

I. ACCESSING IRB NET (New Registration)

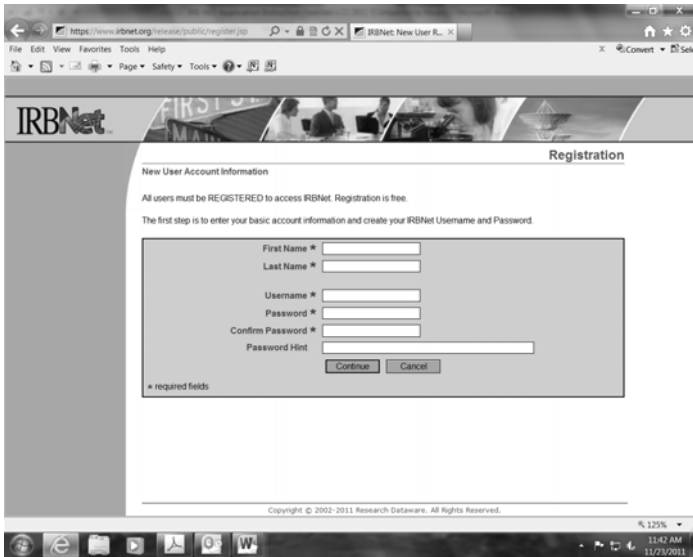
- i. Visit: <https://www.irbnet.org/release/index.html>



- ii. New users: Click on “New Registration” in the top right corner



- iii. Fill-out the registration form following the on-screen prompts



II. ACCESSING IRB NET (Existing Registration)

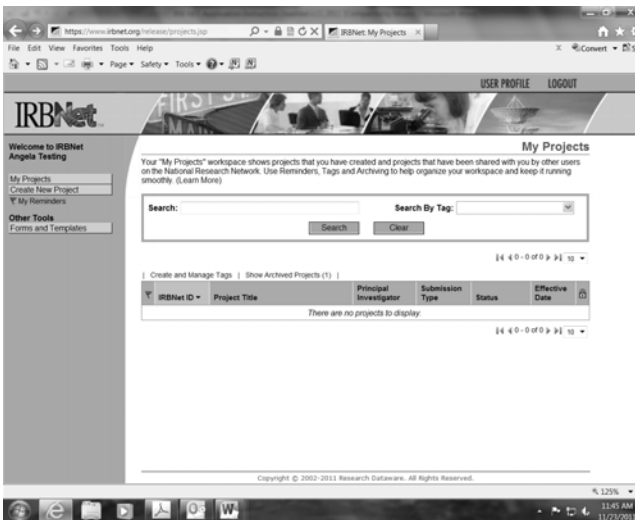
- i. Visit: <https://www.irbnet.org/release/index.html>



- ii. Existing users: Enter your user Name and Password in the top right corner and click “log-in” (if you forgot your username or password select “Forgot your Password”)



