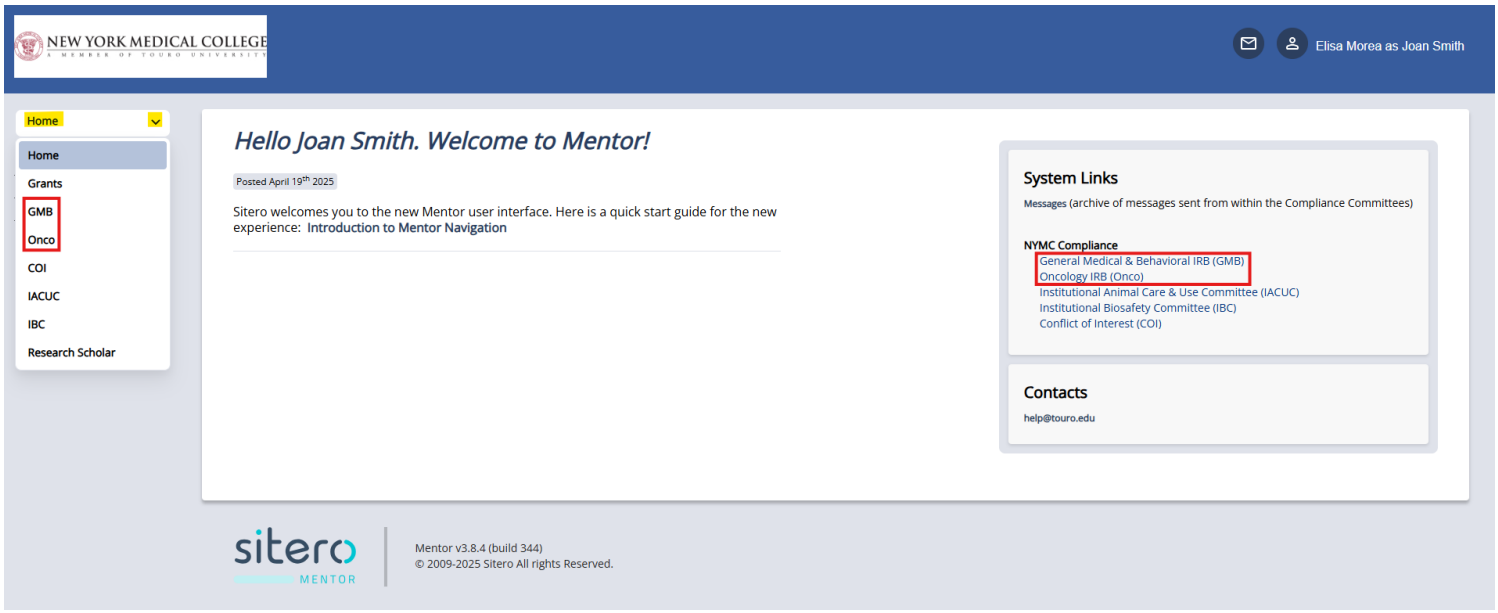
NEW YORK MEDICAL COLLEGE
A MEMBER OF TOURO UNIVERSITY

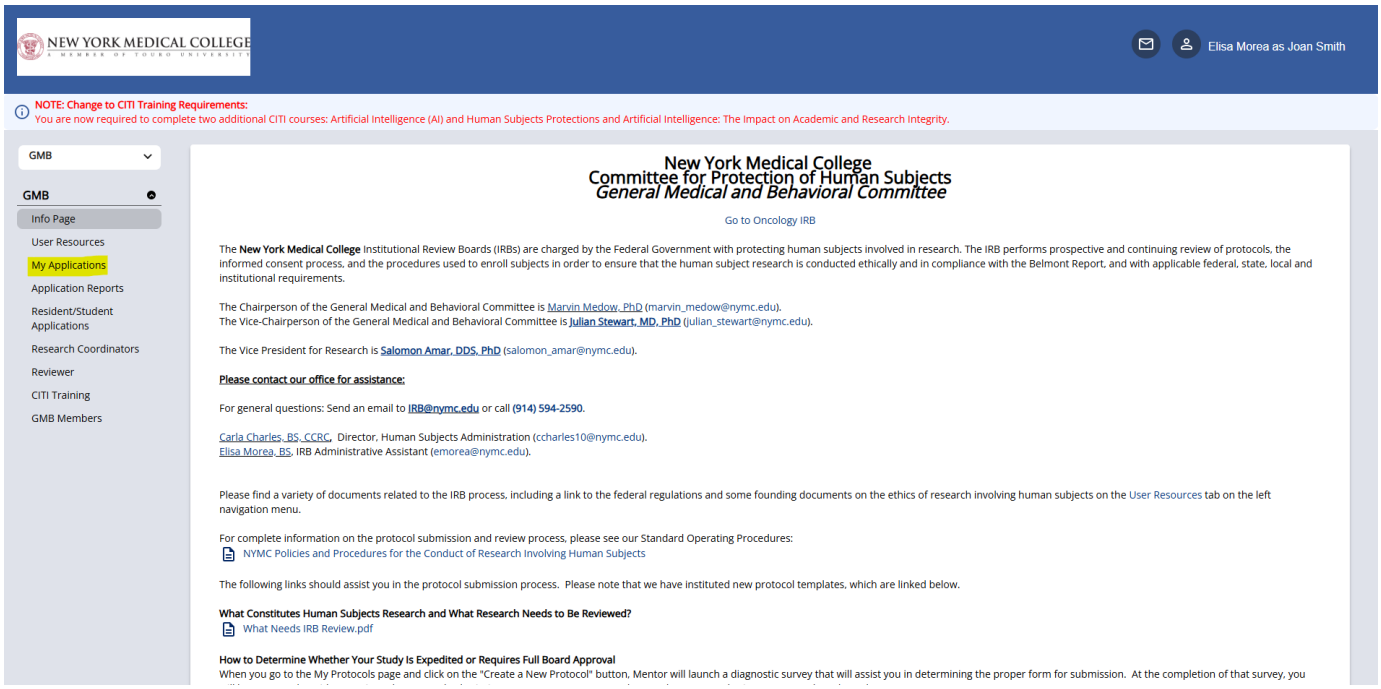
Creating a New Mentor IRB Application

***Instructions for accessing Mentor or requesting a Mentor Account are located on the **Office of Research Administration's Website**.

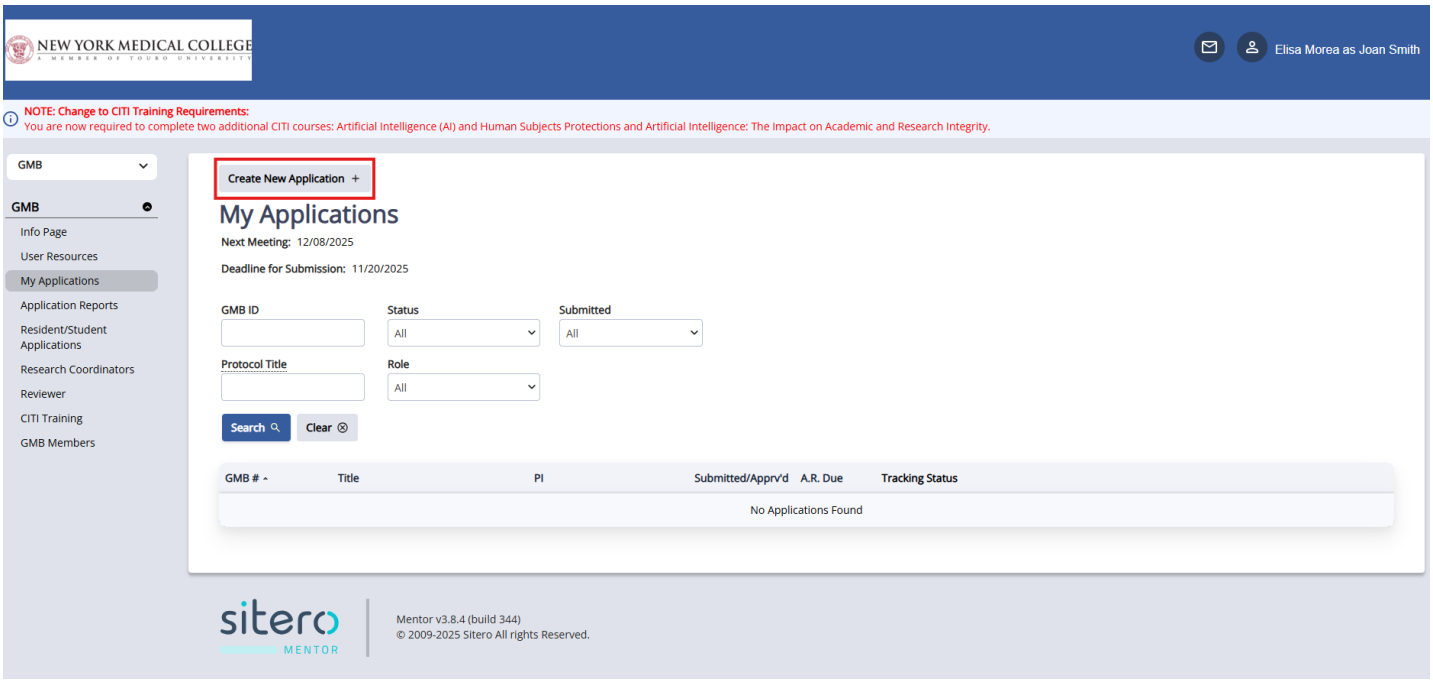
1. Login to the Mentor homepage. From the left panel, Click on the "**Home**" dropdown menu and select "**GMB**" *or* "**Onco**" depending on your research (the functions on the General Medical & Behavioral (GMB) and Oncology Committees (Onco) are the same). Both Committees can also be accessed from the options underneath "**NYMC Compliance**".



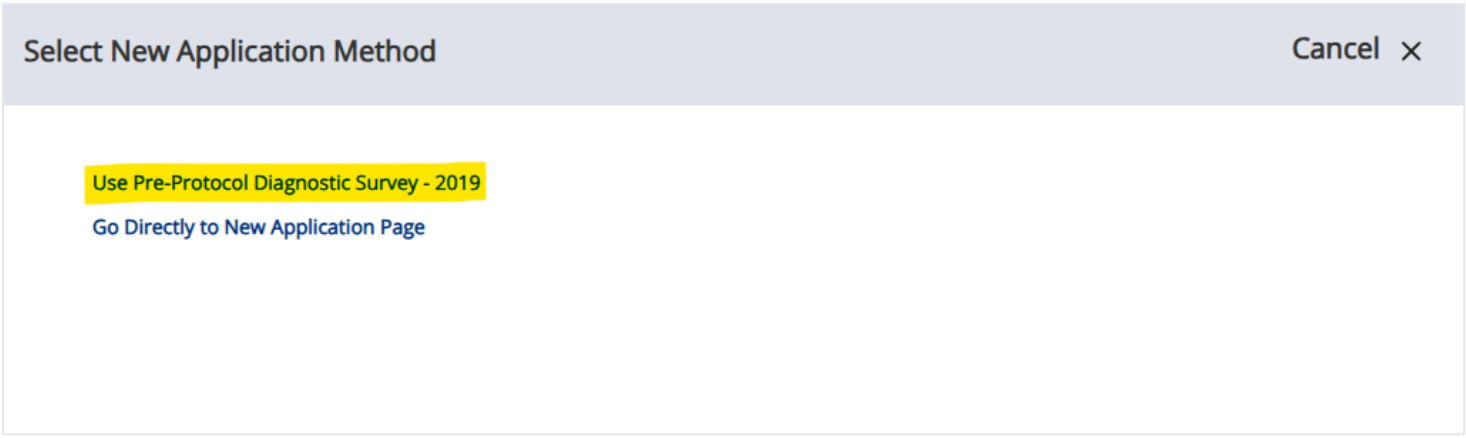
2. From the left panel, select "**My Applications**".



