Suffolk University
Office of Research and
Sponsored Programs

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

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

2. Register as a New User on IRBNet at 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). 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.

   ☐ 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](#).