Step 1 – Review definitions for the type of review category before beginning the application process to ensure you are submitting under the appropriate review. Then review the instructions for submitting your application prior to initiating your request.

To begin the process, enter your portal username and password and click on “Login”. Note: You must have a valid go portal username and password to enter the system.
Step 2 – After completing the login, you will see a list of functions on the IRB Application Request page:

1. **New IRB Application**
2. **View** (applications that were previously submitted and/or processed under your name)
3. **View/submit docs** (applications that have not been completed with a final submit)
4. **Co-Signature view** (projects with co-investigators)

For a new application request, just click on "New IRB Application".
Step 3 – Fill in the required fields of information and click the "enter application" button.

A. Example of review - **NO co-signature required**

**Note:** Please be sure to have your IRB application long form and any supporting documents such as ICF, surveys, etc. completed and saved to your computer files, and if required, CITI Training must be completed prior to starting the application request. No application will be approved if CITI training has not been completed when required. (Exempt review does not require CITI Training)
Step 4 - Upload application and supporting documents by clicking the “Browse” button, select from your document files, then click “add doc”.

Once you add a document, you will see a note telling you “document added”.

PLEASE NOTE: Only one application will be accepted. If you upload more than one application, the system will override the previously uploaded application with the latest upload. For supporting documents, you can upload as many as needed and each document title will be listed. If you accidently upload your supporting document under the “IRB Application” button, it will automatically label your document as the IRB Application. If this happens, just delete the document and reload your application. If you have a different extension on the end of a file name such as “.doc” and “.docx” and you upload under IRB Application upload, it could load in two documents. One will say “IRB Application.doc” and one will say “IRB Application.docx”. Please be sure to use the correct “upload button when attaching files”. Also, be sure to label your documents appropriately, such as Application, ICF, Survey, etc. This will ensure uploading the document to the correct category.

Note: If a co-signature is not required and related documents are uploaded, you now click the “final Submit” button. Please be sure you have all documents loaded before clicking final submit. Prior to “final submit” you can always go back and make changes. **Be sure supporting documents are uploaded under “other docs” not “IRB Application”**.
TO REMOVE DOCUMENTS BEFORE A FINAL SUBMIT
After you complete the document uploads, you will have the ability to delete any document if needed by clicking the "X" that appears next to each file. Once you are sure all documents have been attached, and no co-signatures are required, you can now perform a final submit by clicking the "Final Submit" button.
Step 5 - Once you click “Final Submit”, the “IRB Application Request” screen will come up and a note that says “IRB Final Submit Successful” will be displayed. This confirms you have completed the process. That’s it, you are done! At this point you will not be able to make any changes to the application. You will only be able to “view” what you entered.

Note: If you realize you did not put in a “Co-investigator” for signature, or you need to add a document, please notify the committee Chair (Marissa Levy) and she will reactivate the application to enable you to resubmit with appropriate signature(s) and/or document(s).
B. Example of review - **CO-SIGNATURE required**
To add a co-investigator, just enter the first and last name and their correct GO portal username and click “Add Co-Investigator”. You can add as many co-investigators as needed.

**PLEASE NOTE:** You must have co-investigator’s exact GO Portal username when completing the application. The system will use this to send an automatic email for signature.
To remove a co-investigator: if you need to delete a co-investigator, you may do so before a final submit. Please use the "X" that appears after their name to delete. This can be performed even if the co-signature has been completed.
Sample of email sent to Co-signatory:

After you click the link in your email notice, you must sign in to the system.
You will now see a list of projects connected to you. Click on “Co-Sign” to open project.

At this point you can upload additional documents, or delete and replace a document, or click the “co-sign” button. **PLEASE NOTE:** Once you click “co-sign” no other action will be permitted.
If you upload a document, you will see a confirmation “document added” at the top of the page. You may upload as many documents as you need. Once you have added or deleted documents please click co-sign.

Once you co-sign the application, the page will verify IRB Co-Signed. At this point, you can only “view” the application documents.
Once all co-signatures have been completed, the project director will now have the ability to perform a final submit by signing back into the IRB application request. Select the correct project through “view/submit docs” and click on the “Final Submit” button.

**PLEASE NOTE:** It will be the responsibility of the Project Direct to follow up with any co-signature. You will **NOT** be notified that the project is still pending signature.
After the final submit is complete, the system will tell you: **IRB final submit is successful**. That’s it, you are done.

**Reminder:** if you need to add a co-investigator after completing the final submit, please email the committee chair to reopen your application.
If a project is complete, you will only see “View” next to a project name. **Note:** Your project is now ready for committee review.

You will be notified by the Committee Chair/Designee: Once the project has been reviewed by the committee, an automatic email message will be sent to the Project Director with the determination of either “approved”, or “needs revisions”, or “approved with contingency”, or “not approved”. For approved projects, the approved ICF and/or Survey forms will be stamped and uploaded to the Project by the committee chair. The Project Director will be able to print the ICF and/or Survey as needed.

**Note:** any incomplete application will have the “View/submit” function next to the project name.
Additional Functions

There are 3 additional functions to an approved IRB Online Application:

1. Renewal
2. Change in Research
3. Unanticipated Problems Reporting

1. **Renewal:**

First you must complete a new face sheet (first page of the IRB application) and save to your computer files. Then log on to the IRB Online application system and select the appropriate project located under “your applications”.

**Note:** If a project has not been completed with a “final submit”, you will see “view/submit docs” next to the project name and a renewal will not be possible. All completed, approved projects will have “view” next to the project name.
Once the project opens, you will have the ability to enter the new **project end date** and click “Renew”.

After you click “renew”, the screen will confirm “request submitted” and the application page will open up and give you the ability to enter or delete co-investigators, and/or upload or delete documents which pertain to the renewal. **At this point you must upload the renewal application.**

**Note:** You will also be able to access the initial application called “**Parent**” IRB Application as a reference if needed.
The screen will confirm document or co-signature was added.

Once new co-signatures have been completed, you will be able to perform a “Final Submit.”

**Note:** “Final Submit” button will not appear if co-signatures have not been completed.
2. **Change in Research:**

First complete a **Change in Research form** and save it to your computer files. Then log on to the online IRB application system and select the appropriate project located under “**your applications**”.

**Note:** You can access the form needed through the online application as well. You must remember to save it as a blank template first, then complete and save to your computer files, then upload the document.
The application will confirm **Change in Research has been submitted** and open up the application for you to attach any additional documents, and/or add/delete co-investigators. Once you have completed any necessary uploads and/or added co-signatures (and co-signatures have signed), you must click the “Final Submit” button to complete the process.

The system will confirm **final submit successful**.
3. **Unanticipated Problem Reporting**

First complete the "**Unanticipated Problem Reporting**" form and save it to your computer files. Then log on to the online IRB application system and select the appropriate project listed under "**your applications.**" Once the project is open, upload the form where noted below.

**Note:** You can access the form through the IRB page as well. You must remember to save the form as a blank template first, then complete, save to your computer files, then upload to the application.
Once you submit the form, you will see the confirmation at the top of your application. No other function is needed or allowable. This function is completed.

**Note:** You will receive an automatic email notice confirming receipt of the form from the Committee Chair/alternate for your records.