



Maria Stivers, MS, CIP  
Manager, Institutional Services  
[mstivers@sairb.com](mailto:mstivers@sairb.com) 513-794-5743

***Welcome to Schulman IRB and thank you for working with us! This document contains proprietary information and is property of Schulman IRB- CONFIDENTIAL- THANK YOU.***

This presentation provides you a guide to submitting your site to us for review and approval using eSubmissions.

- Once you submit your documents, you will receive an automated email notification letting you know we received your submission. Please be sure to check your email.
- If additional information is required or clarification needed, you will receive an email from our submissions team.
- Throughout the review process, you may receive emails from different teams within Schulman.
- If your site requires unique informed consent language, you may receive an approval for your site only and continue to work on the informed consent negotiations.
- You may receive an email indicating there are study-related documents to review and revise on SiteAccess.
- Once approved, you will receive another email notification, informing you of the approval. The email will have a direct link to the documents. You can also access your approval documents by signing into our eTools [eTools Single Sign-On](#) and choosing Site Access.



User: Please Login

[Return to Website](#)

Single Sign-On™

**Schulman eTools Single Sign-On™**

Sign-in to the Single Sign-On to access all eTools including SiteAccess to track and download approval documents.

Welcome to the new and improved Schulman eTools Single Sign-On™. We have combined our eSubmission™, WebPortal™ 3D, and SiteAccess™ under a single login. For more information, please reference the news item Single Sign-On Now Available for Schulman's Suite of eTools.

E-Mail:   
(registered with Schulman)

Password:

[Reset Password](#)

Remember Me

**Please note:** Many IRB submission forms are now supported exclusively by Schulman's secure eSubmission 2.0 system. To submit these materials, you will first need to login. Select "eSubmission," then select the form you wish to submit.

If you are a registered user with Schulman, please proceed to login above.  
If you are a new user, please [Register](#) for eSubmission™ to get started.  
You may request access to WebPortal™3D or SiteAccess™ after you login.

- Tech Support**  
Request assistance
- Forms**  
Download the latest forms for your study.
- Contact Us**  
Request more info & send feedback.



Provides access to Schulman IT in the event of technical problems while working within eTools.

Technical Support Chat



**eTools Home**



**Tech Support**  
Request assistance



**Forms**  
Download the latest forms for your study.



**Contact Us**  
Request more info & send feedback.



**Secure System**  
How is it secure?

Select SiteAccess to track submissions and download approval documents.

**Select an electronic system and click on Continue**

**eSubmission™ :REGISTERED**

Securely submit electronic documents to Schulman IRB.

**SiteAccess™ :REGISTERED**

Securely download documents and check review status for Sites and Institutions only.

Need to add a backup user or additional protocol? Complete [this form](#).

Need to change an existing SiteAccess™ user? Complete [Change of Contact](#) request.

**WebPortal™3D :NOT REGISTERED**

Securely download documents and check protocol and participating sites review status for Sponsors/CROs only.

To request WebPortal™3D access, please complete [Add New WebPortal™3D User](#)

Need to add or remove a Protocol? Request to [Add Protocol](#) or [Remove Protocol](#).

Continue

Cancel







Easy access to the eSubmissions tool.

Go to: eSubmission™

Status Tracking

- ▶ Initial Review
- ▶ Amendments
- ▶ Recruitment
- ▶ Study Materials
- ▶ Interim Review
- ▶ Continuing Review
- ▶ Protocol Variances
- ▶ Close Out

Download

- Study Documents
- Manage Alerts
- Events To Report
- Board Membership
- Templates
- Guides
- How-To Videos
- Fee Schedule
- CA Bill of Rights

Legend

- Yes
- No
- Not Applicable

Study Documents

Document information and download.

Request to add or change users

Add a Protocol or Backup Site User Change Site User



Protocol: >>>Select A Protocol ...

List Sites

Indication:

Sponsor:

Document Category: [All Posted Documents]

Investigator (Last Name):

Search

Display 10 items per page

Item Total:

Select All

Clear All

Download Selected

Merge Selected



When entering SiteAccess, you will land here, ready to download documents.

You will find videos related to specific content in upper right hand corner of related pages as well as in the tutorial library. Each video is 90 seconds to 2 minutes long.



