**Checklist for Submitting a New Project to an Internal GRU IRB***(scroll to page 2 for the Getting Started Checklist for submitting a Human
Subjects Research Determination)*

**Getting Started***Clicking on the blue links will open additional links to instructions that may help you.*

1. ***CITI Completion***

[ ]  Each research team member must complete the applicable [CITI learner group](http://www.gru.edu/research/irboffice/training/citi.php)

1. ***IRBNet Account***

[ ]  Each research team member must create an IRBNet Account and affiliate with GRU at [irbnet.org](https://www.irbnet.org/)

1. ***Update User Profile***

 [ ]  Each research team member must integrate CITI ***if they are affiliated with GRU.*** If they are not affiliated with GRU, they must upload the CITI Completion report from their institution ([see Instructions for CITI Integration](http://www.gru.edu/research/irboffice/irbnet_citi_integration_6.10.14.pdf))

 [ ]  Each research team member must upload a current, dated CV/resume
 ([see instructions](http://www.gru.edu/research/irboffice/howtosubmitcv.pdf) for uploading a CV)

**New Study Checklist**

 [ ]  Ensure the following required documents are uploaded in your package on the **Designer** page:

 [ ]  Core Data Form

 [ ]  Sponsor’s Protocol or Grant, if applicable

 [ ]  Local Protocol (Protocol Template)

 [ ]  Consent Document, if applicable

 [ ]  Data collection forms, questionnaires, surveys, etc.

 [ ]  Advertisements, if applicable

 [ ]  Drug/Device information (i.e. Investigator’s Brochure, Device Information Sheet, etc…), if applicable

 [ ]  Signed ITSS Attestation Form

 [ ]  Applicable Supplemental Forms

[ ]  **Share** the package with all research team members listed on the Core Data Form **and** the Department Approver and any required Ancillary Approvers.

[ ]  **Link the Training and Credentials** of all research team members

[ ]  **Obtain Required Signatures**

[ ]  Principal Investigator

 [ ]  Department Chair

 [ ]  Faculty Sponsor, if applicable

Click [**Here**](http://www.gru.edu/research/irboffice/irbnet.php)to access [IRBNet Instructional Resources and Videos](http://www.gru.edu/research/irboffice/irbnet.php)

**Checklist for Submitting a Human Subjects Determination Request to an Internal GRU IRB***The form should be submitted only if the Principal Investigator is not sure that his/her project is considered human subjects research.*

**Getting Started**

1. ***IRBNet Account***

[ ]  The PI must create (or have an existing) an IRBNet Account and affiliate with GRU at [irbnet.org.](file:///%5C%5COVPR%5CShare%5CShare%5COCTC%5CIRB%20Info%5CIRBNet%5CTraining%5CDocuments%20for%20Researchers%5Cirbnet.org)

**Submission Checklist**

Ensure the following required documents are uploaded in your package on the **Designer** page:

 [ ]  Scope of Work (you draft this document in Word), please note the number of case studies in this document

 [ ]  Human Research Participant Determination Request Form- please complete this form and save it to your computer or files.

 [ ]  Any data collection forms you may want to use

[ ]  **Sign** the package as Principal Investigator

[ ]  **Submit** the package to the GRU IRB Office

**How to Upload forms/Submit items to the IRB-**

1. Make sure you are logged into IRBNet system, your name should display in the upper left hand corner of the screen
2. Click the tab Create New Project
	1. Give your project a title, if you are submitting this to NIH- you could use that same title
	2. Type your First and Last name and Degrees earned
	3. Optional items to fill in- keywords, sponsor, internal reference number- you may also leave these blank if you wish
	4. Click Continue
3. Click the tab Designer
	1. Click Add New Document (located center of page)
	2. Document Type should be “Proposal” for your Scope of Work
	3. Document Type should be “other” for the Human Participant Research Determination Form
	4. Find these completed documents by clicking the Choose File option, select one at a time
	5. Click Attach
4. Click Sign this Package
	1. Choose Principal Investigator
	2. Enter your username and password you used to register for IRBNet

Click Submit this Package-Choose Georgia Regents University (GRU) IRB Office, Augusta, GA