iii. Once you log-in you will see the “My Projects” screen

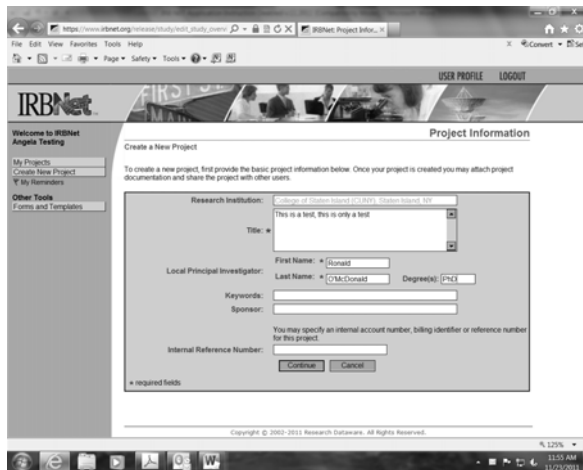


III. Creating a New Project in IRB NET

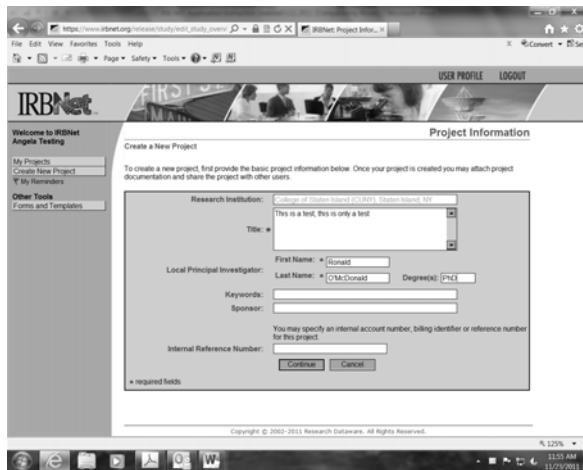
i. After logging in, click “CREATE NEW PACKAGE” on left side of the page



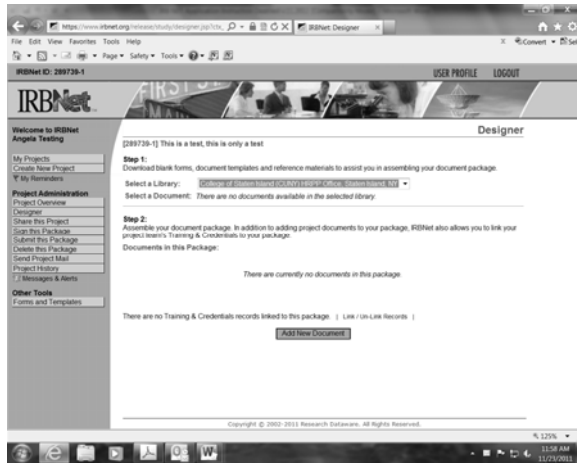
- ii. Enter the title of the project, the principle investigators first and last name. (if entering degree, only enter degrees the PI has already obtained)



- iii. Then click "Continue"



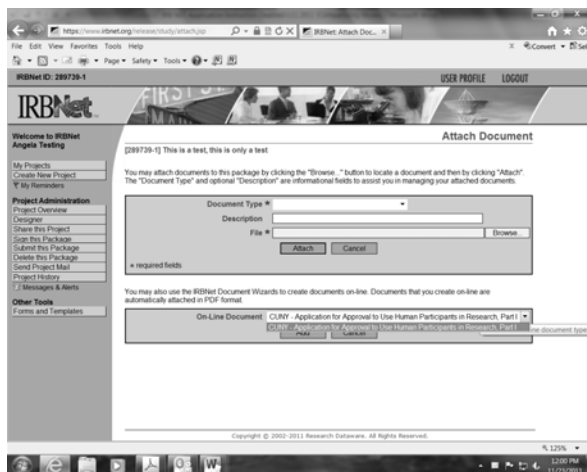
- iv. Now you will find yourself on the "Designer" page



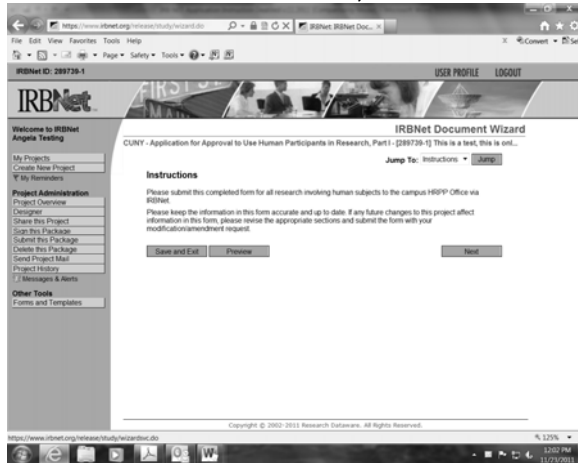
v. Click “Add New Document”



