# SUBMITTING A NEW IBC PROJECT APPLICATION (INITIAL)

After you have established and activated your username and password, you can begin to create an IBC application in IRBNet. To start building a new IBC application, you must first **CREATE A NEW PROJECT** (Study) to hold your research documents. **Any type of document can be uploaded, but your study MUST include all the required forms for a complete package and all personnel listed on the protocol must fulfill the required training requirements before any action can be taken on behalf of the IBC.** Through referencing the 'IBC New Project Submission Checklist', a list of required documents for submitting a complete IBC application is provided. This checklist, along with other documents, can be found under 'Other Tools' (Forms and Templates) on the left side of the main screen in IRBNet.
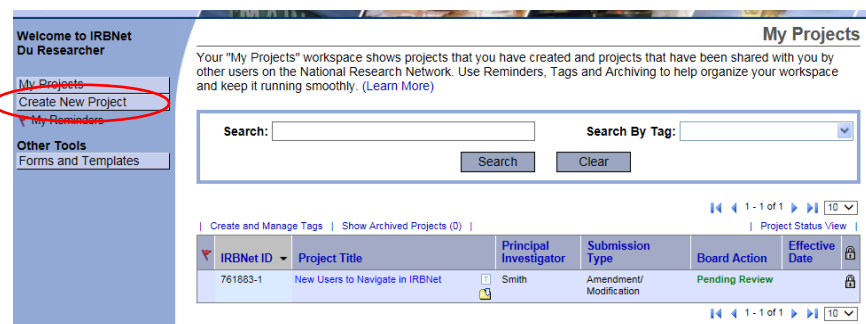
Step 1: LOG IN

Log into www.irbnet.org using you username and password (for First Time Users, you must Register with IRBNet; please refer to the REGISTERING WITH IRBNET)

Step 2: CREATE A NEW PROJECT

To submit a study for review, you must first **CREATE A NEW PROJECT** (Study) to hold your documents. When you log into IRBNet you will prompted to select "Create a New Project" or "Update my User Profile" – select "Create a New Project".
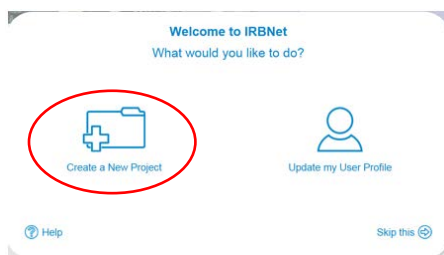
You may also be guided to the default page **MY PROJECTS**, where you will have access to all of your existing studies as well as the ability to create new studies. Click **CREATE NEW PROJECT** (on the left side of your computer screen).

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017

Fill in the relevant information about your project (title, PI name). Be sure to accurately enter the name of the project. All documents, including the approval letter, will utilize the project title entered at this step. Entering information in the '**Internal Reference Number**', '**Keywords**' and '**Sponsor**' fields are not required but if the project is funded, the funding sponsor and grant protocol number could be entered here. After all required information is entered indicated by red asterisks (*), click 'Continue'

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: *	University of Denver (Colorado Seminary), Denver, CO ▾
Title: *	How to submit an IBC Proposal in IRBNet
Local Principal Investigator:	First Name:* Minnie
	Last Name:* Mouse Degree(s): PhD
Keywords:	
Sponsor:	

You may specify an internal account number, billing identifier or reference number for this project.

Internal Reference Number: [_____]

[Continue] [Cancel]

* required fields

Step 3:   SELECT FORMS

You will be directed to the **DESIGNER** page where a new package for your project will appear as a **Work in Progress (Not submitted).** Click on the blue arrow next to the new project package number (example: 1062992-1) and select the icon folder **Work in progress (Not submitted)**.

[1062992] How to submit a new IBC Proposal

Package: ▾ 1062992-1   Work in progress (Not submitted)

📄   1062992-1
            (0) Work in progress (Not submitted)   Click to add a package description or notes.

Step 1:
Download bla   erence materials to assist you in assembling your document package.
            (0) All Documents
Select a
Library: r, CO   ▾
            ✚ Create a New Package
Select a
Document:

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017
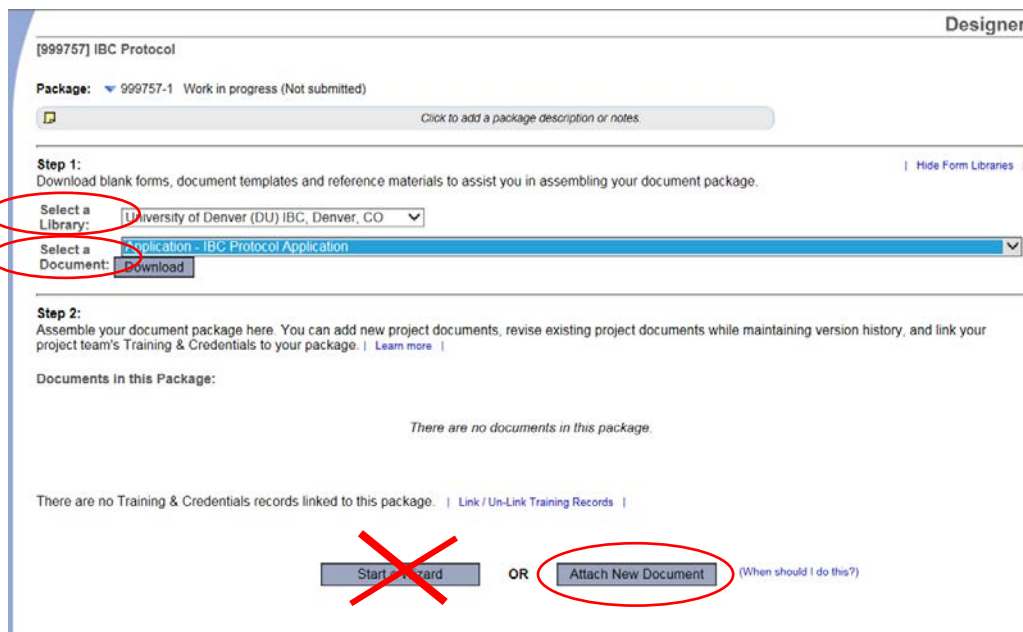
In order to select the correct application form for your IBC submission you must select the correct library under (**step 1:**). Select '**University of Denver (DU) IBC, Denver, CO**' from the '**Select a Library'** drop-down menu. Select '**Application – IBC Protocol Application**' from '**Select a Document**', click 'Download'. Choose File>Save As to save the document to your computer, complete the **IBC Protocol Application**, save it to your hard drive.

Disregard the 'Start a Wizard' tab. This IRBNet tab feature is used only for IRB (Human Subjects) applications.

Step 4: ATTACH FORMS

After you have completed your form, go into IRBNet, select '**MY PROJECTS'**, and select the project that is 'Work in progress (Not submitted)'. On the **DESIGNER** page, go to **step 2** to assemble your package and '**Attach New Document**'. Select the correct document form from your hard drive and IRBNet will automatically post the document under Step 2: **Documents in this Package**.
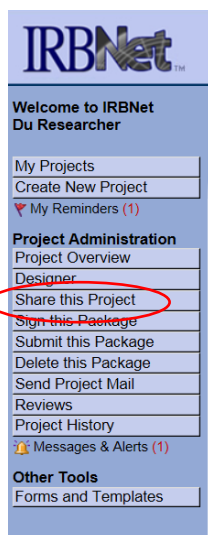
If you need to modify or change a document, utilize the following icons:

- To remove a document from this package, click on the red ✖
- To revise document click on the pencil icon ✏
- To view the document click on the paper icon 📄
- To view and manage different versions of a document click on the icon 🗐

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017
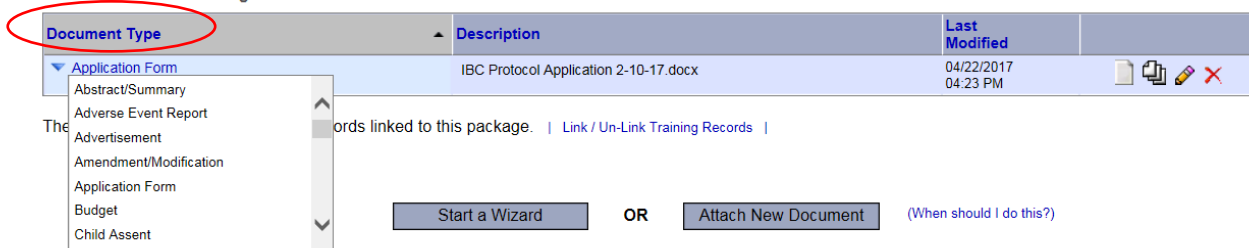
Step 5: LABEL FORMS

Once you have attached the necessary document(s) to your study package, you need to label your document(s) appropriately using the drop down list on the **"Document Type**' (i.e. Application Form)

If documents are not labeled, your application cannot be submitted.

Step 6: SHARE THIS PROJECT WITH RESEARCH TEAM

Under the Project Administration menu on the left side of the main screen, select the tab SHARE THIS PROJECT, click the blue '**Share**' link. If you are completing this project on behalf of the Principal Investigator (PI), the PI must be granted '**Full**' access to the project.

