How to Submit a New Application (as a Student)

NOTE: The First three (3) sections of the Application will consist of what is called the “Study Shell.” The information captured in these areas will be integrated into different areas of the system.
Adding Department - Search Window

Select the Department(s) that you would like to filter by; then click here. You may also filter these results by searching for Institution Name, Department Name, Department Code or School Code on the input boxes.

Result(s) found:

You can search for the department(s).

This window will pop up if you select "Add."

Select a Dept. then

Select to go to the next section

3.0 Please add all departments associated with your study.

2.1 List departments associated with this study:

STEP 4: Add Study Personnel.

To search for a user, use the filters and select "Find" to search the database.

Directory Browse/Find:

To add the user, select the green checkmark.
NOTE: Now that the “Study Shell” is complete, the next section (Section 4) will begin the IRB Application.

NOTE: Now that the “Application” is complete, the next part is the Submission Packet. This is equivalent to the Manila envelope that gathers all the components of the Study into one submission to the Board for Review.
THE IRB APPLICATION IS NOW SENT TO THE PI TO REVIEW AND SUBMIT

(see the end of the “How to submit a New Application (as a PI)” User Guide)