating procedures, links to the regulations, links to historical documents such as the Belmont Report and links to CITI Program training site.

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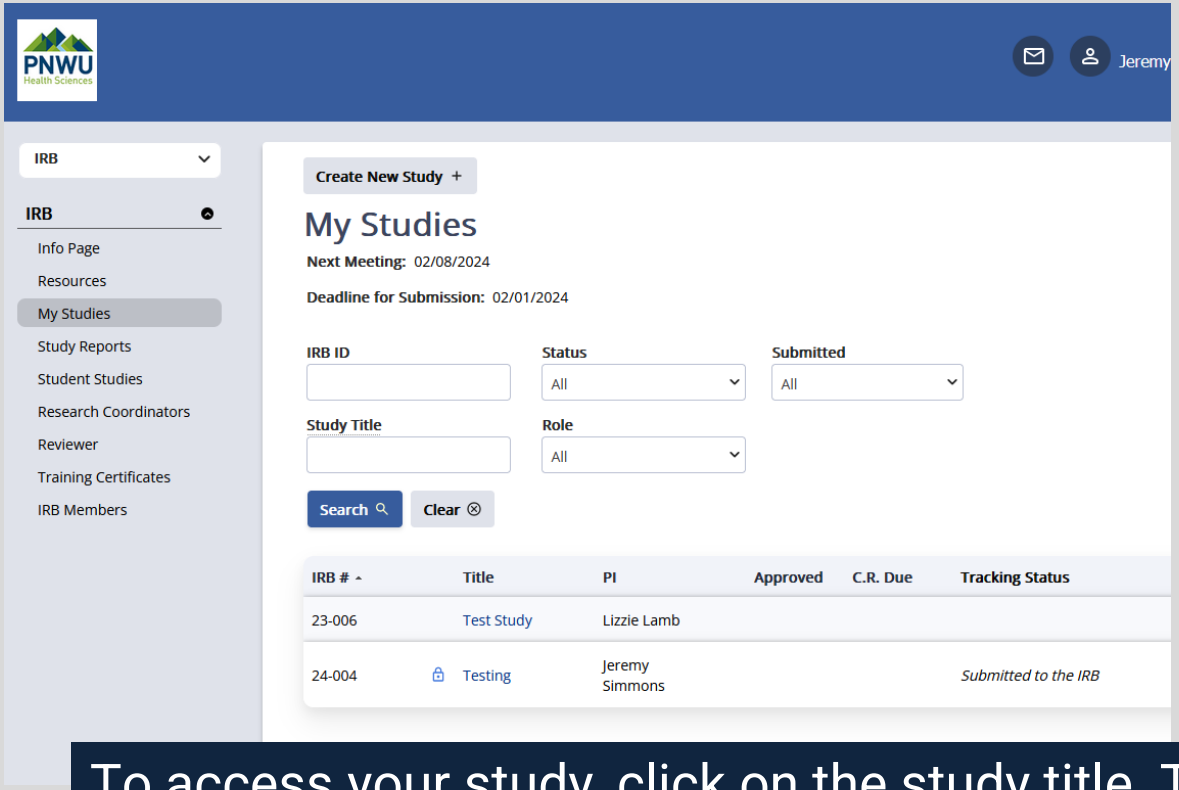
My Studies Page



The My Studies page is where you will access your current studies or create a new study.

To access your study, click on the study title. The link will take you to the study page where you can access your study documents and the forms for ongoing submissions such as amendments and continuing review.

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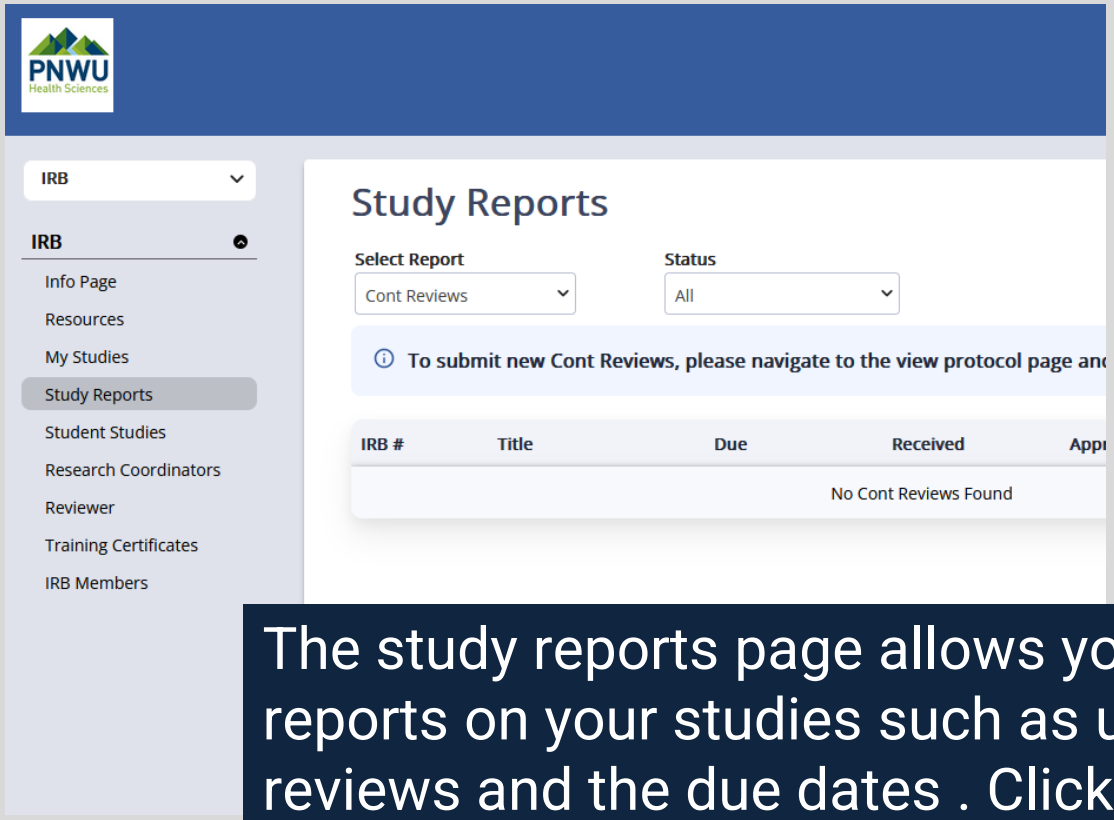
Study Reports Page



The study reports page allows you to run basic reports on your studies such as upcoming continuing reviews and the due dates . Click the select report drop down to see the reports you can run. Click status to set the status such as due.

