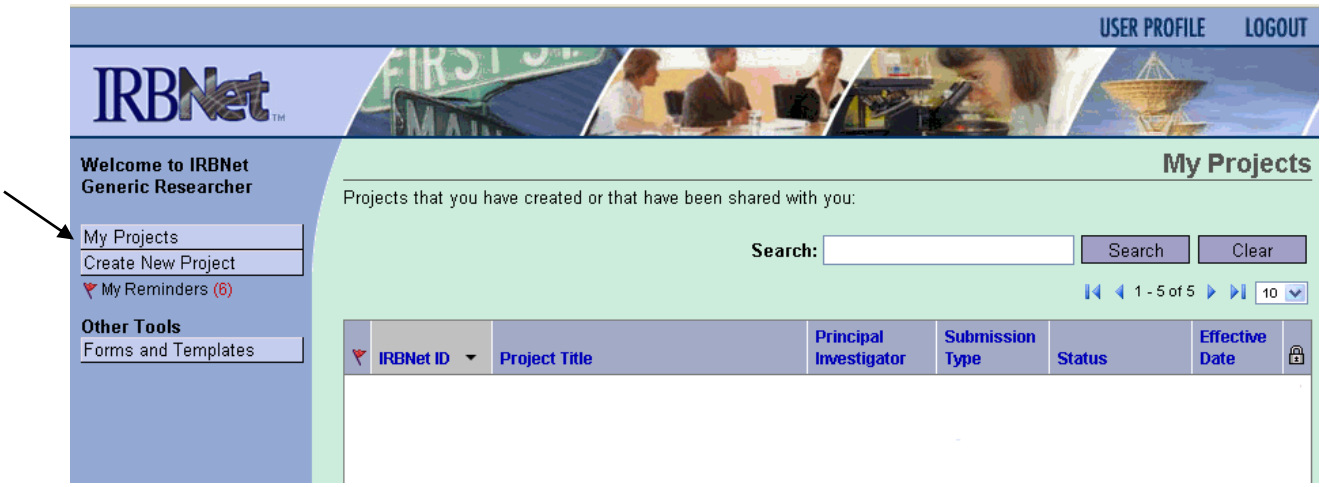
Covenant Medical Center

How to Submit a New Protocol

First-time users: please register as a new user at www.irbnet.org. Record your user ID and password for future use.

Login at www.irbnet.org to arrive at the My Projects screen, pictured below.
Click on "**Create New Project**."



