

SUBMITTING A NEW PROJECT

1. Log in to [IRBNet](#) and click on the “**Create New Project**” button in the left side navigation menu.
2. Enter project title and Principal Investigator (PI) name. Keywords are optional, but any funding agency should be listed in the “Sponsor” box and the ‘Internal Reference Number’ box should be left blank. Hit “**Continue**”.
3. You’ll be automatically directed to the ‘Designer’ page. The ‘Designer’ page is where you download the forms you’ll need in your package. Under **Step 1 in the Designer page**, make sure the UNCO IRB library is selected. Download the forms needed; most projects require:

- “Cover Page”
- “Application Narrative”
- Consent form (and Assent form if your project will recruit minors)
- project specific research tools (interview questions, surveys, focus group scripts, etc. are developed by the researcher; there are no templates for these documents)
- letters of permissions

Save required forms to your computer and complete the forms.

4. The ‘Designer’ page is also where you upload your completed forms. Under **Step 2 in the Designer page**, click on “**Add New Document**” to start uploading completed forms. Select a document type, enter a description and browse for the file location on your computer and click “**Attach**”. Repeat this step to upload other forms. Any attached forms will be saved in IRBNet if you log out.

BEFORE YOU SUBMIT YOUR PROJECT, YOU MAY NEED TO:

- **Share your project:** You must give others (your advisor, if you’re a grad student, co-PI, or anyone else who will be recruiting, consenting or conducting research with participants) electronic access to your project. Each person must register in IRBNet before you can grant them access. In the Project Administration menu, click on the “**Share this Project**” button and select the “Share” option. Enter “UNCO” in the search box and select “University of Northern Colorado”. Search for individuals. If you cannot find a person, they have not registered. Choose the appropriate level of access; PIs must have ‘Full’ access and grad students should have ‘Full’ access to their own projects. ‘Read’ and ‘Write’ may be assigned to others as appropriate.
- **Sign the Package:** The PI must either submit the package to the IRB or sign the package before another researcher submits it on their behalf. If a grad student is PI and assembles the package in IRBNet, they must notify their advisor that the documents are complete and the package is ready for submission. The advisor then must log in to IRBNet and sign the package.
- **Send Mail:** You may send email messages to other project personnel via IRBNet. You can notify them the package is complete, ready for their review and/or signature, or needs additional documents. In the Project Administration menu, click on the “**Send Project Mail**” button. Select the recipients, enter your message and hit “**Send**”.

5. If you are the PI or the PI has signed the package and you are ready to submit, click on the “**Submit this Package**” button in the Project Administration menu. If the UNCO IRB is not already pre-selected, do a search for “UNCO IRB” and select the UNCO **IRB**. Click “**Continue**”. Select submission type “New Project” and add notes you’d like the administrator to read or relay to the IRB. Click “**Submit**”.