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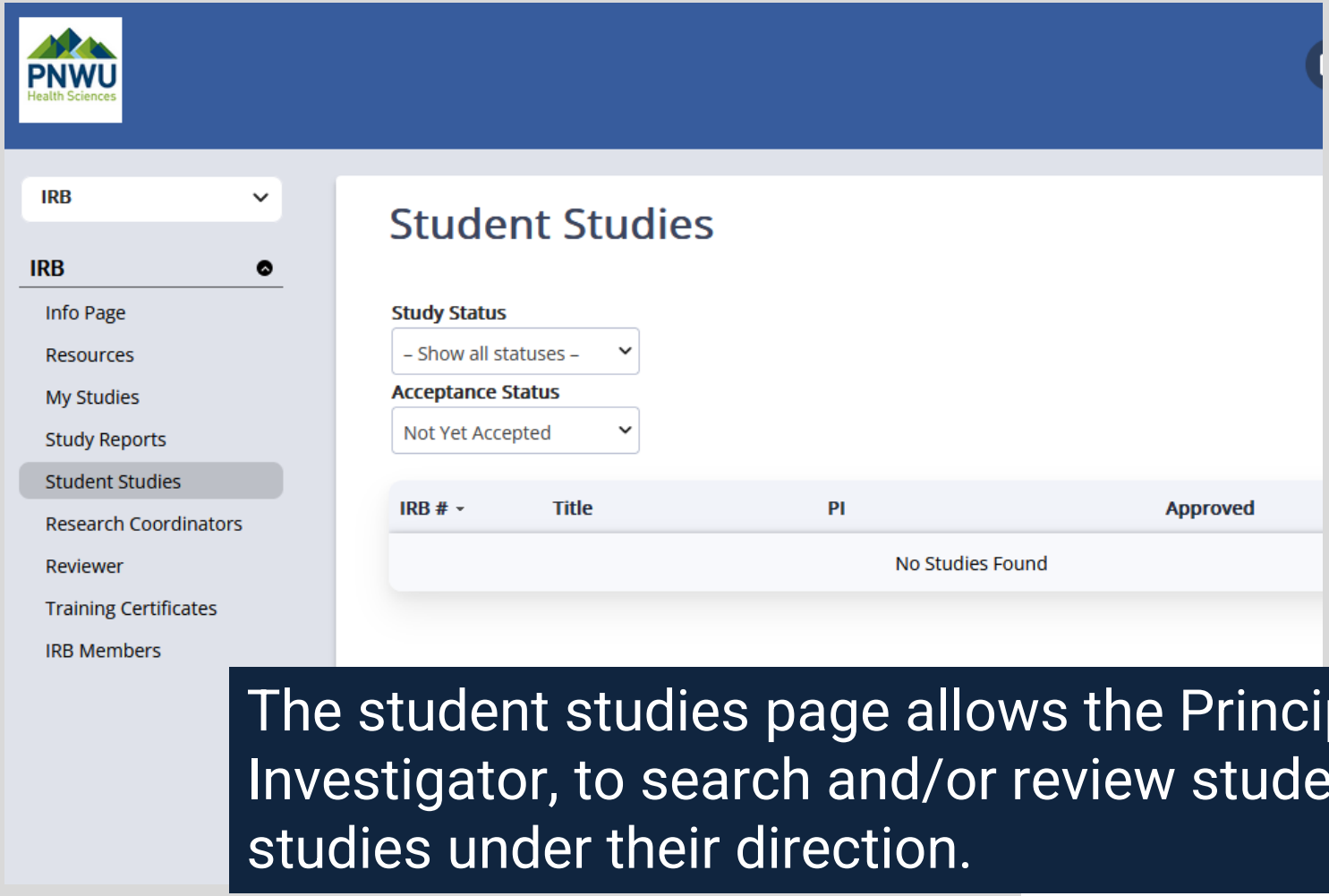
Student Studies Page



The student studies page allows the Principal Investigator, to search and/or review student studies under their direction.

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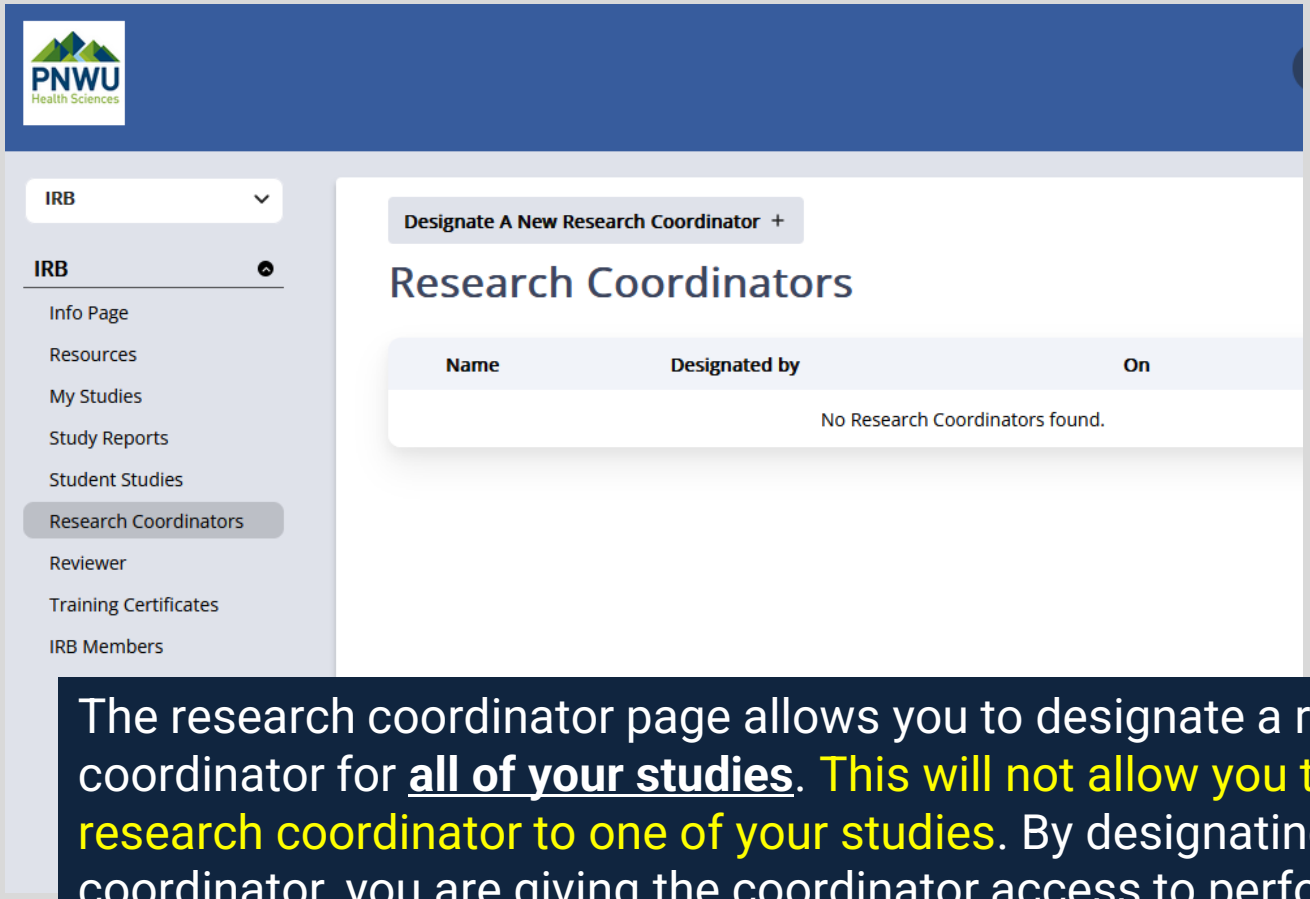
Research Coordinator Page



The research coordinator page allows you to designate a research coordinator for **all of your studies**. This will not allow you to designate a research coordinator to one of your studies. By designating a research coordinator, you are giving the coordinator access to perform tasks for all studies such as adding documents to the study.

