

## How to Add Personnel to an IRB Initial Application

This guide provides a step-by-step walkthrough for navigating the eIRB portal to add personnel to an application.

1

After successfully logging into eIRB you should see this landing page.

 **Guide Me**

What do you want to focus on?



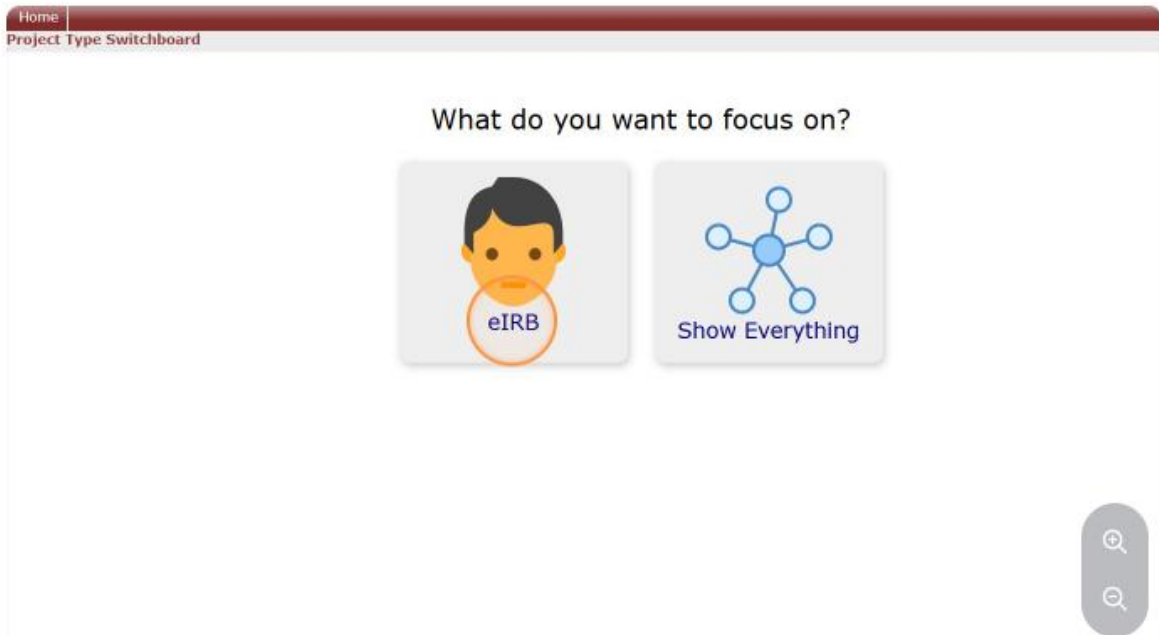
eIRB



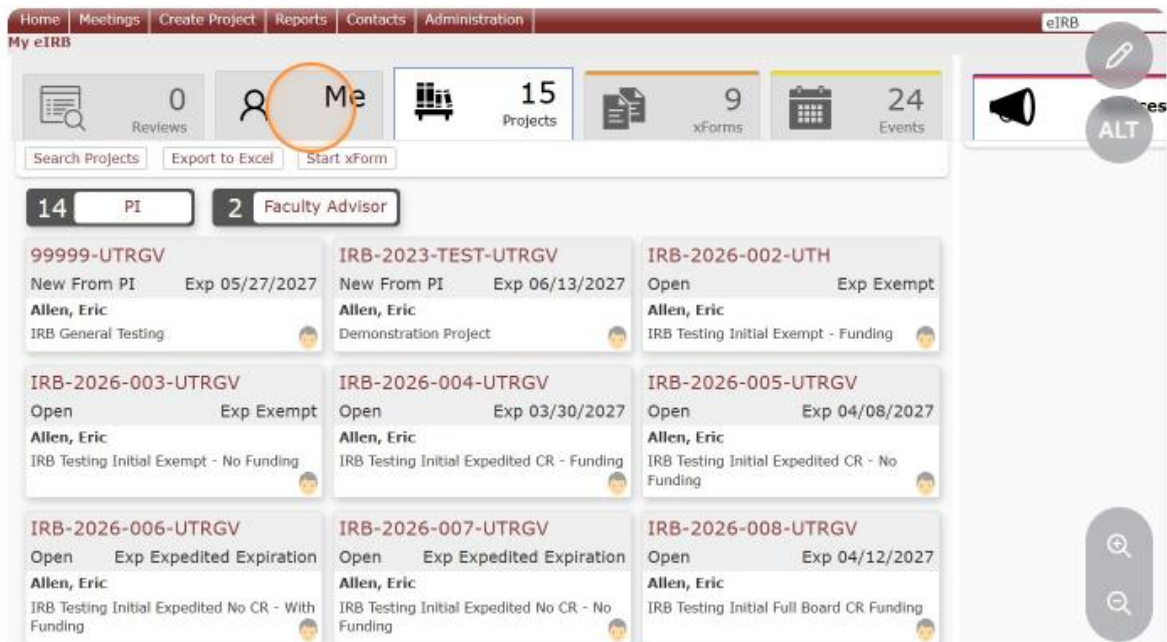
Show Everything



2 Click the "eIRB" image.



3 Click "Me"



#### 4 Click "Start xForm"

The screenshot shows the eIRB dashboard interface. At the top, there is a navigation bar with links: Home, Meetings, Create Project, Reports, Contacts, and Administration. The user's profile is visible, showing 'Me' with a person icon. Below the profile, there are statistics: 0 Reviews, 15 Projects, 9 xForms, and 24 Events. A 'Start xForm' button is circled in orange. To the right, there is a search bar and a 'Filter' button. Below the statistics, there is a section for 'About Me' with the user's name, email, and last login. Further down, there is a section for 'IRB Meetings' showing 1 meeting. A 'Future Meetings' section shows a date of 06/30/2026. At the bottom, there are buttons for 'Past Meetings', 'Active Projects', and 'Total Projects'.

Home Meetings Create Project Reports Contacts Administration eIRB

My eIRB

Start xForm

0 Reviews

Me

15 Projects

9 xForms

24 Events

About Me

Allen, Eric  
eric.allen@utrgv.edu  
Last Login: 06/05/2026 9:59 AM ET

1 IRB Meetings

IRB Project Search

Future Meetings

06/30/2026 JUN 30

Agenda (Not Finalized)

Past Meetings 0 Active Projects 16 Total Projects 18

