

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

- ☐ Complete all required human subjects training. See list of required education/training, located on [Human Subjects website training tab](#).
- ☐ Once you have completed the training, save a copy of the certificate to your computer, you will need to submit it along with your project submission
- ☐ 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.
- ☐ Log in to IRBNet and go to the User Profile on the top right of the page. Scroll down and under Training and Credentials; click "Add New Record." Here is where you will attach your Training certificate that you saved to your computer. The training will now be attached to your user profile so you will never lose it and it will be submitted along with each submission you do.
- ☐ Proceed to "Create New Project"
- ☐ Download the appropriate forms (i.e. the appropriate Part B Application, Checklist for Children) and complete them
- ☐ Complete IRB Application [Part A](#) (wizard) located on the Designer page; save and exit.
- ☐ Attach the applicable IRB Application [Part B](#) and any additional documents*
- ☐ **Share** the package with your faculty advisor(s) and any Co-Investigators** This means that they must have IRBNet user profiles.
- ☐ Link any Co-Investigators' training to the package on the main Designer page
- ☐ You and the advisor (and department head, if applicable) must electronically **sign** the package
- ☐ Once everything is attached, you have linked the training of your Co-Investigators (if applicable), and you and the advisor (and department head, if applicable) have signed, you may **submit** to the IRB.

For complete step-by-step directions on submitting a new project, consult the "USA IRBNet Student Guide" in the IRBNet Forms and Templates Library. For complete directions on submitting an amendment or renewal, consult the "USA IRBNet Guide" in the Forms and Templates Library.

* List of possible additional documents: Information Sheet, HIPPA Waiver, Consent, Surveys/Questionnaires, Interview Questions, Checklist for Research Involving Children, Advertisements (flyers, emails) and Approval Letter(s) from External research site(s)

** If there are any other investigators on the project, they must have a user profile in order to be shared with on the project. Their Human Subjects training must also be uploaded to their profile in order for you to link it to the project. The IRB requires proof that everyone on the project has completed Human Subjects Training.