

How to Access Messages in TC Mentor Institutional Review Board

Teachers College, Columbia University

A dark blue diagonal graphic that starts from the bottom left corner and extends towards the top right corner, covering the lower half of the slide.

Upcoming Events @TC

- Oct 14 Learning through Discussions 12:30 PM ↕
- Oct 14 Higher and Postsecondary Education MA Virtual Information Session 3:00 PM Online Register Admissions Event
- Oct 14 Higher and Postsecondary Education EdM/EdD Virtual Information Session Admissions Event

Previous Version of myTC Portal

The previous version of myTC will be available for use until the **end of October**.

Message Center

Post My Preferences My Posts Help More...

[-] Collapse All | [+] Expand All

1. Announcements

2. Managed Messages

International Services

Photo Directory

First Name

Last Name

Advanced Search Search

Academic Calendar

Previous Current (2019-2020) Upcoming

Autumn Term 2019

Please navigate to <https://my.tc.columbia.edu/> and click the **Faculty, Student, or Employee Resources** tab.

Navigate to the **Mentor IRB** button on the right hand side of the screen. Mentor IRB should open in a new page.

myTC TEACHERS COLLEGE COLUMBIA UNIVERSITY

Support Gmail Calendar Drive Canvas Library

Welcome Student Resources Employee Resources Support Resources

My Account

My Account Summary

Account Balance \$0.00

View eBill Enroll/Manage eRefund Make a Payment

Personal Information

TC Alert Signup My TC ID Number Update Emergency Contacts TC Gmail Terms of Agreement