#### 5 Click "IRB Initial Application Form"

The screenshot shows the eIRB dashboard interface. At the top, there is a navigation bar with links: Home, Meetings, Create Project, Reports, Contacts, and Administration. The user's profile is visible, showing 'Me' with a person icon. Below the profile, there are statistics: 0 Reviews, 15 Projects, 9 xForms, and 24 Events. A 'Start xForm' button is circled in orange. To the right, there is a search bar and a 'Filter' button. Below the statistics, there is a section for 'About Me' with the user's name, email, and last login. Further down, there is a section for 'IRB Meetings' showing 1 meeting. A 'Future Meetings' section shows a date of 06/30/2026. At the bottom, there are buttons for 'Past Meetings', 'Active Projects', and 'Total Projects'.

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Start Form on User

Filter:

Select xForm to start

| Action | Form (Click to start)                                | Description                  |
|--------|------------------------------------------------------|------------------------------|
|        | <a href="#">IRB Initial Application Form (Draft)</a> | IRB Initial Application Form |

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The "submitter" is the individual that initiates the application. The "submitter" can also be the "PI". The "submitter" and "PI" can be different people. Please enter the PI name here.

UT Rio Grande Valley Collaborators General Project Information Page 1 of 10 Next

al Application Form -- General Project Information

**Submitter** View Audit

Researcher, Test  
Email: eIRBtestemail@gmail.com Phone:

**Principal Investigator** (Required) View Audit

**PI Status** (Required)  
Note: Please select the role in which you will be conducting the research.  
Ex. If you work at UTRGV and are conducting the research as a UTRGV student, you should choose student.