Alex Access | alexaccess@outlook.com

Return to eTools | Logout

## Status Tracking

- Initial Review
- Amendments
- Recruitment
- Study Materials
- Interim Review
- Continuing Review
- Protocol Variances
- Close Out

## Download

- Study Documents
- Manage Alerts
- Events To Report
- Board Membership
- Templates
- Guides
- How-To Videos
- Fee Schedule
- CA Bill of Rights

## Legend

- Yes
- No
- Not Applicable

## Study Documents

Document information and download.

+ Add a Protocol or Backup Site User    Change Site User



Protocol: US-0123-HC [ US ]

List Sites

Indication: Stress;

Sponsor: Pharmaceutical Sponsor of America

Document Category: [All Posted Documents]

Investigator (Last Name):

Search

IRB #	Protocol [Investigator]	Document Type	Posted Date	Document	Site Viewed
201355950	US-0123-HC [Bennett]	Re-Approval Letter	09/23/2014	Download	<input type="checkbox"/>
201354070	US-0123-HC [*Protocol Review*]	Drug/Device Document Acknowledgement	11/12/2013	Download	<input type="checkbox"/>
201355950	US-0123-HC [Bennett]	MA1011470 ( Electronic Video )	10/27/2013	Download	<input type="checkbox"/>
201355950	US-0123-HC [Bennett]	Amended Approval Ltr With Rev ICD	10/26/2013	Download	<input type="checkbox"/>
201355950	US-0123-HC [Bennett]	MA1011293 ( Television Script )	10/21/2013	Download	<input type="checkbox"/>
201354070	US-0123-HC [*Protocol Review*]	MA1011083 ( ID Card )	10/14/2013	Download	<input type="checkbox"/>
201355950	US-0123-HC [Bennett]	Initial Approval Letter	10/07/2013	Download	<input type="checkbox"/>
201355950	US-0123-HC [Bennett]	Initial Informed Consent	10/07/2013	Download	<input type="checkbox"/>
201354070	US-0123-HC [*Protocol Review*]	MA1010439 ( Dosing Instructions )	09/23/2013	Download	<input type="checkbox"/>
201354070	US-0123-HC [*Protocol Review*]	MA1010440 ( Diary )	09/23/2013	Download	<input type="checkbox"/>
201354070	US-0123-HC [*Protocol Review*]	MA1010441 ( Diary )	09/23/2013	Download	<input type="checkbox"/>

Display 10 items per page

Item Total: 11

Select All    Clear All    Download Selected    Merge Selected

Search by Document Category or Investigator.

Still on Study Documents

Select List Sites to see all documents related to the specific protocol.

Choose protocol from drop-down menu.

All columns are sortable. Click on column header.





- Status Tracking**
- ▶ Initial Review
  - ▶ Amendments
  - ▶ Recruitment
  - ▶ Study Materials
  - ▶ Interim Review
  - ▶ Continuing Review
  - ▶ Protocol Variances
  - ▶ Close Out

- Download**
- Study Documents
  - Manage Alerts
  - Events To Report
  - Board Membership
  - Templates
  - Guides
  - How-To Videos
  - Fee Schedule
  - CA Bill of Rights

- Legend**
- Yes
  - No
  - Not Applicable

**Study Documents**

Document information and download.

+ Add a Protocol or Backup Site User    Change Site User



Protocol: US-0123-HC [ US ]    **List Sites**

Indication: Stress;

Sponsor: Pharmaceutical Sponsor of America

Document Category: [All Posted Documents]

Investigator (Last Name):    **Search**

IRB #	Protocol [Investigator]	Document Type	Posted Date	Document	Site Viewed
201355950	US-0123-HC [Bennett]	Re-Approval Letter	09/23/2014	Download <input checked="" type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	Drug/Device Document Acknowledgement	11/12/2013	Download <input checked="" type="checkbox"/>	
201355950	US-0123-HC [Bennett]	MA1011470 ( Electronic Video )	10/27/2013	Download <input checked="" type="checkbox"/>	
201355950	US-0123-HC [Bennett]	Amended Approval Ltr With Rev ICD	10/26/2013	Download <input type="checkbox"/>	
201355950	US-0123-HC [Bennett]	MA1011293 ( Television Script )	10/21/2013	Download <input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1011083 ( ID Card )	10/14/2013	Download <input type="checkbox"/>	
201355950	US-0123-HC [Bennett]	Initial Approval Letter	10/07/2013	Download <input type="checkbox"/>	
201355950	US-0123-HC [Bennett]	Initial Informed Consent	10/07/2013	Download <input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1010439 ( Dosing Instructions )	09/23/2013	Download <input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1010440 ( Diary )	09/23/2013	Download <input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1010441 ( Diary )	09/23/2013	Download <input type="checkbox"/>	

Display 10 items per page

Item Total: 11

**Select All**    
  **Clear All**    
  **Download Selected**    
  **Merge Selected**

Download one document or several documents by checking boxes and clicking Download Selected.

