

# NAU IRBNet Application

*Guidance for NAU Research Application*

# Creating a New Project

## Select *Designer*

Welcome to IRBNet  
Rachel Anderson

Submission Manager

Agendas and Minutes

My Projects

Create New Project

♥ My Reminders (1010)

**Project Administration**

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

📧 Messages & Alerts

**Other Tools**

Track Training (18) (235)

Forms and Templates

Library Manager

**Project Overview**

[931836-1] Creating a New Project in IRBNet.

**You have Full access to this project.** [\(Edit\)](#)

Research Institution	Northern Arizona University (NAU), Flagstaff, AZ
Title	Creating a New Project in IRBNet.
Principal Investigator	Researcher, Ima

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 02/02/2017

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
There is no Project Status information to display as of 02/02/2017.			

Package 931836-1 is: **Work in progress** ⏮ Package 1 of 1 ⏭ | Jump ▾ |

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

**Shared** with the following users:

User	Organization	Access Type
Anderson, Rachel	Northern Arizona University (NAU), Flagstaff, AZ	Full

# Designer

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

Designer

[931836] Creating a New Project in IRBNet.

Package: ▼ 931836-1 Work in progress (Not submitted)

Click to add a package description or notes.

Step 1:

Hide Form Libraries

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Northern Arizona University IRB, Flagstaff, AZ ▼

Select a Document: 1 Instructions for students ▼ 

Download

Step 2:

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |



Start a Wizard

OR

Attach New Document

(When should I do this?)

# IRBNet Document Wizard

1. 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

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

Jump To:

Instructions for Researchers

Jump

Instructions for Researchers \*

Welcome to the **NAU - Research Application**. Northern Arizona University's IRB is continually incorporating best practices and regulatory changes that occur in the area of human subjects research. It is the responsibility of the researcher to be aware of current rules, regulations and policies, and to use the most current forms and templates when applying to the IRB.

All investigators and faculty advisors need to have their CITI Training and CV listed under the "Training & Credentials" in your "User Profile" so that you can "Link Training Records" for any research that they conduct. Please be aware that any CV's attached in your User Profile is only good for one year and will need to be updated. CITI Training needs to have been completed within the last three years. If you are having trouble figuring out how to add these documents instructions on how to do this can be found in the Forms and Templates library in a PowerPoint labeled "Uploading CITI & CV." If you have issues please contact the HSRP office at 928-523-9551.

Save and Exit

Preview

( \* required )

Next

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# IRBNet Document Wizard

IRBNet Document Wizard

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

Jump To: Principal Investigator Information Jump

**Principal Investigator Information**

PI Name \*

PI Phone \*

PI Alternate Phone

PI Email \*

PI College \* College of Education

PI Department \* Educational Psychology

PI Department - Other  
If you selected "Other", please name the other department below.

COI Training Completed \*

The Principal Investigator hereby affirms that ALL individuals who meet the definition of investigator for this project in the current OVPR Policy Conflict of Interest in Sponsored Projects have completed the mandatory Conflict of Interest training and Disclosure of Significant Financial Interests as required.

☒ Yes  
☐ No

Is the PI a Student? \*

Is the PI a student?

☐ Yes  
☒ No

Save and Exit Preview ( \* required ) Previous Next

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**.

## IRBNet Document Wizard

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

Jump To:  

### Additional Personnel \*

Are there additional personnel involved?



- ☒ Yes  
☐ No

( \* required )



# General Information

## IRBNet Document Wizard

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

Jump To: General Information Jump

### General Information

#### Number of Open Human Research Studies \*

How many Human Research studies does the PI have open?

#### Number of Research Staff \*

How many research staff will be involved in the Human Research?

#### Expected Project Length \*

What is the expected length of this project?

#### Consent and PHI Authorization Storage Location \*

Where will original signed consent and PHI Authorization documents be stored (building name and room)?

#### Consent Maintenance Length After Conclusion \*

How long will consents be maintained after conclusion of the project?

- ☒ 5 years (NAU standard)
- ☐ 5 years after child reaches 18
- ☐ Other

#### Consent Maintenance Length After Conclusion - Other

If you selected "Other," please explain:

[Save and Exit](#)

[Preview](#)

( \* required )

[Previous](#)

[Next](#)



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

# Funding Source

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

IRBNet Document Wizard

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


Jump To:

Funding Source

Jump

**Funding Source \***

Do you have a funding source?



☒ Yes  
☐ No


Save and Exit

Preview

( \* required )

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Next





# Funding Source

## IRBNet Document Wizard

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

Jump To: Funding and Third Party Information Jump

### 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

Save and Exit

Preview

( \* required )

Previous

Next



1. 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 \*

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 HSRP 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 HSRP 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 HSRP 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 HSRP 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 guides, 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

1. **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**.