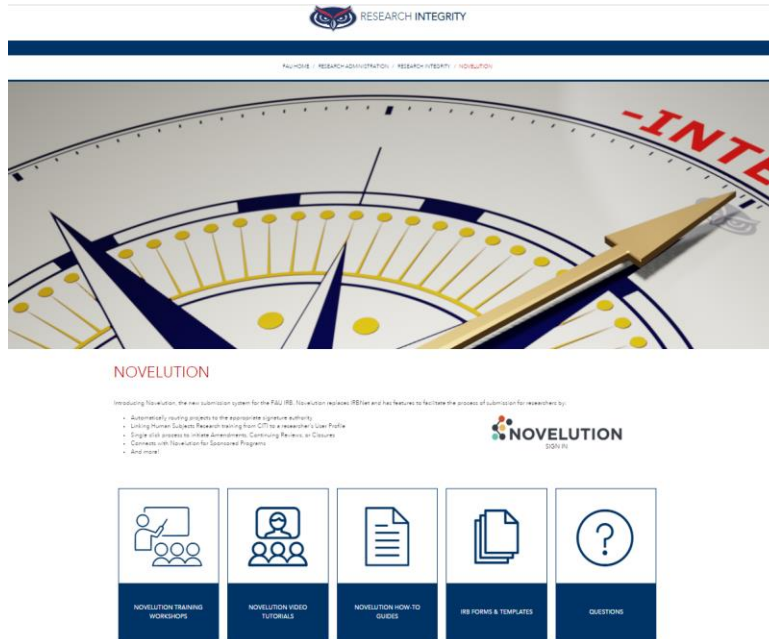



FAU IRB NOVELUTION

Overview



You can access Novelution from the new Novelution page by clicking the sign in button or by searching <https://fau.novelution.com/login>

Click to Continue

 Part of Florida Atlantic University?

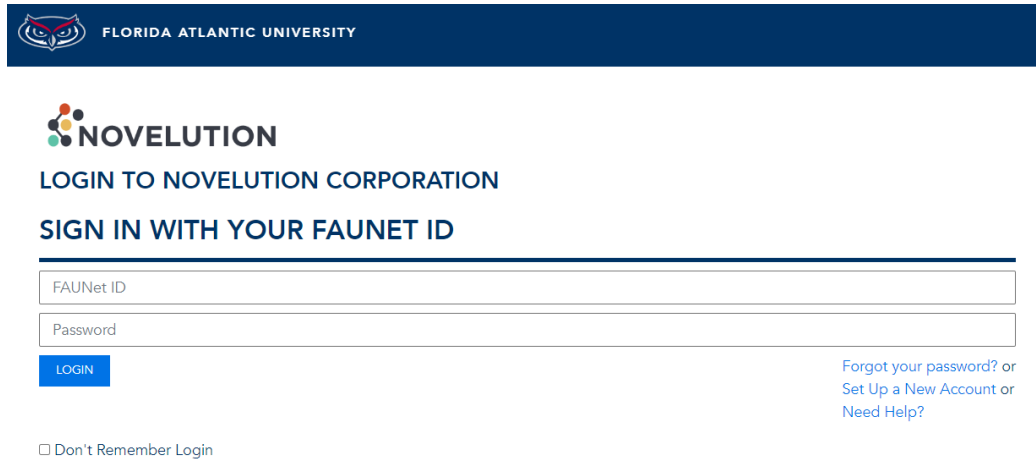
Click "Continue" button to use your FAU username and password to login.

Try to log me in automatically when possible

[Continue](#)