☐ Student  
☐ Faculty  
☐ Staff

**PI Phone Number** (Required)  
Please use this format: 999-999-9999

**Please select the appropriate college associated with this proposed research.** (Required)

☐ College of Business and Entrepreneurship  
☐ College of Education  
☐ College of Engineering and Computer Science  
☐ College of Fine Arts  
☐ College of Health Professions  
☐ College of Liberal Arts  
☐ College of Sciences

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Select the appropriate university status, in this example I selected "Student".

**Submitter** [View Audit](#)

Researcher, Test  
**Email:** eIRBtestemail@gmail.com **Phone:**

**Principal Investigator** (Required) [View Audit](#)

Hernandez, Mariana  
 Hernandez, Mariana  
**Email:** mariana.hernandez@utrgv.edu **Expirations:**

**PI Status** (Required)  
*Note: Please select the role in which you will be conducting the research.*  
*Ex: If you work at UTRGV and are conducting the research as a UTRGV student, you should choose student.*

☒ Student  
☐ Faculty  
☐ Staff

**PI Phone Number** (Required)  
*Please use this format: 999-999-9999*

**Please select the appropriate college associated with this proposed research.** (Required)

- ☐ College of Business and Entrepreneurship
- ☐ College of Education
- ☐ College of Engineering and Computer Science
- ☐ College of Fine Arts
- ☐ College of Health Professions
- ☐ College of Liberal Arts
- ☐ College of Sciences
- ☐ Other

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Identify if the research is related to a Thesis/Dissertation.

☐ Faculty  
☐ Staff

**PI Phone Number** (Required)  
*Please use this format: 999-999-9999*

**Please select the appropriate college associated with this proposed research.** (Required)

- ☐ College of Business and Entrepreneurship
- ☐ College of Education
- ☐ College of Engineering and Computer Science
- ☐ College of Fine Arts
- ☐ College of Health Professions
- ☐ College of Liberal Arts
- ☐ College of Sciences
- ☐ Other
- ☐ School of Medicine
- ☐ School of Nursing
- ☐ School of Podiatry
- ☐ School of Social Work

**Thesis/Dissertation Status** (Required) [View Audit](#)

☒ Thesis  
☐ Dissertation  
☐ None of the Above

**Faculty Advisor** (Required) [View Audit](#)

**Please ensure that you and your faculty advisor have read the student research guide.**  
**It is recommended that you do not submit your IRB application until approval from your thesis/dissertation committee is granted because this application will be routed for faculty advisor review before submission to**

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If "Thesis/Dissertation" are selected above the "faculty advisor" will need to be inserted here.

**Draft Form**

☐ College of Education  
☐ College of Engineering and Computer Science  
☐ College of Fine Arts  
☐ College of Health Professions  
☐ College of Liberal Arts  
☐ College of Sciences  
☐ Other  
☐ School of Medicine  
☐ School of Nursing  
☐ School of Podiatry  
☐ School of Social Work

**Thesis/Dissertation Status** (Required) [View Audit](#)

☐ Thesis  
☒ Dissertation  
☐ None of the Above

**Faculty Advisor** (Required) [View Audit](#)

Please ensure that you and your faculty advisor have read the student research guide.  
It is recommended that you do not submit your IRB application until approval from your thesis/dissertation committee is granted because this application will be routed for faculty advisor review before submission to the IRB.

**Title** (Required) [View Audit](#)

[+](#)  
[-](#)

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Select the down arrow on the menu at the top of the page to get to the section to add additional personnel.

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ation Form -- General Project Information

Please select the appropriate college associated with this proposed research. (Required)

- ☐ College of Business and Entrepreneurship
- ☐ College of Education
- ☐ College of Engineering and Computer Science
- ☐ College of Fine Arts
- ☐ College of Health Professions
- ☐ College of Liberal Arts
- ☐ College of Sciences
- ☐ Other
- ☐ School of Medicine
- ☐ School of Nursing
- ☐ School of Podiatry
- ☐ School of Social Work

**Thesis/Dissertation Status** (Required) View Audit

- ☐ Thesis
- ☒ Dissertation
- ☐ None of the Above

**Faculty Advisor** (Required) View Audit

Richardson, Christine x

Richardson, Christine

Email: christine.richardson@utrgv.edu Expirations:

Please ensure that you and your faculty advisor have read the student research guide.

