Step by Step Submission Process
Single-Site Research Projects

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

Go to UAccess (https://uaccess.arizona.edu).

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. If multi-site, additional questions will be asked.
- Will an external IRB act as the IRB of record for this study? Select '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 the IRB Protocol form, either the IRB Protocol Request for Exempt/Flexible Review, the IRB Protocol for Human Subjects Research, or the IRB Protocol for Human Subjects Research - Retrospective Data Review. 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. If your study is funded, select the study's external funder(s) from the drop-down menu of Institutional Proposals or Awards. Internal funding should be identified in the IRB protocol form.
Important: If your study is receiving external funding but you cannot locate the funder, contact the IRB prior to submitting the study. If your study is funded, refer to correspondence from Sponsored Projects or Research Administration regarding your Institutional Proposal and/or Award Number.

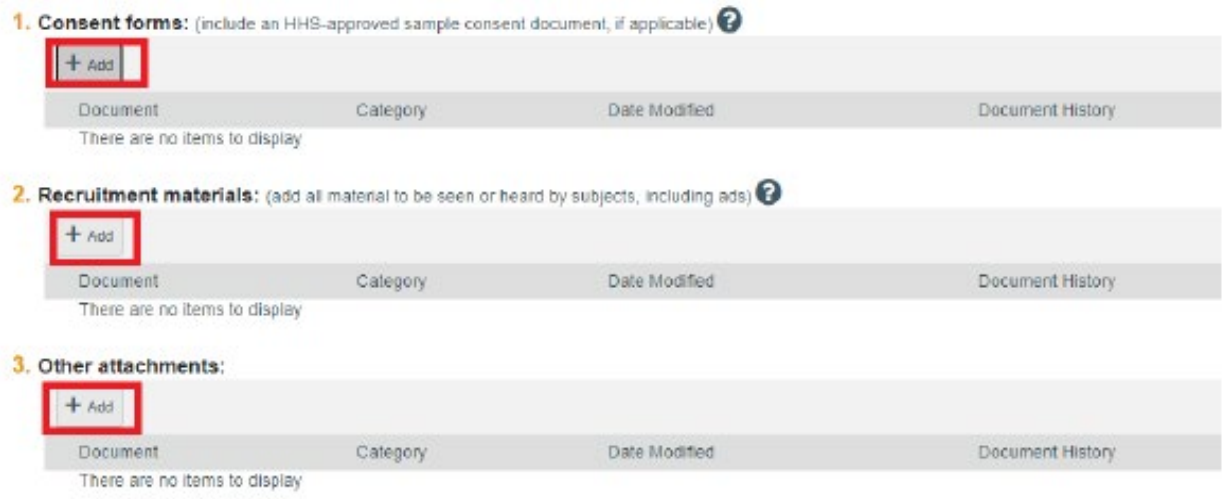
Local Study Team Members
For students, list all your committee members. Your Dissertation/DNP Project Chair should be listed as Advisor and Co-Investigator (Co-I); your committee members should be listed Co-Investigator (Co-I). Click '+ Add' and select from the list. Remember to indicate if that individual will be consenting participants. For your committee members, generally this will be 'No'.
If you have an External Team Member, attach a copy of their CITI training report or a copy of an equivalent training.

Study Scope
Answer all the questions.

Local Research Locations
From the list, select 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 study 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.
- 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, interview/focus group questions, site authorization letter, PI CV, Appendices, Advisor Attestation (students), Attestation for Scientific Review and Department Review if needed. For students, the Advisor Attestation is required. Alice Pasvogel will ask your Chair for the Advisor Attestation and send you a copy. Alice Pasvogel will send you the Attestation for Scientific Review and Department Review if needed. Click '+ Add' and attach the documents.



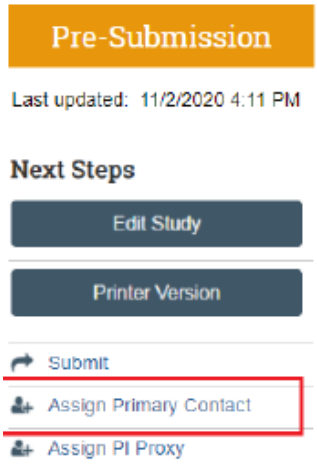
At the bottom of the page click 'Save' to save the form then click **Finish**.



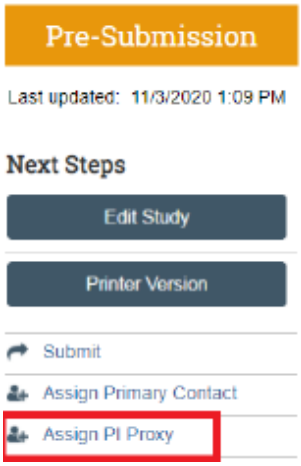
You have completed the form, but it has not been submitted to the IRB for review. It will be listed on the Workflow Map as '**Pre-Submission**'. Before you submit it, there are a couple of other things to add.

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 Dissertation/DNP Project Chair as PI Proxy. This is required by the IRB. Your 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.

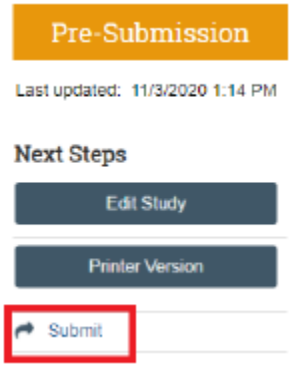


- **Training Records** Check the training dates for all personnel listed as Local Study Team Members to make sure training is current. Training records will appear in a new window. For each person, the Curriculum, Completion Date, and Expiration Date will appear. If nothing appears next to a person's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



Please send an email to Alice Pasvogel (apasv@arizona.edu) and include the study number (STUDY00009154) in the email. Once she has reviewed the form, she will let you know when it is ready to submit. Once you receive notification 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, next 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 Approval letter is available to download. Look under the Documents tab for stamped consent document(s).



Conflict of Interest (COI) Research Certification and How to Complete It
All investigators and study personnel must complete a research certification for each study they are involved with before IRB approval is granted. Please note that these study specific Research Certifications are in addition to the annual COI Disclosure Certification.

Study specific Research Certifications are generated on a project-by-project basis, and to complete them, investigators need to:

- Log into eDisclosure (https://uaccess.arizona.edu)
- From the Dashboard, locate the “My Inbox” tab to view a list of their outstanding Research Certifications. They can locate the project title by clicking the Research Certification.
- Once they have completed the certification, the "Save" button in eDisclosure means they want to save their progress to return later. The "Submit" button means they want to send the certification to OROI for review. If they select Submit and the status of the certification does not change to "Administrative Review" or "No Review Required", the certification has not been submitted. From the list on the left side of the screen, select “Submit Changes” or “Submit Disclosure”.

COI Resources:
Email coi@arizona.edu with questions about the COI process and requirements.