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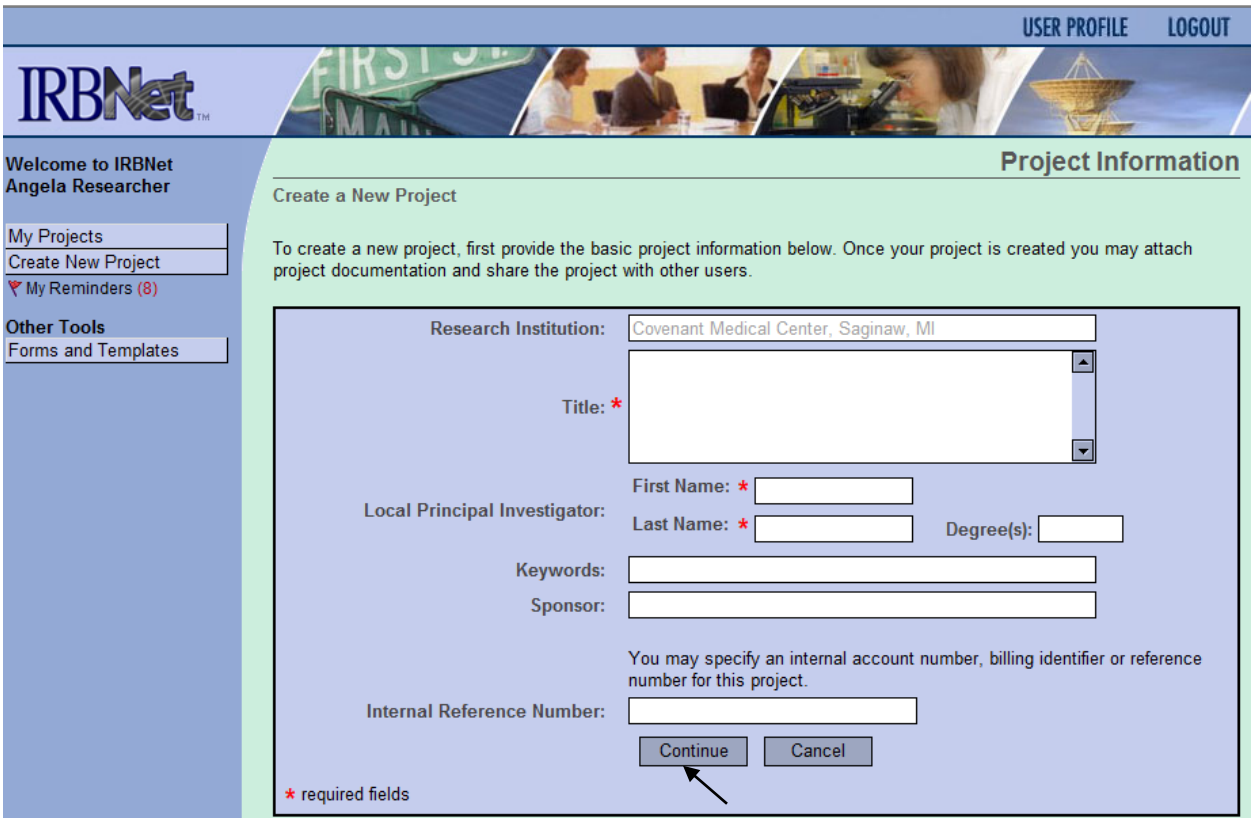
Fill in the "*required fields" boxes pictured below. Optional fields may be left blank. Click Continue



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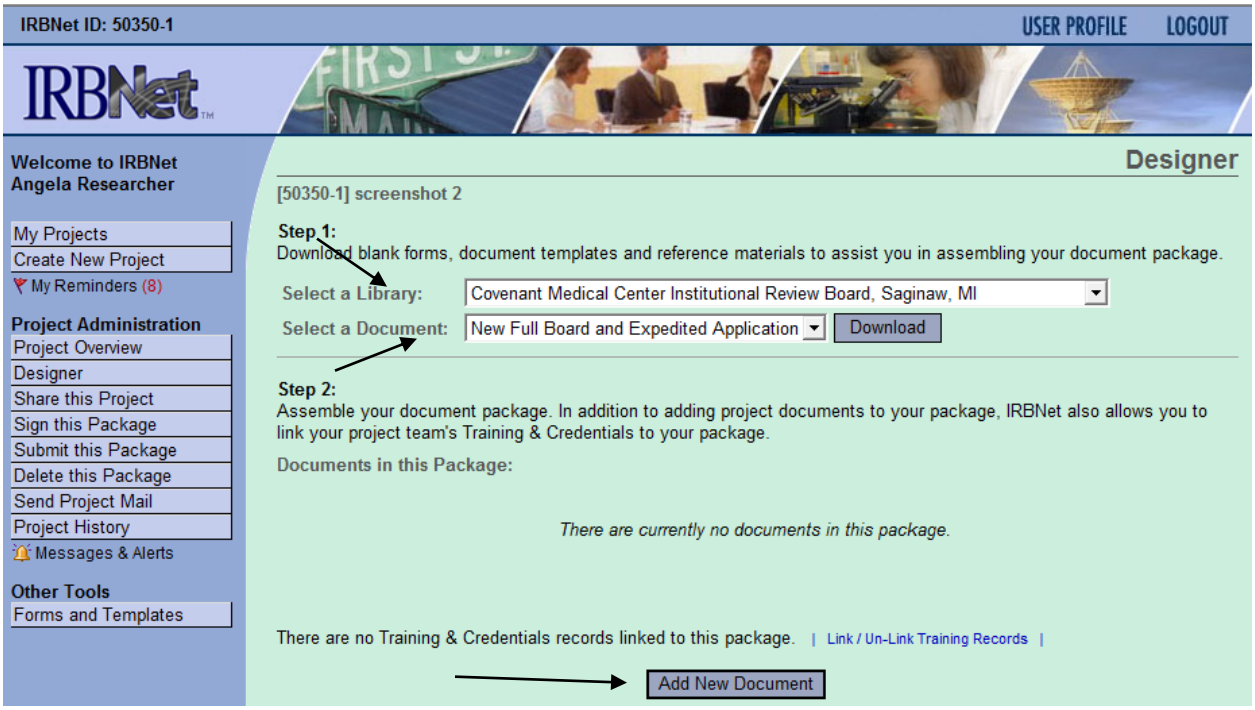
Required forms and checklists are available by choosing "**Select a Library**" and "**Select a Document"** under Step 1 of the Designer page, pictured below.

