CREATING A NEW IRB STUDY APPLICATION

Step 1: You can access the new system by going to the IRB website: [http://researchintegrity.asu.edu/humans](http://researchintegrity.asu.edu/humans).

![Image of IRB website]

Step 2: Click **IRB** tab → Click **Create New Study**

**NOTE:** Once an application has been started, it will be found in the “Inbox” until “Submitted to the IRB for review.”

- To initiate a new Social Behavioral or Bioscience application, start at IRB section (#1) and click “Create New Study” (#2)
  - Applications and supplemental materials are accepted at any time.
  - You can have all materials prepared and then load into the system.
  - You can save your application in progress to come back in and complete your application at a later time.
Step 3: Proceed through the questions in the application form. Templates are provided if you need them along the way or from the research integrity website (address in Step #1). Proceed through the entire application, clicking **Continue** after answering questions on each page. Clicking **Finish** on the final page does not send to the IRB.

*Note: UPLOAD STUDY RELATED DOCUMENTS THROUGHOUT THE ELECTRONIC APPLICATION AS PROMPTED; for example, you will be prompted in different places for the Protocol, Consent documents, recruitment materials, etc. For any related documents not specifically requested, please upload them on the last page titled “Supporting Documents”

The following are the questions you will be asked to complete.

- **Basic Information**

1. **Title of study:**

2. **Short title:**

3. **Brief description:**

4. **Principal investigator:**

Sue Hunter

5. **Does the investigator have a financial interest related to this research?**
   - Yes
   - No
   - Unclear

6. **Will an external IRB act as the IRB of record for this study?**
   - Yes
   - No
   - Unclear

7. **Attach the protocol (include the investigator protocol and full sponsor protocol)**

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<thead>
<tr>
<th>Document</th>
<th>Category</th>
<th>Date Notified</th>
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Use one of these templates:
- HRP-503A - Protocol Template Social Behavioral
- HRP-503b - Template Subsistence

- The software will automatically guide you through the process of completing the application forms based on the information you enter.
- All required fields must be filled in.

**Final Page**

You have reached the end of the IRB submission form. Read the next steps carefully:

1. Click **Finish** to exit the form.
2. **Important!** To send the submission for review, the principal investigator must click **Submit** on the next page.

- Once the application is complete, only the Principal Investigator may submit the application. However, the PI can designate a study contact who can respond to IRB inquiries.
Step 4: Click Submit to send to IRB for review

**Note: Only the PI can SUBMIT an application. If you are not the PI, you will not see the Submit button. Once the application is created, the PI should see it in their inbox (following directions 1-2 in Step 2 above). Click on the blue link for the modification then submit as shown below.

Step 5: You will know the study application has successfully been submitted when the dark blue circle moves from the “Pre-Submission” to the “IRB Pre-Review” bubble. You can check the status at any time to see the progress from the flow chart and view any notes made by IRB reviewers.