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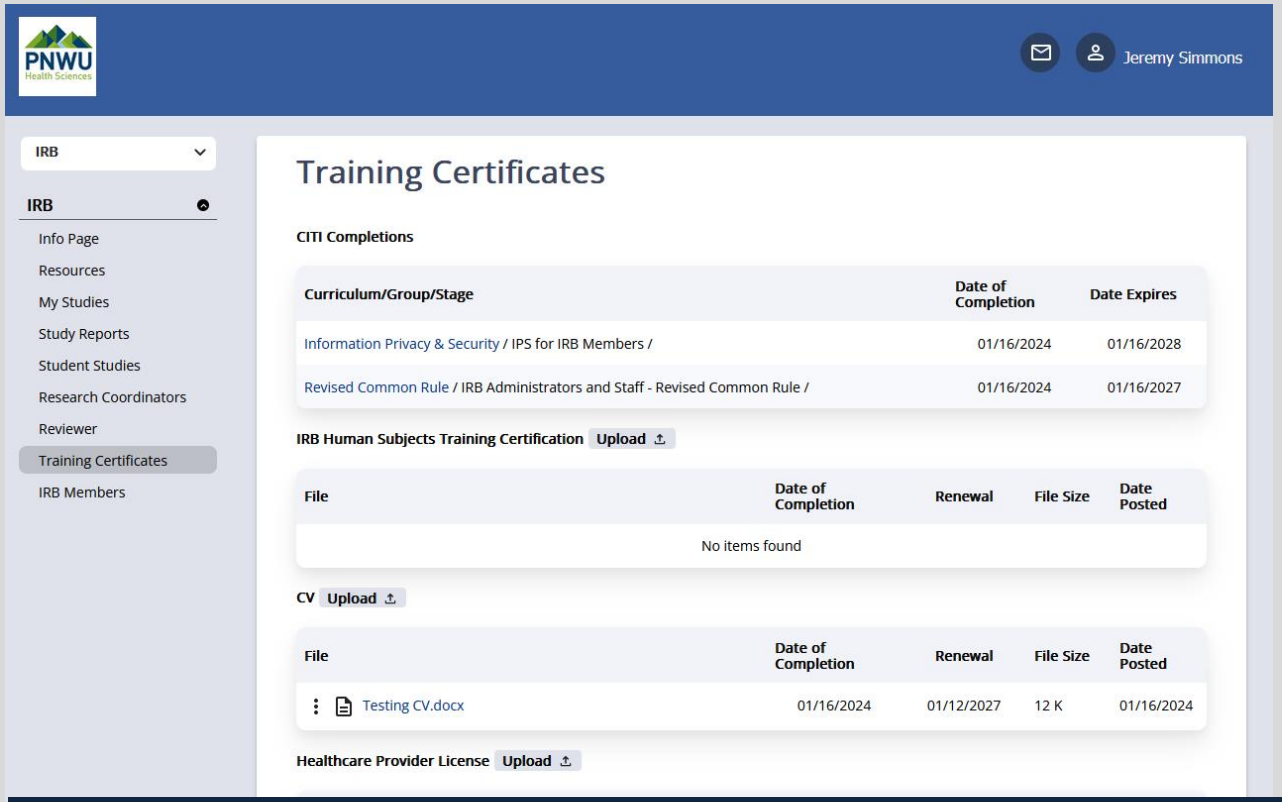
Training Certificates Page



The training certificates page is where all your trainings, such as CITI, and your current CV can be found. You can also upload a new CV to this page.

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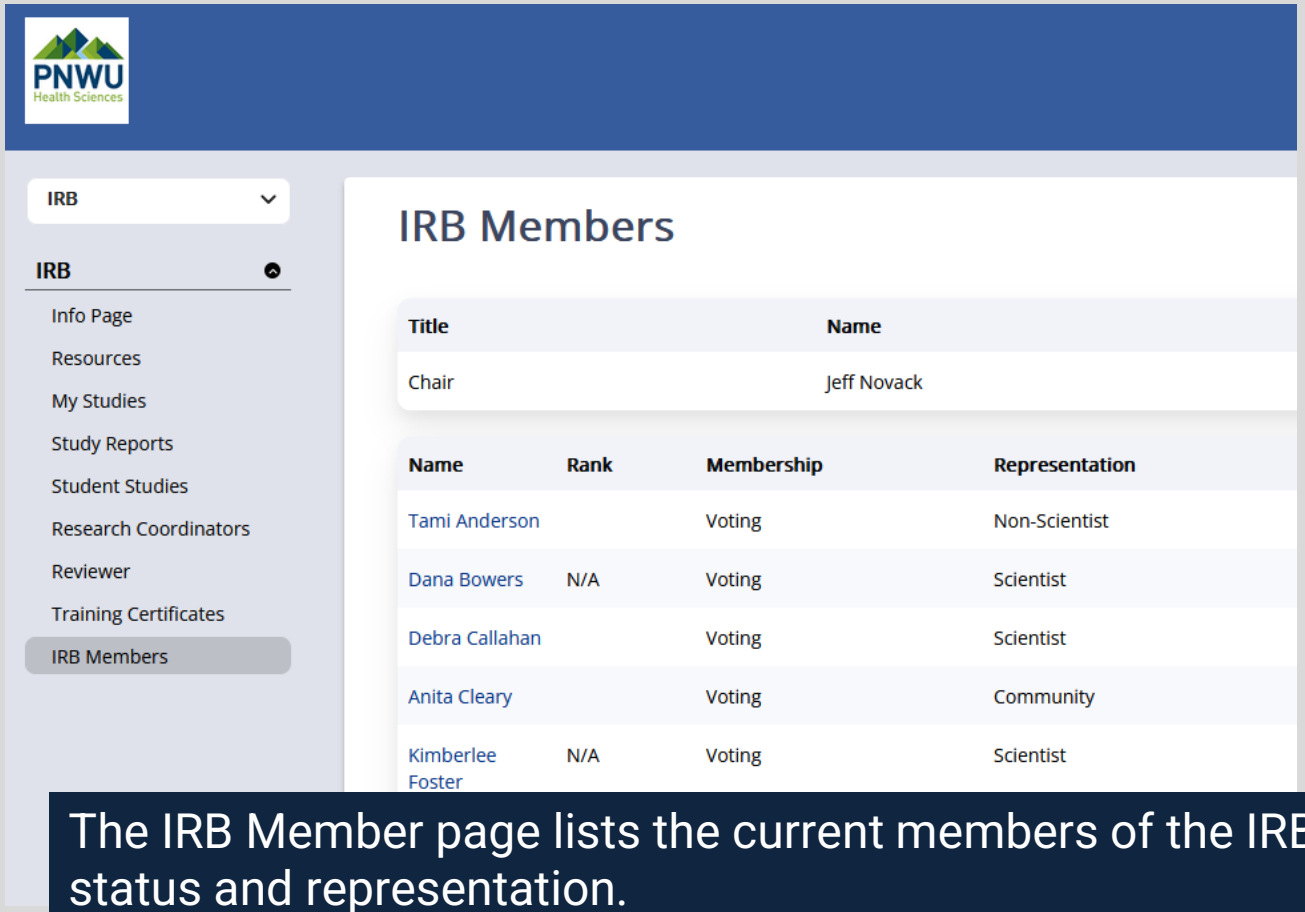
IRB Member Page



The IRB Member page lists the current members of the IRB, their voting status and representation.

