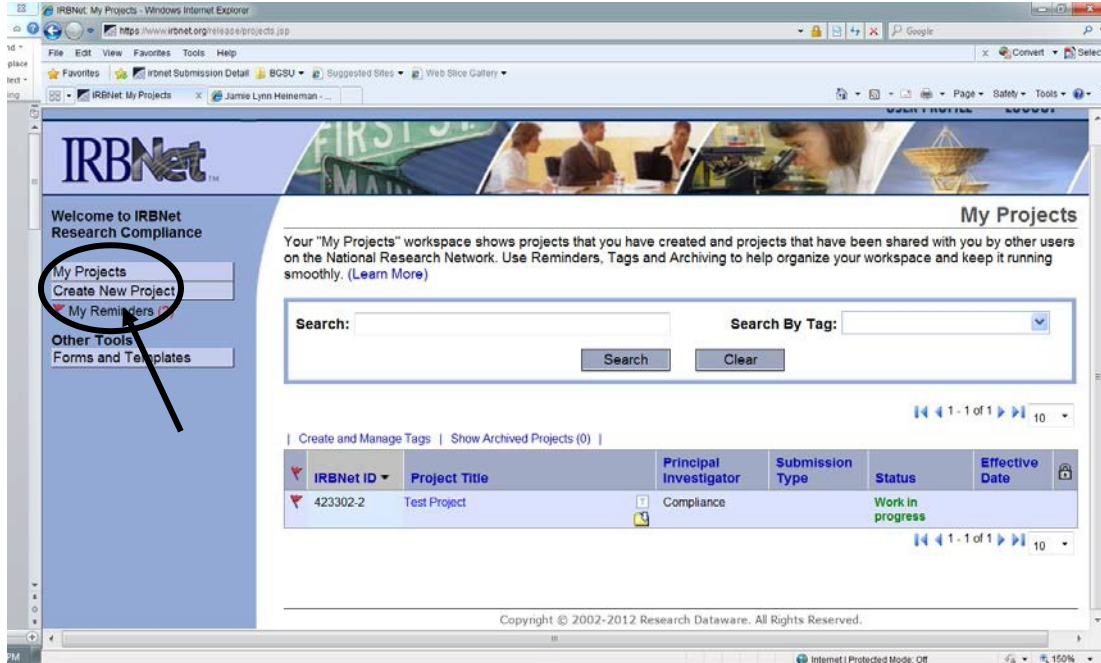
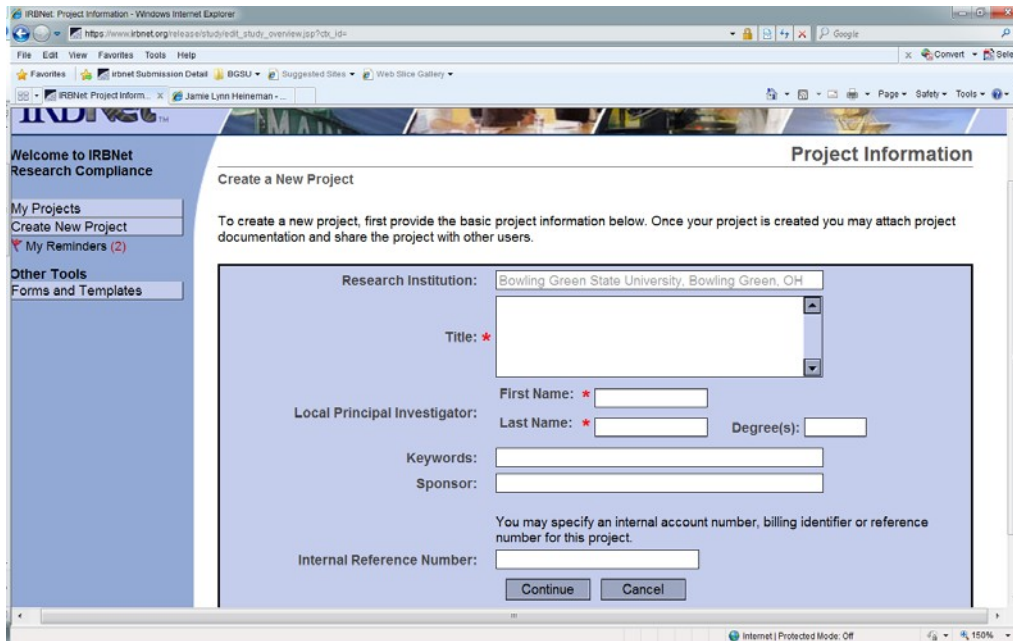


INSTRUCTIONS ON SUBMITTING A NEW PROTOCOL

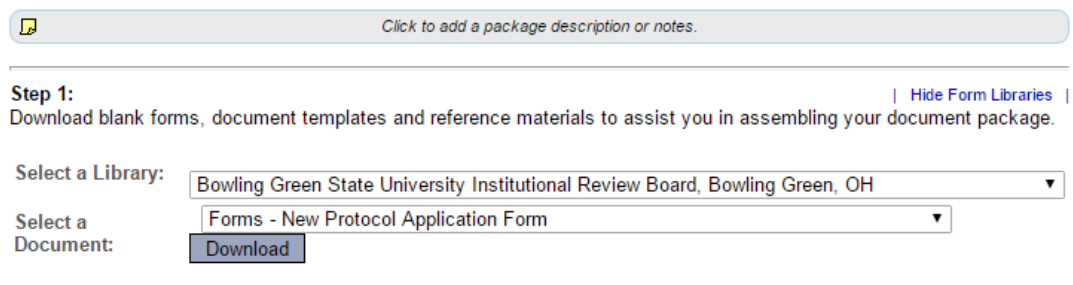
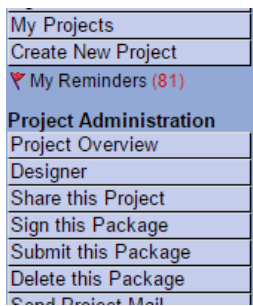
1. After you have registered with IRBNet, log into IRBNet (<http://www.irbnet.org>). This will take you to the “My Projects” page.



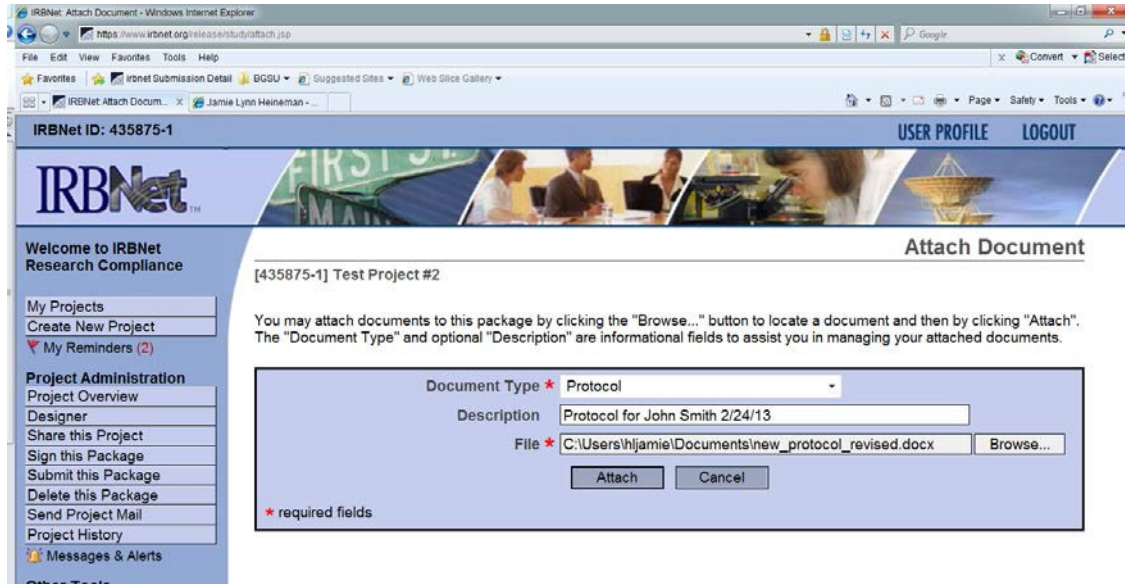
- Click on the “Create New Project” button located on the left-hand side of your screen. Complete the required information. Click ‘Continue’.



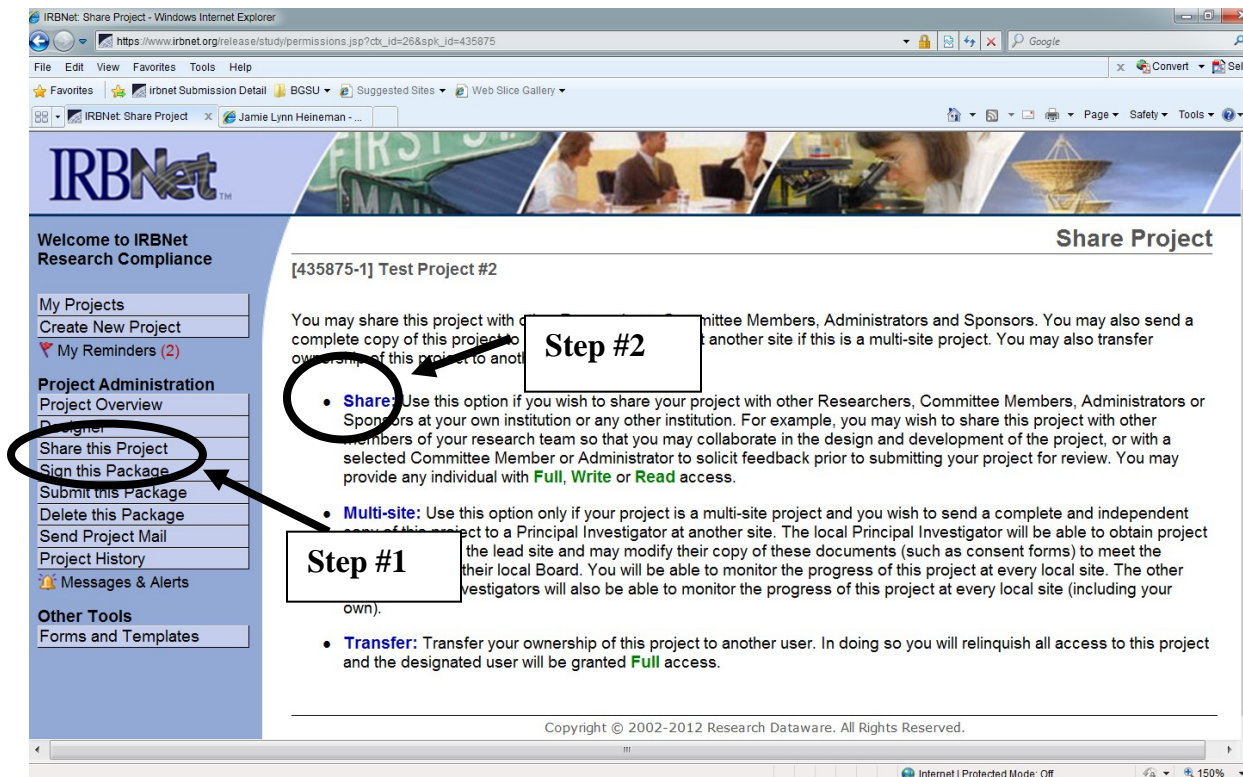
- You will now be on the “Designer” page. You can access this page at any time by clicking on the “Designer” button on the left-hand side of your screen.
 - In Step #1:
 - Select “Bowling Green State University Institutional Review Board, Bowling Green, OH” from the “Select a Library” drop-down menu.
 - In the “Select a Document” drop-down menu, you will find all of the IRB forms and other helpful documents. You will save the document you wish to complete (i.e., “Forms – New Protocol Application Form”) to your computer. This will ensure that you are using the most current versions of the IRB forms.



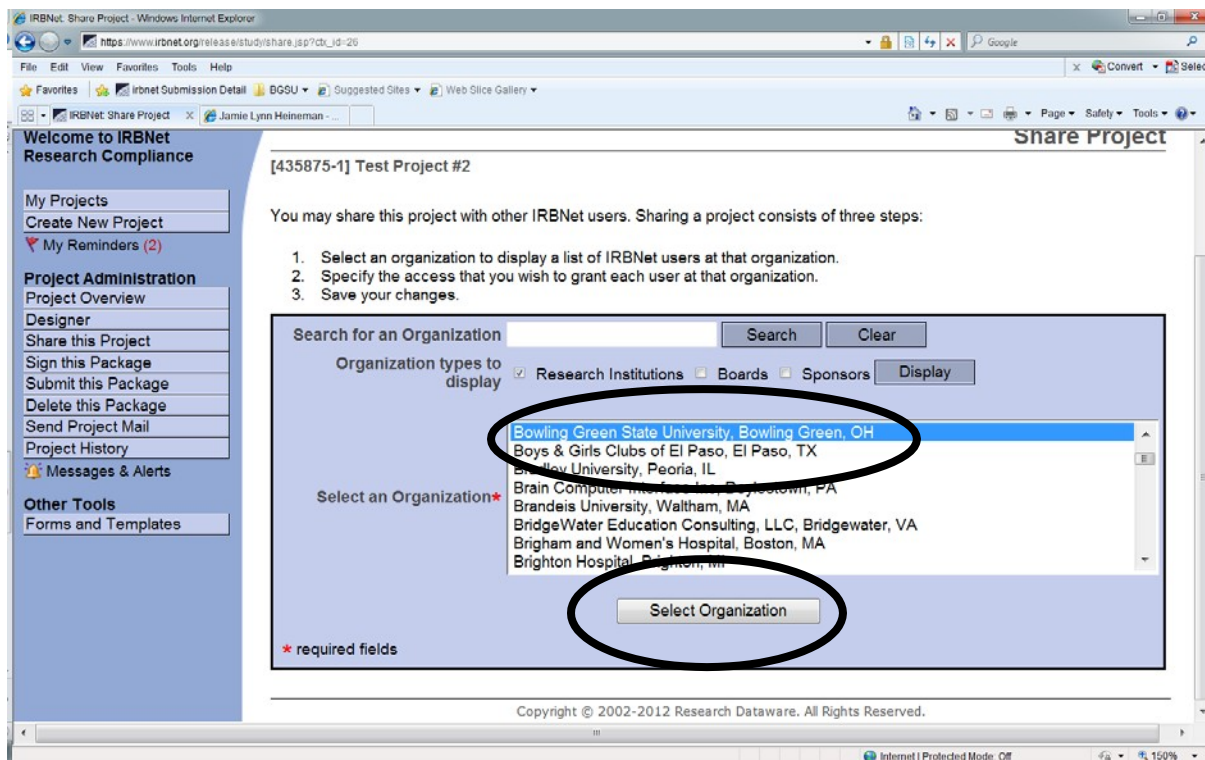
- In Step #2:
 - Upload your completed documents by clicking on “Add New Document”.
 - Select a Document Type from the drop-down menu that corresponds with the document you are uploading, and then click on the ‘Browse’ button to search for your document.
 - Then click on the ‘Attach’ button.



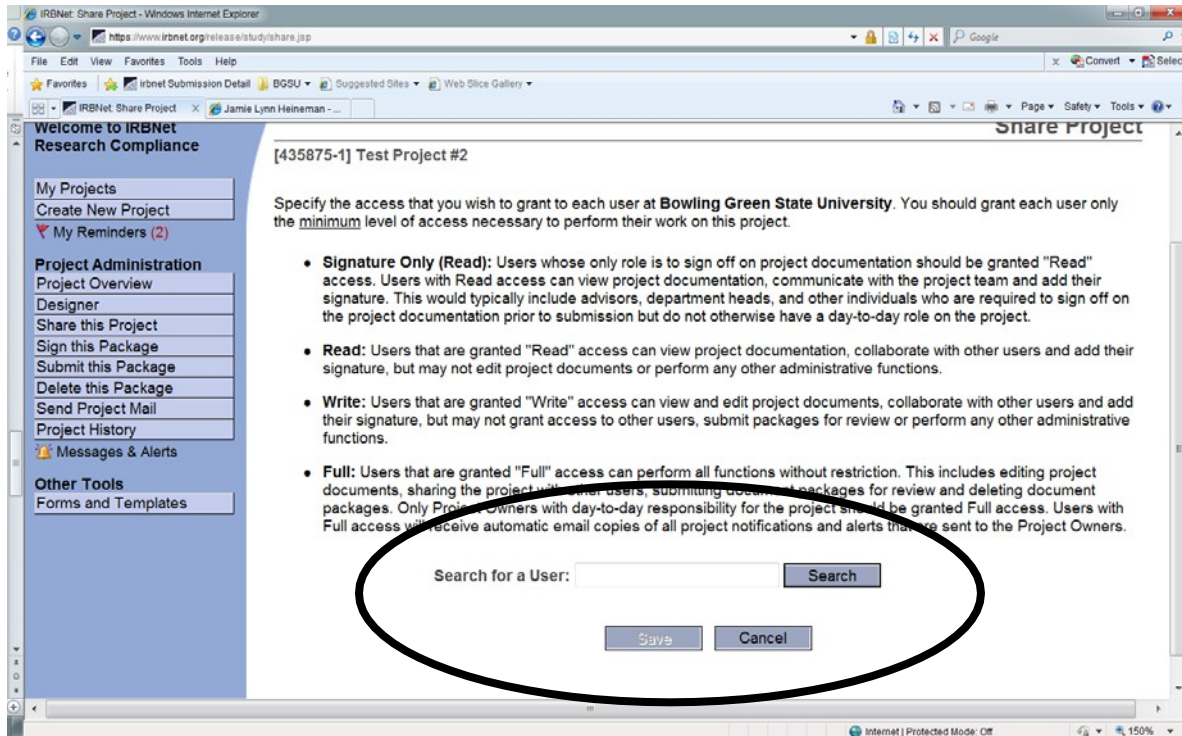
4. You will need to share the project with other members of your research team. Click on the “Share this Project” button located on the left-hand side of your screen. Click on the blue “Share” link within the text to grant access to this project.



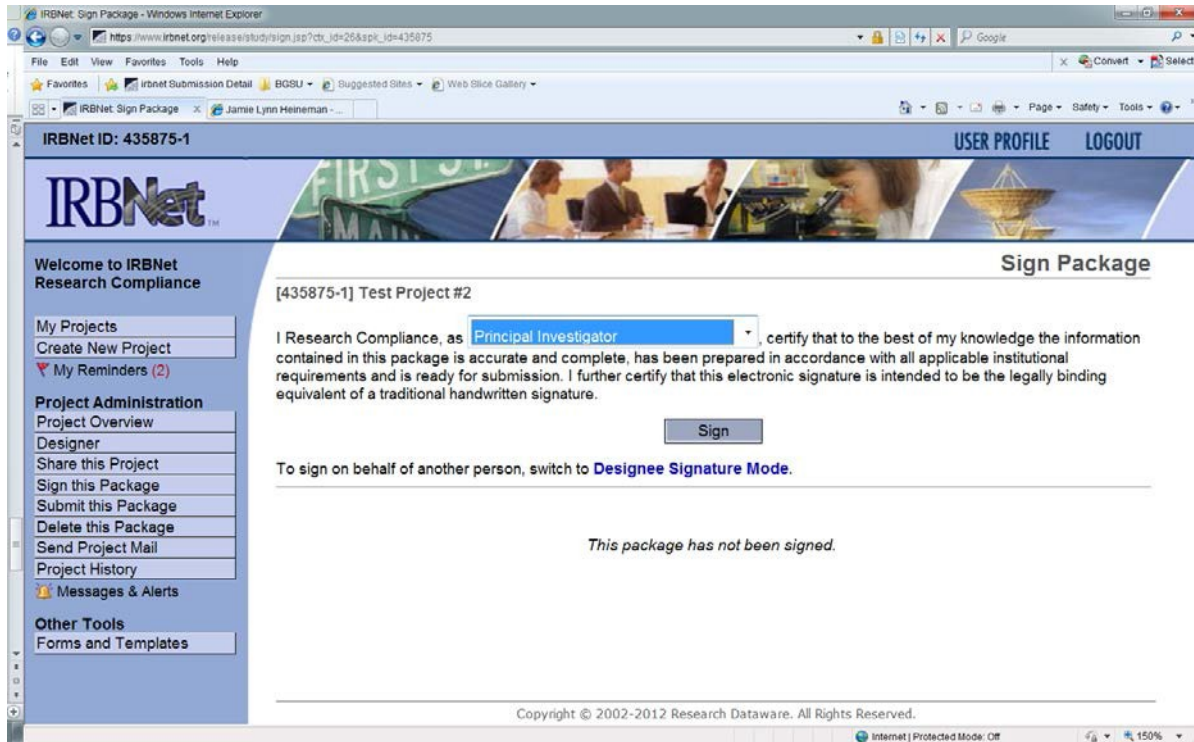
- Select “Bowling Green State University, