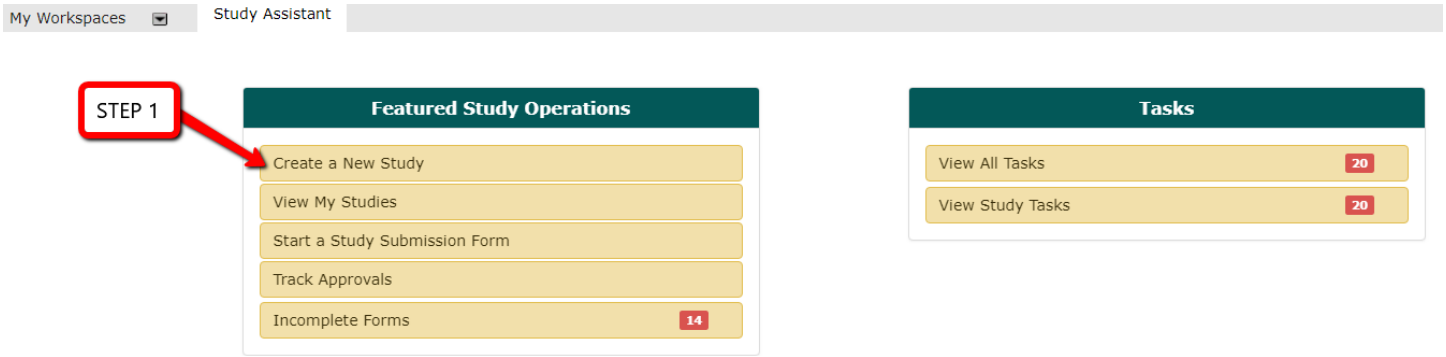
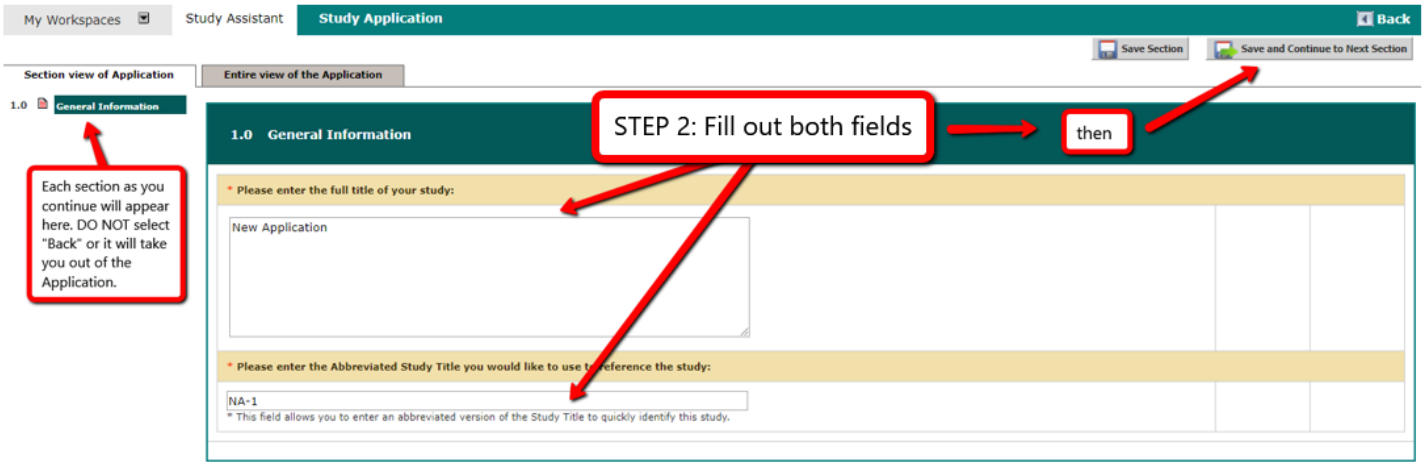
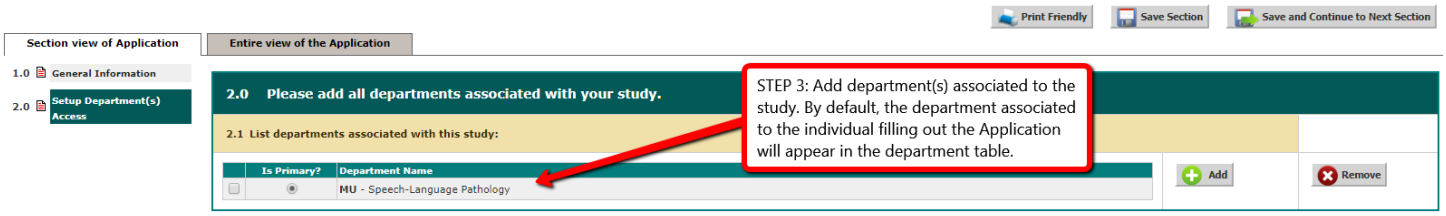
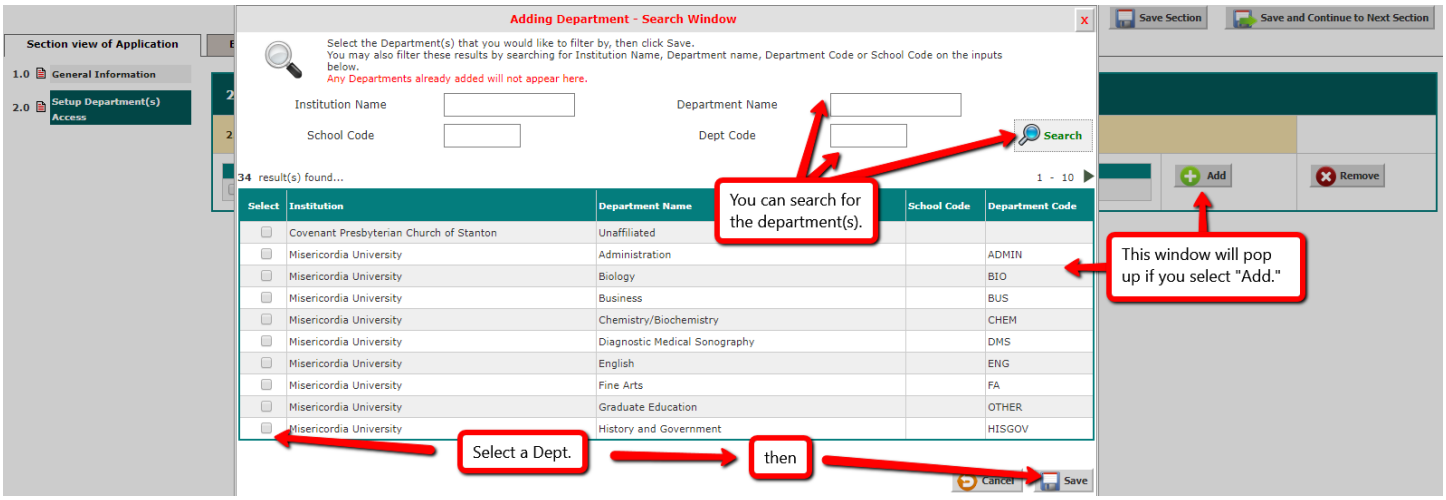
How to Submit a New Application (as the PI)