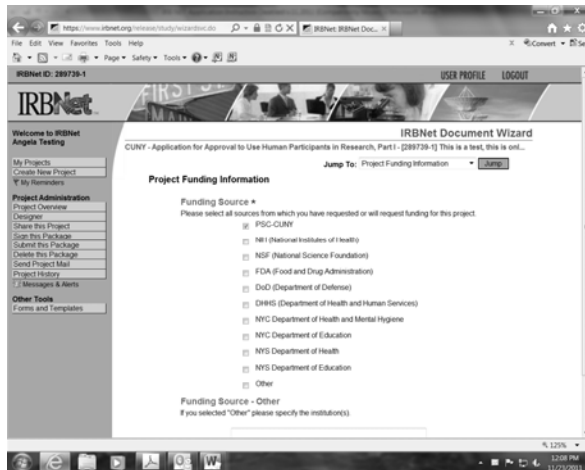
vi. On the “Attach Document” page, next to “On-Line Document” (bottom of the page), select “CUNY Application for Approval to use Human Subjects – Part I” and click “Add”



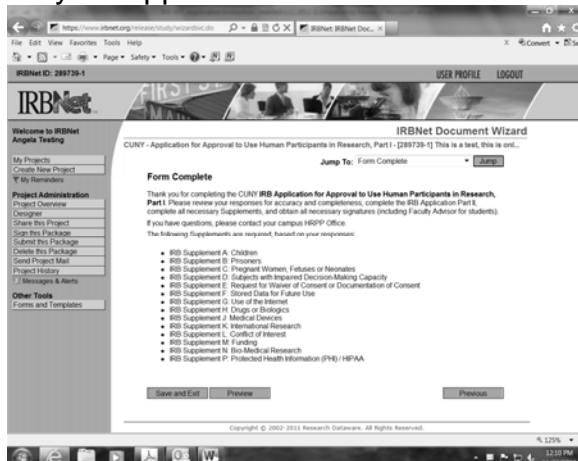
- vii. Read the instructions, then click “Next”



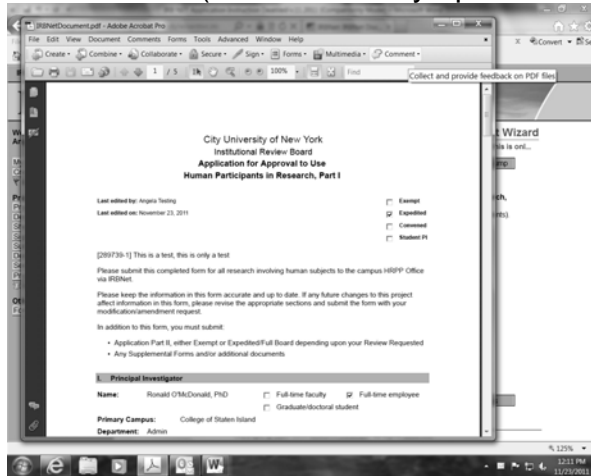
- viii. Continue through all the pages by answering the questions and clicking “Next” on each page.



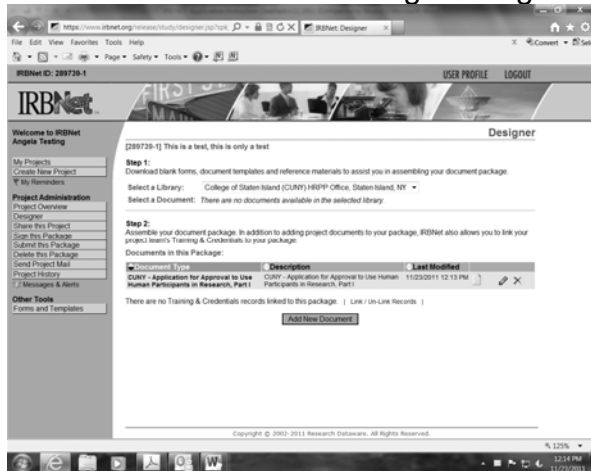
- ix. When you arrive at the page that says “Form Complete” take note of the supplements that you will be required to fill out (if any) before submitting your application.



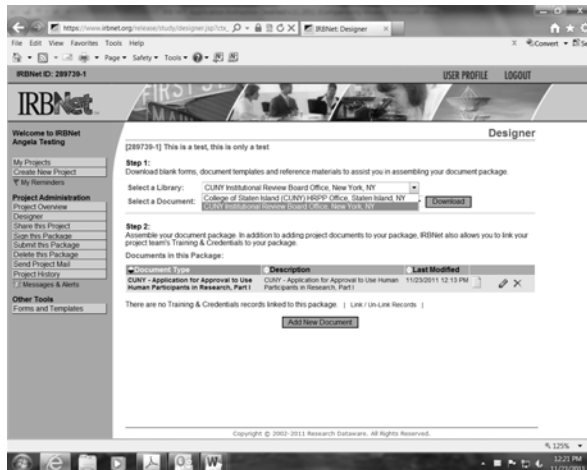
- x. You can preview the attachment before saving and exiting by clicking on “Preview” (close the newly opened window when done with your preview).



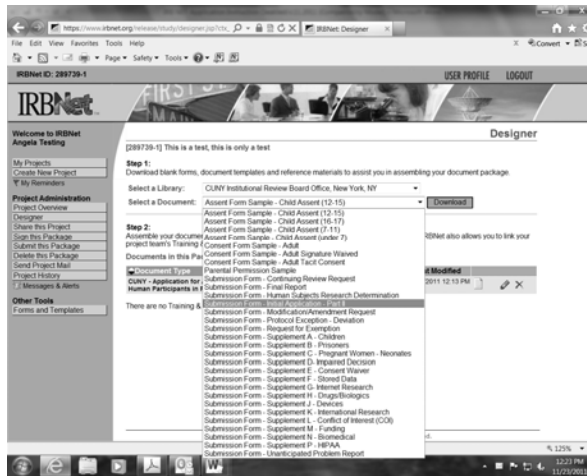
- xi. When you are ready to save the document click “Save & Exit” and your document will be saved and automatically attached to your project. (you will be taken to the “Designer Page”.



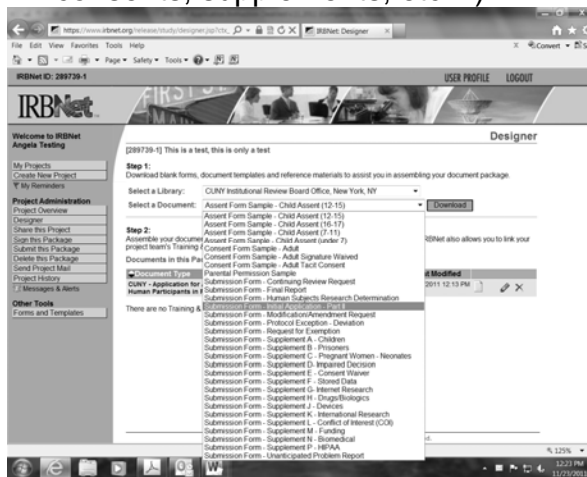
- xii. From the “Designer” page, click on “Select a Library” and choose “CUNY Institutional Review Board” from the drop-down menu.



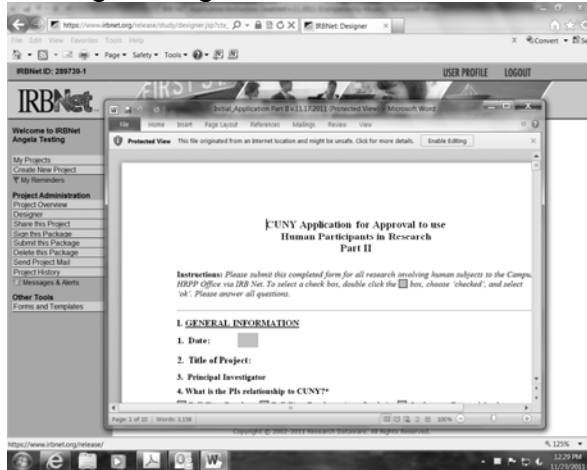
- xiii. From the “Select Document” drop-down menu choose “Initial Application Part II” and click “Download”



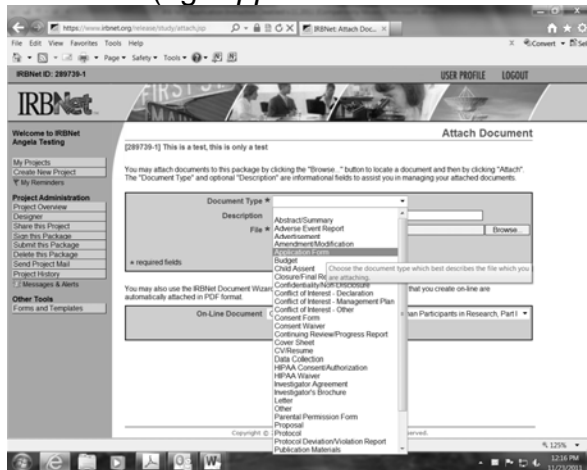
- xiv. Save the document to your PC. Repeat steps xii and xiii until you have downloaded all the documents you need for your application (i.e. sample consents, supplements, etc...)



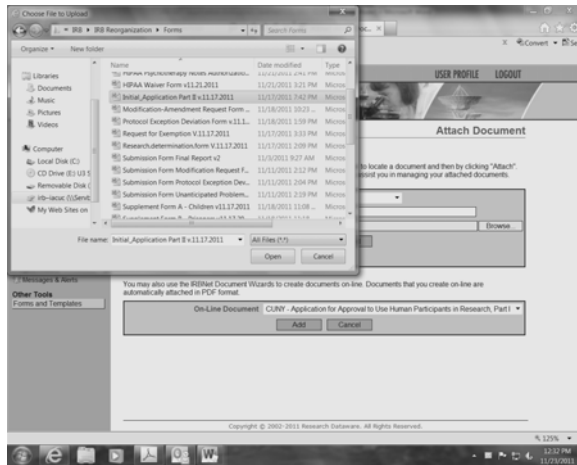
- xv. Once you have downloaded all the necessary document, locate them and begin filling them out.



- xvi. When you have completely finished filling out and saving your documents, return to the Designer Page for your project and click “Add New Document”
- xvii. You will then see the “Attach Document” page, where you will select an “Attachment Type” from the drop down menu for whatever it is you plan to attach (eg. *Application Form* for the “Initial Application Part II”)



- xviii. Click “Browse” to locate the document that you plan to attach (once found click “Open”)



xix. Then Click “Attach”

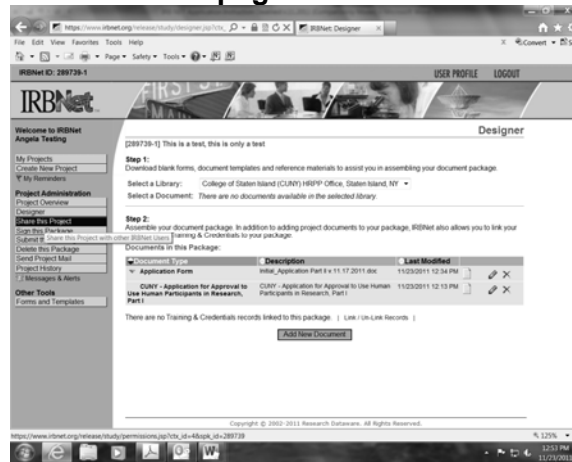


xx. Your document is now attached to the project package (Repeat steps xvi through xix for each item you wish to attach).

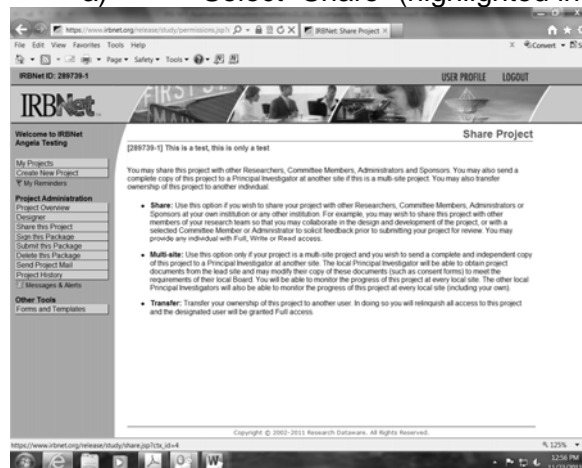


IV. Submitting your Project Package to the HRP Office for Review

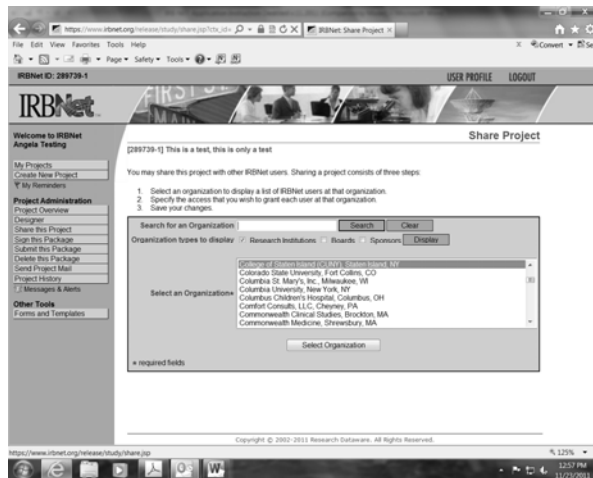
- i. **Share your project - only necessary if one of the following examples applies...** If you are a student, you **must** share the project with your faculty advisor so that they can sign the protocol (your faculty advisor must be registered with IRB NET). If you are completing the application on behalf of the PI you **must** share the project with the PI so they can sign it. If you, as PI, would like to share the project with your research team these steps can be used (each person you share the project with must be registered with IRB Net). **Click “Share” on the left side of the page.**



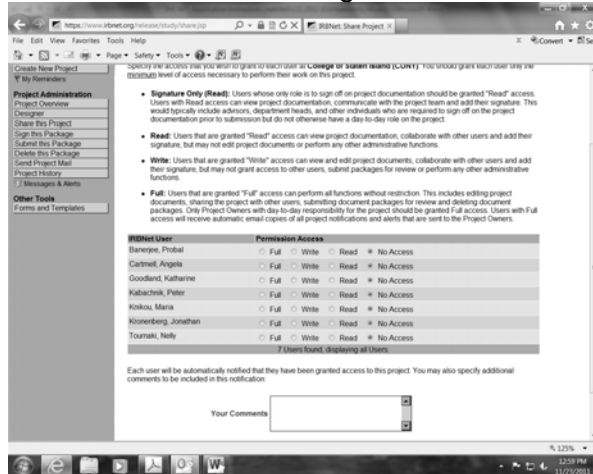
- a) Select “Share” (highlighted in BLUE) in the center of the page



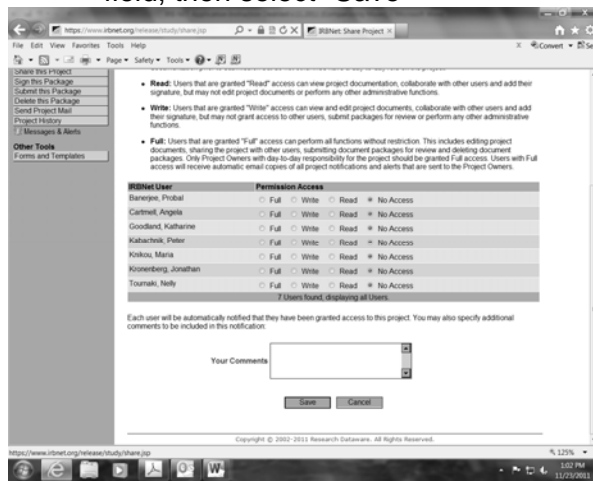
- b) Select the Institution the individual is affiliated with and click “Select Organization” (default will be your primary institution. However, if the individual is at another CUNY campus, search for that CUNY campus)



c) Locate the individual from a list of names and choose which type of access you are giving them – definitions are on this page (if a specific name is not there, you either selected the wrong institution or the individual is not registered with IRB Net yet)



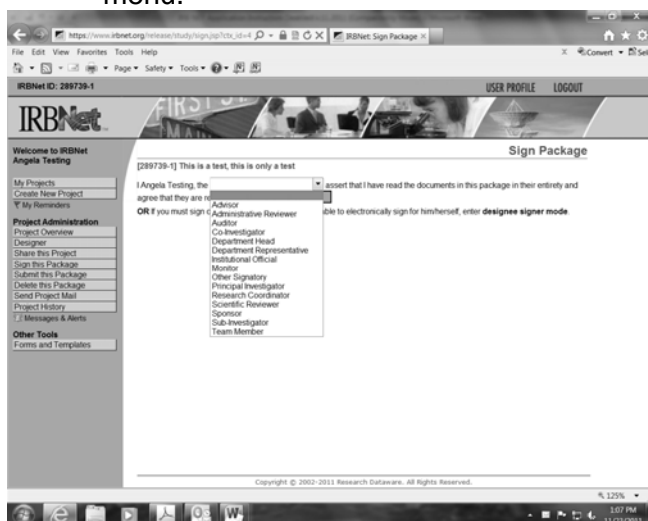
d) You can enter comments to the individual(s) in the "Comment" field, then select "Save"



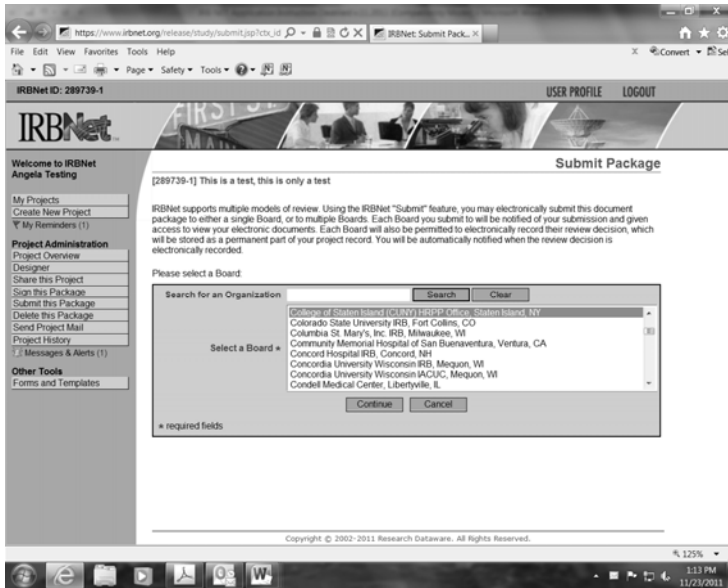
- ii. Sign your Package – Packages must be signed by all Faculty Advisors and PIs. Select “Sign this Package” from the left side of the page.



- iii. On the “Sign Package” page, select your role in the project from the drop-down menu.



- iv. Then click “Sign”



vii. Then select “Continue”