NOTE: The First three 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.

STEP 1: Create a New Study

STEP 2: Fill out both fields then...

STEP 3: Add department(s) associated to the study. By default, the department associated to the individual filling out the Application will appear in the department table.
Adding Department - Search Window

You can search for the department(s).

Select a Dept. then

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

Select to go to the next section

STEP 4: Add Study Personnel.

To search for a user, use the filters and select "Find" to search the database.
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.
STEP 6: Begin completing the Submission Packet. This area will allow the PI to add the Lay Summary, access to the Application (if they need to go back and review), upload Informed Consent and upload Study Documents.

If at any point you want to go back into certain sections of the Submission Packet, simply click on the Section.

Once the Submission Packet is complete you may Signoff and Submit your Study.

If you Exit Form, your work will be saved and you may return and submit your Application at a later time.

Does this submission require additional routing for approval?

Select

Then
THE IRB APPLICATION IS NOW COMPLETE

IF A STUDENT IS FILLING OUT THE APPLICATION, PLEASE SEE BELOW TO COMPLETE YOUR TASK AS THE PI.

From the home screen, the Tasks table will display all your tasks. Select the “Waiting Submission” task to Review and Signoff on the IRB Application.
The IRB application is now complete.