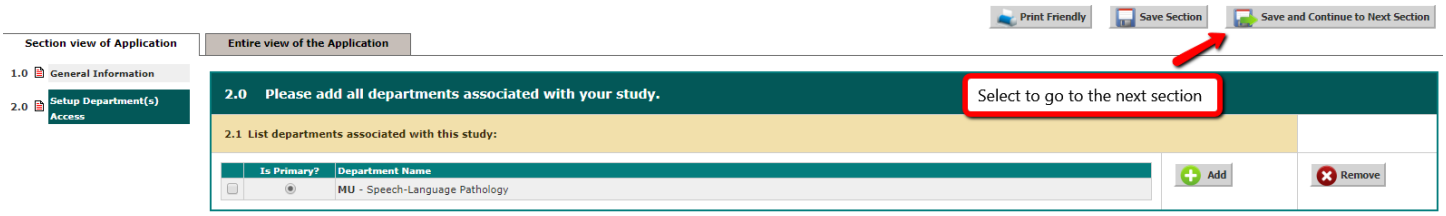


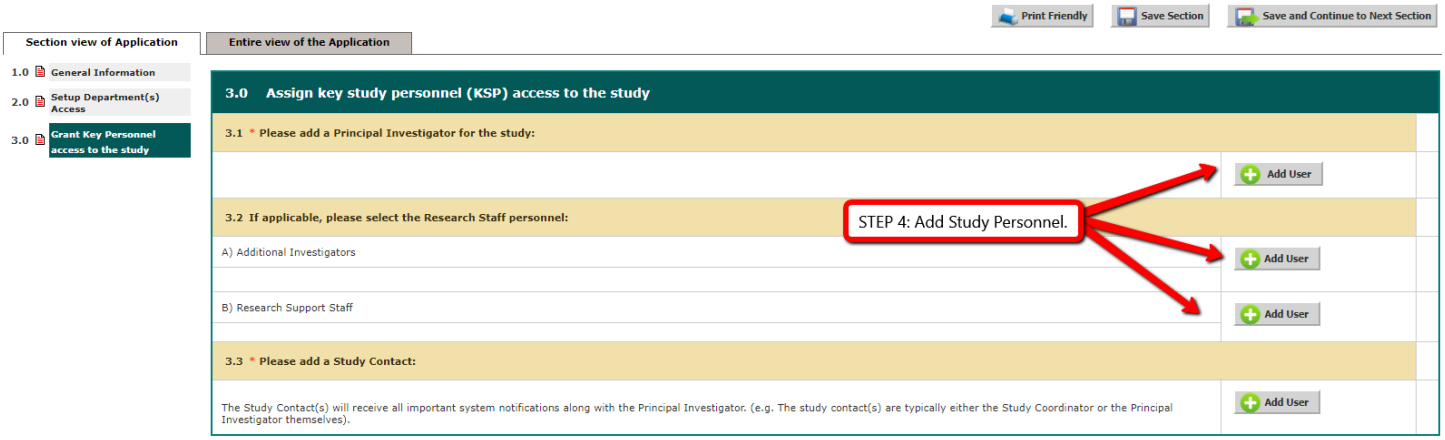
NOTE: The First three sections of the Application will consist of what is called the "Study Shell." The information captured in these areas will be integrated into different areas of the system.