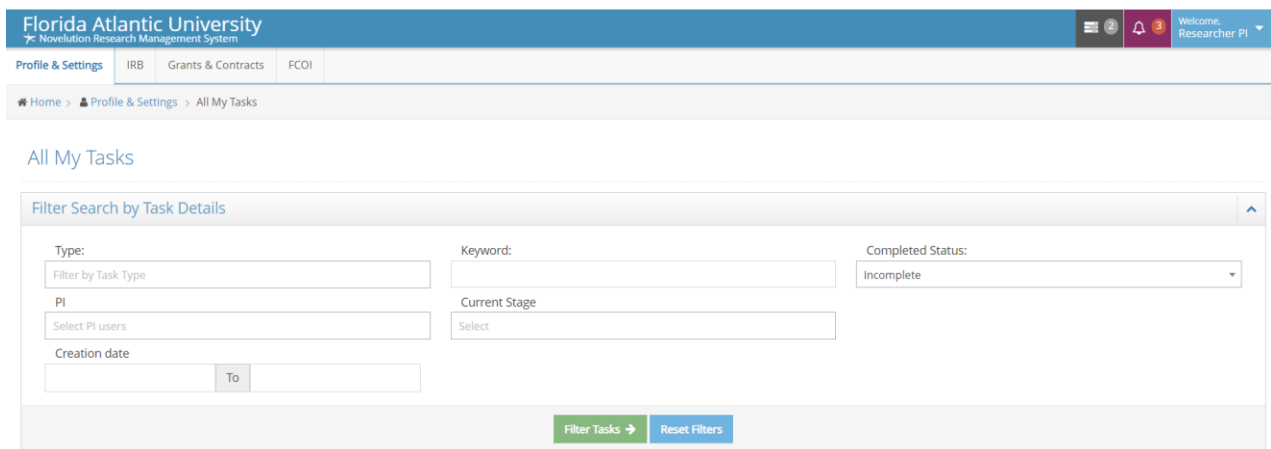
[Not part of Florida Atlantic University?](#)

Enter your FAU Credentials to log in



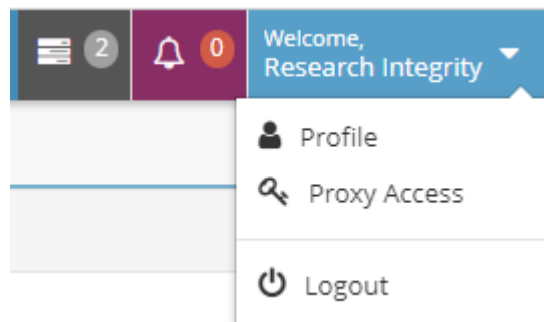
The image shows the login page for the Novelution system. At the top, there is a dark blue header with the Florida Atlantic University logo and name. Below this, the Novelution logo is displayed, followed by the text "LOGIN TO NOVELUTION CORPORATION" and "SIGN IN WITH YOUR FAUNET ID". There are two input fields: "FAUNet ID" and "Password". A blue "LOGIN" button is positioned below the password field. To the right of the login button, there is a link that says "Forgot your password? or Set Up a New Account or Need Help?". At the bottom left, there is a checkbox labeled "Don't Remember Login".

Welcome to the new Novelution system. This will be the landing page once you've logged in. You'll notice you have the IRB tab now and several buttons up at the top.



The image shows the dashboard of the Novelution system. At the top, there is a blue header with the Florida Atlantic University logo and name. Below this, there is a navigation bar with tabs for "Profile & Settings", "IRB", "Grants & Contracts", and "FCOI". The "IRB" tab is currently selected. Below the navigation bar, there is a breadcrumb trail: "Home > Profile & Settings > All My Tasks". The main content area is titled "All My Tasks" and contains a "Filter Search by Task Details" section. This section has several input fields: "Type:" (with a dropdown menu), "Keyword:" (text input), "Completed Status:" (dropdown menu), "PI" (with a dropdown menu), "Current Stage" (with a dropdown menu), and "Creation date" (with two text inputs and a "To" button). At the bottom of the filter section, there are two buttons: "Filter Tasks" and "Reset Filters".

Access your Profile page from the Welcome (blue box)



The image shows a close-up of the user profile dropdown menu. The menu is open, showing three options: "Profile", "Proxy Access", and "Logout". The "Profile" option is highlighted. The menu is positioned over a blue box that says "Welcome, Research Integrity".

Review your User Profile information. If your Primary email is different from the email you have listed for CITI, scroll to the bottom, and add your CITI email in the CITI Email Address field. This will allow Novolution to be able to pull your training records directly from CITI into your account and auto-populate your training records on all your IRB submissions or submissions where you are listed as research team personnel.