Next, select **"University of Denver (Colorado Seminary) , Denver, CO'** from the organization box; click 'Select Organization' and search for registered users with whom you'd like to share this project (i.e. Co-investigators, Faculty Advisor, Research Assistant, etc.) Grant each user a level of ACCESS:

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017

You may share this project with other users. Sharing a project consists of three steps:

1. Select an organization to display a list of users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization		Search	Clear

Organization types to display: ☑ Research Institutions ☐ Boards ☐ Sponsors [Display]

Select an Organization*

University of Denver (Colorado Seminary), Denver, CO
University of Erciyes, Kayseri / TURKEY, PA
University of Evansville, Evansville, IN
University of Florida - Jacksonville, Jacksonville, FL
University of Florida, Gainesville, FL
University of Georgia, Athens, GA
University of Guelph, Guelph , ON
University of Hartford, West Hartford, CT

[Select Organization]

* required fields

Specify the access that you wish to grant to each user at **University of Denver (Colorado Seminary)**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.

- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.

- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.

- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User: [   ] [Search]

[Save] [Cancel]

To 'Share' your research with someone, they must be registered with IRBNet.org

Selected users will be notified automatically via email that the project has been shared with them, and you may enter comments to be included within the email. Only users who have been granted 'Full Access' in IRBNet will automatically receive notifications and correspondence from the DU IBC when a project has been reviewed or approved.

Step 7: SIGN PACKAGE

When all the necessary documents are uploaded to the package, the Principal Investigator must sign the package electronically. If you are completing this package on behalf of the PI, send an email to the PI using the 'Send Project Mail' function and request that the PI sign the package.

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017

Click on **SIGN THIS PACKAGE** from the Project Administration Menu. Select your appropriate role from the dropdown box and click 'Sign'.
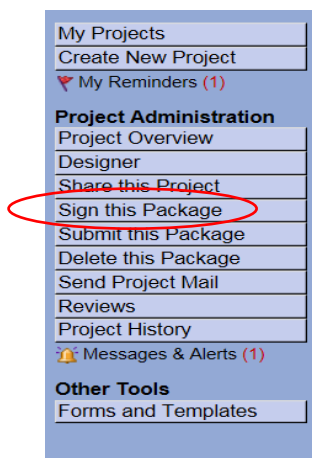
If a submission is submitted without the PI signature the submission will not be accepted for ibc review. The PI's signature verifies that the PI has reviewed and approves the application.

Please note: The IBC Office only accepts the **Standard Signature Model** and does not utilize the Designee Signature Mode.
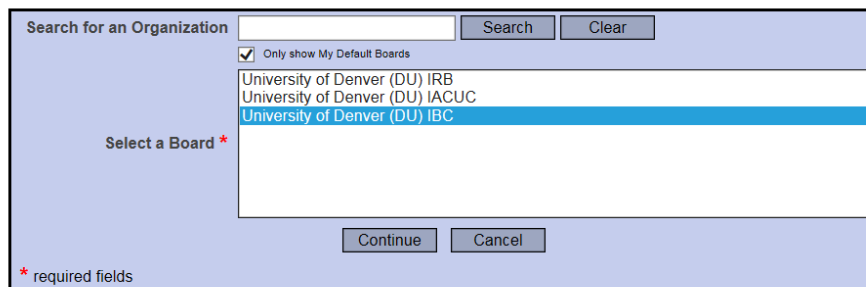
Step 8: SUBMIT PACKAGE

Once the PI has signed the package, click **SUBMIT THIS PACKAGE**. Select 'University of Denver (DU), Denver, CO' in the "Search for Organization" drop down menu (This will be your default location and should be highlighted already).

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017

Click the '**Continue**' button. In the Submission Type drop-down menu, select '**New Project**' and click '**Submit**'.

Step 9: SUBMISSION CONFIRMATION

Once you hit the '**Submit'** button, you will be given a confirmation showing your submission was successfully submitted.

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017

> *Keep in mind that once you click **'Submit'** your study is now locked and you are not allowed to attach any documents or make revisions. Take the time to be sure all documents are attached and in the final version **prior to submitting**. Any incomplete submissions will not be reviewed by the IBC and will be returned for corrections. If you need to make any changes after the package has been submitted and locked, please contact the IBC Administrator at 303-871-2121 to request to have the package unlocked.*
>
> *The IBC Office does not have the administrative ability to load a document in an IRBNet package on behalf of the PI or any other research team member.*

Step 10: PROJECT OVERVIEW

To review what has been sent, click **PROJECT OVERVIEW. The submission will be under 'Pending Review' status until a decision has been made by the committee.** Once a decision letter is formulated, an email will be sent to everyone who has full access and the letter and any supporting documents can be printed.

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017

NEW IBC PROJECT APPLICATION (INITIAL)
IRBNet User's Guide for IBC Investigators
Office of Research Integrity & Education, v1, April 2017