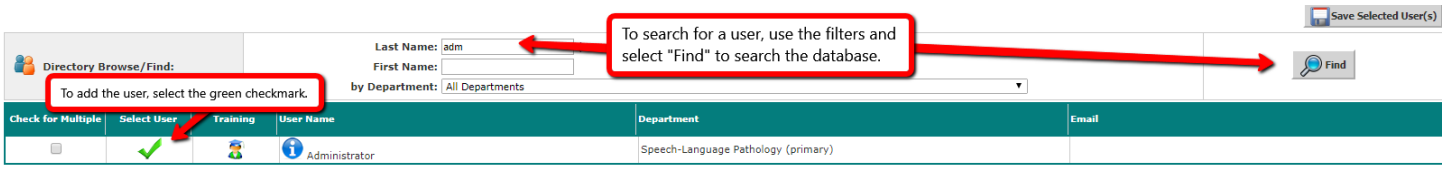


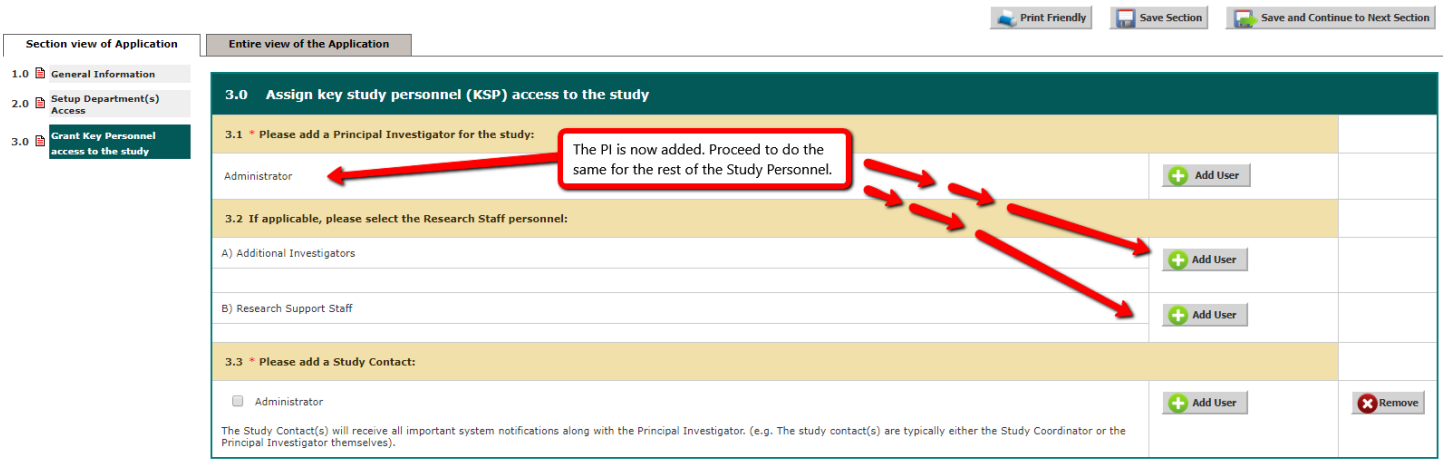



Adding Department - Search Window
Select the Department(s) that you would like to filter by, then click Save.
You may also filter these results by searching for Institution Name, Department name, Department Code or School Code on the inputs below.
Any Departments already added will not appear here.
Institution Name
Department Name
School Code
Dept Code
Search
34 result(s) found...
1 - 10
Select
Institution
Department Name
School Code
Department Code
Covenant Presbyterian Church of Stanton
Unaffiliated
Misericordia University
Administration
ADMIN
Biology
BIO
Business
BUS
Chemistry/Biochemistry
CHEM
Diagnostic Medical Sonography
DMS
English
ENG
Fine Arts
FA
Graduate Education
OTHER
History and Government
HISGOV
Cancel
Save
Save Section
Save and Continue to Next Section
Add
Remove
Section view of Application
1.0 General Information
2.0 Setup Department(s) Access
You can search for the department(s).
This window will pop up if you select "Add."
Select a Dept.
then