- Complete all required forms off-line.
- Assemble your application by uploading completed documents and training certificates. To upload documents, click "**Add New Document**"



Each time you click on "**Add New Document**," you will see a screen like the one below. Choose the type of document you are uploading from the drop down box, provide a

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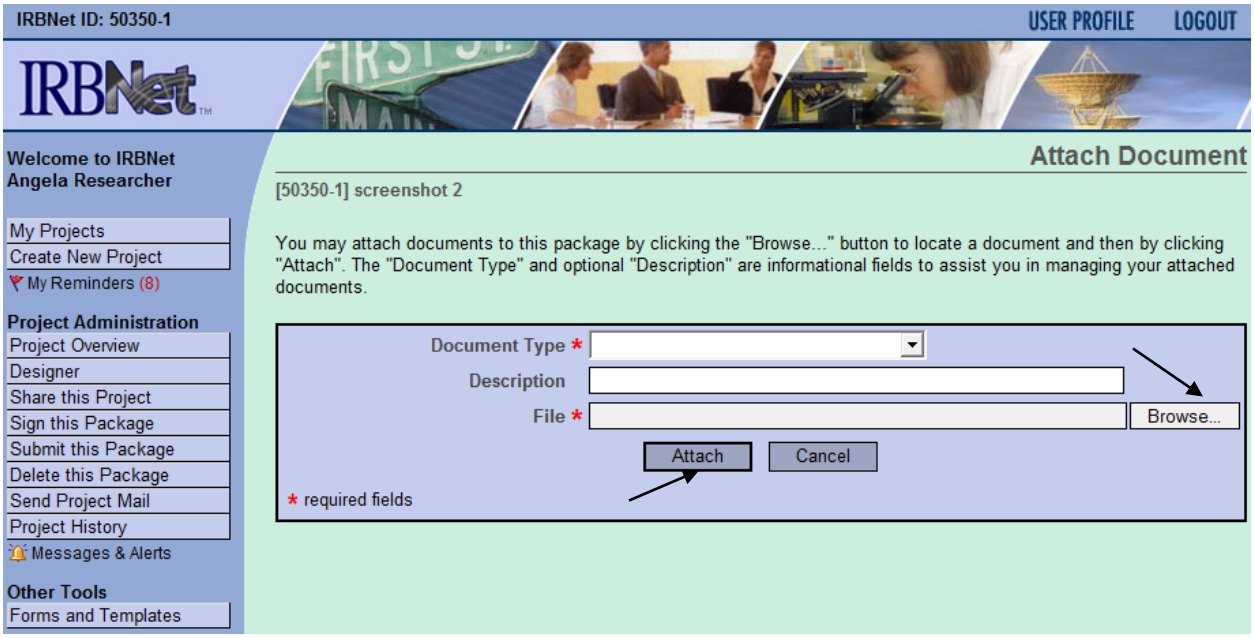
description if desired, then click on "**Browse**" to find your document and open it. Click "**Attach**."



- You do NOT have to upload all documents during the same session. As you add documents, the screen displays all of the documents that have been uploaded.

