

Step by Step

How to submit an IRB application via IRBNet

Step 1 Connect to the internet – www.IRBnet.org

Step 2 - Log in – First time users – click

- “NEW USER REGISTRATION.” Complete the user profile.
- Accept terms of IRBnet.org.
- Select “Florida Atlantic University” for location.
- Create your password.
- Now, go to your email. You will have received an email from IRBnet. **Click the link** in the email to activate your account in IRBnet.

OR If you already have registered, just log in to www.IRBnet.org using your user name and password

Step 3 - Click - [CREATE NEW PROJECT](#) and fill in the information about your study.

Step 4 - Click - [DESIGNER](#) to browse & download IRB forms. All IRB forms are located in the Document Library drop-down menu. Please download **FORM 1 FIRST** to determine which forms are applicable for your submission. **Second**, open the applicable forms and Click - [SAVE](#) to save the form(s) to your computer. You may complete and edit them at a later time. If you exit the system after this step, you will need to log in again, click My Projects, and return to the DESIGNER screen.

Step 5 – Once you have filled out the forms applicable to your submission on your computer, you will need to “Assemble Your Document Package.” For each document you want to submit to the IRB, click “Add New Document.” Then, select the Document Type, enter a description, and use the Browse button to locate the file on your computer. Repeat this step until all documents are uploaded.

Step 6 - Click - [SHARE THIS STUDY](#) – Select anyone who you would like to have access to this research, such as a co-investigator or a research coordinator. **It is important that you also share your study with the appropriate signatory official in your College so that you can complete step 8.** Note: To “share” your research with someone, they must be registered in IRBnet.org and activate their account by clicking an email link sent by IRBNet.

Step 7 – [SEND a QUICK E-MAIL](#) (*This stage is optional*) – Use for a quick email note to anyone on your research team or the IRB Coordinator. This is also a useful tool for informing your Department Chair or other signatory official that the study is ready for their electronic signature.

Step 8 – **Mandatory** – Click - [SIGN STUDY](#) – Your “Electronic” signature is accepted as a legal signature.

NOTE: Ensure that you have all electronic signatures from the appropriate signatories in your College. (the assurances at the bottom of the form tell you the number of signatures required)

Step 9 – **Mandatory** - After all signatures have been obtained Click – [SUBMIT THIS STUDY](#).
*Select “Florida Atlantic University IRB” in the “Search for Organization” drop-down menu.
*Be sure all documents are attached and in final form.
*Once you “SUBMIT,” the research cannot be edited unless you contact the IRB Office.

Step 10 – **YOU MADE IT!** Click [Study OVERVIEW](#) to review what has been sent. Study will be under “Pending Review” status until the review has been completed.

*An electronic IRBNet notification will be sent to your email confirming that the IRB has received your research study. Within 4-6 weeks, you will receive comments on your submission; once comments (if any) are resolved, you will receive a notification of approval along with a link to stamped documents.