

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

- Complete Human Subject Training through NIH at <http://phrp.nihtraining.com/users/login.php>
- If necessary, complete the HIPAA Research Training Tutorial at <http://199.33.132.100/hipaa/index.htm>
- 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](http://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 attached to your user profile so you will never lose it and it will be submitted along with each submission you do.
- Now go to Create New Project
- Download the appropriate forms (i.e. the appropriate Part B Application, Checklist for Children) and complete them
- Complete the IRB On-line Document in the Wizard
- Attach the Part B Application 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. If you are submitting for Expedited Review, your department head must also sign off on your project so you need to share it with him/her.
- Link any Co-Investigators' training to the package on the main Designer page
- You and the advisor (and department head, if applicable) **must** 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, HIPAA 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.*