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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