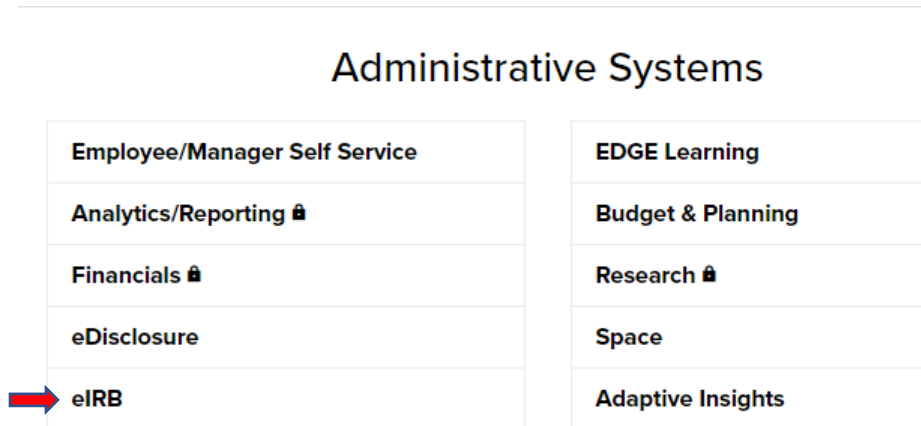


## Step by Step Submission Process Quality Improvement Projects

Once all the documents have been reviewed, you are ready to submit to the IRB through eIRB. For students, Alice Pasvogel will ask your Chair for the Advisor Attestation and send you a copy.

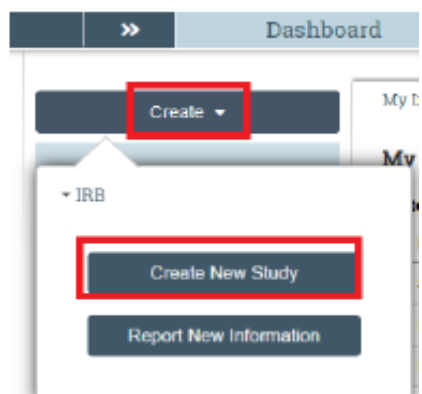
Go to UAccess (<https://uaccess.arizona.edu>) and click on eIRB. Log in using your UANet ID and Password.



You should be on your Dashboard.



From the list on the left side of the screen, click '**Create**' then from the drop-down list select '**Create New Study**'



You will now be in the Smart Form on the **Basic Study Information** page.

A couple of things on this page:

- **Please Note:** fields marked with a red asterisk (\*) are required fields.
- What kind of study is this? Single-site or Multi-site study? If you are doing your project at only one site, select Single-site.
- Will an external IRB act as the IRB of record for this study? This will be 'No'. If an external IRB will be the IRB of record, please see the process for projects using external IRBs.
- Local principal investigator – this is you; your name should be prefilled.
- Is the local PI a student or medical school resident investigator? For students, check 'Yes'.
- Attach the protocol: Click '+ Add' and attach your IRB Protocol for Determination of Human Research form. The IRB Protocol form must be in Word format. This is the only document that should be attached here.

On the bottom right, click 'Continue'. This will save the form and move you to the next page. If there are any errors on the page, they will be shown and must be corrected before you can move to the next page.



### Study Funding Sources

If you have no funding, click Continue and move to the next page. Internal funding should be identified in the IRB protocol form.

### Local Study Team Members

For students, list all your committee members. Your DNP Project Chair should be listed as Advisor and Co-Investigator (Co-I); your committee members should be listed as Co-Investigator (Co-I). Click '+ Add' and select from the list. Remember to indicate if those listed will be consenting participants. For your committee members, generally this will be 'No'.

If you have an External Team Member, you do not need to include them.

### Study Scope

Answer all the questions.

### Local Research Locations

List the location(s) where your project will take place. If it is not included on the list, you can add the site.

### Local Site Documents

Here is where you will attach your project documents:

- Consent forms: Attach your consent document(s), for example your disclosure form(s), consent form(s) and/or assent form(s). Click '+ Add' and attach the document(s). The consent document(s) must be in Word format. Only attach consent documents here. Do not attach your site authorization letter here; attach it below in Other attachments.
- Recruitment material: Attach all recruitment material, for example recruitment email, recruitment flyer, recruitment script. Click '+ Add' and attach the document(s). Only attach recruitment material here.

