

IRBNet IRBNet General User Information

Feel free to contact our office with any specific questions you have, email IRB@mtu.edu for human subject research, IACUC@mtu.edu for animal use research, or IBC@mtu.edu for institutional biosafety.

All submissions of new applications for research involving humans, animals, or institutional biosafety must be submitted through IRBNet. This includes all requests for modification during the approval for procedures, forms, or personnel and requests for renewal at the expiration.

Form templates, assembly guidelines, along with instructions can be found in the library. Tutorials are available on our main web page in the resources area.

The various **documents that you have been required to submit** in “paper” will be the same ones you will **need to submit (upload) in IRBNet.**

To submit an application package you will need to:

Register with IRBNet, **log in**, and then **go to Create New Project** found on the left side of the screen. This will bring you to the **Project Information** page of your project.

Complete the required information on this page, then click the “continue button” and this will bring you to the **Designer page** of your project where **you must complete the following two (2) steps.**

Step 1: Package preparation - Download forms, document templates, and reference materials to assist you in assembling your document package.

- a. Select the appropriate review library, and then select any documents provided to assist you in completing your package. Feel free to refer to the Required Elements Guide to be sure you submit all necessary documents.
- b. Complete the required documents for your application package and save them to either your hard drive or flash drive.

Step 2: Assemble your package in IRBNet.

- a. Attach the documents you have created and saved by clicking on the “Add New Document” button. There are two boxes on the Attach Document page.

1. At the top, **Choose the Document Type for a description** of the document being attached, **browse your hard or flash drive and attach the document** as applicable.
 2. Repeat this process for each form you need to upload to complete your package.
- b. **NEXT, you are REQUIRED to complete the On-line Document “Michigan Tech – New Project Application Coversheet.”**
1. Choose the on-line document titled “Michigan Tech – New Project Application Coversheet” for each new project you submit through IRBNet. This is a smartform wizard that **you are required to complete.** It will automatically attach to your package in PDF format when complete. You may preview this form for completeness and accuracy and on page 7 you will find required **training instructions to researchers.**

As the principal investigator, if your status is either “undergraduate student” or “graduate student” you must have an advisor or mentor sign your package prior to final submission for review and determination. Processing will be delayed until this is done.

What happens next?

Once your project is signed and submitted to a committee(s) for review, **IRBNet will automatically place a lock on the project** to prevent updates from occurring to any documents it contains. If you need to provide additional information that was inadvertently left out which is critical to the review, you will need to contact the Office of Compliance, Integrity, and Safety (CIS) and request the study to be unlocked. If a review has already begun, you will be instructed to add additional information by creating a new package under the same project title.

Communication between you and the committee(s) will take place in IRBNet. All investigators with full access on a study will receive emails when a committee takes action on the study. Emails will instruct you to login to IRBNet to view information regarding the action.

Documents listed in your Designer view are sorted alphabetically by title. Be sure to check the “last modified” column in your study design to confirm that you are indeed working with the most current documents.

There are general training presentations that are available to you on the CIS web site, see IRBNet Energizers titled “New User Registration”, “Research New Project”, and “Researcher Post Submission” for more details or feel free to call our office for assistance.