



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**”.

The screenshot shows the Mentor homepage for a user named Joan Smith. The top navigation bar includes the New York Medical College logo and the user's name. The left sidebar contains a dropdown menu for 'Home' and a list of options: Home, Grants, GMB, Onco, COI, IACUC, IBC, and Research Scholar. The main content area displays a welcome message and a quick start guide. The right sidebar contains 'System Links' and 'Contacts' sections.

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

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

NEW YORK MEDICAL COLLEGE
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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.

GMB

GMB

Info Page

User Resources

My Applications

Application Reports

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Research Coordinators

Reviewer

CITI Training

GMB Members

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

[Go to Oncology IRB](#)

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@nymc.edu).
The Vice-Chairperson of the General Medical and Behavioral Committee is [Julian Stewart, MD, PhD](#) (julian_stewart@nymc.edu).

The Vice President for Research is [Salomon Amar, DDS, PhD](#) (salomon_amar@nymc.edu).

Please contact our office for assistance:

For general questions: Send an email to IRB@nymc.edu or call (914) 594-2590.

[Carla Charles, BS, CCRG](#), Director, Human Subjects Administration (ccharles10@nymc.edu).
[Elisa Morea, BS](#), IRB Administrative Assistant (emorea@nymc.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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GMB

GMB

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Create New Application +

My Applications

Next Meeting: 12/08/2025

Deadline for Submission: 11/20/2025

GMB ID:

Status:

Submitted:

Protocol Title:

Role:

Search **Clear**

GMB # -	Title	PI	Submitted/Approv'd	A.R. Due	Tracking Status
No Applications Found					

sitero
MENTOR

Mentor v3.8.4 (build 344)
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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.

Select New Application Method
Cancel ×

Use Pre-Protocol Diagnostic Survey - 2019

[Go Directly to New Application Page](#)

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.

GMB

GMB

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Reviewer (1)

CITI Training

GMB Members

GMB Admin

GMB Setup

[Submit Application for Review](#)
[Edit](#)

More

Upload Docs

Print / Zip

(0) Tracking Status: No Status Recorded

Testing123

Scroll down to view protocol page to find protocol files and application sections.

⚠ Required Questions Not Answered
1 Signature Missing

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

Additional Application Forms
Required Questions Unanswered: 10

> Personnel

> Application Fields

> (1) Educational Research Questions
Date Last Updated : 11/10/2025 9:42 AM EST

▼ Files

Upload

Date	File name	Status	Report type
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8. Obtain all E-Signatures.
9. Click “Submit” when application is completed.