



SOP Title	(IRB) PI- Using Protocol Messaging				
Date Last Revised	07/18/2024	Date Created	06/07/2017	Revision #	1.2
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Applicability	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher		<input type="checkbox"/> Institutional
Subgroup	<input checked="" type="checkbox"/> NKU Compliance		<input checked="" type="checkbox"/> IRB	<input type="checkbox"/> IACUC	<input type="checkbox"/> IBC

1.0 PURPOSE

The purpose of this SOP is to describe the process for using the protocol messaging system in the Mentor IRB system.

2.0 GENERAL INFORMATION AND SCOPE

Protocol messaging can be used to send a message to the IRB or to your student if you are the faculty advisor. All messages sent or received using Mentor IRB Protocol Messaging become a formal document in the IRB protocol.

3.0 PROCEDURES

3.1 ACCESSING MENTOR IRB

1. Go to the [Mentor website](#).
2. The Institution ID = NKU.
3. Use your NKU ID (NKU email username) and NKU password to log in.

3.2 HOW TO SUBMIT A PROTOCOL MESSAGE

1. After logging into Mentor IRB, select “IRB” from the drop-down menu.
2. Click “My Protocols” (all of your protocols will be listed here).
3. Select the protocol related to the message you wish to send.
4. In the top right-hand corner, click the envelope icon.
5. Select “New Message”.
6. On the right side of the screen, select the recipient to whom you would like to send the message.
7. Type the message.
8. Click “Save”, saving the message automatically submits it.

3.3 REPLYING TO A PROTOCOL MESSAGE

You can reply to a protocol message one of two ways:

EMAIL REPLY

After receiving the protocol message via email, you can reply to the email just like any other email. The email is automatically logged in the messaging system in Mentor IRB.

IN MENTOR REPLY

1. After logging into Mentor IRB, click on the envelope icon in the right-hand corner.
2. Click on "Inbox".
3. Click on the message you would like to reply to.
4. Click "Reply To".
5. Select recipients on the right-hand side.
6. Type response.
7. Click "Send".

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/15/2017	<input type="checkbox"/>
IRB Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/22/2020	<input type="checkbox"/>	Formatting approved by A. Southwick
IRB Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input checked="" type="checkbox"/>	07/18/2024	<input type="checkbox"/>	New Mentor UI updates approved by A. Southwick
IRB Chair	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input checked="" type="checkbox"/>	