

Rhode Island College – Institutional Review Board

Getting Started with TOPAZ

Computer Requirements

- Computer & processor: Intel core-2 or higher PC, or Intel-based MAC
- Operating system: Windows Vista SP2 / Windows 7 SP1 / Mac-OS 10.6 or higher
- Internet browser: Explorer 7/8 or Safari (on a Mac)
- Requires Microsoft Silverlight installed. Campus computers should automatically have it. Note for Mac users: When updating Silverlight to its most current version, first uninstall the old version and then install the current version; for some reason, this is how it works for Macs.
- Adobe Reader 7.x or higher for PDF's and Microsoft Office compatible products for CSV output if used.

Getting an Account

- New users need to send a request for an account to IRB@ric.edu, and include their department and phone extension.
- Students can request an account. Send student's name, department, and RIC email to IRB@ric.edu.
- Allow up to 3 days for the account to be activated – notification will be sent when ready.

Trouble-Shooting

- One of the most common problems has to do with uploading or viewing attachments. If you have problems, check your internet browser settings to make sure that pop-up windows are allowed.
- If you get error messages, take a screen shot and send it as an attachment to IRB@ric.edu with an explanation of what you were doing at the time that the error appeared.
- Save your work frequently. The software will time out if too much time passes without saving.
- Reminder for Mac users: When updating Silverlight to its most current version, first uninstall the old version and then install the current version; for some reason, this is how it works for Macs.

Research Ethics Training

- The project Principal Investigator, and any students conducting research (such as honors or thesis) must complete the CITI online training prior to submitting an application.
- Training must be renewed every 5 years.
- See the IRB website (www.ric.edu/irb) for details on accessing CITI and which module to complete.
- PI's are responsible for ensuring that all research personnel have received research ethics training, and must keep records documenting the training to be available upon request.

Student Users

- Students can enter a protocol.
- The faculty advisor must be listed as the Principal Investigator and must sign the statement of responsibility.
- The student will be listed as a "protocol associate" in the application. After the student is listed here, there will be checkboxes to indicate whether you want the student to have access to the protocol and receive emails about the protocol.

Types of Forms

- *Original protocol*: Use this form to submit a new application. You can choose to create either an *Exemption Request for the New Regulations* (if your study may be considered exempt) or a *New Project Submission* if your study does not meet the exempt requirements.
- *Amendment*: Use this form to request changes to an approved protocol.
- *Interim review*: Use this form to report unanticipated problems or adverse events

- Renewal: Use this form to renew approval before it expires. If you are reporting any problems or requesting amendments at the same time as the renewal, you may do it all on one form.

Tips for Completing the Application

The main reasons why applications are returned are because information is incomplete or missing. Keep in mind that the reviewers may not have expertise in your subject matter. Provide sufficient information so that someone who is not familiar with your discipline can understand it. Below are examples of common inadequate and adequate types of responses in an application:

Purpose of research

Inadequate	Adequate
This study examines gender differences in coping with stress using Lazarus' transactional model of stress.	<p>According to the transactional model of stress, people engage in a primary and secondary appraisal when facing with a stressor. The <i>primary appraisal</i> process evaluates whether an event is positive, neutral, challenging, threatening, or harmful. Events are considered to be stressors if they are appraised as being threatening or harmful. The <i>secondary appraisal</i> process evaluates the resources and strategies a person has to cope with a stressor. Other research suggests that there are gender differences in evaluating and coping with a stressor.</p> <p>This study will examine gender differences in evaluating and coping with work stress. Specifically, the study will examine whether</p> <ol style="list-style-type: none">whether women are more likely to identify relationship-focused work issues as stressful and men are more likely to report task-related work issues as stressfulIf men and women cope differently with stress, is it due to them identifying different types of stressors?