General Information

Associated Institution	Florida Atlantic University
User Status*	Active
Primary email*	fauresearchintegrity@gmail.com
Alternate email	
Do you want to receive tasks as emails?*	Yes, Primary Email
Do you want to receive notifications as emails?*	Yes, Primary Email
Prefix	Select one
First Name*	Research
Middle Name	
Last Name*	Integrity
Suffix	Select one
Country*	Select one
Address 1	
Address 2	
Zip/Postal Code	
City	
State/Province	Select one
Office Phone	
Office Phone Ext	
Office Fax	
Mobile Phone	
era Commons username	
NSF ID	
CITI Email Address	

Scroll to the bottom to Email Preferences and make sure the “Receive notifications on my Review Comments’ conversations” box is checked off so that you will receive email notifications.

^ Email Preferences

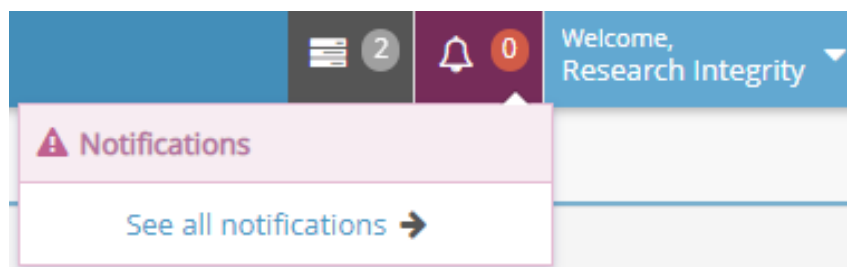
Receive notifications on my Review Comments' conversations

Note: Certain emails (configured by the institution) will be sent regardless of preferences below

Module	Receive Task Emails	Receive Notification Emails
IRB	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COI	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click to save!

Notifications (purple box) do not require an action step from you but serve to keep you informed on the status of your project such as when another user on the research team creates a new version of the project, or have added personnel, or are missing training requirements.



Florida Atlantic University
Novelation Research Management System

Profile & Settings | IRB | Grants & Contracts | FCOI

Home > Profile & Settings > My Notifications

Filter Search by Notification Details

Type: Read Status: Show archived:

[Filter Notifications](#)

Results for "Notifications Search" [Archive all](#)

Type	Title	Read Status	Date created	
+ IRB	New IRB version has been created by a user other than the PI for: IRB2308062	Unread	08/04/2023 1:17 PM	
+ IRB	User has been added to the personnel of protocol: IRB2308062	Unread	08/04/2023 1:09 PM	
+ IRB	Missing training requirements for protocol: IRB2308062	Unread	08/03/2023 4:43 PM	

Tasks to complete (gray box) will show you the items that require an action from you such as signing as PI if someone has submitted a project on your behalf, responding to required changes from the IRB, etc.

Tasks to complete

Approve/Modifications required (2) 50%

[See all tasks](#)

Clicking on a task link (listed in the Message column) will lead you straight to the project requiring your attention.

Florida Atlantic University
Novelation Research Management System

Profile & Settings | IRB | Grants & Contracts | FCOI

Filter by Task Type: Current Stage:

PI: Current Stage:

Creation date: To:

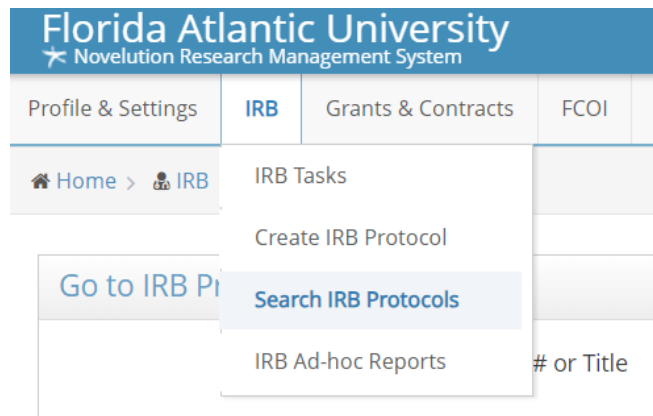
[Filter Tasks](#) [Reset Filters](#)

