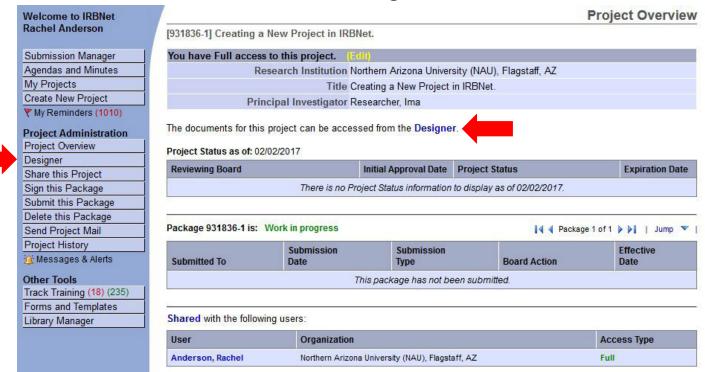
## **NAU IRBNet Application**

Guidance for NAU Research Application



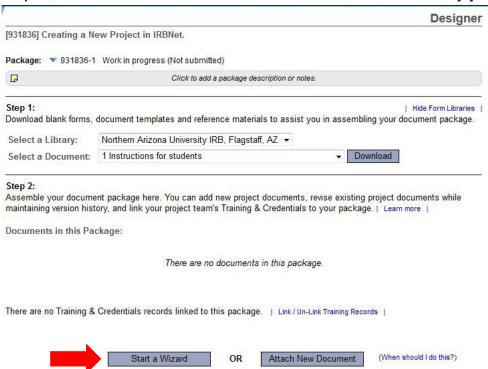
## Creating a New Project

### Select **Designer**



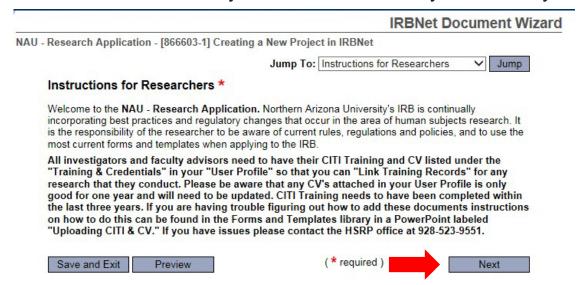
## Designer

#### Under Step 2, select **Start a Wizard** and **NAU Research Application**.

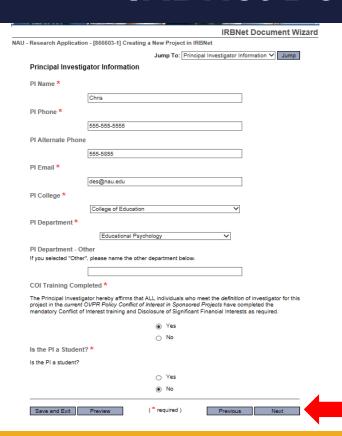


### **IRBNet Document Wizard**

- The NAU Application is a "Wizard" document. You will be prompted for information as you complete the document.
- 2. Please read all the instructions carefully and click **Next** when you are ready.



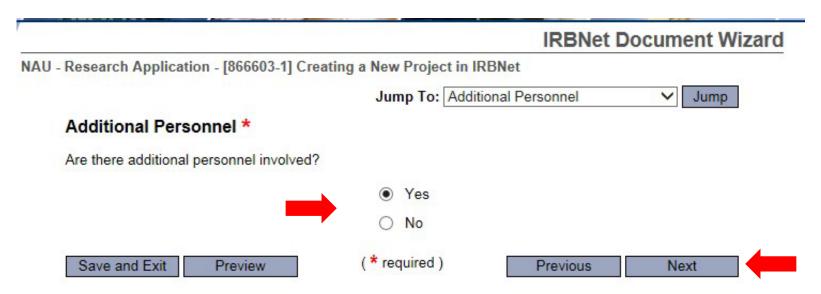
## **IRBNet Document Wizard**



Fill out the form as directed and select **Next**.

### **Additional Personnel**

Are there additional personnel on this project? Select **Yes** or **No** and proceed to **Next**.