Click on the paper icon, pencil icon, or red "X" to view, modify or delete an uploaded document

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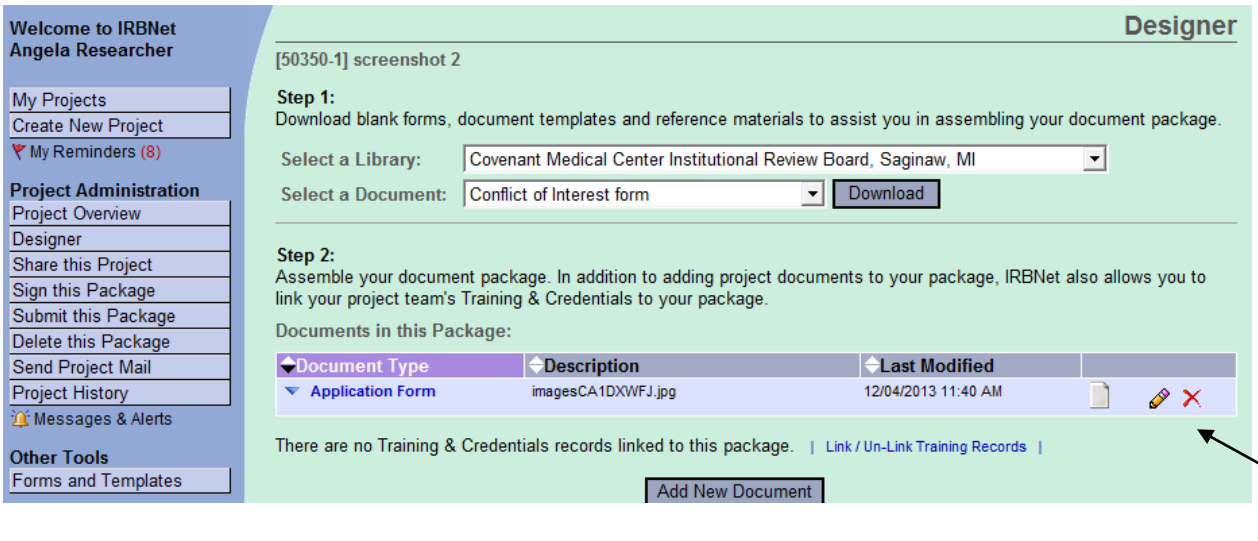

All investigators and faculty advisors involved in the project, should review submission materials prior to them being uploaded to IRBNet. It is strongly recommended that all investigators and faculty advisors aslo register for an IRBNet User account. Access to the submission can be "shared" with other team members.

- First, make sure they are registered in IRBNet.
- Then click on "Share this Project," then click the word **"Share."**
- Search for Covenant Medical Center, find the name of the person with whom you wish to share the package and grant them the appropriate permission access. Click "Save."

Once the project is shared, team members can communicate with each other via email sent directly from IRBNet to fellow team members' email accounts.

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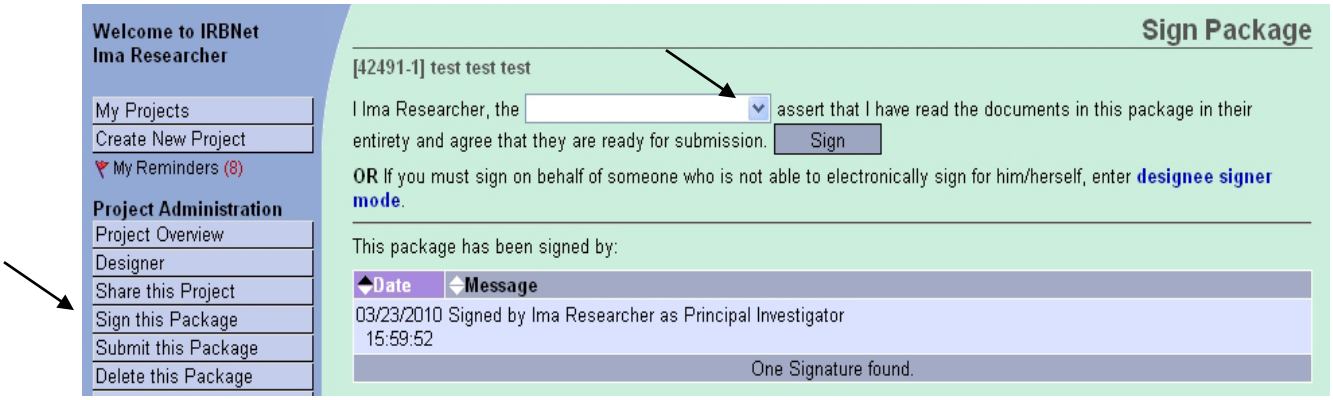
After all documents are uploaded and before submission, packages must be signed by the PI and Faculty Advisor (if applicable)