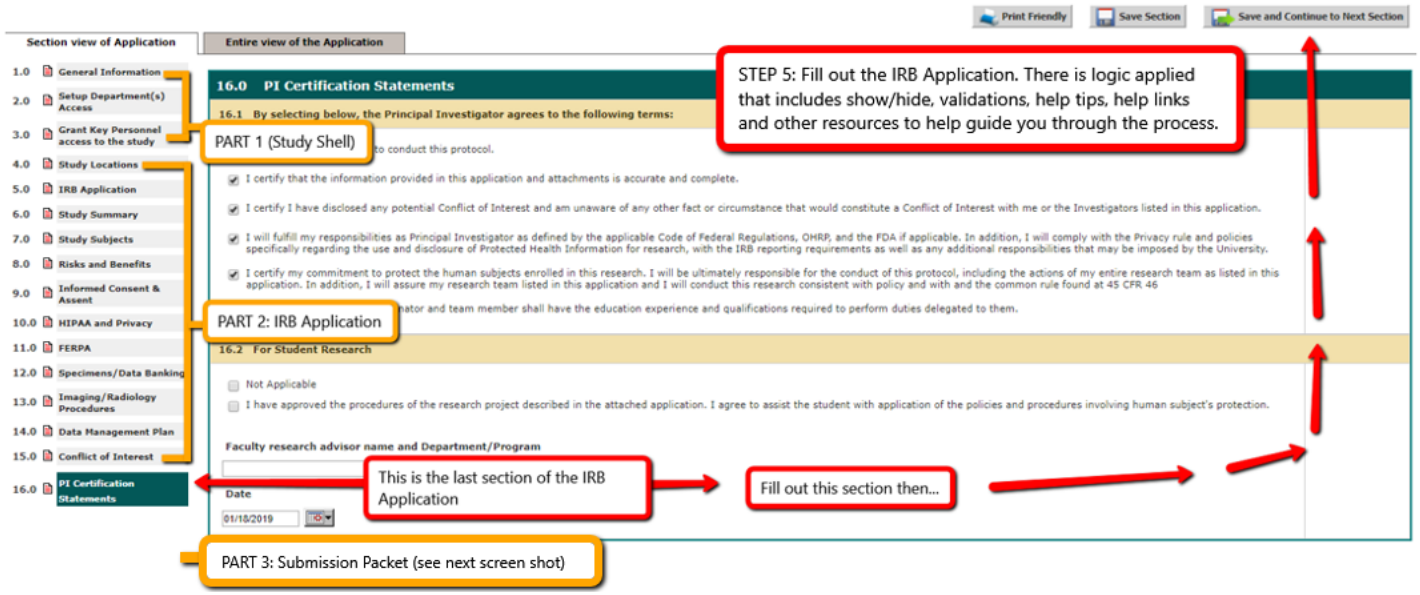

Print Friendly
Save Section
Save and Continue to Next Section
Section view of Application
Entire view of the Application
1.0 General Information
2.0 Setup Department(s) Access
2.0 Please add all departments associated with your study.
Select to go to the next section
2.1 List departments associated with this study:
Is Primary?
Department Name
MU - Speech-Language Pathology
Add
Remove


Print Friendly
Save Section
Save and Continue to Next Section
Section view of Application
Entire view of the Application
1.0 General Information
2.0 Setup Department(s) Access
3.0 Grant Key Personnel access to the study
3.0 Assign key study personnel (KSP) access to the study
3.1 * Please add a Principal Investigator for the study:
Add User
3.2 If applicable, please select the Research Staff personnel:
STEP 4: Add Study Personnel.
A) Additional Investigators
Add User
B) Research Support Staff
Add User
3.3 * Please add a Study Contact:
The Study Contact(s) will receive all important system notifications along with the Principal Investigator. (e.g. The study contact(s) are typically either the Study Coordinator or the Principal Investigator themselves).
Add User

