



<b>SOP Title</b>	(IRB) PI - Assigning a Research Coordinator for Study Creation and Submission				
<b>Date Last Revised</b>		<b>Date Created</b>	06/21/2017	<b>Revision #</b>	
<b>SOP Number</b>	18	<b>Required by:</b>	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
<b>Applicability</b>	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher		<input type="checkbox"/> Institutional
<b>Subgroup</b>	<input 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 delegating study creation and submission in the Mentor IRB system to someone other than the Principal Investigator.

### 2.0 General Information and Scope

There are times when the lead researcher delegate the creation and submission of research protocols to someone else. Mentor IRB refers to this person as a “Research Coordinator”. These instructions identify the steps for the PI to assign a “research coordinator” to create and submit protocols on their behalf.

This delegation is not limited to one protocol. The research coordinator is able to create multiple protocols if needed.

### 3.0 Procedures

#### 3.1 Accessing Mentor IRB

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

#### 3.2 Assigning a Research Coordinator

After logging into Mentor IRB:

1. Click “Research Coordinators” in the left hand column in Mentor IRB
2. Click “Designate a New Research Coordinator”
3. Type in the name of the research coordinator

#### 3.3 Research Coordinator Identifying PI Delegations

Researchers can access all studies that have been delegated to them by:

1. Logging into Mentor IRB (See Section 3.1)
2. Click “Research Coordinators” in the left hand column

**3. Click “My PIs”**

You can now see a list of all PIs who have delegated study creation and submission to you.

**3.4 Creating a Protocol as a Research Coordinator**

As a research coordinator, after clicking “My Protocols” and “Create a New Protocol”, you will see a dropdown next to “PI”. This will enable you to select a PI for the study.

**4.0 References**

**5.0 Forms or Attachments**

**6.0 Definitions**

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Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	06/21/2017	<input type="checkbox"/>
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>