Manage My UNI Account Update E-mail Addresses Update Addresses and Phones

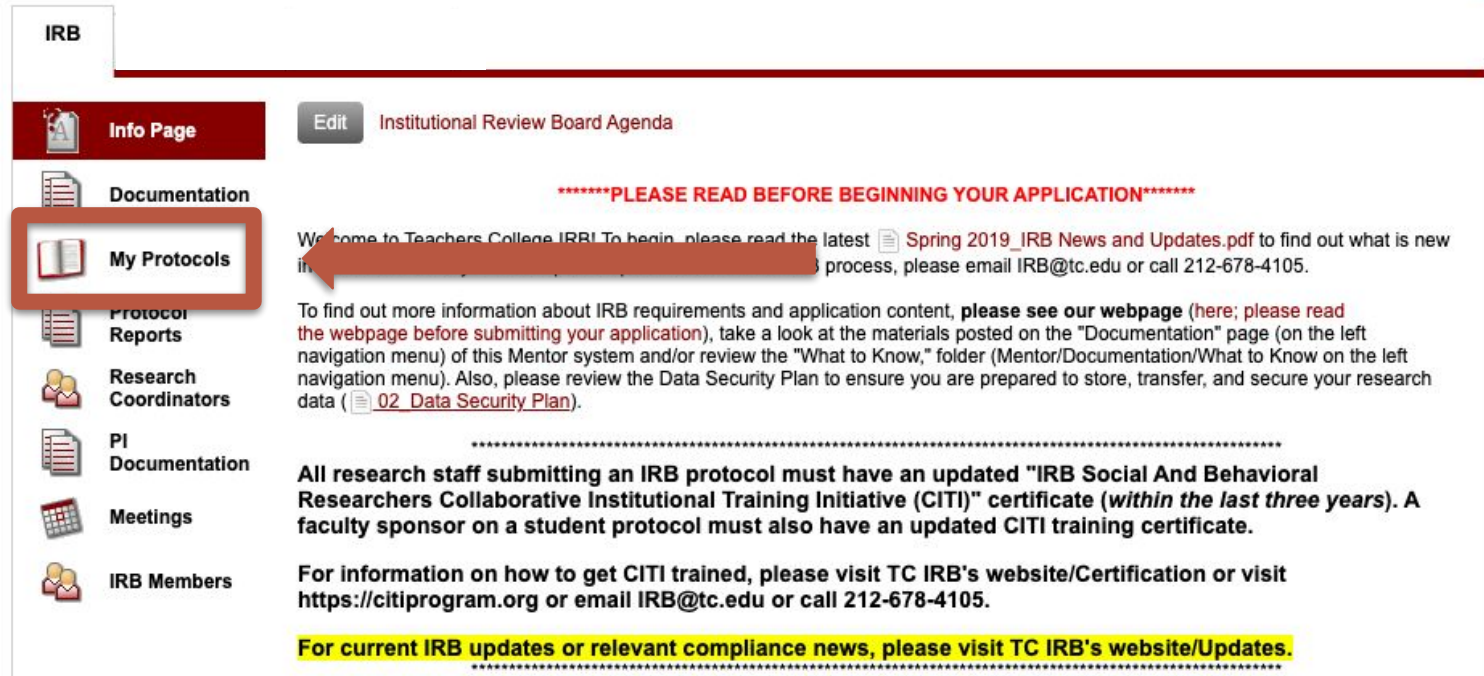
Human Subjects Research Protocol

Mentor IRB Office of Sponsored Programs (OSP)

Degree Audit

Track your progress towards your degree! Degree Audit

To access messages, click the **My Protocols** tab on the left hand sidebar.



IRB

Info Page Edit Institutional Review Board Agenda

Documentation *****PLEASE READ BEFORE BEGINNING YOUR APPLICATION*****

My Protocols Welcome to Teachers College IRB! To begin, please read the latest [Spring 2019_IRB News and Updates.pdf](#) to find out what is new in the process, please email IRB@tc.edu or call 212-678-4105.

Protocol Reports To find out more information about IRB requirements and application content, **please see our webpage** ([here; please read the webpage before submitting your application](#)), take a look at the materials posted on the "Documentation" page (on the left navigation menu) of this Mentor system and/or review the "What to Know," folder (Mentor/Documentation/What to Know on the left navigation menu). Also, please review the Data Security Plan to ensure you are prepared to store, transfer, and secure your research data ([02_Data Security Plan](#)).

Research Coordinators *****

PI Documentation **All research staff submitting an IRB protocol must have an updated "IRB Social And Behavioral Researchers Collaborative Institutional Training Initiative (CITI)" certificate (*within the last three years*). A faculty sponsor on a student protocol must also have an updated CITI training certificate.**

Meetings For information on how to get CITI trained, please visit TC IRB's website/Certification or visit <https://citiprogram.org> or email IRB@tc.edu or call 212-678-4105.

IRB Members **For current IRB updates or relevant compliance news, please visit TC IRB's website/Updates.** *****

Each message sent in Mentor will be associated with a specific protocol. Click on the protocol that the message is about.

IRB

Info Page

Documentation

My Protocols

Protocol Reports

Research Coordinators

PI Documentation

Meetings

IRB Members

Create New Protocol

My Protocols

Next Meeting: 04/15/2020

Deadline for Submission: 04/06/2020

All I am the PI, RC or Research Assis - Show all PI's -

Submitted All Primary

IRB #	Title	PI	Approved	A.R. Due
15-097	Math Learning and How to Do Math Pr...			
15-120				
15-184				
16-179				
16-331				
17-030				

Click on the **Messages** button in the upper right hand corner.

The screenshot shows a web interface for an Institutional Review Board (IRB). On the left is a navigation sidebar with the following items: IRB (header), Info Page (with a document icon), Documentation (with a document icon), My Protocols (highlighted in red with a book icon), Protocol Reports (with a document icon), Research Coordinators (with a person icon), and PI Documentation (with a document icon). The main content area has a header with three buttons: 'Research Coordinators', 'Print / Zip', and 'Terminate Protocol'. In the top right corner, a button labeled 'Messages (11) | Back' is highlighted with a red rectangular box. Below the header, the protocol title 'Math Learning and How to Do Math Problems' is displayed. A blue information banner contains the text: 'To submit post-approval continuing reviews, modifications, additional documents, and other required reports, please use the sub-tabs found at the bottom of this page.' Below the banner, the protocol details are shown: 'Admin Protocol ID 15-097', 'Panel PI', 'PI Type', and 'Faculty Sponsor'.