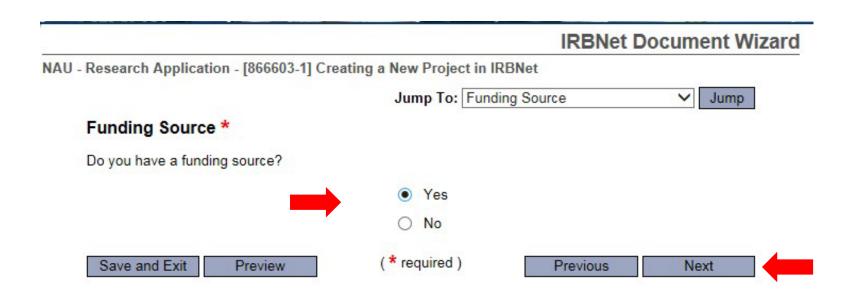
## **General Information**

	IRBNet	t Document Wiza
Research Appli	cation - [866603-1] Creating a New Project in IRBNet	
	Jump To: General Information	✓ Jump
General Info	rmation	
Number of Or	en Human Research Studies *	
market and a second	an Research studies does the PI have open?	
riow many rium	an research studies does the Filhave open?	
	1	
Number of Re	search Staff *	
How many resea	arch staff will be involved in the Human Research?	
	2	
Expected Pro	ect Length *	
What is the expe	ected length of this project?	
	2 Years	
Consent and	PHI Authorization Storage Location *	
	all signed consent and PHI Authorization documents be stored (buildi	ng name and room\?
Where will origin		ng name and room):
	Education 201	
Consent Main	tenance Length After Conclusion *	
How long will co	nsents be maintained after conclusion of the project?	
	<ul><li>5 years (NAU standard)</li></ul>	
	<ul> <li>5 years after child reaches 18</li> </ul>	
	Other	
Consent Main	tenance Length After Conclusion - Other	
If you selected "	Other," please explain:	

Fill out the form as directed and click Next.

# Funding Source

Is this project federally funded? Select **Yes** or **No** and click **Next**.



## **Funding Source**

#### **IRBNet Document Wizard** NAU - Research Application - [866603-1] Creating a New Project in IRBNet Jump To: Funding and Third Party Information ✓ Funding and Third Party Information Funding Source 1 Funding Source Name \* NIH Funding Status \* Pending Awarded Other Entity Agreement \* Have you, or do you intend to, enter into a contract/subcontract agreement with any other entity other than a granting agency concerning this research (data-sharing, data-use, business associate, etc.)? Submit a copy of the agreement(s) or a letter outlining the proposed agreement(s) with this application package. Yes No Add Another Funding Source (\* required) Save and Exit Preview Previous Next

- If you answered **Yes** to the funding question, you will be taken to this page. Fill out the form as directed and select **Next**.
- 2. If you answered **No**, proceed to the next slide.

## Form Complete

IRBNet Document Wizard

NAU - Research Application - [866603-1] Creating a New Project in IRBNet

Jump To: Form Complete	~	Jump
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#### Form Complete \*

Thank you for completing the NAU - Research Application. Please click Preview to review the information you have provided in this form. Refer to the list below for a checklist of documents needed to complete this application.

Prior to submitting to the HSRP office this package in IRBNet needs to be signed. By signing your project you are attesting that you have answered all questions as honestly and completely as possible at this time. If you are a student your project needs to be signed by your faculty advisor prior to submission to the HRSP office. Without having the signatures the project will not be reviewed and will be returned to you. Instructions on how to do this can be found in the Forms and Templates library in a PowerPoint labeled "Signing the Package." If you have any issues please contact the HRSP office at 928-523-9551.

Once you have attached all the necessary documentation for complete IRB review, submit your application package by clicking on "Submit this Package" in the left-hand side panel of your screen. Be sure to select the appropriate Submission Type. You can communicate with the IRB directly by adding a comment in the Your Comments field. Click Submit when you are done.

Please "Share this Project" with the HRSP Office and give them "Write" access so that they may review and edit your project. Instructions on how to do this can be found in the Forms and Templates library in a PowerPoint labeled "Sharing the Document." If you have issues please contact the HRSP office at 928-523-9551.

The following next steps and supplemental documents may be required, based on your responses and the research you are planning on conducting:

- · A copy of the PI's CV or BioSketch.
- Project Narrative for Application v2016-01
- Project Narrative for Retrospective Research v2016-01
- List of Project Personnel Comprehensive list of all individuals working on the project along with their CITI training dates.
- Informed Consent/Permission/Assent Form(s) including study specific release of information documents, DHHS approved sample consent forms. If consent will not be documented in writing, a script of information to be provided orally to subjects
- Data Collection Tools surveys, questionnaires, diaries not included in the protocol, data abstraction form for records review
- Participant Materials written materials to be provided to or meant to be seen or heard by subjects (e.g. study newsletter, physician to participant letter, wallet cards, incentive items, holiday/birthday cards, certificates, instructional videos/written quides, calendars, certification of achievement, etc.)
- Recruitment Materials telephone scripts, flyers, brochures, websites, email texts, radio/television spots, newspaper advertisements, press releases, etc.
- Grant Application(s) cover-to-cover copy of grant, regardless of home institution or funding agency, and a copy of the Notice of Grant Award.
- · Site Authorizations for research purposes and/or access to administrative records/samples
- Save and Exit Preview (\*required) Previous

- Carefully read this page and notes which documents you will need to complete your application.
- 2. Once you have read the directions, select **Save and Exit**.