**each**

 Specialty Adult

 Account Guide

Admin Guide: Setting up SRC/IRB

1. Log in on the “Adult Approver App” using your admin account (starts with a ‘Z’).
2. Open the purple “Admin Account/Fair Director Tools” menu. It might take a few seconds to open, don’t get impatient with admin account actions, they are processing a lot more data than teacher accounts.
3. Select the task you want to complete and open that menu. With the admin menu open you should see two gray menus, one for SRC setup and one for IRB. The majority of the steps of setting up each of these are the same, so unless SRC or IRB are specifically noted, assume the steps apply to each.
4. Select your set-up option.You have three different options for set-up. Those areas in Lab Rat have more details, considerations, etc. than below. Note: the selected option “can” change, but changing this option after students have advanced to the SRC or IRB there will be complications.

Option 1: In-person review – You schedule a traditional in-person meeting for the reviewers. When you tell Lab Rat you are ready for the meeting, it will give you a setup like the IRB or the SRC chair. This will allow you to project the student projects on a screen during the meeting. They don’t receive accounts of their own and will add their signature during the meeting.

Option 2: Remote review – You set up the reviewers in Lab Rat by entering their name and email. They receive an email with their login information and contact info for their team members. Reviewers look at the projects independently and consult as needed. As always, SRC only need a signature from the chair, so the other SRC members do not have an approve option. All three IRB members need to come to a consensus about needed signatures, etc. They each sign separately and when they login they can see the current set of responses, which they can agree with or reach out to the other IRB members to discuss. The student isn’t “approved” until all three ISB signatures are in place. Reviewers get an email prompt when new projects request approval and students receive an email when their review is done.

Option 3: Use parent fair’s SRC/IRB – Sometimes a district fair will set up an SRC intended to cover the fairs below it in the process. If that is the case for you (talk to your district fair director – do not sign up for this option unless you have made that call).

1. Add members/ set up review teams.*This MUST be complete before teachers being approving projects, so take are of this asap.*
* Opt 1: In-person review - Select the Option 1 button. This queues up some of the programming for you to host the meeting and it provides a “Start SRC Meeting” button (same for IRB). When you click that, it will bring up a prompt to enter the SRC chair name and let them sign on your computer. For IRB, there are fields for each member’s name, degree/license, and signature.
* Opt 2: Remote review - Click the Option 2 button. That will bring up a section to enter the name, email address, and degree/license for each IRB member or to enter the name and mail for the SRC members (you must distinguish a chair for the SRC and that’s who will actually sign). Don’t fret getting titles exactly correct in the name or the degree for the IRB – those folks have the opportunity to edit when they login, but get them started as a prompt. When you click the ‘save and send’ button, it will immediately send emails to the reviewers, so please check with your people in advance so they know what the email is about and don’t ignore it.
* Opt 3: Use Parent Fair SRC/IRB – Click the option 3 button and it will bring up some information and a button to set your district SRC or IRB as your approver. You MUST check with the district fair director to confirm if this is an option for you and to ensure they have already set up their people. If their SRC is currently blank, yours will be too if you click to copy them.
1. Collecting approvals.Options 2 and 3 should be fairly smooth because they automatically receive instructions as well as prompts when students need their projects reviewed. Please check in with your SRC/IRB people to make sure they are on track.

Opt 1: In-person review - Option 1 is a little different. You will click on the “Start IRB Meeting” (or same for SRC). That will give you spots to enter the info for the reviewers. Make sure that is entered and saved. Then you will be notified that the green Section 3 section is set up to function like the reviewer instead of your normal account. You can advance from one project to the next for them and record their decision as you go. This works the same as the project review for the teacher account except that there are only dropdowns for pending approval projects (waiting on SRC/IRB approval) and approved projects, which the reviewers have already approved. You aren’t familiar with the teacher project review menu, you will likely have some experience before needing to run SRC or IRB meetings, but there will also be a help guide for teacher project review so check there if needed.

Opt 2 and 3: You don’t have a direct role after entering their names or importing from the district fair, but do please check in on your people to make sure they have received the email, still plan to participate, etc.

Admin accounts have other features, but this guide is specifically focused on SRC and IRB setup. Check out future guides and videos for more info.