

Instructions for Submitting a NEW Research Protocol

Michigan Tech uses IRBNet for full electronic administration and management of the IRB, IACUC, and IBC Committees, helping to efficiently facilitate the submission and review process for research activities that propose use of humans, animals, and recombinant DNA.

All instructions and forms can be found on IRBNet in the library or wizard section. If you have any questions, feel free to contact office or email IRB@mtu.edu for human subject research, IACUC@mtu.edu for animal use research, or IBC@mtu.edu for institutional biosafety.

Note: You may stop at any point, save your work, and return later to complete it.

Step 1 - Go to <http://www.IRBNet.org> and enter your User ID and password to log in

First time users, click **New User Registration**

- a. Complete the user profile and select “Michigan Technological University” as the organization.
- b. You will receive an automated email (usually within minutes) which contains an **activation link – follow the link**, then login to IRBNet with the username and password you created.
- c. Note: If you are a student, review the “Organizing your Project” questions with your advisor, this form can be found in the IRBNet library.

Step 2 - Click **Create New Project** (left side of the screen). Complete the requested information about your project, the red asterisk indicates a required field. Click **Continue**.

Step 3 – This brings you to the **Designer** page where you can build your project package.

- a. **Download blank forms:** Use the dropdown menu for the “Select a Library” to select appropriate institution specific library documents to download. Then use the “Select a Document” dropdown menu for documents which will include instruction sheets for IRBNet processes; project specific templates; and other forms which you can download, complete, and save to your computer.
- b. **Add documents in this Package:** Click on **Add New Document** to browse your hard drive for completed documents and attach as required by specific type of study. **Upload the required completed documents saved to your computer** relating to this study (**what you completed under Step 3a**). You may attach as many documents as is necessary. You may view, update, or deleted documents anytime before your submit the package.
- c. **Required document:** You must also **complete the New Study Application Coversheet** wizard for each new submission. This form gathers general project information and will be attached to the project as a pdf. Click on the **Add New Document** button to **Download the on-line “New Study Application Coversheet”** wizard. When completed, it will automatically upload to your package. It can also be saved to your personal computer.

***** REMEMBER: Every Study Package must include the New Study Application Coversheet wizard along with supporting documents** which may include documents to explain your research plan/methodology, informed consent/assent documents, surveys, recruitment materials, external agreements/permissions, etc. If this step is overlooked, your submission will be returned and not processed.

Step 4 - Click **Share this Project** (left side of the screen). Click **Share**. Michigan Technological University should be highlighted. You can search and add other registered Michigan Tech users. They must first be registered in IRBNet. Use the search field by searching any part of the person's name. If the person has not yet registered, have them do so and return to share the project with them in IRBNet before final submission of the package for review. Select all whom you will allow to access your study, indicating what level of access they should be granted. Descriptions for each level of access are provided on this page. Multiple users may be granted access (click **Save** after each person).

Step 5 – Click **Send Project Mail** to communicate with your project team (you can quickly send a message by checking the “**Send Project Mail**” box on the left, asking them to login to IRBNet to review and sign the project).

Step 6 - Click **Sign this Package** (left side of the screen) and select your project role from the drop down menu, click **Sign**.

All full access team members must sign the package prior to submission or it will not be processed.

- a. **Investigators:** Protocol review begins once all full access investigators have electronically **signed** the package – the burden for obtaining all signatures lies with the principal investigator. Co-investigators may sign the package while it is being processed, however approval will not be granted until all signatures are obtained.

NOTE: If the PI is a student, a faculty advisor/mentor must be listed on the study and review the finalized documents in the package and sign electronically prior to submitting for review.

*****Step 7 – THE KEY STEP – Be sure that your study is completely ready for review.** Click **Submit this Package** (left side of the screen). *The name of the committee* should be highlighted (i.e. Human Subjects, Animal Use, Institutional Biosafety). Click **Continue**. Select Submission Type - **New Project**. Add any comments (optional). **Click Submit.**

Step 8 –If submission confirmation is not received via email, please contact the CIS Office, 7-2902, IRB@mtu.edu for human subjects or IACUC@mtu.edu for animal use or IBC@mtu.edu for institutional biosafety. An IRBNet ID number will appear such as 24680-1.

Additional note about “Send Project Mail” – This feature can be used for correspondence between IRBNet users who have been granted access to your study. Use this feature to request a signature from your full access team members, to send a quick note to a research team member, or to contact the CIS Office staff (project must be submitted for administrators to appear). Select recipients, type your message, and click **send**. **This correspondence becomes a permanent record in your protocol.**

After Submission

Note: Once the study is submitted it is **automatically locked**. You can still access it, but you can no longer edit any documents. If minor changes are required before your study can be reviewed, any full access member on the project may contact the CIS Office via email or phone and request that the study be unlocked.

In the **Project Overview** tab (left side of the screen), your study will have “Pending Review” status until the appropriate committee reviews it and enters an action for the project (approved, modifications required/information requested, disapproved, etc).

An **email notice** is sent to the Principal Investigator (and all other persons with full access) whenever an action has been taken by the appropriate review committee.

Full Board review: Submission deadlines for each full board meeting are posted on the CIS Office website. Studies will be reviewed once it has been submitted and signed by the Principal Investigator and all full access team members prior to the meeting submission deadline.