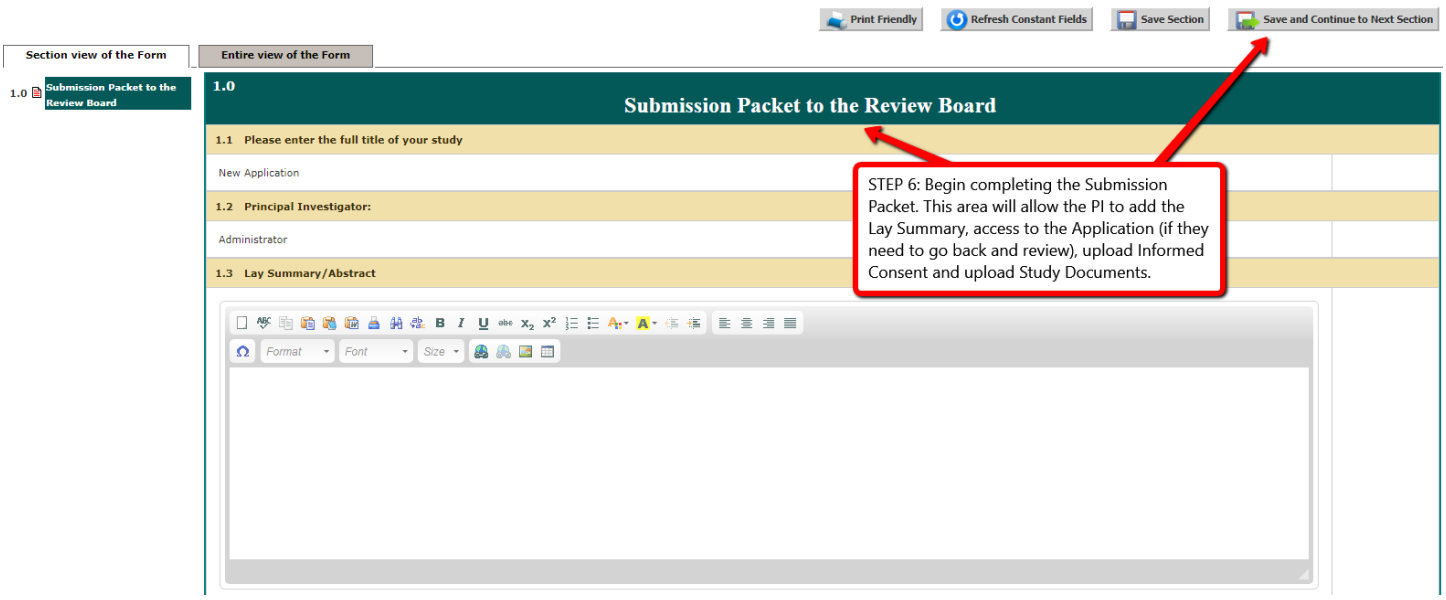

Save Selected User(s)
Directory Browse/Find:
Last Name: adm
First Name:
by Department: All Departments
Find
To search for a user, use the filters and select "Find" to search the database.
To add the user, select the green checkmark.
Check for Multiple
Select User
Training
User Name
Department
Email
Administrator
Speech-Language Pathology (primary)

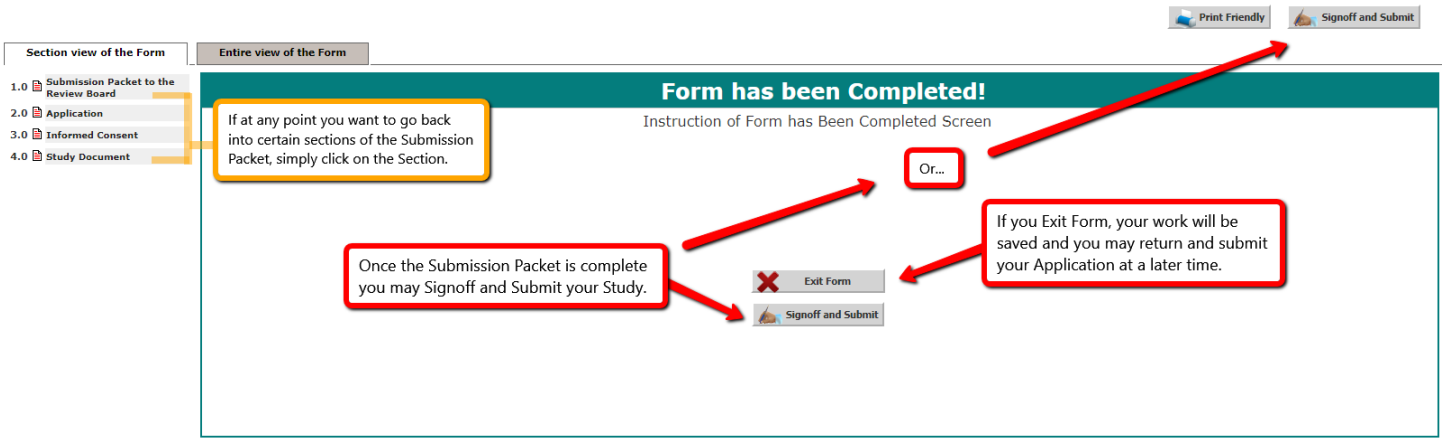


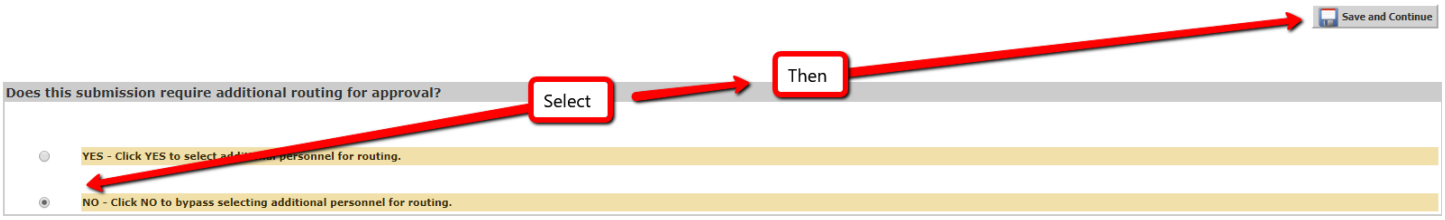
NOTE: Now that the "Study Shell" is complete, the next section (Section 4) will begin the IRB Application.

