MAESTRO
review system

- **Quick Reminders**

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1) **Research & Approval Team**

a. **The Department Head MUST be listed on all applications in the approval team -** ALL applications need to have the Department Head listed in the approval team and have the department head review & approve your application before it can be submitted to the Office of Research Compliance. If for some reason your application does not get the department head approval signoff, it will be returned to you by the Office of Research Compliance.

b. Include any Co-PI's, Research Assistants, Faculty Advisors, etc. that are part of your research in the research/approval team section.

c. **Whenever the PI is a student**, the Faculty Advisor must be included as part of the approval team along with the Department Head.

2) **Training certificates**

NOTE: Each person on your research and approval team (Co-PI's, Research Assistants, Faculty Advisors, etc.) will need to login and upload their own training certificate using the "My Certificate" program.

a. **Training Certificates should be uploaded to the certificate program and not attached as files** so that

i. Certificates are available to PI's for applications

ii. The program can manage expiring certificate that are included with active applications

b. **Training Certificates are needed for all members of your approval team except the Department Head.** It is ok to include the Department Heads certificates but not required. So all PI's, Research Assistants, Co-PI's, and Faculty Advisor's that are listed in the approval team also need their associated certificates attached to your application. Once you have identified them in your research & approval team section and they have completed uploading their certificates, the training certificates will be available for you to select from the drop down located under each person's name in the Certificate Section of the application. Select the certificate and click "Attach Certificate" next to each person's name in your application. Be sure to click the "Save Form" button or Quick Save so that the changes get made. If the certificates are not included for each member of your approval team, your application will be returned to you by the Office of Research Compliance.

c. **Please review and update your Training Certificates if needed:**

i. The Training Certificate **Expiration Date** for the NIH Training is 3 years from the Training Date listed on the actual certificate. Please do not list "None". CITI Training expires every 2 years. The program needs a valid date in order to be able to send out email notifications of expiring certificates on active applications. You can easily change the expiration date by clicking the edit button next to your certificate record.

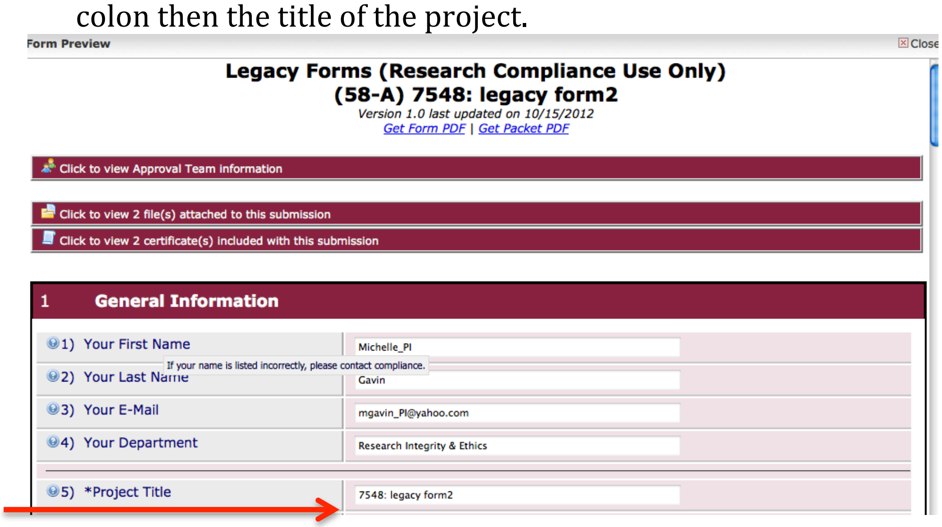
3) **Attachments** - Be sure to include any supporting documents in the attached files section. This should include your consent form as well as any other supporting documentation.

4) **For Class Projects**, the Faculty fills out the "Request for Classroom Research Project Waiver of IRB Application" form and must include the Department Head as part of the approval team. If a Graduate Assistant is teaching a class for a faculty member, then the Faculty must be listed as the Faculty Advisor in the approval team, as well as including the Department Head.

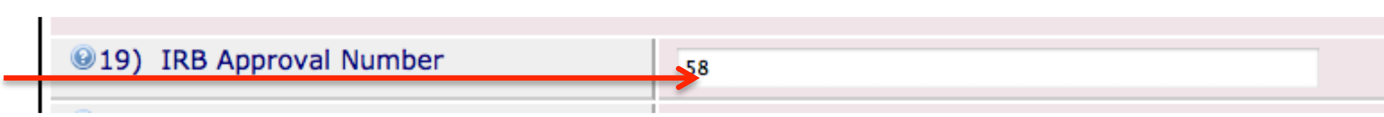
5) **Please enter the electronic parent application approval number in the IRB Approval Number** for all follow on children form applications (continuations, modifications, final reports, adverse events, etc).

6) **For all current hardcopy active protocols, we will be entering them in the electronic system (as a Legacy Form) for your use.** We will be including the original approval number in the project title for easy reference. All follow on work will reference the new electronic parent application approval number in the IRB Approval Number field. NOTE: we will need you to contact us to have any active hardcopy protocols started into the electronic system. Please send an email to care@research.nmsu.edu.

e.g. Legacy Form app 58 was completed in the electronic online system to represent the hardcopy approved app 7548. The project title starts with the hardcopy approval number 7548 followed by a colon then the title of the project.



After 58 was created a new electronic continuation form 65 was created for continuation of the original app. The legacy form parent app is now referenced in any future child applications on item #19 IRB Approval Number.



7) Once the PI has chosen "Finalize Form", the application will be routed to the approval team based on the role and in the order that you selected for each team member. (Usually it would be routed to Co-Pi's (order 1) then to Faculty Advisors (order 2) then to Department Head (order 3). Research Assistants are marked with an order 0 so they don't have to go through the research and approval team process or receive follow on emails. They would just be identified as part of the team.

   The PI controls his/her application and can choose to modify or delete the form at any time prior to it being submitted to compliance. If the PI already "finalized it" to his/her research and approval team, the PI can click on your application and choose the <Edit> button if he/she wants to pull it back into his/her working state bucket. If at any time prior to it being submitted to compliance the PI decides it needs to be modified then the PI would edit it but it would require him/her to re-finalize and go through the approval team process again.

   After the application has been submitted it to compliance, the only way it can modified is if the compliance office "returns" it to the PI, either by the PI's request or if the IRB committee has returned the application with comments from the IRB review process. After making the desired changes, the PI would need to finalize the application again and resend it to the approval team and get the approval team to re-review and approve the application and it's changes and then the PI could resubmit the application it to compliance for review.

8) The PI can check the status of his/her application by logging in, clicking "My Applications", then next to each application there is the overall status and for those apps that the PI has finalized, there is an overall team approval status. Click on the application's title to preview the application, then click on the section labeled "Click to view Approval Team information" to view the response status for each person listed which will tell the PI who still needs to take an action on the application.

9) Once the app is submitted to the Office of Research Compliance, the application will be reviewed in the order in which it was received and that it could take 5-6 weeks to go through the review process. You will receive an email notifying you that your application was review and approved or returned by the IRB Committee. If approved, the email will include your approval memo as well as a pdf file of your approved application packet. Your app will move from the submitted forms section of your forms list to the approved forms section. If further clarification or required items are missing, you will receive an email letting you know that your app has been returned for amendment. Your app will move from the submitted forms section of your forms list to the returned forms section. Click on the amend button to start editing your app.