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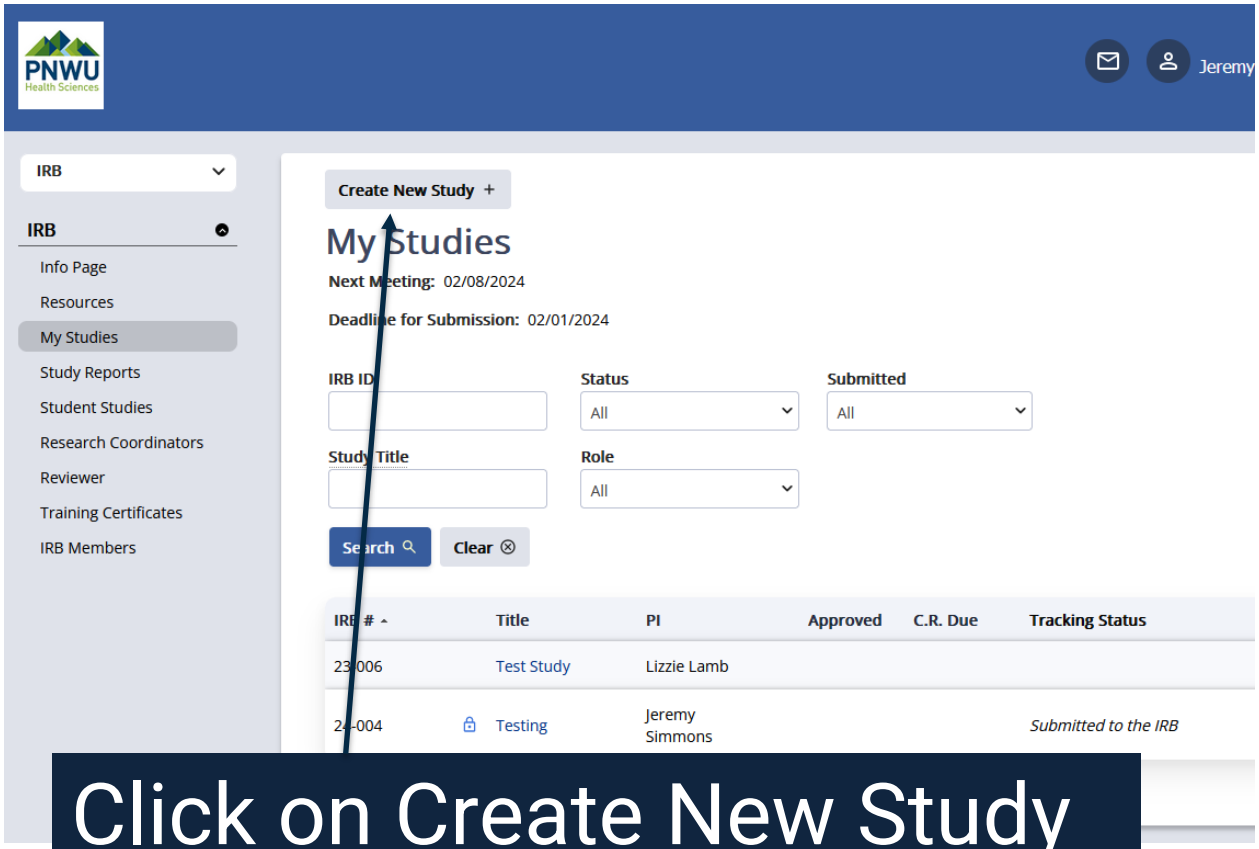
Creating a New Study



Click on Create New Study

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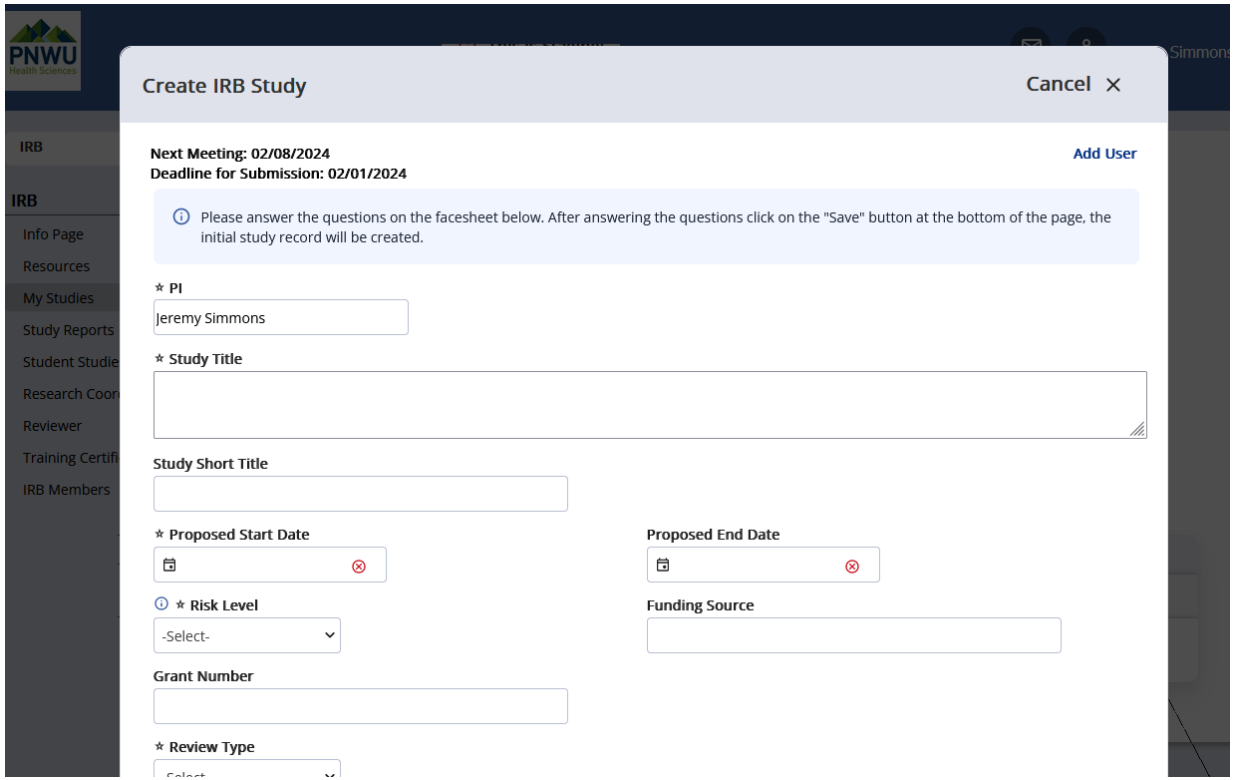
Fill out the Information Page



Answer the questions in the information page.

