

Steps for Submitting a Study to the HSU Institutional Review Board (IRB) using IRBNet

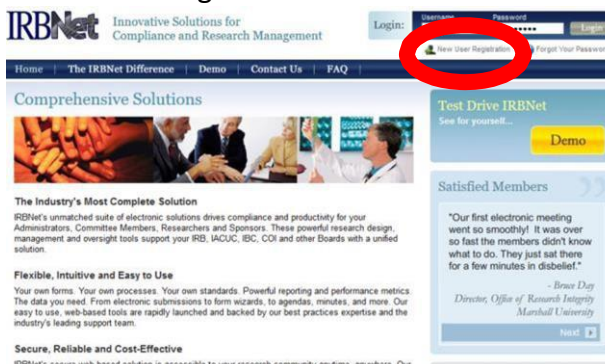
Please note: There are 8 steps in this submission process. These steps are best followed in the ordered number. Use this document as your Guide for your submission.

In 2010 Henderson State University developed an Institutional Review Board in order to comply with federal regulations regarding research involving human subjects. This document is intended to help you successfully navigate the IRB process at HSU. At any time if you have questions, you may contact **Dr. Don R. Kelly (x6394, kellyd@hsu.edu)**. In order to conduct research utilizing human subjects all investigators (students, faculty, staff) must complete training in the protection of human subjects and follow the institutional submission process.

1. **Human Subjects Training.** The HSU IRB requires training in the protection of human subjects provided by U.S. Department of Health and Human Services. Henderson provides this training free to HSU students, staff, and faculty. Go to: <https://www.hhs.gov/ohrp/education-and-outreach/human-research-protection-training/index.html> and Create an account, complete the tutorial and save your certificates (5) (electronic format). Certificates are valid for four (4) years. After that time the researcher must go through the training again to renew. HSU will also accept training from other entities (e.g. CITI) as long as it is up to date.

2. **The HSU IRB** only accepts electronic submissions of IRB proposals using a service called IRBnet. To submit a project (study proposal) in IRBnet go to: www.irbnet.org (**Skip Verification**) and **Create a User Profile**.

➤ Select “New User Registration” and follow the instructions.



- Choose “Henderson State University” as your affiliation

- Scroll down this same page to “Upload” a pdf of your training certificate. “Add New Training & Credentials Record” is found immediately below “Affiliations.”
 - If you have another account (such as CITI) you may link that account to your IRBnet profile under “Add External Accounts”.

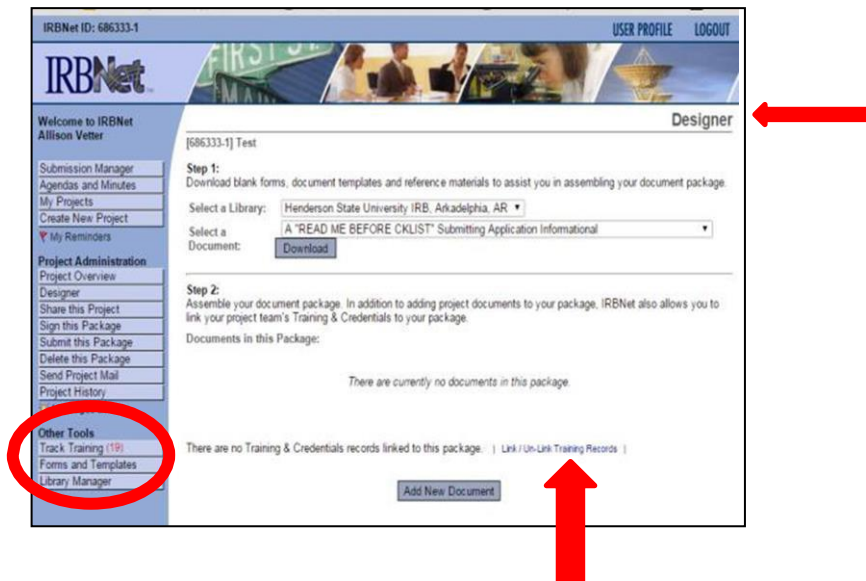
Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status
129958.2	IRB Training - NIH - Protecting Human Research Participants	NIH Certification		08/13/2016	08/12/2019	08/13/2016 03:36 PM	Accepted

3. To Submit a Project for Review, you must first Create a Project.

- Using the menu to the left of the home page select “Create a New Project.”
- Enter your project title and your name, and your Faculty Advisor’s name in the “Sponsor” blank. Faculty researchers will leave this space blank.
- You do not need to include keywords or an internal reference number.
- Click “Continue.”