IRB

Info Page

Documentation

My Protocols

Protocol Reports

Research Coordinators

PI Documentation

Research Coordinators

Print / Zip

Terminate Protocol

Messages (11) | Back

Math Learning and How to Do Math Problems

To submit post-approval continuing reviews, modifications, additional documents, and other required reports, please use the sub-tabs found at the bottom of this page.

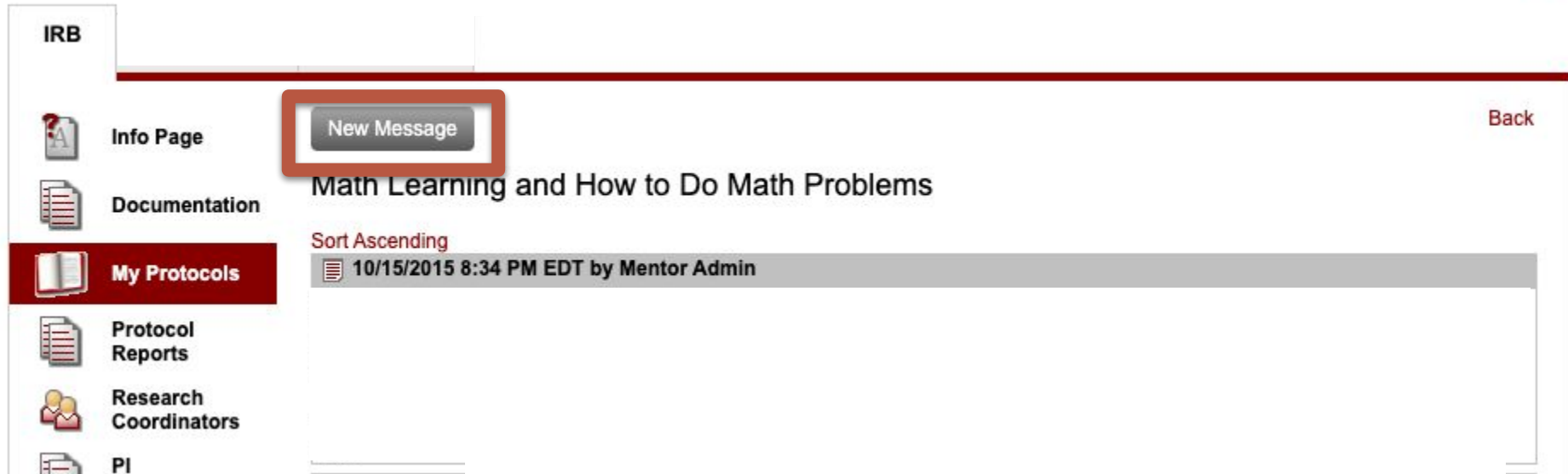
Admin Protocol ID 15-097

Panel PI

PI Type

Faculty Sponsor

Click the **New Message** button in the left hand corner to send a message.



The screenshot displays a web interface for an IRB system. On the left, a vertical navigation menu includes the following items: IRB, Info Page, Documentation, My Protocols (highlighted in a dark red bar), Protocol Reports, Research Coordinators, and PI. In the main content area, a 'New Message' button is highlighted with a red rectangular box. Below the button, the text 'Math Learning and How to Do Math Problems' is visible. To the right of the main content area, there is a 'Back' link. Below the main content area, there is a section for sorting and a message entry: 'Sort Ascending' and '10/15/2015 8:34 PM EDT by Mentor Admin'.

If you have questions or concerns about the rights of a research subject, you should contact the Institutional Review Board (IRB) (the human research ethics committee) at 212-678-4105 or email IRB@tc.edu or you can write to the IRB at Teachers College, Columbia University, 525 W. 120th Street, New York, NY 10027, Box 151. The IRB is the committee that oversees human research protection for Teachers College, Columbia University.