

Saint Joseph's University (SJU) Institutional Review Board (IRB)
Investigator Submission Guide
NEW PROJECT

| STEP # | DESCRIPTION |
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| Step 1: | Connect to www.irbnet.org |
| Step 2: | <p>New Users:</p> <ol style="list-style-type: none"> 1. Click "New User Registration" 2. Complete your user profile using your SJU email address (example@sju.edu) 3. Accept IRBNet's terms and conditions 4. Select "Saint Joseph's University (SJU)" as your affiliation 5. Create a password 6. Check your email for a message from IRBNet and click on the enclosed authentication link to activate your account <p>If you already have an IRBNet account, log in using your username and password.</p> <p>Note: If you already have an IRBNet account but are affiliated with another institution, be sure to add Saint Joseph's University as an affiliation.</p> |
| Step 3: | Click "Create New Project" and provide the necessary information requested. |
| Step 4: | Select "HSR Application" from the dropdown document menu and click "download". Once you have completed your application, you will attach it to your IRBNet package by clicking "Add New Document", then selecting the application from your computer's files. |
| Step 5: | <p>You may also attach your application and other necessary documents to your IRBNet package by following these steps:</p> <ol style="list-style-type: none"> 1. Log in to your IRBNet account using your SJU credentials 2. Go to "My Projects" or "Create New Project" 3. Select "Saint Joseph's University (SJU) IRB, Philadelphia, PA" under "Select a Library" 4. Select the desired document under "Select a Document" <p>OR</p> <ol style="list-style-type: none"> 1. Under "Other Tools", select "Forms and Templates" 2. Locate the form or template you wish to use 3. Select the  icon to download this form to your computer 4. Locate your computer's downloads folder to access the document |

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| Step 6: | <p>Complete the required CITI training course(s) and upload your certificate(s) to your IRBNet package by following these steps:</p> <ol style="list-style-type: none"> 1. Go to www.citiprogram.org 2. If you are taking CITI courses for the first time, create an account using your SJU credentials OR for returning users taking the refresher course, login with using your username and password 3. Add Saint Joseph's University as your institutional affiliation and complete the courses provided to receive your CITI certificate |
| Step 7: | <p>Refer to the New Protocol Submission Checklist to ensure you attach each necessary document/piece of information to your submission.</p> |
| Step 8: | <p>Return to the "Project Administration" menu on the left and select "Sign this Package". Choose your role from the options listed. Your electronic signature is legal and binding.</p> |
| Step 9: | <p>Once all necessary documents are attached to your IRBNet package, look to the "Project Administration" on the left-hand sidebar. Select "Share this Project". Search for and select anyone who may need access to this project, such as a co-investigator or advisor. Select the appropriate level of access for each individual. It is required that you "share" your IRBNet package with the appropriate signatory authority in order to facilitate completion of your application.</p> <p>Note: Information concerning the necessary signature(s) on various submissions can be found on the HSR application and submission checklist.</p> |
| Step 10: | <p>After all signatures have been recorded, select "Submit this Package" under the "Project Administration" menu on the left-hand side of your screen. Select "Saint Joseph's University (SJU)", then select "submit".</p> <p>Note: Once your IRBNet package is submitted, you will not be able to edit it. Contact the Research Compliance Coordinator, Samantha Ambrico-Custer, at sambrico@sju.edu or (610)-660-1298 if you would like assistance.</p> |
| Step 11: | <p>You have completed your IRBNet package submission! If you wish to check the status of your application, return to the "Project Administration" tab on the left and select "Study Overview". An electronic IRBNet notification confirming submission of your application will be sent to your @sju.edu email address.</p> |
| Step 12: | <p>If revisions are requested, login to IRBNet and upload the necessary documents to the unlocked submission. Once all requested changes are made, be sure to re-lock your package by selecting "Revisions Complete" so that the IRB is made aware of your revisions. Once any outstanding issues are resolved, you will receive notification of approval.</p> |