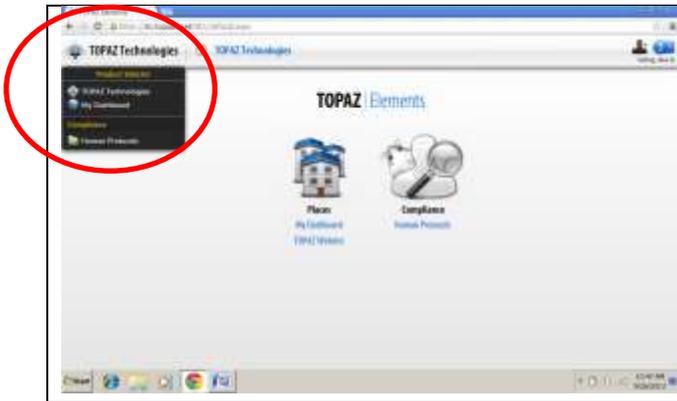
Procedures

Inadequate	Adequate
<p>Participants will be recruited through their work email. After obtaining consent, participants will answer an online questionnaire.</p>	<p>Participants will be recruited through the human resources offices of local businesses. An email with a flyer attachment will be sent to the human resources office, with a request that they forward the flyer to their employees. The flyer will explain the nature of the study and provide a contact name and phone number. A copy of the flyer is attached.</p> <p>Participants who indicate an interest in the study will have a research assistant contact them by phone. Participants will be screened for the eligibility criteria (being employed full-time at one job. Participants having multiple part-time jobs will be excluded from the study) and will have the study explained in more detail. If the participant is still interested, they will be given a link to an online survey.</p> <p>The online survey will start with full consent information (see attached). At the end of the consent information, there will be a consent statement and two buttons (“Yes, I agree to participate in this study” and “No, I do not want to be in this study”). Participants who click on Yes will be brought to the online survey. Participants can choose to any skip questions in the online survey that they do not want to answer.</p>

NOTE: This section does not provide extensive training, but only orients you to TOPAZ's main features.

Navigating TOPAZ

You can click on items to have menus appear.



The home screen when you first sign on. You can change the home screen, if you wish.

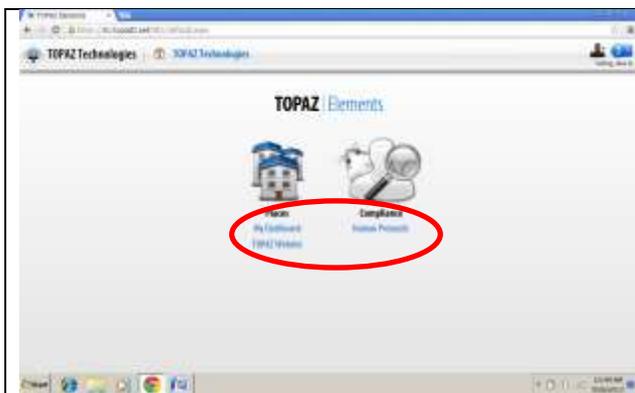
- The Home menu
- Mouse over “TOPAZ Technologies” to pull down the main menu
- “My Dashboard” will bring you to a list of your studies
- “Human Protocols” will bring you to a screen that lets you select the forms you need



The person silhouette

- Logout
- Change your password
- Change your homepage

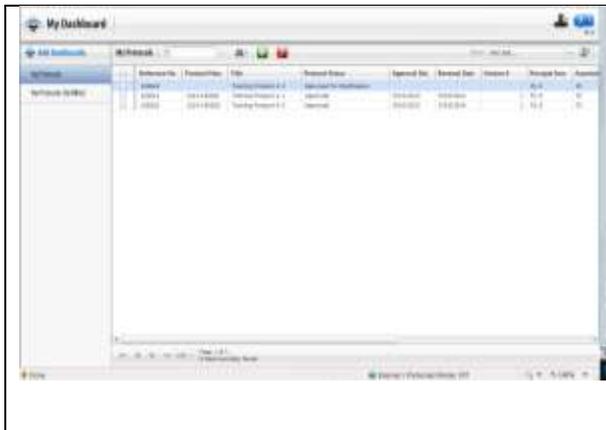
Blue question mark: Click here for help.



My Dashboard: will bring you to a list of your studies

Human Protocols: will bring you to a screen that lets you select the forms you need

The Dashboard



Your studies will appear in the Dashboard.

You can rearrange the order of the information. Click on the title for the column, and drag the column to the location where you want it to be.

You can expand the size of the column by letting the mouse hover over the border of the column until a double arrow appears, and then click and drag the column to the side to expand or narrow the width.

Human Protocols

This is the section where you will enter, revise, and view your protocols.