4. Project Application Form – All study applications must be on the HSU Research Study Application Form. It is best to save this form as a Word document (rather than pdf) to facilitate revisions.

- From the “Designer” page you will see the Henderson State University’s Library of documents. Use the drop down menu to select and download the **Application Form**.
- Once the form is completed return to this page and select “Add New Document” to upload the Application Form to your project.
- You will also use this page to upload other relevant documents including consent forms, survey instruments, audio/video files, etc.
- If you need to make any changes to your project you will use this page to include modifications to your project, requests for your project to continue after the expiration date, and the final report form (due at the time of project completion).



5. Linking training documents – In Step 2 above, you uploaded your Training Credentials to your Profile. Now you must “Link” them to your project.

- On the “Designer” page you will see the statement “There are no Training & Credentials records linked to this package.”
- Select “Link/ Un Link Training Records” and select the individuals’ whose credentials need to be linked.
 - Note: All investigators and faculty advisors must link (not upload) training records to their projects. Faculty advisors must complete their own linking, students may not link or sign for the faculty advisor.
 - Once you have attached your training credentials to your User Profile, the IRB must accept your credentials before you are able to link them to your project. As you work on your proposal documents you may return to the “Designer” page at any time to add/edit documents, link credentials, etc.

6. Sharing your proposal with Co-investigators and/or Faculty Advisors

- Select “Share this Project” - “Share”
- Choose “Henderson State University” – “Select Organization”. This will allow you to search for all individuals at HSU with an account in IRBnet.
- Use the search box to locate the remaining study personnel. This will allow your co-investigators/faculty advisors to access the project when they login to IRBnet.

IRBNet ID: 686333-1

Welcome to IRBNet Allison Vetter

Share Project

[686333-1] Test

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted Full access.

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Share Project

[686333-1] Test

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. **Select the users that you wish to grant each user at that organization.**

Save your changes.

Search for an Organization

Organization types to display: ☒ Research Institutions ☐ Boards ☐ Sponsors

Select an Organization

Hearing Solution Centers, Tulsa, OK
HeartCare Midwest, Peoria, IL
Heartland Assays, LLC, Ames, IA
Heartland Cardiovascular Center, Joliet, IL
Hefei Center for Disease Control and Prevention, Hefei, Anhui, China, MD
Helen Hayes Hospital, West Haverstraw, NY
HempouKids, Inc., Amherst, MA
Henderson State University, Arkadelphia, AR

Select Organization

* required fields

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Share Project

[686333-1] Test

Specify the access that you wish to grant to each user at Henderson State University. 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 a notification email when their project is submitted and when their project is reviewed.

Search for a User:

7. Adding your electronic signature

- Select “Sign this Package” and use the drop down menu to select your role in the project (Principal investigator).
 - Faculty Advisors and/or Co-investigators use this same process to sign. Students MAY NOT sign for Faculty Advisors.
- Click “Sign.”

8. Submitting your proposal/project/package

- Once you have included all the necessary information, supporting documents, and all investigators/faculty advisors have linked their training credentials and signed the project, you can “Submit this Project.”
- Upon submission IRBnet will send a notification email to the Administrator.

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Sign Package

[686333-1] Test

I Allison Vetter, as certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to Designee Signature Mode.

This package has not been signed.

IRBNet ID: 686333-1

Welcome to IRBNet Allison Vetter

Submit Package

[686333-1] Test

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board

Search for an Organization

☒ Only show My Default Boards

Henderson State University IRB, Arkadelphia, AR

Select a Board *

* required fields