

IRBNet Instructions for Central Michigan University

www.irbnet.org

III. Create a Study

Depending on an individual's access level, the Principal Investigator can delegate (through sharing) to a co-investigator or an advisor the task of helping to create the study. **Higher levels of sharing (ability to submit a study, as an example) should be granted to as few individuals as possible (e.g., PRINCIPAL INVESTIGATOR and advisor).**

1. Log on
2. Choose 'Create New Study' (on the left), and fill out all required initial fields, including sponsor, if applicable.
3. Under "Step 1" Select a Library", choose IRB 1 if you are located within the College of Health Professions or the College of Humanities, Social, and Behavioral Sciences. Choose IRB 2 if you are from any other college or if you are an off-campus student.
4. Under "Step 1" you will also see a Form Library under "Select a Document". Additionally, see section IV for an explanation of the various forms from which you may choose. These forms can be downloaded to your computer.
5. The first document in the Form Library is **"Instructions for Completing Application – READ FIRST"**. This document will help you to determine which of the forms you need to complete for your application. Fill out the forms relevant forms for your study
6. Once you have filled out the forms and saved them to your computer, you will upload them under Step 2 ("Add a Document").
7. You should also upload all other materials that may be required for your application (as indicated in the "Instructions for Completing Application" document). **Please note: Consent forms should be submitted in Microsoft Word and should be modeled utilizing the templates in the form library. See Section XII for details.**
8. When Adding a Document, first select the type of document from the drop down menu. If unsure, select "other" and provide the description you want in the "description" field. Then browse and find the document for uploading.
9. Once you have completed these steps, you will need to "Share" your study. (See Section V: Share Your Submission).