**Step by Step Submission Process**
**Quality Improvement Projects or Program Evaluation**

Once all the documents have been reviewed, you are ready to submit to the IRB through eIRB.

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 'Save' to save the form then click 'Continue' to move 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. If you have an external committee member, you do not need to include them. Remember to indicate if those listed will be consenting participants. For your committee members, generally this will be 'No'.

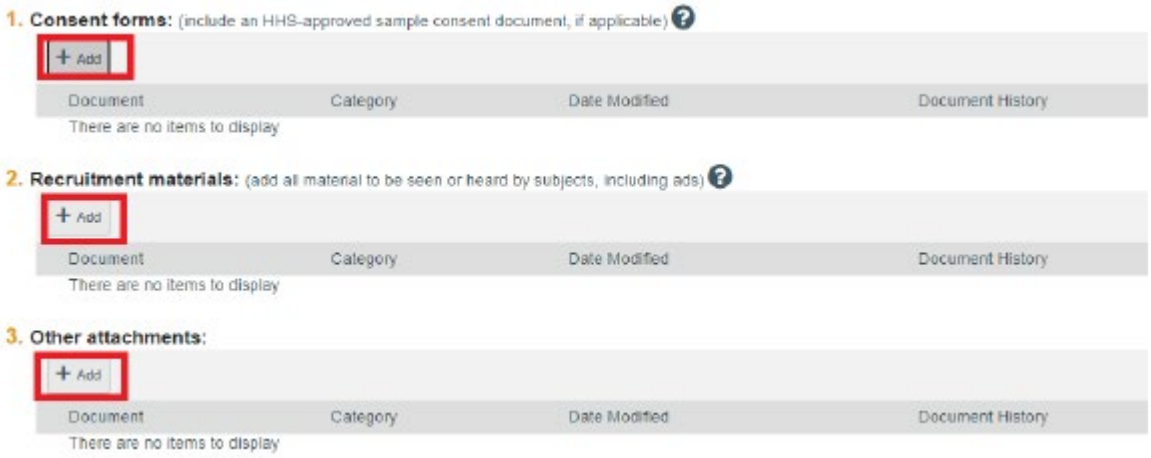
**Study Scope**
Answer all the questions.

**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(s).

**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, evaluation form, 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 your Chair for this and send you a copy. Click '+ Add' and attach the documents.

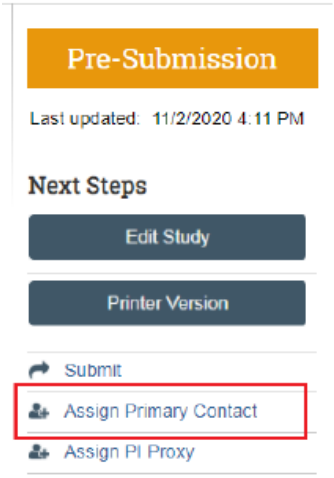



At the bottom of the page click 'Save' to save the form then click '**Finish**'

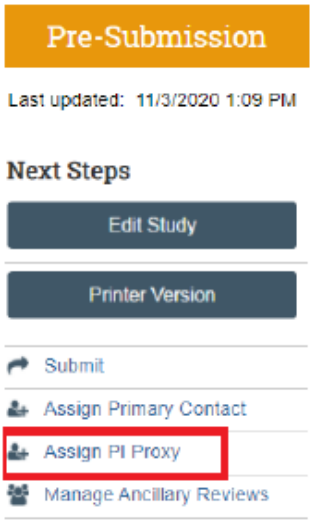



You have completed the form, but it has not been submitted to the IRB for review. It will be listed on the Workflow Map as '**Pre-Submission**'. Before you submit it, there are a couple of other things to add. From the list on the left side of the screen:

- **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.



- **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.

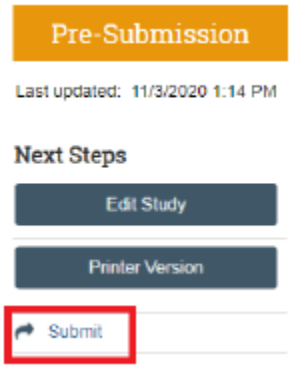



- **Training Records** Check the training dates for all personnel listed as Local Study Team Members to make sure training is current. Training records will appear in a new window. For each person, the Curriculum, Completion Date, and Expiration Date will appear. If nothing appears next to a person's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




Please send an email to Alice Pasvogel (apasv@arizona.edu) and include the study number (STUDY00008156) 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.