

## Getting Started with the Cooper Institutional Review Board (IRB)

This document is intended for all investigators who plan to participate in human subject research at Cooper University Hospital. It outlines the initial steps you will need to take prior to submitting a study for IRB review, and will point you to various documents on the IRB Intranet page that you may need.

If you are new to research at Cooper, please follow the steps below. If you have previously been involved in research, you may have already completed some of these steps and are well on your way to submitting your own research project!

### A. Complete the required CITI Education

The Cooper IRB requires all investigators to complete the CITI Course "All Investigators and Other Study Personnel - Human Subjects" modules affiliated with Cooper University Hospital. To ensure you complete the appropriate courses, please review the [CITI Education Requirements and Instructions](#) document.

### B. Obtain access to Axiom Mentor

All investigators involved in research at Cooper require a user account in Mentor, the web-based platform through which all research projects at Cooper are submitted to the IRB.

#### Cooper Employees (you must use your Cooper email address):

Cooper employees automatically have an Axiom Mentor account once they have been provisioned by Human Resources (through Lawson). Users may access Mentor from the Cooper PULSE page ([pulse.cooperhealth.edu](http://pulse.cooperhealth.edu)) under "Frequently Used Links"> Axiom Mentor (IRB).

Mentor can also be accessed through the link below. If requested, the institution id is: **cooperhealth**

**Mentor log in (Cooper):** <https://www.axiommentor.com/login/shibLogin.cfm?i=cooperhealth>

### External Users

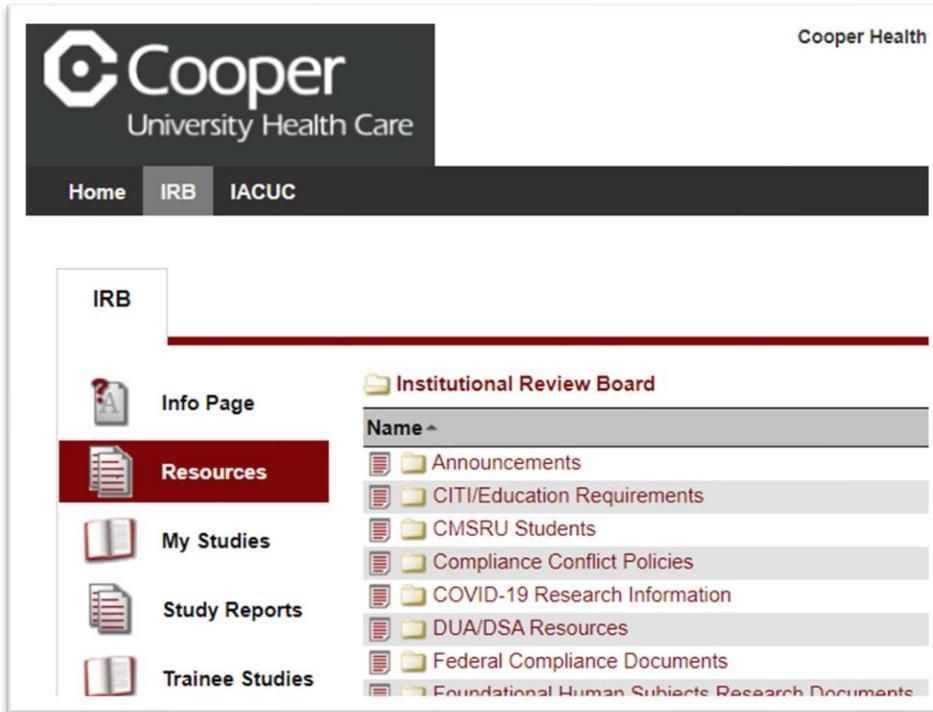
If you are an external user and do not have an Axiom Mentor account, please review the following document [External Users Obtaining an Axiom Mentor Account](#) and follow the instructions that pertain to you.

Once you have an Axiom Mentor account, you may access Mentor through the link below, using the username (email address) and password selected when you registered for the account. If you forgot which email you used to set up your account, please email [IRBOnlineHelp@cooperhealth.edu](mailto:IRBOnlineHelp@cooperhealth.edu). If you forgot your password, please click 'forgot password' from the page that this link will bring you to.

**Mentor log in (External Users):** <https://www.axiommentor.com/login/axlogin.cfm?i=cooperhealth>

C. Explore the IRB Resources relevant to the study you wish to submit

Once you have access to Mentor, we encourage you to visit the **Resources** page (in the IRB tab) for instructional videos, documents and templates that will help you navigate Mentor and understand how to submit various types of studies to the IRB. See screengrab below.



Another good place to pause is the **Info Page** (also in the IRB tab), where you will find announcements to the research community and the [Schedule of IRB Training Sessions](#).

If you have questions along the way, email the Cooper IRB at [IRBOnlineHelp@CooperHealth.edu](mailto:IRBOnlineHelp@CooperHealth.edu).

Version history	
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