Instructions for DNP Students

Submitting a Project to the IRB

- □ Complete the CITI Human Subjects Training, link and instructions located on USA Website: https://www.southalabama.edu/departments/research/compliance/humansubjects/training.html

- □ Complete the HIPAA Research Training Tutorial, located: http://www.southalabama.edu/departments/research/compliance/humansubjects/usahipaatrainingforresearch.pdf (This tutorial is also available in IRBNet Forms and Templates)

- □ Training Complete: Save both certificates in an accessible location on your personal computer (these must be submitted through your user profile in IRBNet)

- □ **Faculty Advisor** review and approval of project **BEFORE** any submissions to the IRB

- □ Navigate to www.IRBNet.org

- □ Click New User Registration in the upper right corner of IRBNet.org *(Demos and Support desk inquiries are routed back to the IRB Administrator at USA; please contact advisor for assistance. Contacting IRBNet will cause a 48 hour delay of communications)*

- □ Complete the New User Registration, affiliating with the University of South Alabama. A confirmation email is auto-generated to complete registration.

- □ Place DNP Student after last name in **User Profile** – this is for instructor tracking

- □ Log in to IRBNet through the confirmation email and click User Profile on the top right of the page. Scroll down and under Training and Credentials, click "Add a New Training & Credentials Record." **Attach and submit** training certificates saved previously to your computer. **Reminder: Your IRBNet "User Profile" is for training certificates/credentials only. Please do not upload any other documents within your user profile.**

- □ Select Create New Project (located on the left side of the IRBNet screen); fill out the prompted information. Your project status will now be seen as "**Work in progress**" on the Designer page.

- □ Download (within IRBNet Forms and Templates) and complete the College of Nursing (CON) – Application Part B. (**If you have difficulties downloading this form, please reference our Adobe Troubleshooting guide**. The USA IRB office will never require the purchase of any software to access our forms.)

- □ Complete the USA IRB Application Part A. Once complete, select Save and Exit – *the document attaches to the project automatically.* **A step-by-step guide for completing Part A can be found in IRBNet Forms and Templates.**

□ Attach the following (by selecting Attach New Document) within the Designer page:

- Completed Application Part B (College of Nursing (CON) - Application Part B)
- Letter of Support from your proposed DNP project site
- Process Map
- Information Sheet (template located within IRBNet Forms and Templates), if applicable
- Any other necessary materials, if applicable (e.g. surveys/questionnaires, flyers, handouts, etc.)

□ Share the package with your faculty advisor by selecting Share this Project on the left-hand toolbar, granting them Full Access along with any Co-Investigators**

□ **You and your advisor must electronically sign the package** by selecting Sign this Package.

□ When all documents have been attached, training is linked, and you and your advisor/ instructor have electronically signed, the project must be **submitted** to the IRB by your **advisor/ instructor**.

□ If the project is unlocked for revisions, "Mark Revisions Complete" (at the top of the Designer page) **MUST be selected** to notify the IRB that the project is ready for additional review. If this is not selected the IRB Admin office will not be alerted and the project will remain unlocked, resulting in delay of approval.

□ Once submitted, your project's status will update to **"Pending Review".** When the project has been reviewed and approved, the status will change to **Approved.** Once approved, your Approval Memo can be found within the Reviews tab of IRBNet (left-hand toolbar).

** *If there are any other Investigators on the project, they must have a user profile for sharing the project. Their Human Subjects training must also be uploaded to their profile for linking to the project.*

Failure to follow these instructions will result in delay of the IRB review and approval process.

Per your advisor's instructions:

□ **Closure** - when your project has been completed, **a Closure Form (located in IRBNet Forms and Template) must be submitted to the IRB** by logging in to IRBNet, selecting My Projects, clicking the title of your project, selecting Create a New Package, attaching the completed closure form, selecting Submit this Package and submitting to the USA IRB.

For additional guidance, please contact your faculty advisor.