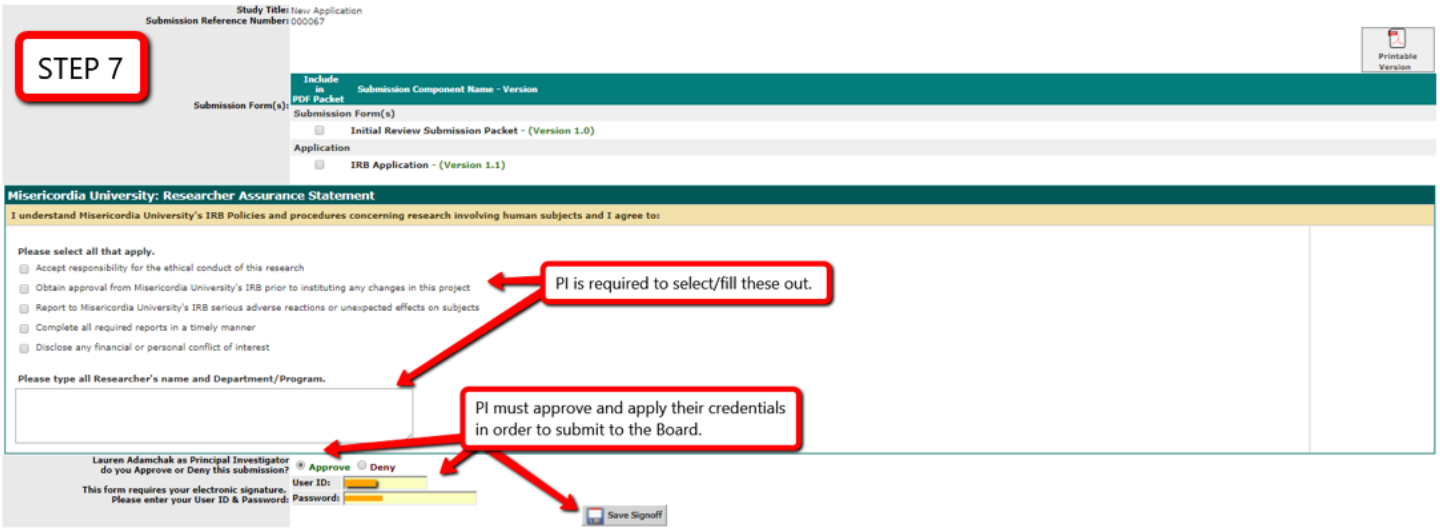


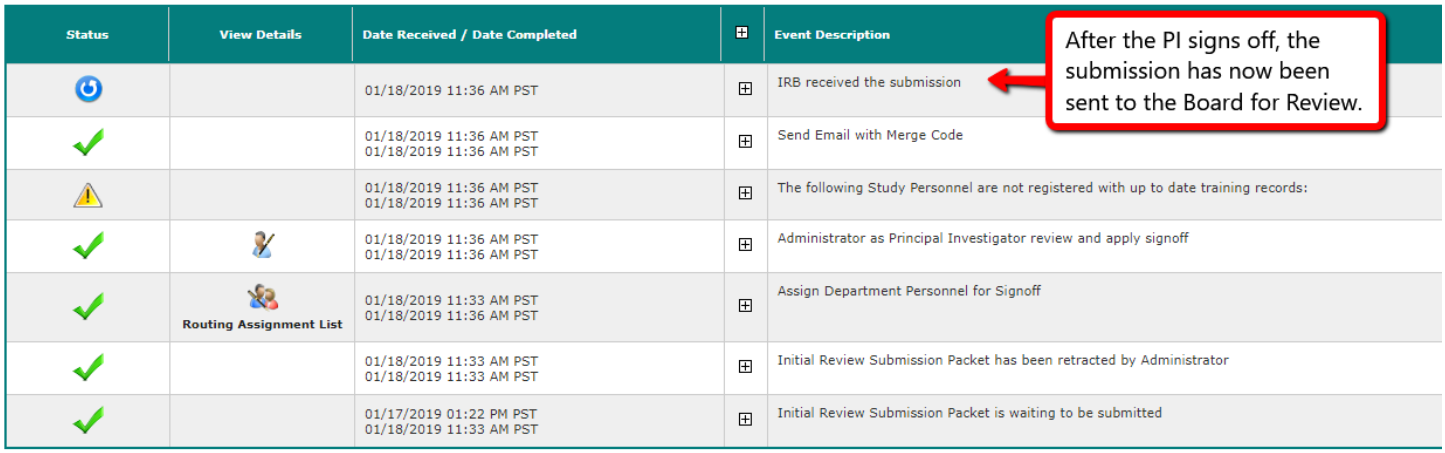
NOTE: Now that the "Application" is complete, the next part is the Submission Packet. This is equivalent to the Manila envelope that gathers all the components of the Study into one submission to the Board for Review.