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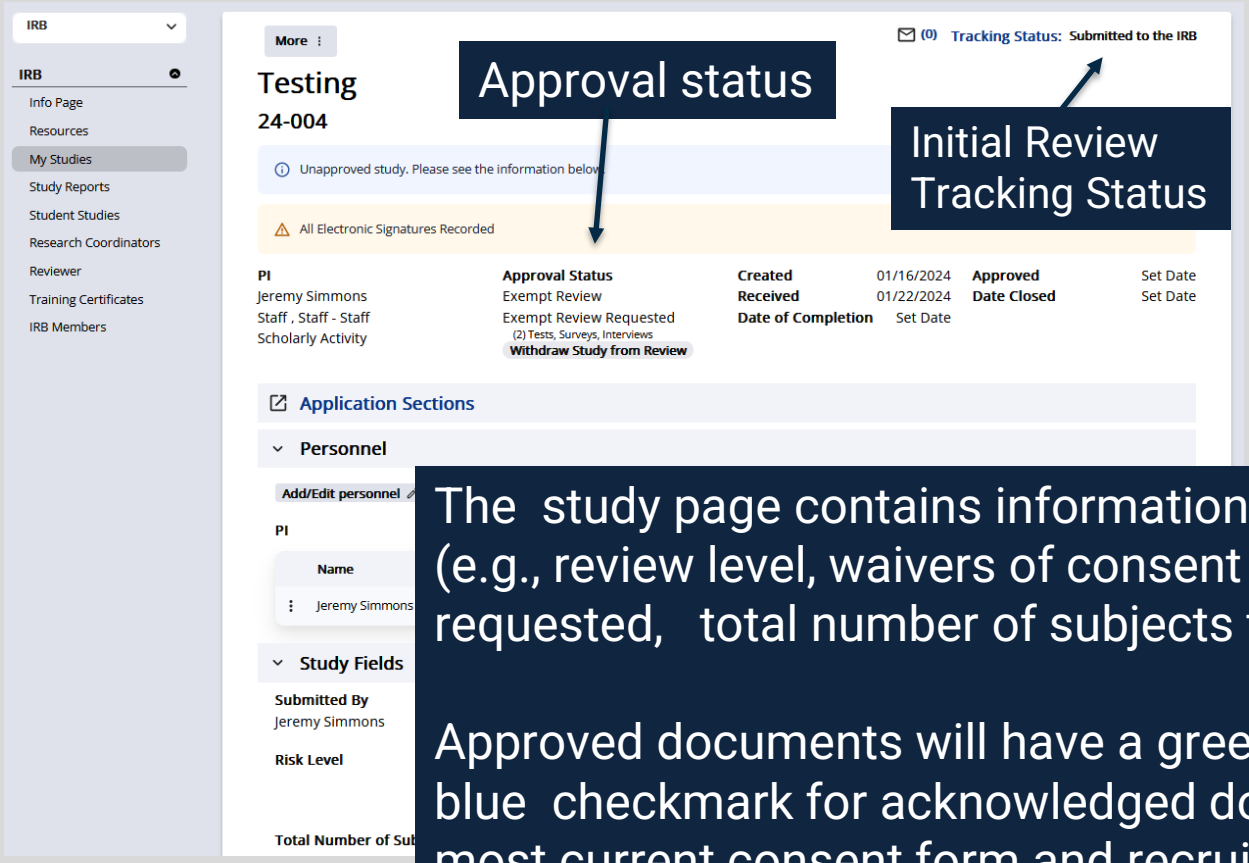
The Study Page



The study page contains information about the study (e.g., review level, waivers of consent have been requested, total number of subjects to be enrolled etc.).

Approved documents will have a green checkmark and a blue checkmark for acknowledged documents. The most current consent form and recruitment material will be in the approved consent form/approved recruitment materials folders.

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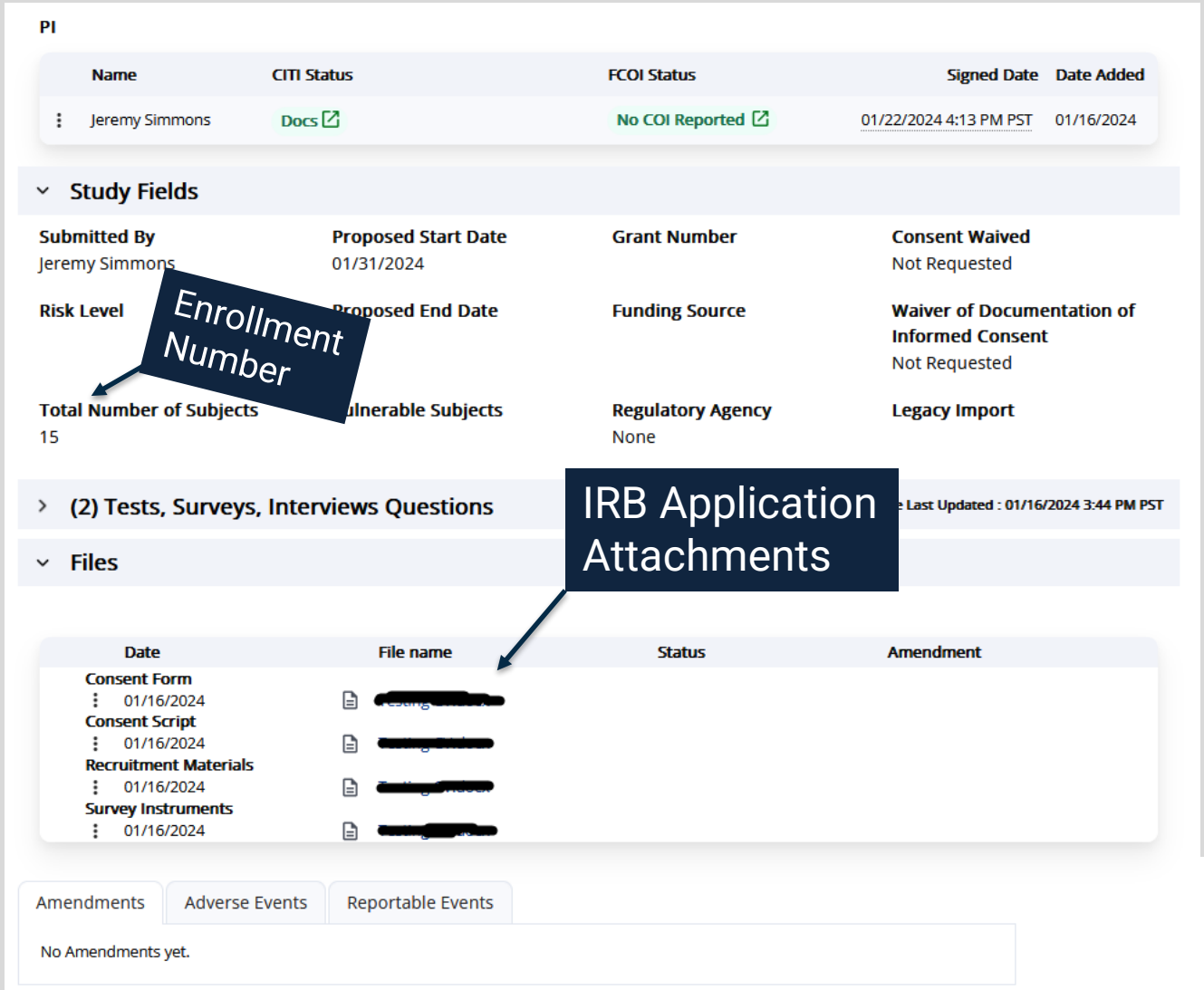
The Study Page



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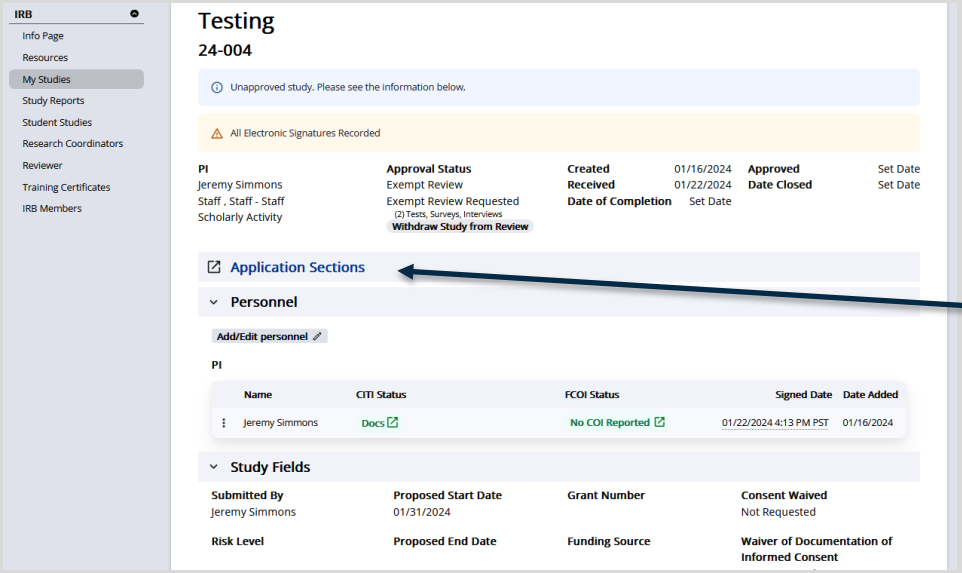
Filling out the IRB Application



The application sections are accessed via the study page.

