

Checklist for Submitting a New Project to the USA's IRB

- ✓ Go to irbnet.org and click “New User Registration” under the login.
- ✓ Complete the New User Registration and be sure to affiliate with the University of South Alabama. Confirm registration through IRBNet generated email notification.
- ✓ Complete all required human subjects training.
[See list of required education/training.](#)
- ✓ Log in to IRBNet and click “User Profile” on the top right of the page. Scroll down and under Training and Credentials; click "Add New Record." Submit to the IRB your training certificate(s) saved to your computer. The training is permanently saved.
- ✓ Click “Create New Project” located on the left side of the page
- ✓ Enter project title and the first/last name of the principal investigator.
- ✓ Download the appropriate forms located in IRBNet Forms and Templates (i.e. the appropriate IRB Part B Application, Checklist for Research Involving Children, etc.) and “save as” to attach documents in the newly created project.
- ✓ Complete the Wizard (IRB Application Part A) located on the Designer page; save and exit.
- ✓ Click on “Add New Document”
 - * *List of possible additional documents: Information Sheet, HIPAA Waiver, Consent, Surveys/Questionnaires, Interview Questions, Checklist for Research Involving Children, Advertisements (flyers, emails) and Approval Letter(s) from External research site(s)*
- ✓ After uploading all documents in IRBNet, share your study with key personnel involved in the project, click on “Share this Package”. Select those users you wish to share your study with. NOTE: These individuals must be in IRB Application Part A. Individuals must have a IRBNet user profile in order to be shared with on the project.
- ✓ Click on “Sign this package.
- ✓ You (and your department head, if applicable) MUST sign the package.
- ✓ Your project is ready to be submitted to the IRB Committee. Click on “Submit this Package”.

The IRB requires proof that everyone on the project has completed Human Subjects Training by sharing the project with all key personnel and linking the training or by attaching the training into the project.