My Assigned Tasks | Following | Away Schedule

collapse rows expand rows

Type	Action	Message	PI	Stage	Details	Due Date	Task Created	
+ IRB	Modifications required	Information is needed for project #IRB2308062.	Researcher PI	Initial Protocol Application	Pre-Review		08/04/2023 1:17 PM	
+ IRB	Update	Hello Dr. Researcher, visit citiprogram.org to complete your Human Research Training. Select the Human Subjects Research option and choose from Social & Behavioral Research Investigators or Biomedical Research Investigators to satisfy this requirement.	Researcher PI	Initial Protocol Application	Pre-Review		07/28/2023 7:38 PM	

You can also search for your IRB projects by hovering over the IRB tab and clicking “Search IRB Protocols”



Scroll to the bottom to view the list of your research projects. You can click into the project by using the link in the Protocol ID column, Title column, or the pencil icon at the end.

The screenshot shows the 'Search IRB Protocols' page. At the top, there is a search bar with the placeholder text 'Protocol # or Title' and a search button. Below the search bar is a 'Filter Search' section with various dropdown menus and checkboxes for filtering results. At the bottom, there is a table of search results with columns for Protocol ID, PI Name, Title, Stage, Status, Review Type, End Approval Date, IRB Admin, Date Received, and a link icon.

Protocol ID	PI Name	Title	Stage	Status	Review Type	End Approval Date	IRB Admin	Date Received	
IRB2308062	Researcher PI	Audio-Visual Learning in the Current Age	Initial Protocol Application	IRB Review Pending	Pre-Review		Judith Martinez	08/03/2023 4:43 PM	📄
IRB2307057	Researcher PI	Changing Systems: How Adults Respond to Technological Changes	Initial Protocol Application	Pre-submission Requirements	Pre-Review			07/28/2023 7:38 PM	📄
IRB2307050	Researcher PI	The Effects of Virtual Training	Initial Protocol Application	Approved	Expedited	07/26/2024	Judith Martinez	07/27/2023 12:59 PM	📄
IRB2303021	Researcher PI	Why Virtual Forms are Beneficial to Research	Continuing Review	Draft Submission Pending	Expedited		Judith Martinez		📄

The Project Details Panel will provide summary information about your project

IRB2307057 : Researcher PI - Changing Systems: How Adults Respond to Technological Changes



Review Type	Stage	Status	End Approval Date	Informed Consent
Pre-Review	Initial Protocol Application	Pre-submission Requirements	N/A	

For more information click on the Requirements link in the Panel Shortcuts to be taken to the Requirements panel which will provide a step-by-step listing of the stages of your project workflow

Panel shortcuts

collapse all | expand all

- Review Comments
- Primary Info
- Research Team
- Review Type Determination
- Protocol Description
- Protocol Documents
- Requirements

IRB2307057 : Researcher PI - Changing Systems: How Adults Respond to Technological Changes

Review Type	Stage	Status	End Approval Date	Informed Consent
Pre-Review	Initial Protocol Application	Pre-submission Requirements	N/A	

Requirements

Stage - Revision #	Created	Current Status	Status Date	Approval Date	Requested modifications	Notes
Initial Protocol Application - revision #1.1	07/28/2023 7:37 PM	Pre-submission Requirements	08/05/2023 3:23 PM			

Status	Requirement	Completion State	Revision	Completed by	Completed Date
Draft Submission Pending	Submit Protocol	✓Completed	#1.1	PI, Researcher	08/05/2023 3:23 PM
PI Certification Pending	Certify Protocol (PI)	✓Completed - Approved	#1.1	PI, Researcher	08/05/2023 3:22 PM
Pre-submission Requirements	Approval by Department Chair: Alan Kersten	Ready			
	Complete Human Subjects training on CITI: Researcher PI	Ready			
	Complete Human Subjects training on CITI: Student Researcher	Ready			
IRB Review Pending	IRB Admin Assignment	Not ready			
	IRB Admin Processing	Not ready			

In the example above, the requirements to Submit the Protocol and for the PI to Certify the Protocol have been completed and now the project is ready for the Approval by the Department Chair and for CITI training to be complete.

It is however not ready for the IRB Office to process this submission. The IRB will not receive a notification of your project submission until all the preceding steps are complete.