3. Select "**Create New Application**".



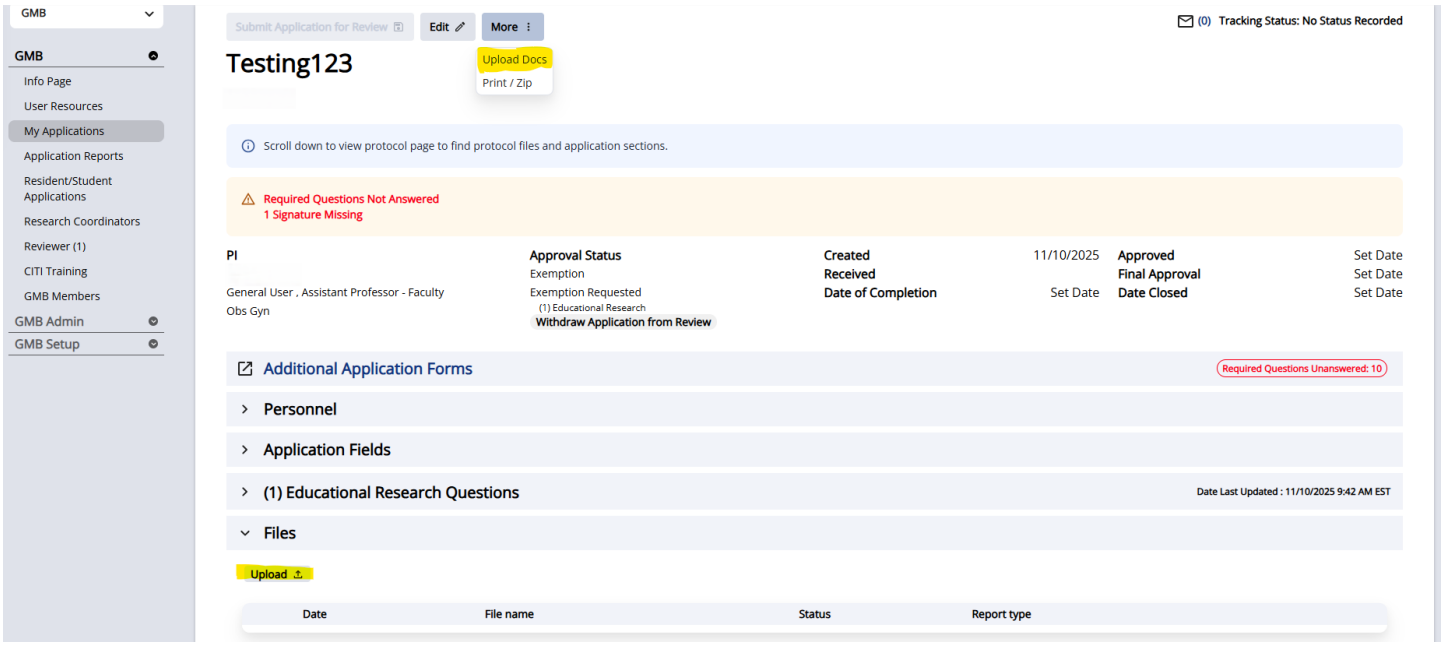
4. At this stage, you have the option to use the **Pre-Protocol Diagnostics Survey** to assist you in determining the review type for your application. If this is not necessary, you may select "**Go Directly to New Application Page**" to create a new application.



5. Complete the Mentor Protocol Page.

6. Complete all the "Additional Application Forms".

7. Upload the <u>required</u> Research Protocol *<u>or</u>* Project Proposal. To upload documents, select "**More**" then "**Upload Docs**" from the drop-down menu *<u>or</u>* click the "**Upload**" button under Files.



8. Obtain all E-Signatures.

9. Click “Submit” when application is completed.