



IRBNET SUBMISSION PROCESS

Edgewood University uses a web-based system, IRBNet, to submit and track submissions. Please click on the link at the bottom of this page to access IRBNet. All proposals **MUST BE SUBMITTED VIA IRBNet**.

If you are a first time user of IRBNet, you are required to first register (create a username and password) and then log into IRBNet. Once you are able to reach the Home Page, you can select "Create New Project" and use the "Forms and Templates" to create your submission. Instructions for both of these tasks are available on the HPRB website.

IMPORTANT NOTES:

- Please upload all documents as Microsoft Word documents.
- The research protocol and all supporting documents must be submitted as *individual documents* (one document for your proposal, one document for a consent form, etc.).
- Please double and triple check for typos and grammatical errors in all documents!
- Students: Your advisor must proofread and approve your protocol. Please "share your project" with your advisor. Your advisor is responsible for ensuring that you have followed all the ethical guidelines to ensure the protection of human participants. If they approve of your proposal, your advisor must then "sign your package."
- Investigators and all co-investigators must also "sign the package". This means that all investigators and advisors *must have an IRBNet username and password of their own*.
- Please complete the appropriate informed consent template (available through IRBNet "Forms and Templates" and the IRB website) and double check to make sure it is readable and does not contain technical jargon. It should be written directly to the reader, as though you are explaining the facts in person. Informed consent language should be written in the second person ("you").

Pre-Submission Checklist

Note: This checklist is for your *personal use* to ensure that your HPRB application is complete. This is the same checklist the IRB Administrator will go through when initially checking your application for completeness.

- All contact information is complete and correct.
- If principal investigator is a student, faculty listed as co-investigator is listed.
- If principal investigator is a student, faculty sponsor has signed
- Principal investigator has signed the application
- All subject recruitment methods are listed
- If research is for thesis/dissertation, review committee has approved it.
- All consent documents have been included.
- All researchers listed on the project must complete Ethics training.
- All surveys, questionnaires, information sheets, etc are included