NAU
Continuing Review Process

Guidance for submitting a renewal
Log Into your Account

Website address: https://www.irbnet.org
IRBNet Website Page
Welcome to the Home Page of IRBNet
Searching
Search for the project, by its IRBNet ID
Select Search

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search: 866500
Search By Tag:
Search
Clear
Selecting

The project will pull up.
Select the Project under, *Project Title*.
Select the *Project History* Tab
Select the **Create New Package**
You have now created a new package
Select the *Designer* Tab
Designer

After you have selected Designer, you will get directed to the Designer page.
Step 1

Under, Select a Document, Select: Continuing Review Form and select: Download.

By selecting Download, the Continuing Review Form, will appear for usage.

* Please note: If you are Concluding your Project, please select, Project Closure Documentation, and the Conclusion Form will appear for usage.
Process: Step 2

After you have filled out the Form, it's now time to add the document for submission.
To add your document, select *Add New Document*.

---

**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.

New and Revised Documents in this Package:

*There are currently no documents in this package.*

There are no Training & Credentials records linked to this package. |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. Learn more.

Add New Document (When should I do this?)

OR
Process: Step 2

After selecting, *Add New Document*, it will direct you to a similar page.
Process: Step 2

In, Document Type, Select: Continuing Review/Progress Report.
Under File, add your completed Continuing Review Form that was downloaded on Slide 7.
Once Finished, Select Attach.

*Please note: If you are concluding your project, you would select, Closure/Final Report, instead of Continuing Review/progress Report. All additional steps apply.
Process: Step 2

Please repeat Slides 8-9, if you are adding Consent Forms with your Renewal. This time, instead of selecting, *Continuing Review/Progress Report*, Please select: *Consent Form*. Add the consent forms, under *File*. Select, *Attach*.

*Please note: there are selections for *Assent* and *Parent Permission* forms. Please use if appropriate.*
Process: Step 2

After you have finished loading your attachments, you will get directed back to the Designer page. You will be able to see all attachments listed.

---

**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.

New and Revised Documents in this Package:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Assent</td>
<td>Consent Form.docx</td>
<td>02/05/2016 10:40 AM</td>
</tr>
<tr>
<td>Consent Form</td>
<td>Consent Form.docx</td>
<td>02/05/2016 10:39 AM</td>
</tr>
<tr>
<td>Continuing Review/Progress Report</td>
<td>Renewal.docx</td>
<td>02/05/2016 10:39 AM</td>
</tr>
</tbody>
</table>

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

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. **Learn more.**

[Add New Document](#)  
*(When should I do this?)*
Process: Step 3

you will need to link your Training and Credentials next.
Select Link/Un-Link Training Records
Process: Step 3

Once you have selected, Link, it will direct you to the Link Training & Credentials page. Please select the Boxes under Link. Select Save.

*Please note: If nothing has pop up under these columns, it means you have not yet uploaded your Credentials yet. Please see the, Uploading Citi & CV, Power Point on how to do so.
Process: Step 4

The next step is to *Sign this Package.*
Please select: *Sign this Package*, found on the left hand side.
Process: Step 4

Select the downward arrow, a listing of titles will appear.
Please select, Principal Investigator.
Please select, Sign, once you are ready to sign the submission.
Process: Step 4

Once you select, *Sign*, you will be asked to verify your IRBNet username and password before you may continue. Please Verify.
Once you have added in your verification, you will see confirmation as below. On the left hand side, please select, *Share this Package*, to the IRB.

*Please reference the, *Sharing the Document*, PowerPoint on the steps on how to Share.
*Students must share their applications with their Advisors.
*All applications must be shared between the U of A and NAU’s IRB’s.
Process: Step 5

Once you have shared the project, please select, *Submit this Package*, to formalize your submission.

I Andi Encinas, as [ ], certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to **Designee Signature Mode**.

This package has been signed by:

<table>
<thead>
<tr>
<th>Date</th>
<th>Signed By</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/05/2016 10:43 AM</td>
<td>Andi Encinas</td>
<td>Principal Investigator</td>
</tr>
</tbody>
</table>
Process: Step 5

Once you have selected, *Submit this Package*, it will send you to a page similar to this.
Select, *Northern Arizona University IRB, Flagstaff, AZ.*
Select *Continue.*
Process: Step 5

Once you have selected, *Continue*, it will bring you to a page similar to this. On Submission Type, select, *Continuing Review/Progress Report*. *If you are Concluding your Project, please select, *Closure/Final Report.*
If there are any additional comments you wish to include, you may do so at this time. Once completed, select *Submit.*
Process: Step 5

You have now completed your package and a Submission Confirmation will display.

Submission Confirmation - [866500-2] Final

This package has been successfully submitted for review.

Submitted by Andi Encinas to Rachel Anderson; University of Arizona Irb; Nau IRB Office; Sadie Mattila; Robert Trotter; at Northern Arizona University IRB, Flagstaff, AZ on 02/05/2016.

These users will automatically receive notification of this submission.

Return to the Project Overview.
Questions?

Contact us at IRB@nau.edu