How to Create a PDF of an IRB Application

Background

This document is intended to help researchers easily see what's in the entire IRB application by creating a PDF. Items within the IRB application form will change from time to time, whether to comply with regulatory changes or to clarify questions. In addition, when IRBManager users open a new IRB application (xForm), only one page is visible at a time. These instructions will allow researchers to generate a PDF of the current IRB application at any time.
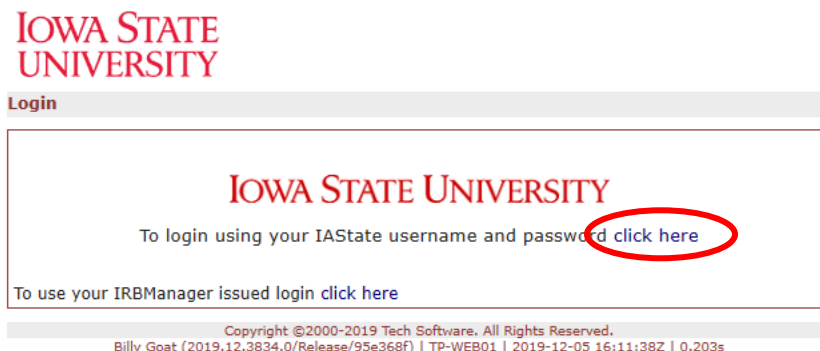
Application forms are conditioned so that certain pages or questions only appear as needed, based on responses to previous items. Due to conditioning, not all questions will appear initially. However, some primary questions (e.g., Purpose, Participant Characteristics, Data Collection Procedures, etc.) will appear when the Application xForm is first created.

The instructions below show how to create a PDF of a blank, new application, but **using steps 4 and 5 below in *any* will generate a PDF of that entire xForm.**
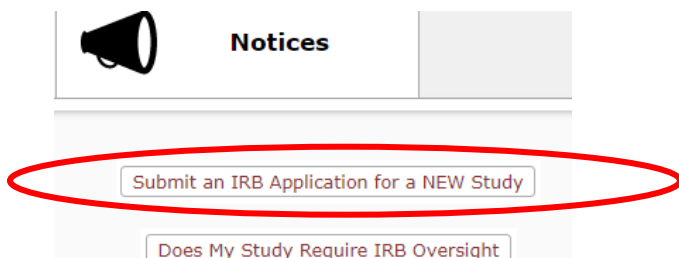
NOTE: If you have already started to fill out an IRB application, please locate your form in IRBManager and skip to step 4. For information on how to use IRBManager, including how to find active applications, please consult our Researcher's Guide.

Instructions

1. **Sign into IRBManager** using your ISU username and password https://iastate.my.irbmanager.com/
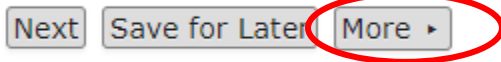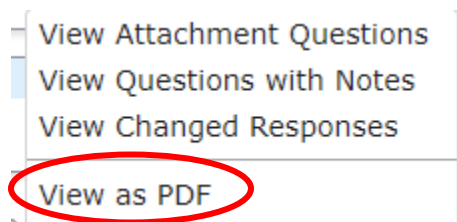

2. **Start a new application**

3. **OPTIONAL:** Respond to the questions on the first page of the application to view items related to data repositories, external funding, and/or collaboration with researchers at other institutions.
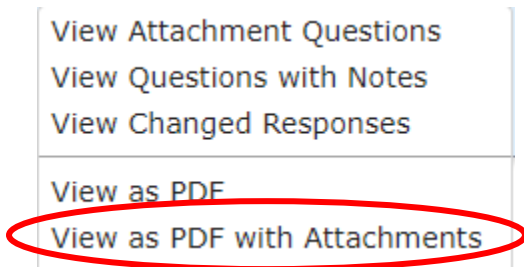
4. **Scroll to the bottom of the application screen and select "More"**

5. **Select View as PDF***

*If you are creating a PDF of a completed, approved form, you will also have the option to View as PDF with Attachments. This will include all documents that were uploaded and attached to the application within the PDF file.

Your browser will generate a PDF of the selected application