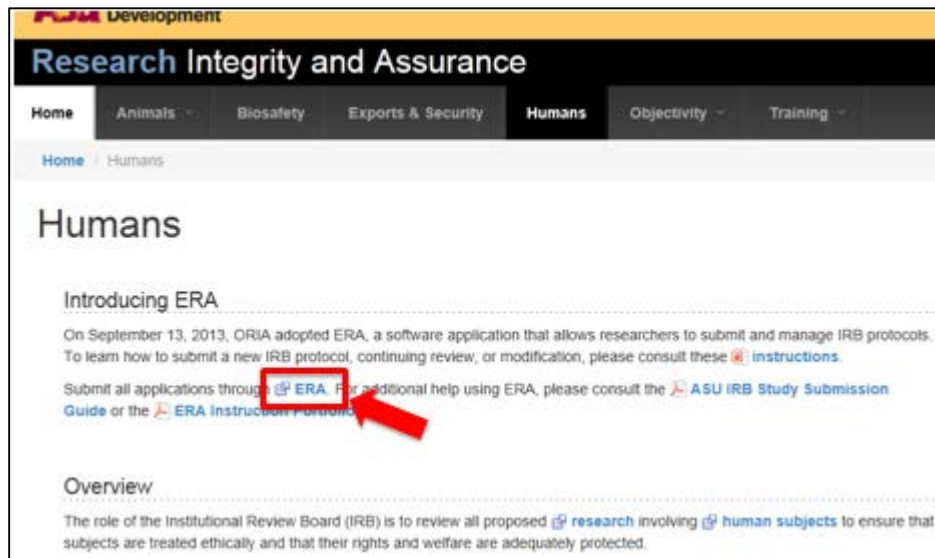


CREATING A NEW IRB STUDY APPLICATION

Step 1: You can access the new system by going to the IRB website: <http://researchintegrity.asu.edu/humans>.



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

The screenshot shows the ASU Knowledge Enterprise Development system. The top navigation bar includes 'Master Data', 'OOI', and 'IRB' (highlighted with a red arrow and a blue box labeled '1'). Below the navigation bar, there is a 'Page for Anna Moser' and a 'Logout' button. On the left side, there is a 'My Current Actions' section with a 'Create New Study' button (highlighted with a red arrow and a blue box labeled '2') and a 'Report New Information' button. Below this is a 'Shortcuts' section with links for 'My Inbox', 'Meetings', 'Reports', 'Help', 'Study Submission Guide', 'IRB Staff Guide', and 'IRB Reviewer's Guide'. On the right side, there is a 'My Inbox' section with a table of study records. A yellow callout box with a yellow arrow points to the 'My Inbox' section and contains the text: 'NOTE: Once an application has been started, it will be found in the "Inbox" until "Submitted to the IRB for review.' The table has columns for 'ID', 'Name', 'Date Created', 'Date Modified', 'State', and 'Coordinator'. The table contains three rows of data.

ID	Name	Date Created	Date Modified	State	Coordinator
STUDY00000100	ulybuy	6/14/2013 4:10 PM	6/14/2013 4:14 PM	Pre-Review	
M000000014	Modification #2 for Study STUDY00000054	6/12/2013 5:41 PM	6/12/2013 5:42 PM	Pre-Review	
CR00000006	Continuing Review for Study STUDY00000046	6/7/2013 2:24 PM	6/12/2013 5:36 PM	Pre-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:**

Susan Netosky
5. * **Does the investigator have a financial interest related to this research?**
 Yes No
6. * **Will an external IRB act as the IRB of record for this study?**
 Yes No
7. * **Attach the protocol:** (include the investigator protocol and full sponsor protocol)

Document	Category	Date Modified
There are no items to display		

Use one of these templates:
 - [HRP-503a - Protocol Template Social Behavioral](#)
 - [HRP-503b - Template BioScience](#)

- 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 🌐🌐

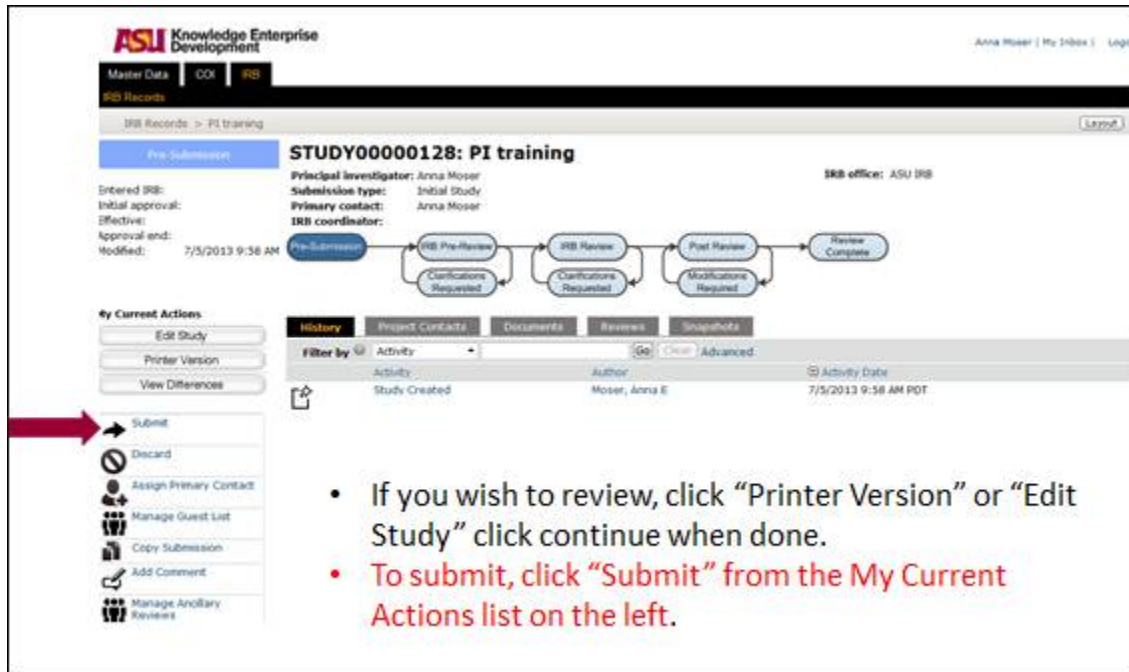
You have reached the end of the IRB submission form. Read the next steps carefully:

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.*



ASU Knowledge Enterprise Development

Master Data COI IRB

IRB Records > PI training

Pre-Submission **STUDY00000128: PI training** IRB office: ASU IRB

Entered IRB: Anna Moser
Submission type: Initial Study
Initial approval: Anna Moser
Primary contact: Anna Moser
Effective: Anna Moser
IRB coordinator:
Approval end:
Modified: 7/3/2013 9:58 AM

Pre-Submission → IRB Pre-Review → IRB Review → Post Review → Review Complete

IRB Pre-Review: Clarifications Requested
IRB Review: Clarifications Requested
Post Review: Modifications Required

My Current Actions

- Submit
- Discard
- Assign Primary Contact
- Manage Guest List
- Copy Submission
- Add Comment
- Manage Ancillary Reviews

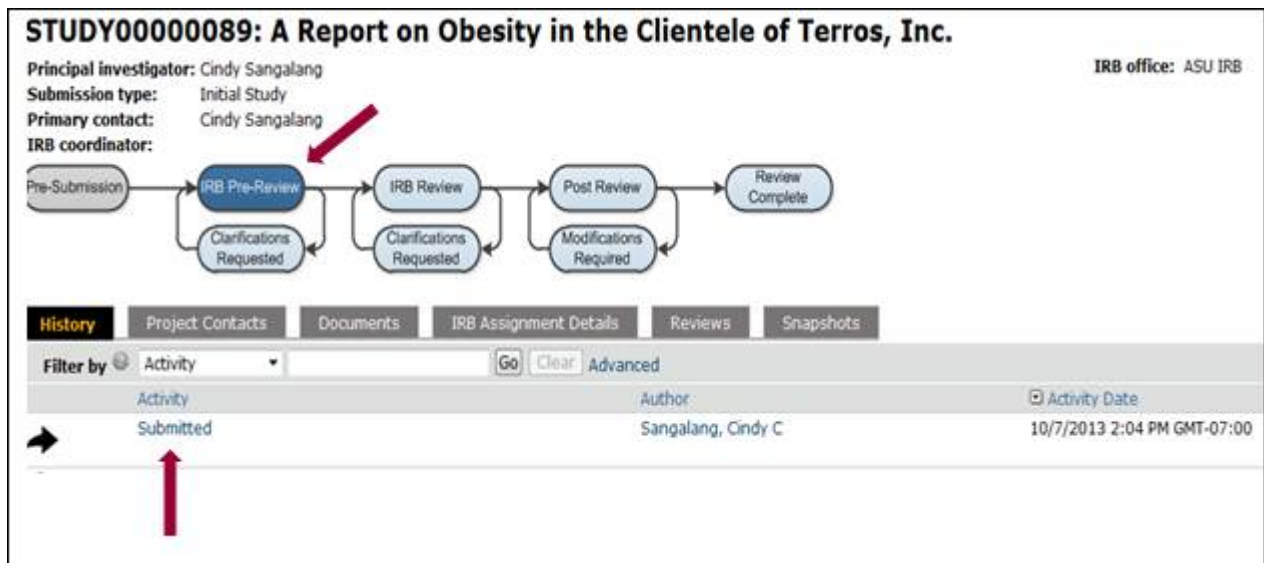
History Project Contacts Documents Reviews Snapshots

Filter by Activity Go Clear Advanced

Activity	Author	Activity Date
Study Created	Moser, Anna E	7/3/2013 9:58 AM PDT

- If you wish to review, click “Printer Version” or “Edit Study” click continue when done.
- To submit, click “Submit” from the My Current Actions list on the left.

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.



STUDY00000089: A Report on Obesity in the Clientele of Terros, Inc. IRB office: ASU IRB

Principal investigator: Cindy Sangalang
Submission type: Initial Study
Primary contact: Cindy Sangalang
IRB coordinator:

Pre-Submission → IRB Pre-Review → IRB Review → Post Review → Review Complete

IRB Pre-Review: Clarifications Requested
IRB Review: Clarifications Requested
Post Review: Modifications Required

History Project Contacts Documents IRB Assignment Details Reviews Snapshots

Filter by Activity Go Clear Advanced

Activity	Author	Activity Date
Submitted	Sangalang, Cindy C	10/7/2013 2:04 PM GMT-07:00