Print Friendly
Refresh Constant Fields
Save Section
Save and Continue to Next Section
Section view of the Form
Entire view of the Form
1.0 Submission Packet to the Review Board
1.0
Submission Packet to the Review Board
1.1 Please enter the full title of your study
New Application
1.2 Principal Investigator:
Administrator
1.3 Lay Summary/Abstract
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.


Print Friendly
Signoff and Submit
Section view of the Form
Entire view of the Form
1.0 Submission Packet to the Review Board
2.0 Application
3.0 Informed Consent
4.0 Study Document
If at any point you want to go back into certain sections of the Submission Packet, simply click on the Section.
Form has been Completed!
Instruction of Form has Been Completed Screen
Or...
Once the Submission Packet is complete you may Signoff and Submit your Study.
Exit Form
Signoff and Submit
If you Exit Form, your work will be saved and you may return and submit your Application at a later time.

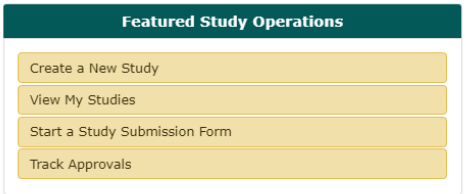

Save and Continue
Then
Select
Does this submission require additional routing for approval?
YES - Click YES to select additional personnel for routing.
NO - Click NO to bypass selecting additional personnel for routing.

