College of Nursing
Instructions for Electronic IRB Submission

eIRB website: www.IRBnet.org

New User Registration Instructions – all applicants must do this the first time they submit

1. Click on "New User Registration" tab at right top of screen
2. Enter your first name, last name, user name (pick one you can remember) and password (passwords must be at least 8 characters in length)
3. Accept User Terms for Use of IRBnet
4. Select University of Missouri-St. Louis, St. Louis, MO from the menu for organization
5. Click "Continue"
6. Provide your phone number, fax number, and email address
7. A confirmation email will be sent to your email address from IRBnet. You must click on the link in the email to activate your account.

Creating and Submitting a New Project

1. Log onto IRBnet.org using your IRBnet username and password
2. Click "Create a New Project" link on the left side of the screen
3. Fill in
    a. Project Title
    b. Investigator's First Name
    c. Investigator's Last Name
    d. Other fields are optional and you can ignore them if you want. You do NOT need and Internal Reference Number.
4. Click "Continue"
5. Click "**Designer"** – this is where all the IRB forms, templates, and other documents reside and where you will upload all of your completed documents
6. Select whatever documents you need to download to your computer. Note that you can download all the forms once and keep a blank copy on your computer, saving yourself this step the next time you want to submit a proposal. The typical documents you will need are:
    a. 01 – Study Overview / Checklist to Determine Type of Review (this is the application cover page and checklist and is <u>required</u> for all protocols)
    b. one of the following protocols, depending on what type of proposal you are submitting:
        i. 02 – Exempt Review Form
        ii. 03 – Expedited Review Form
        iii. 04 – Full Review Form
    c. COE general consent form
    d. COE parental consent form
    e. COE assent form
7. Please note that the consent and assent forms are specific to us in the College of Education (COE) and the College of Nursing–USE THESE, not the Social Science consent forms
8. When you have downloaded the forms you need, please fill them out and save them on

your computer

9. After the forms are completed, log back in to IRBnet.org, click on My Projects, click on the project title, then click **Designer**
10. Click "Add New Document"
11. Select document type from drop-down menu, click Browse, find the document on your computer, click Open, click Attach.
    a. Choose Application Form for the study overview and checklist (from 01 Study Overview / Checklist)
    b. Choose Protocol for the Exempt, Expedited, or Full Review protocol you have filled out
    c. Choose Consent form for your standard, adult consent form
    d. Choose Parental Permission for a parental consent form
    e. Choose Child Assent for an assent form that child participants will complete
    f. Choose Questionnaire/Survey for all questionnaires you need to submit
    g. Choose Letter if you are using an information letter to participants instead of a consent form (only applies to Exempt protocols)
    h. Choose Training/Certification if you need to submit a copy of your CITI (or NIH) ethics certificate (you must submit a copy of this the first time you submit an IRB proposal to UMSL Go to the following NIH website: http://phrp.nihtraining.com/users/login.php Click registration form, complete the user registration, and then follow the directions. At the end, print a Certificate of Completion.
    i. Choose Other if you have some other type of document you need to submit and then provide a description of the document in the Description field (ex: email solicitation that will be sent to one or more listservs)
12. Repeat these steps for each document

Go to the following website: http://phrp.nihtraining.com/users/login.php Click registration form, complete the user registration, and then follow the directions. At the end, print a certificate of completion

VERY IMPORTANT – **DO NOT** SELECT "SUBMIT THIS PACKAGE" UNTIL YOU HAVE COMPLETED THE STEPS BELOW AND RECEIVED AN ELECTRONIC SIGNATURE FROM THE CON IRB COMMITTEE.

13. If you are a student, you must Share This Project with your faculty advisor/dissertation or DNP project chair. Select this link on the left side of the screen (below the Designer link). Select "Share". Select the University of Missouri-St. Louis, St. Louis, MO as the organization. Search for your advisor using his or her last name. Select your advisor. An email will automatically be sent to your advisor informing him or her that you have shared your project with him or her.
    a. If your advisor is not listed, then he or she has not yet registered on IRBnet.org. Contact your advisor immediately and ask him or her to register, using the steps outlined above in New User Registration
    b. Give your faculty advisor/dissertation or DNP project chair Full Access
    c. Your advisor must read and electronically sign your project before it can move to

the next step – review by the College of Nursing IRB Committee member

14. All projects must be reviewed by the College of Nursing IRB Committee member and electronically signed by a College of Nursing IRB Committee member before they can be submitted. To get your project reviewed by the CON IRB Committee member, please follow these steps:
    a. Click "Share This Project"
    b. Select the "University of Missouri-St. Louis, St. Louis, MO" as the organization.
    c. In the Search for a User box, type Jean Bachman. When her name is listed, give her Full access. You can send comments or questions in the text box if you wish.
    d. Click "Save". You have now shared your document with Jean.
    e. When the College of Nursing IRB Committee member reviews your proposal, they may send you email about the changes you need to make or they may make comments on the IRB documents themselves and upload those to IRBnet.
    f. You will need to make whatever changes are requested to the documents and upload them to IRBnet.org (follow the instructions in step 11 above).
    g. Send an email to the College of Nursing Committee member who communicated with you about your proposal, telling them that you have uploaded new documents that are ready for their review. **Failure to send this email may result in a delay of the review of your proposal.**
    h. If you upload new documents, please make sure that "track changes" is off and the documents are "clean".
    i. If you upload new documents, please delete the old documents so it is clear to the College of Nursing IRB Committee member which documents to review. The easiest way to do this is to click on the pencil while in the Designer and it will let you replace an old document with a new one.
    j. When your proposal is satisfactory, a College of Nursing IRB Committee member will electronically sign your proposal. This will trigger an email to you alerting you that your proposal has been signed.

15. Once you have obtained an electronic signature from the College of Nursing IRB Committee member, you may now sign your proposal.
    a. Click the link "Sign this Package" on menu on the left of your screen.
    b. Use the pull-down menu to identify what role you have – typically this will be Principal Investigator.
    c. Click "Sign"
    d. If you have co-investigators, each of them needs to sign electronically as well. Share this project with them and send them a comment asking them to sign the package.

ONCE YOU HAVE COMPLETED STEP 15, YOU MAY NOW SUBMIT YOUR PROJECT.

16. Click on "Submit this Package".
    a. Select University of Missouri-St. Louis, St. Louis, MO as the organization.
    b. Click "Continue"
    c. Select Submission Type – New Project

d. Click “Submit”

17. Your proposal has now been sent for review at the campus level.
    a. You will not be able to make any changes to your proposal at this point, as it will now be “locked.”
    b. If you have forgotten something or need to correct something, please contact John Hancock at hancockjc@umsl.edu or Brenda Stutte at stutte@umsl.edu to unlock the project for edits. You will then need to submit the package (step 16) again for review.

18. When it is reviewed at the campus level, the campus IRB representative will communicate with you. You may need to make further changes to the proposal at this point. Note that you do not need to get further College of Nursing IRB Committee member approvals once the proposal has been submitted to the campus, even if the campus asks for further changes.

19. When your proposal has been approved, you will get an email stating this. Log into IRBnet.org, click on My Projects, click on the title of this proposal, click on “Review Details” and you can then “View” the approval form (a letter). You can save this letter to your computer.

YOU MAY NOT COLLECT ANY DATA UNTIL YOU RECEIVE AN EMAIL FROM IRBnet.org STATING THAT YOUR PROJECT HAS RECEIVED APPROVAL.