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Click "Additional Research Personnel"

Collaborators General Project Information Page 1 of 10 Next

ation Form -- General Project Information

Please select the appropriate college asso

- ☐ College of Business and Entrepreneurship
- ☐ College of Education
- ☐ College of Engineering and Computer Scien
- ☐ College of Fine Arts
- ☐ College of Health Professions
- ☐ College of Liberal Arts
- ☐ College of Sciences
- ☐ Other
- ☐ School of Medicine
- ☐ School of Nursing
- ☐ School of Podiatry
- ☐ School of Social Work

**Thesis/Dissertation Status** (Required) View Audit

- ☐ Thesis
- ☒ Dissertation
- ☐ None of the Above

**Faculty Advisor** (Required) View Audit

Richardson, Christine x

Richardson, Christine

Email: christine.richardson@utrgv.edu Expirations:

Please ensure that you and your faculty advisor have read the student research guide.



12 Click the "Yes".

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Collaborators

Additional Research Personnel

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IRB Initial Application Form -- Additional Research Personnel

Will there be any additional UTRGV research personnel involved in this project? (Required) [View Audit](#)

☒ Yes  
☐ No

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Draft Form

13 Insert the name of the individual here. (Note you will have to add each person individually)

al Application Form -- Additional Research Personnel

Will there be any additional UTRGV research personnel involved in this project? (Required) [View Audit](#)

☒ Yes  
☐ No

Please add all additional UTRGV research personnel in the table below (Please do not add the PI or Faculty Advisor here because they are added on the first page). (Required) [View Audit](#)

**Note: You will need to click "Save" under "Action" at the end of each row to add that person to the table.**

**Note: The "Consultant Role Details" question only needs to be answered if you have indicated that the person is a consultant.**

| Name*                | Role on Project*     | Consultant Role Details<br>(Explain Consultant Involvement) | Action               |
|----------------------|----------------------|-------------------------------------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>                                        | <a href="#">Save</a> |

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Draft Form



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Select the appropriate role for the individual being added.

## ation Form -- Additional Research Personnel

Will there be any additional UTRGV research personnel involved in this project? (Required) [View Audit](#)

☒ Yes  
☐ No

Please add all additional UTRGV research personnel in the table below (Please do not add the PI or Faculty Advisor here because they are added on the first page). (Required) [View Audit](#)

*Note: You will need to click "Save" under "Action" at the end of each row to add that person to the table.*

*Note: The "Consultant Role Details" question only needs to be answered if you have indicated that the person is a consultant.*

| Name*                                           | Role on Project* | Consultant Role Details<br>(Explain Consultant Involvement) | Action               |
|-------------------------------------------------|------------------|-------------------------------------------------------------|----------------------|
| Sanchez, Jillian x                              | Co-Investigator  |                                                             | <a href="#">Save</a> |
| Sanchez, Jillian                                |                  |                                                             |                      |
| Email: jillian.sanchez01@utrgv.edu Expirations: |                  |                                                             |                      |

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Click "Save" (Note you will need to click save after entering each individual)

## ation Form -- Additional Research Personnel

Will there be any additional UTRGV research personnel involved in this project? (Required) [View Audit](#)

☒ Yes  
☐ No

Please add all additional UTRGV research personnel in the table below (Please do not add the PI or Faculty Advisor here because they are added on the first page). (Required) [View Audit](#)

*Note: You will need to click "Save" under "Action" at the end of each row to add that person to the table.*

*Note: The "Consultant Role Details" question only needs to be answered if you have indicated that the person is a consultant.*

| Name*                                           | Role on Project* | Consultant Role Details<br>(Explain Consultant Involvement) | Action               |
|-------------------------------------------------|------------------|-------------------------------------------------------------|----------------------|
| Sanchez, Jillian x                              | Co-Investigator  |                                                             | <a href="#">Save</a> |
| Sanchez, Jillian                                |                  |                                                             |                      |
| Email: jillian.sanchez01@utrgv.edu Expirations: |                  |                                                             |                      |

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Continue the same process to add additional personnel.

