General Information for What You Need to Know and Do to Submit an IRB Application for the First Time

1. Complete CITI training, the required training for all individuals conducting Human Subject Research, at [http://www.citiprogram.org](http://www.citiprogram.org). Please follow the steps outlined in this link to complete this process: [CITI Training Instructions](http://www.citiprogram.org).

2. Register as a New User on IRBNet at [http://www.irbnet.org](http://www.irbnet.org). All required Human Subject Research Application materials are to be submitted through this online platform.

3. Once you are registered as a new user in IRBNet, you will have access to all investigator forms needed for submission of your application to Suffolk University’s IRB (located in the Library Manager in IRBNet or on the [ORSP Website](http://www.orsp.suffolk.edu)). The documents/forms/signatures required for submission are outlined below:

   - Complete the Human Subjects Research Application (HSRA).
     - The application can be found on the IRBNet Library Manager or on the [ORSP Website](http://www.orsp.suffolk.edu).
   - All recruitment materials (flyers, in person scripts, telephone scripts, email scripts, etc.)
   - All consent forms and research instruments (questionnaires, surveys, etc.)
   - Research protocol (optional)
     - Example: There may be a dissertation or grant proposal that you would like to attach to the protocol. However, all necessary/required information should be included in the HSRA.
   - CITI training certificates (for all investigators/research staff)

   Once documents are uploaded, you (the PI) must provide an electronic signature and obtain an electronic signature from your Department Chair/Head.

   - **Follow these steps to sign the package:** On the left hand side of the screen select “Sign this Package” > Select your appropriate role from the dropdown > Sign
   - **Follow these steps to share the protocol in order to obtain proper signatures:** On the left hand side of the screen select “Share this Project” > Select “Share” > Select an organization: “Suffolk University” > Search for user: Enter the name of the person you would like to share this protocol with > Select: “Read” > Save. This will notify the individual that you shared the protocol with them and allow them access to sign the package.
After signatures are obtained and documents are uploaded. Please submit the application.

**Note:** For all student research, a Faculty member **must** be listed as the Principle Investigator for IRB purposes.

Additional instructions can be found on the [ORSP Website](#).