



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**”.

A screenshot of the New York Medical College Mentor IRB application homepage. The top navigation bar is blue, featuring the college's logo and name. The left sidebar has a dropdown menu with "Home" (selected), "Grants", "GMB" (highlighted with a red box), "Onco", "COI", "IACUC", "IBC", and "Research Scholar". The main content area displays a welcome message: "Hello Joan Smith. Welcome to Mentor!" followed by a post from April 19th, 2025, and a quick start guide. On the right, there are "System Links" (including NYMC Compliance, General Medical & Behavioral IRB (GMB), Oncology IRB (Onco), IACUC, IBC, and COI) and a "Contacts" section with an email link. The footer includes the Sitero logo and copyright information: "Mentor v3.8.4 (build 344)" and "© 2009-2025 Sitero All rights Reserved".

Elisa Morea as Joan Smith

Hello Joan Smith. Welcome to Mentor!

Posted April 19th 2025

Sitero welcomes you to the new Mentor user interface. Here is a quick start guide for the new experience: [Introduction to Mentor Navigation](#)

System Links

Messages (archive of messages sent from within the Compliance Committees)

NYMC Compliance

General Medical & Behavioral IRB (GMB)
Oncology IRB (Onco)
Institutional Animal Care & Use Committee (IACUC)
Institutional Biosafety Committee (IBC)
Conflict of Interest (COI)

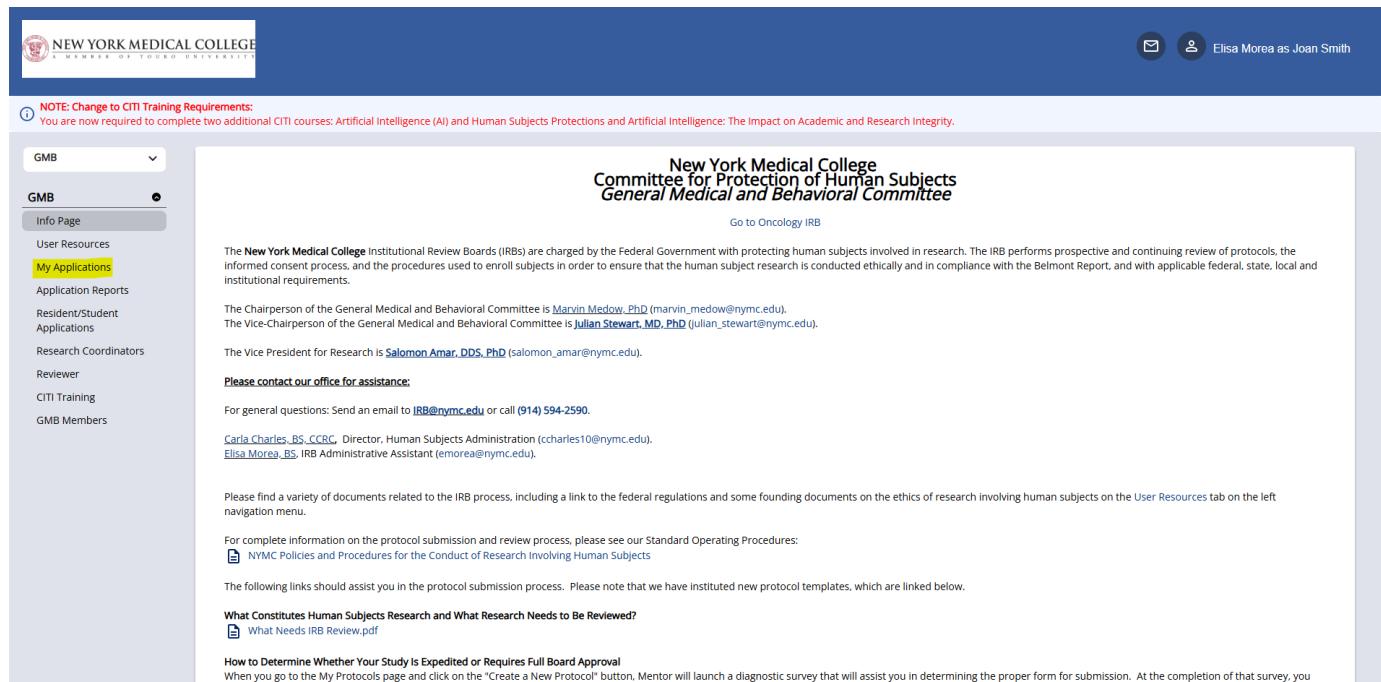
Contacts

help@touro.edu

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2. From the left panel, select “My Applications”.