Expand the sections by clicking on the arrows.

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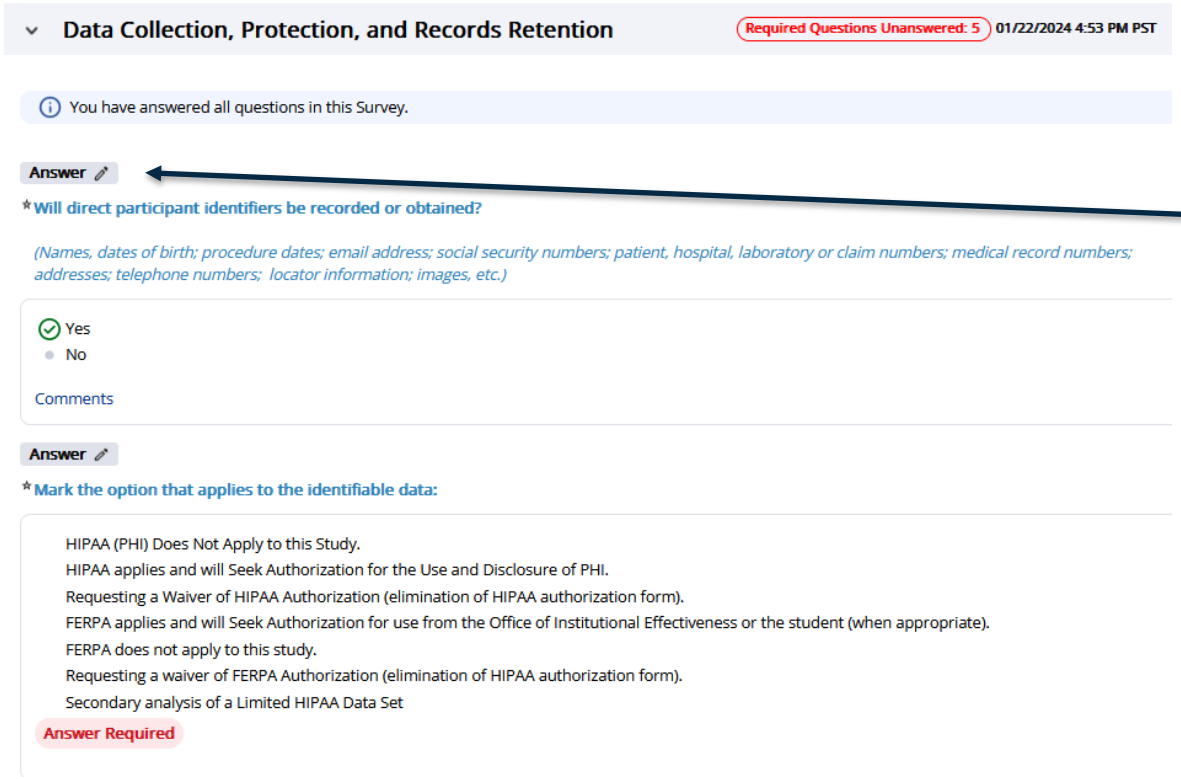
Answering the Questions on the Application



After opening a section of the checklist, click on the Answer button to answer the questions on the checklist.

Click save answer at the bottom of each of the question sections as you answer the questions.

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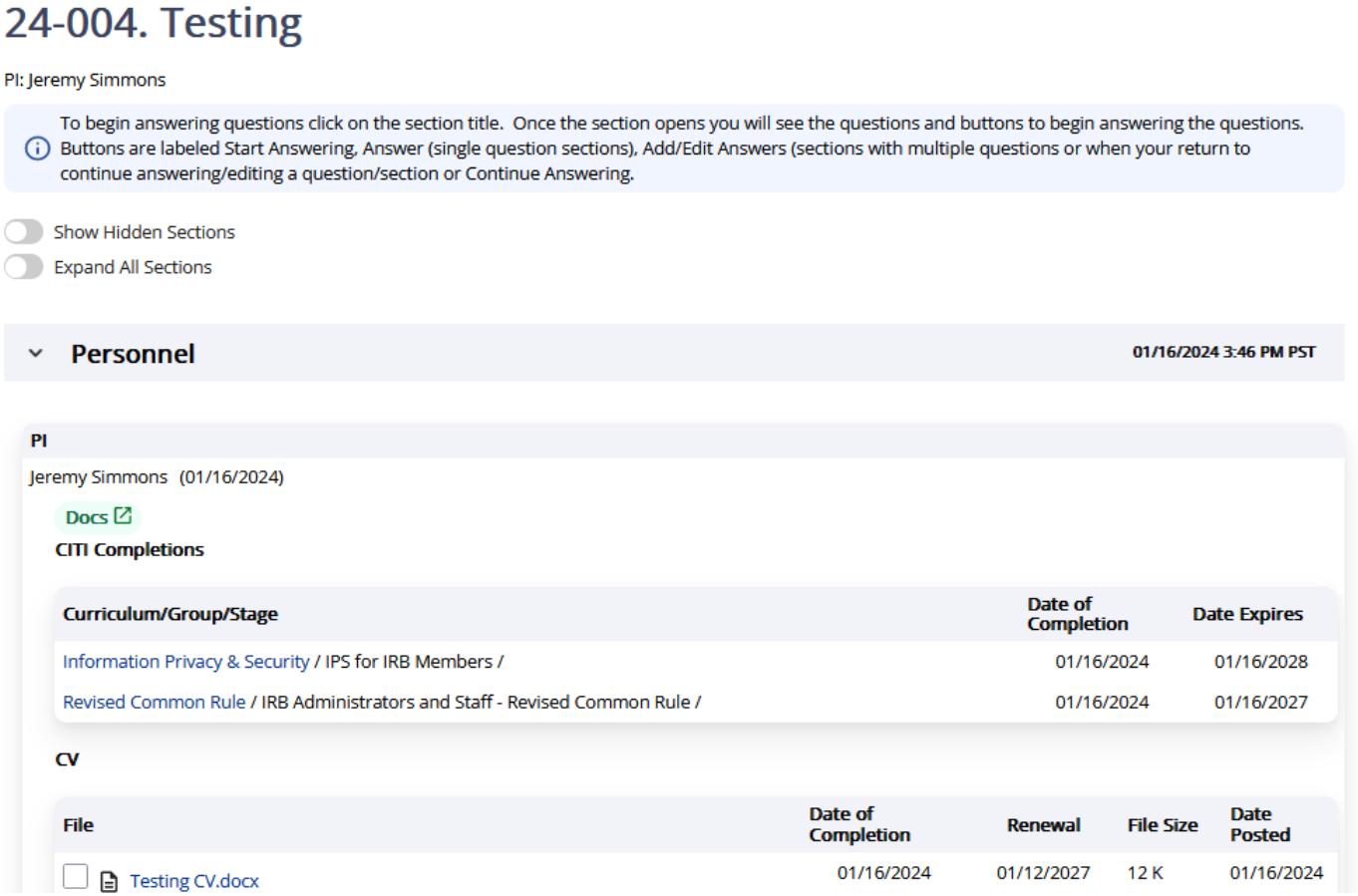
Reviewing CV's, License, & Training



Expand the personnel section of the application and scroll down to see training, CVs, and license for the study team members.

