NAU
New Project Submission

Guidance for creating a new project
Go to IRBNet

Website address: https://www.irbnet.org/release/index.html
Login to your account

Enter your Username and Password and select Login
Select *Create New Project*
1. Under **Title** enter the title of the new submission.
2. Under **Local Principal Investigator** enter the local Principle Investigators name.
3. Under **Keywords** enter any unique keywords that pertain to your project.
4. Under **Sponsor** enter the name of the projects’ funder
5. Under **Internal Reference Number** enter an account number, as applicable.
6. Select **Continue**
Designer
Under Step 2 select Add New Document

[866603-1] Creating a New Project in IRBNet

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.
Select a Library: Northern Arizona University IRB, Flagstaff, AZ
Select a Document: Instructions for students

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team’s Training & Credentials to your package.
Documents in this Package:

There are currently no documents in this package.

There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records | Add New Document
Attach Document

Select Add under On-Line Document

[866603-1] Creating a New Project in IRBNNet

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type *

Description

File *

* required fields

Attach [Attach Document] Cancel

You may also use the Document Wizards to create documents on-line. Documents that you create on-line are automatically attached in PDF format.

IRBNet Document Wizard

Read the instructions and select Next

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NAU - Research Application - [866603-1] Creating a New Project in IRBNet

Jump To: [Instructions for Researchers] [Jump]

Instructions for Researchers *

Welcome to the NAU - Research Application. Northern Arizona University's IRB is continually incorporating best practices and regulatory changes that occur in the area of human subjects research. It is the responsibility of the researcher to be aware of current rules, regulations and policies, and to use the most current forms and templates when applying to the IRB.

All investigators and faculty advisors need to have their CITI Training and CV listed under the "Training & Credentials" in your "User Profile" so that you can "Link Training Records" for any research that they conduct. Please be aware that any CV's attached in your User Profile is only good for one year and will need to be updated. CITI Training needs to have been completed within the last three years. If you are having trouble figuring out how to add these documents instructions on how to do this can be found in the Forms and Templates library in a PowerPoint labeled "Uploading CITI & CV." If you have issues please contact the HSRO office at 928-523-9551.
IRBNet Document Wizard

Fill out as directed and select *Next*
Additional Personnel

Are there additional personnel? Select Yes or No and proceed to Next.
General Information

Fill out as directed and proceed to Next

General Information

Number of Open Human Research Studies *
How many Human Research studies does the PI have open?

1

Number of Research Staff *
How many research staff will be involved in the Human Research?

2

Expected Project Length *
What is the expected length of this project?

2 Years

Consent and PHI Authorization Storage Location *
Where will original signed consent and PHI Authorization documents be stored (building name and room)?

Education 201

Consent Maintenance Length After Conclusion *
How long will consents be maintained after conclusion of the project?

- 5 years (NAU standard)
- 5 years after child reaches 18
- Other

Consent Maintenance Length After Conclusion - Other
If you selected "Other," please explain:

Save and Exit  Preview  Next
Funding Source

Is this project funded? Select Yes or No and proceed to Next.
If you answered Yes you will be taken to this page. Fill out as directed and select Next.
**If you answered No please proceed to the next slide.
Form Complete

Read the instructions very carefully. Once you have read the directions, select Save and Exit.
You are now back to the *Designer* page. Under *Step 1, Select a Document*, you will find the template forms such as the consenting documents to help you assemble your complete package. Download any document that you need to complete your submission.
Documents needed for a typical prospective study:

Please note: some of these documents may not be applicable to your specific study. This is an outline for a typical prospective study.

- Project Narrative**
- List of Project Personnel**
- Informed Consent Documents**
- Copies of Data Collection Materials (surveys, questionnaires, interview questions, etc.)
- Participant Materials (instructions, letters, emails, thank you cards, etc.)
- Recruitment Materials (scripts, email, letter, etc.)
- Cover-to-Cover copy of the Grant Application or Award Letter
- Site Authorization for sites where you plan to conduct your research.

**These documents can be downloaded from the templates under Step 1 of the Designer Page.
Designer

When you have all of your documents ready for upload, you will need to add them. Select Add New Document
1. Under Document Type select the option that best fits the document you wish to upload.

2. Under Description type in the document name.

3. Under File select Browse to find the document you wish to upload.

4. Select Attach.
Upload Complete

You have now uploaded this document. Repeat these steps for each additional document you wish to add.
This is how a typical new project submission will look once all documents have been uploaded. You are now ready to finalize your submission.
Finalizing Your Submission

Step 1: Sharing your project. For detailed instructions, please see *Sharing the Document* PowerPoint.

### Step 1:
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Select a Document: 1 Instructions for students

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<td><strong>Budget</strong></td>
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<td>02/05/2016 01:57 PM</td>
</tr>
<tr>
<td><strong>Consent Form</strong></td>
<td>Consent Adult v2016-02-04</td>
<td>02/05/2016 01:32 PM</td>
</tr>
<tr>
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<td>Recruitment Script</td>
<td>02/05/2016 01:56 PM</td>
</tr>
<tr>
<td><strong>Other</strong></td>
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<tr>
<td><strong>Protocol</strong></td>
<td>Project Narrative for Application</td>
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There are no Training & Credentials records linked to this package.
Finalizing Your Submission

Step 2: Link your credentials. Select Link on the Designer page

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There are no Training & Credentials records linked to this package. | Link/Un-Link Training Records |

Add New Document
Finalizing Your Submission

Select the boxes under *Link* to add your CV and CITI training, then select *Save*.

*Please note: If nothing appears under these columns, it means you have not yet uploaded your credentials. For detailed instructions, please see the *Uploading CITI & CV PowerPoint*. 
Finalizing Your Submission

Step 3: Sign your submission. Select *Sign this Package* on the *Designer* page.
Finalizing Your Submission

Under the dropdown select your applicable research role and select *Sign*
Finalizing Your Submission

You will need to re-enter your Username and Password to officially sign. Select Continue.
Finalizing Your Submission

Step 4: Submitting your Project. You are now ready to submit. Select *Submit this Package*
[866603-1] Creating a New Project in IRBNet

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Only show My Default Boards

Northern Arizona University IRB, Flagstaff, AZ

* Select a Board *

* required fields

[Continue] [Cancel]
Finalizing Your Submission

Select Submit

Submit Package

[866603-1] Creating a New Project in IRBNet

The following users at Northern Arizona University IRB will be automatically notified of your submission:
- Anderson, Rachel
- Irb, University of Arizona
- IRB Office, Nau
- Mattila, Sadie
- Trotter, Robert

Submission Type: *
New Project

You may also specify additional comments to be included in this notification.

Your Comments:
THIS IS A TEST.

Submit Cancel
Your New Project is now Submitted for Review.

You will be notified by the IRB shortly with any revision requests or a determination. You may now log out of IRBNet.
Questions?

• Contact us at IRB@nau.edu