NOTE: Change to CITI Training Requirements:
You are now required to complete two additional CITI courses: Artificial Intelligence (AI) and Human Subjects Protections and Artificial Intelligence: The Impact on Academic and Research Integrity.

New York Medical College Committee for Protection of Human Subjects General Medical and Behavioral Committee

Info Page

User Resources
My Applications
Application Reports
Resident/Student Applications
Research Coordinators
Reviewer
CITI Training
GMB Members

The New York Medical College Institutional Review Boards (IRBs) are charged by the Federal Government with protecting human subjects involved in research. The IRB performs prospective and continuing review of protocols, the informed consent process, and the procedures used to enroll subjects in order to ensure that the human subject research is conducted ethically and in compliance with the Belmont Report, and with applicable federal, state, local and institutional requirements.

The Chairperson of the General Medical and Behavioral Committee is [Marvin Medow, PhD](#) (marvin_medow@nycmc.edu). The Vice-Chairperson of the General Medical and Behavioral Committee is [Julian Stewart, MD, PhD](#) (julian_stewart@nycmc.edu). The Vice President for Research is [Salomon Amar, DDS, PhD](#) (salomon_amar@nycmc.edu).

Please contact our office for assistance:
For general questions: Send an email to IRB@nycmc.edu or call (914) 594-2590.

[Carla Charles, BS, CCRP](#), Director, Human Subjects Administration (cccharles10@nycmc.edu).
[Elisa Morea, BS](#), IRB Administrative Assistant (emorea@nycmc.edu).

Please find a variety of documents related to the IRB process, including a link to the federal regulations and some founding documents on the ethics of research involving human subjects on the [User Resources](#) tab on the left navigation menu.

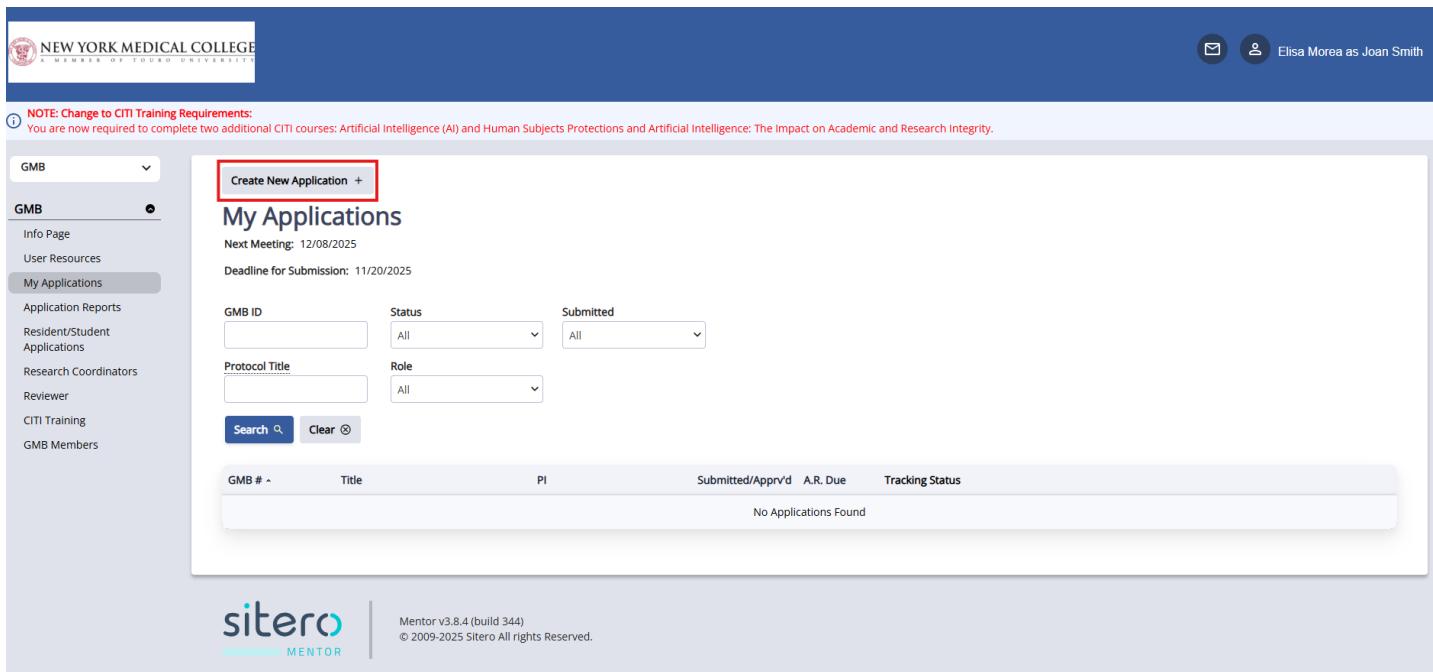
For complete information on the protocol submission and review process, please see our Standard Operating Procedures:
[NYMC Policies and Procedures for the Conduct of Research Involving Human Subjects](#)

