Step-by-Step Guide for SJU Researchers Submitting Protocols via IRBNet

Step 1: Connect to www.irbnet.org

Step 2: First-time users will need to create an IRBNet Account

- Click on “New User Registration”
- Complete your user profile using your @sju.edu email address.
- Accept IRBNet terms and conditions
- Select “Saint Joseph’s University (SJU)” as your affiliation
- Create your password
- Check your email for a message from IRBNet
- Click on the authentication link in the email to activate your account!

OR

If you have an existing IRBNet account, simply LOGIN using your username and password.

Note: If you are registered as an IRBNet user through another institution, please be sure to update your User Profile, adding Saint Joseph’s University as an affiliation.

Step 3: Click “Create New Project” and provide information about your proposed study.

Step 4: If you are submitting a New Protocol Application,

- SELECT the “Read Me First” document for information concerning documentation that will be needed to complete your submission.

- SELECT the “Application” from the drop-down document menu and click “Download”. SAVE the application locally. After completing the application, you will attach it to your submission by clicking on “Add New Document”. You will choose the document type from the drop-down menu, add a description (optional), choose your file and attach.

- REPEAT this process for all applicable documentation found in the drop-down document menu on the Designer screen.
Note: If you wish to exit the system before attaching documentation, log in when you come back and return to the DESIGNER screen.

OR

If you are submitting NEW DOCUMENTATION FOR AN EXISTING PROTOCOL, (ex. renewal/Amendment/ Final Report, etc.) created using our paper system, before IRBNet was implemented...

Please follow the instructions for “Creating a New Project”. However, rather than completing a new protocol within IBNet, simply upload the original protocol for IRB staff reference. Then SELECT the appropriate documentation for the current submission from the drop-down document menu on the Designer screen, and proceed as instructed above.

Step 5: After completing your document uploads, look to the Project Administration menu on the left, and SELECT “Share this Project”. SEARCH for and SELECT SJU for a list of affiliated IRBNet users. Select anyone who may need access to this research protocol, such as a co-investigator, research coordinator or advisor. SELECT the appropriate level of access for each individual with whom you are sharing. It is REQUIRED that you “share” your study with the appropriate signatory authority in order to facilitate completion of the application (Step 6).

You may wish to EMAIL those you are “sharing” your protocol with, to let them know that it is available (optional).

Note: In order for you to share your research with someone, that individual must be a registered IRBNet user.

Step 6: Return to the Project Administration menu on the left, and SELECT “Sign this Package”. Choose your “role” from the drop-down menu. Your “electronic” signature is legal and binding.

Note: Information concerning the necessary signatures on various submissions is noted at the end of the application document. Please assure that you have all appropriate signatures prior to submission of the protocol. All necessary signatures must be present before the IRB will accept the application.
Step 7: Once all signatures have been recorded, return to the Project Administration menu on the left, and SELECT “Submit this Package”.

- SELECT Saint Joseph’s University (SJU) from the drop-down menu and click “Submit”
- SELECT the type of submission from the drop-down menu and add any comments you wish to send to the IRB staff (optional).

Note: Once you submit the package, you will not be able to edit the application. Please contact the Research Compliance Coordinator (jfiorava@sju.edu, 610.660.1298) if you require assistance after you have submitted an application.

You have COMPLETED your IRBNet submission!

If you wish to view the status of your submission, return to the Program Administration menu on the left and CLICK on “Study Overview”. Your research status will be “Pending Review” until reviewed by IRB staff.

An electronic IRBNet notification will be sent to your SJU email confirming receipt of your application. Within 2 weeks, you will receive feedback on your submission. Once any outstanding issues are resolved, you will receive notification of approval.