☒ Yes  
☐ No

Please add all additional UTRGV research personnel in the table below (Please do not add the PI or Faculty Advisor here because they are added on the first page). (Required) [View Audit](#)

*Note: You will need to click "Save" under "Action" at the end of each row to add that person to the table.*

*Note: The "Consultant Role Details" question only needs to be answered if you have indicated that the person is a consultant.*

| Name*                                                                                                                | Role on Project* | Consultant Role Details<br>(Explain Consultant Involvement) | Action                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sanchez, Jillian<br>Email: <a href="mailto:jillian.sanchez01@utrgv.edu">jillian.sanchez01@utrgv.edu</a> Expirations: | Co-Investigator  | No answer provided.                                         |    |
| <div><div></div><div></div></div>                                                                                    |                  | <div><div></div><div></div></div>                           | <div><div></div><div></div></div> <a href="#">Save</a>                                                                                                                                                                                                      |

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- 17 If you select the "Consultant" option you will have to explain in the textbox to the right.

☒ Yes  
☐ No

Please add all additional UTRGV research personnel in the table below (Please do not add the PI or Faculty Advisor here because they are added on the first page). (Required) [View Audit](#)

**Note:** You will need to click "Save" under "Action" at the end of each row to add that person to the table.

**Note:** The "Consultant Role Details" question only needs to be answered if you have indicated that the person is a consultant.

| Name*                                                                                                                | Role on Project* | Consultant Role Details<br>(Explain Consultant Involvement) | Action |
|----------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------|--------|
| Sanchez, Jillian<br>Email: <a href="mailto:jillian.sanchez01@utrgv.edu">jillian.sanchez01@utrgv.edu</a> Expirations: | Co-Investigator  | No answer provided.                                         |        |
| Solis, Itzel<br>Email: <a href="mailto:itzel.solis02@utrgv.edu">itzel.solis02@utrgv.edu</a> Expirations:             | Consultant       |                                                             | Save   |

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18 Enter the role for the "consultant".

☒ Yes  
☐ No

Please add all additional UTRGV research personnel in the table below (Please do not add the PI or Faculty Advisor here because they are added on the first page). (Required) [View Audit](#)

**Note:** You will need to click "Save" under "Action" at the end of each row to add that person to the table.

**Note:** The "Consultant Role Details" question only needs to be answered if you have indicated that the person is a consultant.

| Name*                                                                       | Role on Project* | Consultant Role Details<br>(Explain Consultant Involvement) | Action |
|-----------------------------------------------------------------------------|------------------|-------------------------------------------------------------|--------|
| Sanchez, Jillian<br>Email: jillian.sanchez01@utrgv.edu Expirations:         | Co-Investigator  | No answer provided.                                         |        |
| Solis, Itzel<br>Solis, Itzel<br>Email: itzel.solis02@utrgv.edu Expirations: | Consultant       |                                                             | Save   |

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19 Click "Save". This is the last step for adding personnel to an application.

☒ Yes  
☐ No

Please add all additional UTRGV research personnel in the table below (Please do not add the PI or Faculty Advisor here because they are added on the first page). (Required) [View Audit](#)

**Note:** You will need to click "Save" under "Action" at the end of each row to add that person to the table.

**Note:** The "Consultant Role Details" question only needs to be answered if you have indicated that the person is a consultant.

| Name*                                                                       | Role on Project* | Consultant Role Details<br>(Explain Consultant Involvement) | Action |
|-----------------------------------------------------------------------------|------------------|-------------------------------------------------------------|--------|
| Sanchez, Jillian<br>Email: jillian.sanchez01@utrgv.edu Expirations:         | Co-Investigator  | No answer provided.                                         |        |
| Solis, Itzel<br>Solis, Itzel<br>Email: itzel.solis02@utrgv.edu Expirations: | Consultant       | Assisting with...                                           | Save   |

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