- **Other attachments:** This is all other documents, for example surveys, questionnaires, educational material, educational presentation or outline of what will be included in the presentation, site authorization letter, IRB Determination letter from the site if the site has an IRB, and Advisor Attestation (students). For students, the Advisor Attestation is required. Alice Pasvogel will ask you Chair for this and send you a copy. Click '+ Add' and attach the documents.

**1. Consent forms:** (include an HHS-approved sample consent document, if applicable) ?

**+ Add**

Document	Category	Date Modified	Document History
There are no items to display			

**2. Recruitment materials:** (add all material to be seen or heard by subjects, including ads) ?

**+ Add**

Document	Category	Date Modified	Document History
There are no items to display			

**3. Other attachments:**

**+ Add**

Document	Category	Date Modified	Document History
There are no items to display			

At the bottom of the page click **Finish**

**Exit** **Save** **Finish**

You have completed the form, but it has not been submitted to the IRB for review. It will be listed on the Workflow Map as '**Pre-Submission**'. Before you submit it, there are a couple of other things to add. From the list on the left side of the screen:

- **Assign Primary Contact.** You will be listed as Primary Contact. Please change this to Alice Pasvogel so she can review the form to make sure everything is correct. As Principal Investigator you will receive all communication regarding the project; changing Primary Contact to Alice Pasvogel will not change this.

**Pre-Submission**

Last updated: 11/2/2020 4:11 PM

**Next Steps**

**Edit Study**

**Printer Version**

**Submit**

**Assign Primary Contact**

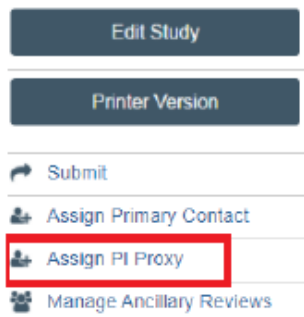
**Assign PI Proxy**

- **Assign PI Proxy.** For students, add your DNP Project Chair as PI Proxy. This is required by the IRB. Your DNP Project Chair must be listed as a Local Study Team Member as only those listed as Local Study Team Members can be assigned as PI Proxy.

## Pre-Submission

Last updated: 11/3/2020 1:09 PM

### Next Steps



[Edit Study](#)  
[Printer Version](#)  
[Submit](#)  
[Assign Primary Contact](#)  
[Assign PI Proxy](#)  
[Manage Ancillary Reviews](#)

- **Training Records** Check the training dates for all personnel listed as Local Study Team Members to make sure training is current prior to submitting to the IRB. Training records will appear in a new window. For each person, the Curriculum, Completion Date, and Expiration Date will appear. If nothing appears next to a person's name, they have not completed any required training.

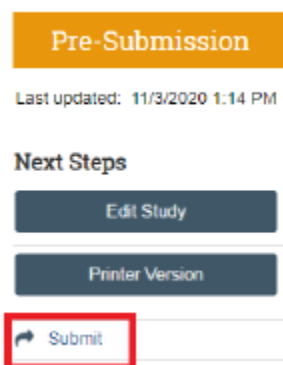
### Next Steps



[View Study](#)  
[Printer Version](#)  
[Create Modification/CR](#)  
[Report New Information](#)  
[Assign Primary Contact](#)  
[Assign PI Proxy](#)  
[Manage Ancillary Reviews](#)  
[Manage Guest List](#)  
[Add Related Grant](#)  
[Add Comment](#)  
[Copy Submission](#)  
[Training Records](#)

Please send an email to Alice Pasvogel ([apasv@arizona.edu](mailto:apasv@arizona.edu)) and include the study number (STUDY00003151) in the email. Once she has reviewed the form, she will let you know when it is ready to submit. Once you receive notification from Alice Pasvogel that the form is ready to submit, submit the form in eIRB.

From the list on the left side of the screen, click **Submit**.



- ✓ If there are errors in the smart form, they will appear and must be addressed before you can submit the form.
- ✓ If there are no errors, the next thing will be your attestation. Read the information presented and click 'OK'.

On the Workflow Map you should now see that your project is in '**Pre-Review**'. You will receive an email from the IRB if clarification is requested or when the review is complete and the Determination letter is available to download.