There is a Select All option also. Click Download Selected to open to individual pdfs and save to computer.

- Status Tracking**
  - Initial Review
  - Amendments
  - Recruitment
  - Study Materials
  - Interim Review
  - Continuing Review
  - Protocol Variances
  - Close Out

**Download**

- Study Documents
- Manage Alerts**
- Events To Report
- Board Membership
- Templates
- Guides
- How-To Videos
- Fee Schedule
- CA Bill of Rights

**Legend**

- Yes
- No
- Not Applicable

**Study Documents**

Document information and download.

Protocol: US-0123-HC [ US ] **List Sites**

Indication: Stress;

Sponsor: Pharmaceutical Sponsor of America

Document Category: [All Posted Documents]

Investigator (Last Name):  **Search**

IRB #	Protocol [Investigator]	Document Type	Posted Date	Document		Site Viewed
201355950	US-0123-HC [Bennett]	Re-Approval Letter	09/23/2014	Download	<input checked="" type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	Drug/Device Document Acknowledgement	11/12/2013	Download	<input checked="" type="checkbox"/>	
201355950	US-0123-HC [Bennett]	MA1011470 ( Electronic Video )	10/27/2013	Download	<input checked="" type="checkbox"/>	
201355950	US-0123-HC [Bennett]	Amended Approval Ltr With Rev ICD	10/26/2013	Download	<input type="checkbox"/>	
201355950	US-0123-HC [Bennett]	MA1011293 ( Television Script )	10/21/2013	Download	<input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1011083 ( ID Card )	10/14/2013	Download	<input type="checkbox"/>	
201355950	US-0123-HC [Bennett]	Initial Approval Letter	10/07/2013	Download	<input type="checkbox"/>	
201355950	US-0123-HC [Bennett]	Initial Informed Consent	10/07/2013	Download	<input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1010439 ( Dosing Instructions )	09/23/2013	Download	<input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1010440 ( Diary )	09/23/2013	Download	<input type="checkbox"/>	
201354070	US-0123-HC [*Protocol Review*]	MA1010441 ( Diary )	09/23/2013	Download	<input type="checkbox"/>	

The documents selected have been merged.  
Please click on the Printer button to view and print the merged document.

Display 10 items per page Item Total: 11

**Select All** **Clear All** **Download Selected** **Merge Selected**

Other items available for download.

To merge all documents into one pdf, select documents.

After selecting documents, select Merge Selected and then click on the Printer icon.







**Status Tracking**

- ▶ Initial Review
- ▶ Amendments
- ▶ Recruitment
- ▶ Study Materials
- ▶ Interim Review
- ▶ Continuing Review
- ▶ Protocol Variances
- ▶ Close Out

**Download**

- Study Documents
- Manage Alerts
- Events To Report
- Board Membership
- Templates
- Guides
- How-To Videos
- Fee Schedule
- CA Bill of Rights

**Legend**

- Pending
- Withdrawn

**Initial Review Status**

[+ Add Backup Site User](#) [Change Site User](#)

Initial submission, review, and approval status tracking, including follow-up and resolution information.

Protocol:  [List Sites](#)

Indication: Stress;

Sponsor: Pharmaceutical Sponsor of America

Investigator (Last Name):  [Search](#)

IRB #	Investigator	Received Date	Review Type	Meeting Date	Approval Date	Approval Sent Date	Pending Issues	Historical Issues
201355950	Bennett, Tony T., M.D.	09/22/2013	Expedited		10/04/2013	10/07/2013		<a href="#">View</a>

Track approval date, type of review, meeting date and approval date.

View reports of IRB communications and request for additional information. If study is not approved, this report will be in the Pending Issues column.

Sort for documents currently under review under the Status Tracking option.