The following links should assist you in the protocol submission process. Please note that we have instituted new protocol templates, which are linked below.

[What Constitutes Human Subjects Research and What Research Needs to Be Reviewed?](#)
[What Needs IRB Review.pdf](#)

[How to Determine Whether Your Study Is Expedited or Requires Full Board Approval](#)
When you go to the My Protocols page and click on the “Create a New Protocol” button, Mentor will launch a diagnostic survey that will assist you in determining the proper form for submission. At the completion of that survey, you

3. Select “Create New Application”.



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Create New Application +

My Applications

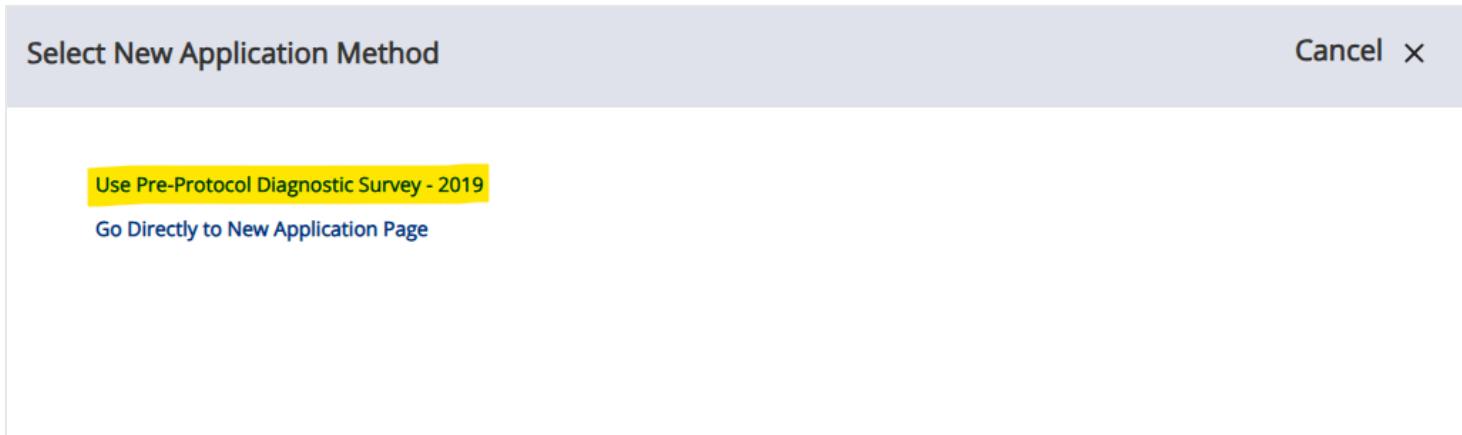
Next Meeting: 12/08/2025
Deadline for Submission: 11/20/2025

GMB ID	Status	Submitted			
<input type="text"/>	<input type="button" value="All"/>	<input type="button" value="All"/>			
Protocol Title	Role				
<input type="text"/>	<input type="button" value="All"/>				
<input type="button" value="Search"/> <input type="button" value="Clear"/>					
GMB #	Title	PI	Submitted/Apprv'd	A.R. Due	Tracking Status
No Applications Found					

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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 required Research Protocol or Project Proposal. To upload documents, select “**More**” then “**Upload Docs**” from the drop-down menu or click the “**Upload**” button under Files.

PI	Approval Status	Created	Received	Date of Completion	Approved	Final Approval	Set Date
General User , Assistant Professor - Faculty Obs Gyn	Exemption Exemption Requested (1) Educational Research Withdraw Application from Review	11/10/2025			Set Date	Date Closed	Set Date

Additional Application Forms

- > Personnel
- > Application Fields
- > (1) Educational Research Questions
- > Files

Upload . . .

8. Obtain all E-Signatures.
9. Click “Submit” when application is completed.