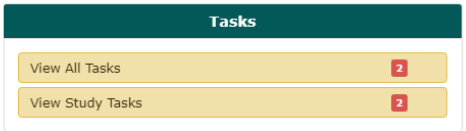


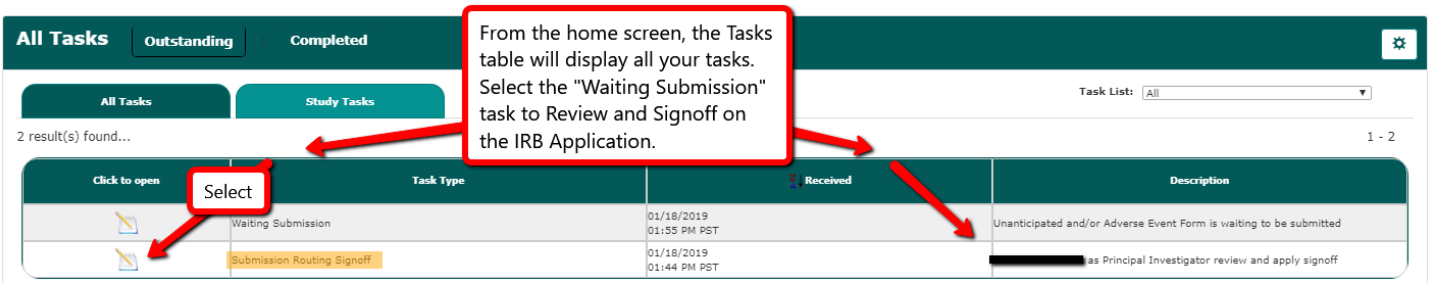


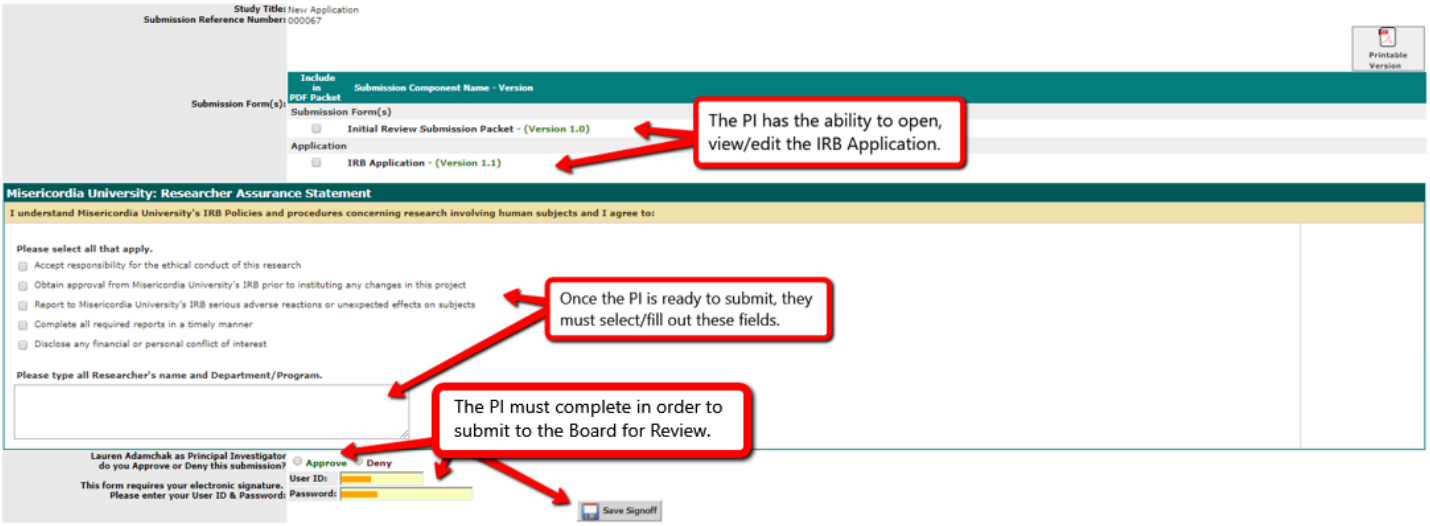
THE IRB APPLICATION IS NOW COMPLETE

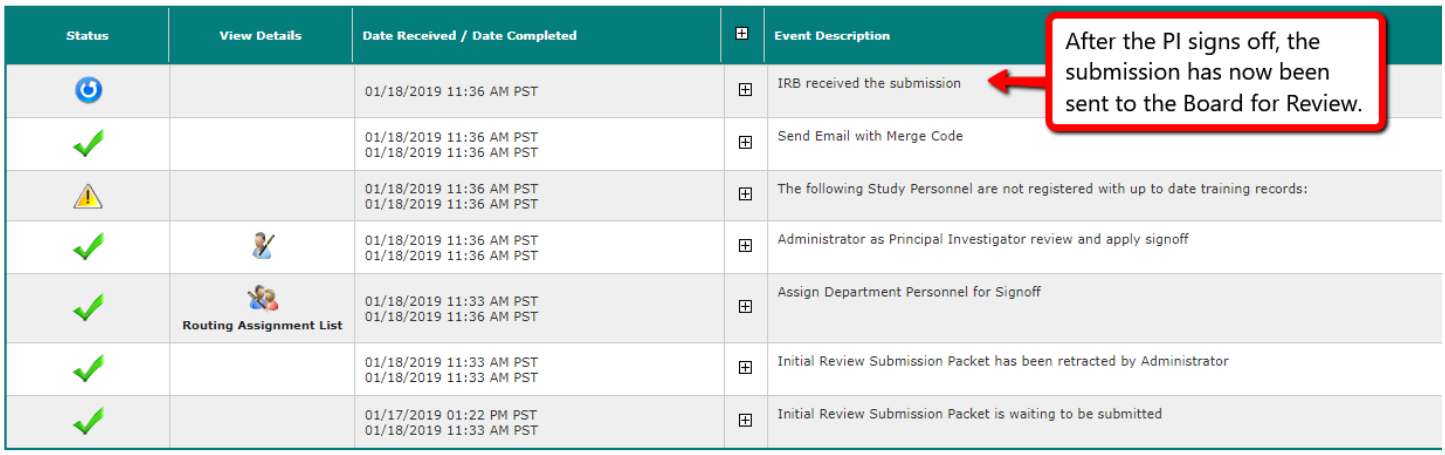
IF A STUDENT IS FILLING OUT THE APPLICATION, PLEASE SEE BELOW TO COMPLETE YOUR TASK AS THE PI.











Status	View Details	Date Received / Date Completed		Event Description
		01/18/2019 11:36 AM PST		IRB received the submission
		01/18/2019 11:36 AM PST 01/18/2019 11:36 AM PST		Send Email with Merge Code
		01/18/2019 11:36 AM PST 01/18/2019 11:36 AM PST		The following Study Personnel are not registered with up to date training records:
		01/18/2019 11:36 AM PST 01/18/2019 11:36 AM PST		Administrator as Principal Investigator review and apply signoff
	Routing Assignment List	01/18/2019 11:33 AM PST 01/18/2019 11:36 AM PST		Assign Department Personnel for Signoff
		01/18/2019 11:33 AM PST 01/18/2019 11:33 AM PST		Initial Review Submission Packet has been retracted by Administrator
		01/17/2019 01:22 PM PST 01/18/2019 11:33 AM PST		Initial Review Submission Packet is waiting to be submitted

After the PI signs off, the submission has now been sent to the Board for Review.

THE IRB APPLICATION IS NOW COMPLETE