- Click "**Sign This Package**" on the left side of the screen.
- On the Sign Package page (pictured below), choose an appropriate title from the drop down box
- click "**Sign**."



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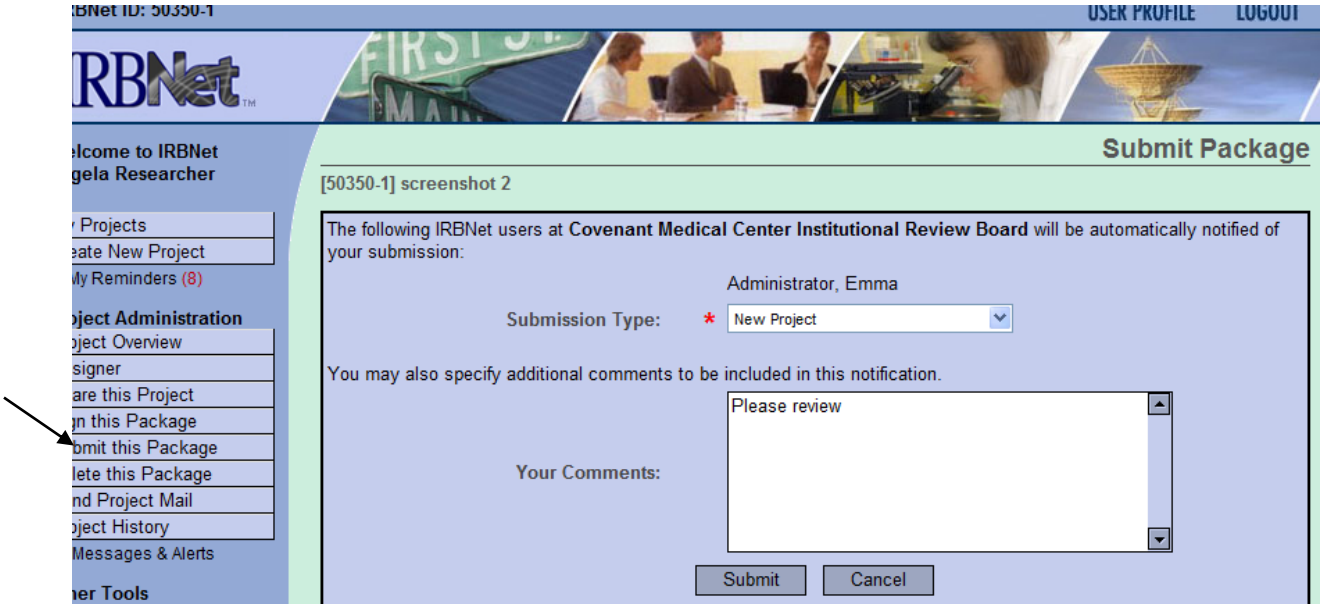
After all team members have signed the package (if applicable), click "**Submit this Package**" on the left side of the screen.

- Keep the "only show my default boards" box checked to limit your choices.
- Choose to submit your project to the "Covenant Medical Center Institutional Review Board ."
- Select the submission type from the drop down box. Comments are optional.
- Click "Submit."



Upon submission, Covenant Medical Center IRB Administrator will receive an automated email which alerts the IRB office to your submission. You will be notified if you need to provide additional information.

If you have questions about this process contact the IRB Administrator at IRB@chs-mi.com