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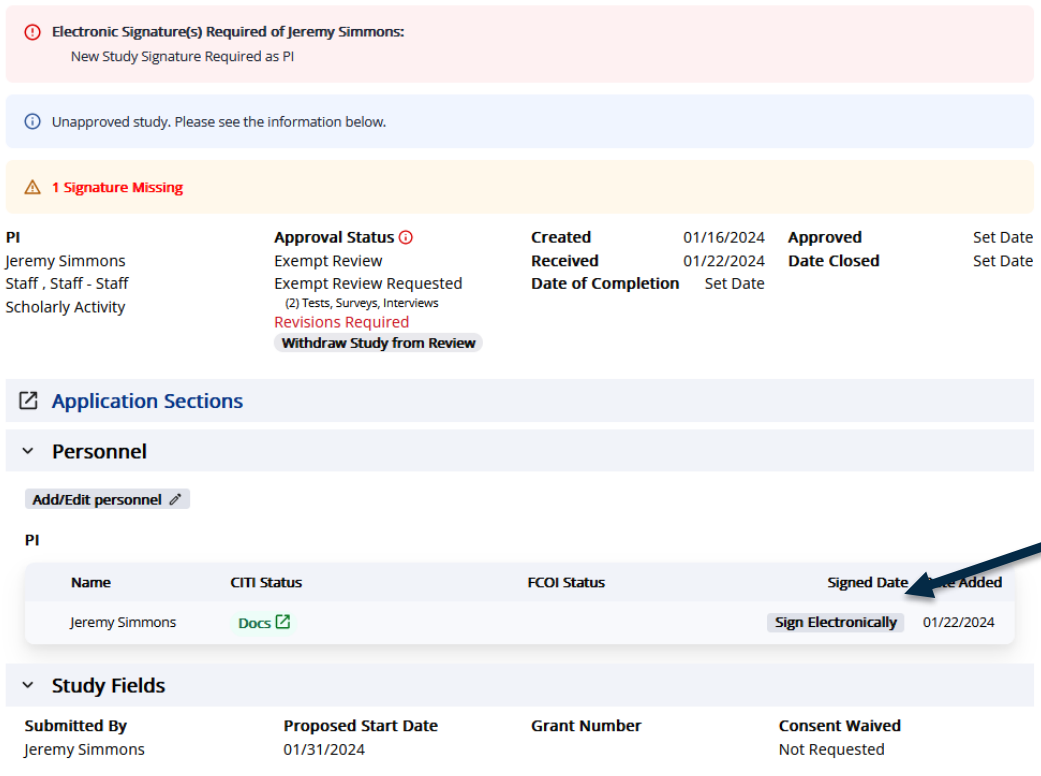
Signing your Application



The sign electronically button is used to sign the submission. Note: you will be asked if you have conflicts of interest to disclose as part of the signature process.

A submission confirmation will be emailed to you.

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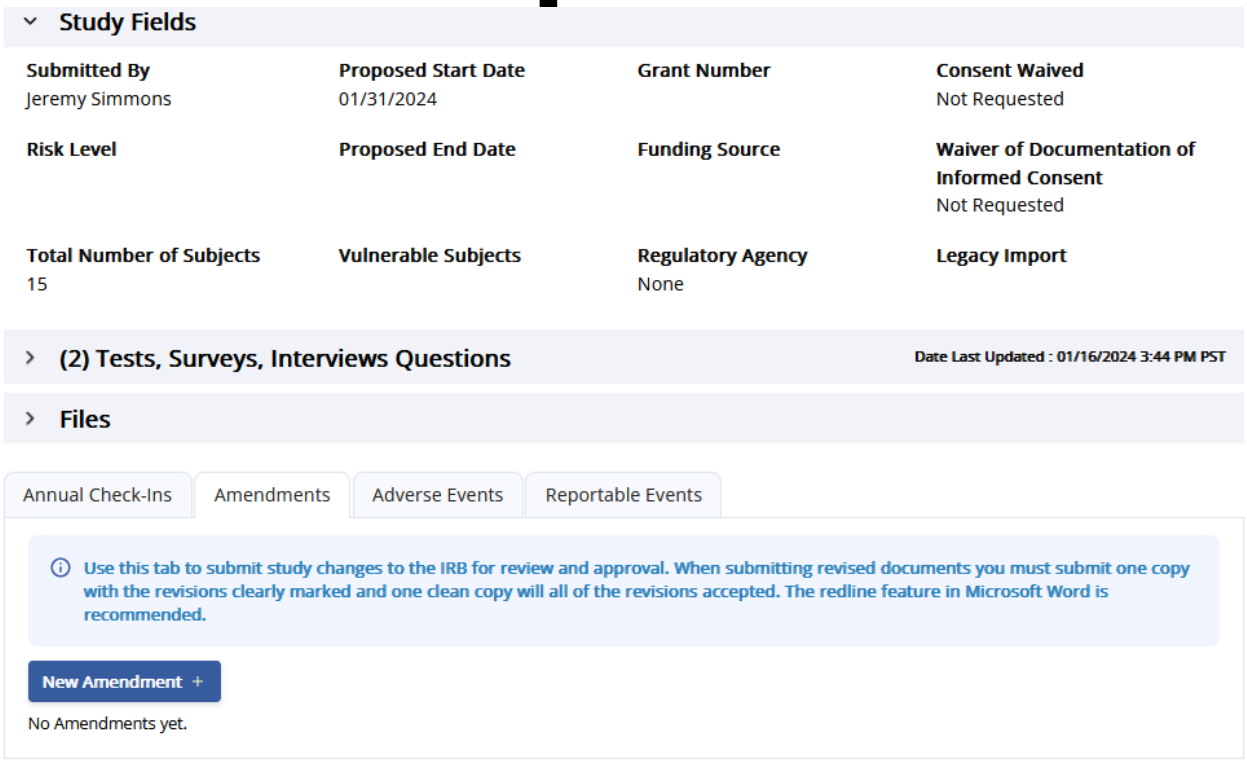
Submissions/Reporting for Open Studies



Forms for submissions such as Amendments are found at the bottom of the study page.

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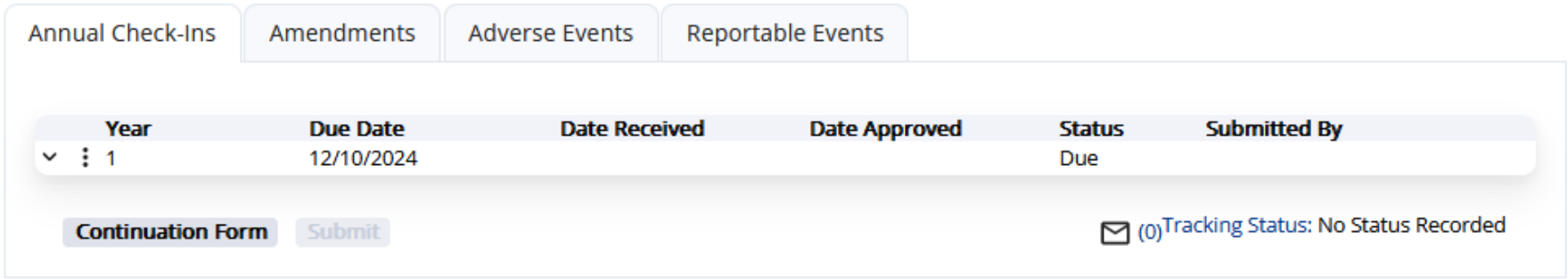
Continuing Review/Annual Review Status



You can find due dates for continuing review or annual check-in at the bottom of the page in the appropriate tab.

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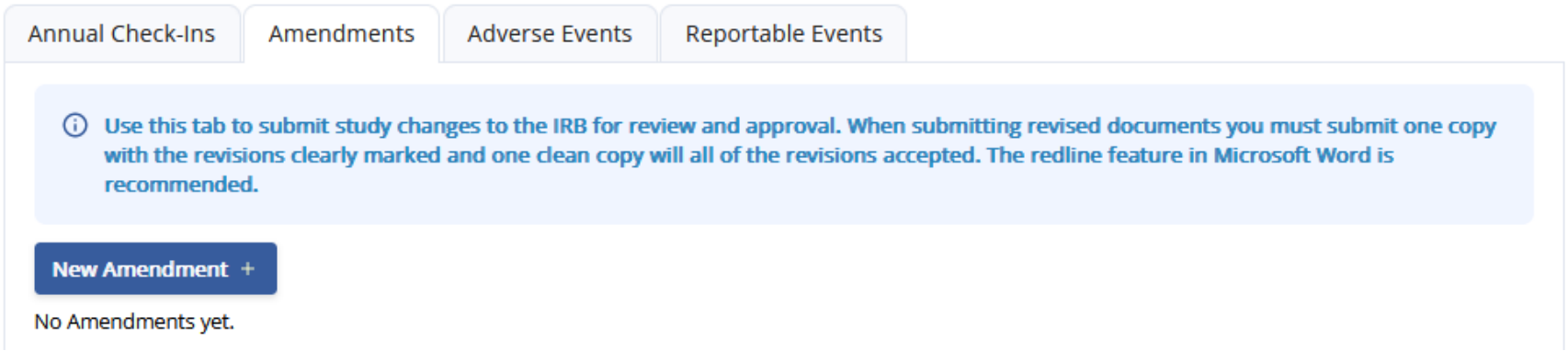
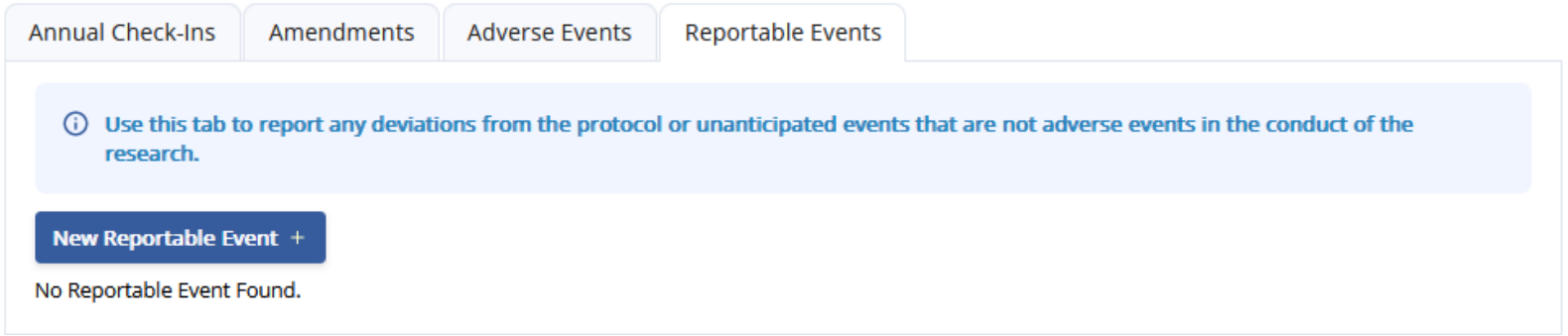
Submitting Amendments or Reports





Amendments & reports are created and submitted via the tabs at the bottom of the page.

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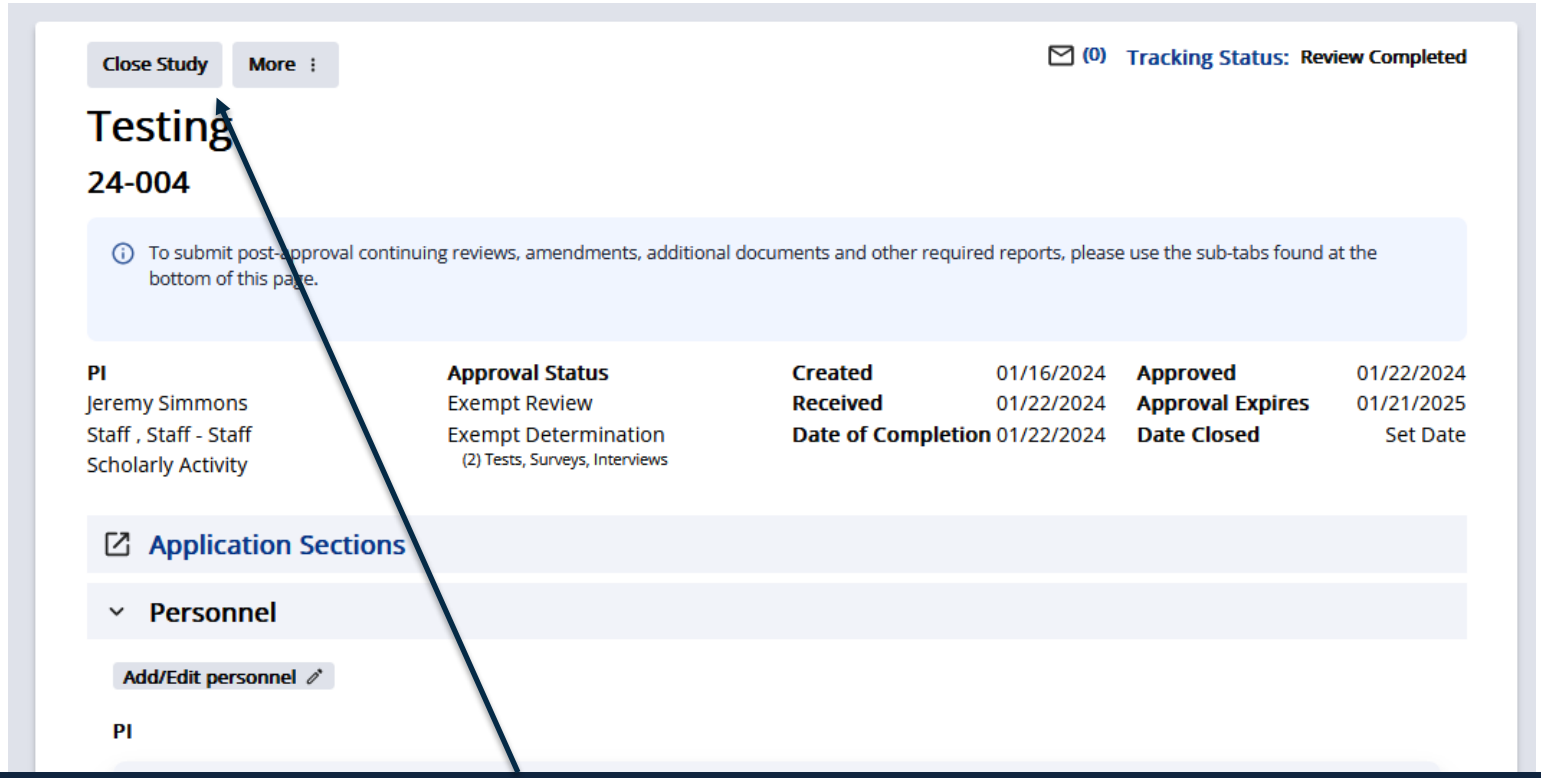
Closing a study



A button to close the study is provided at the top of the page. Click the button, fill out the questions and submit the form.

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Please contact the IRB Administrator at research@pnwu.edu if you have any questions or need assistance with the software!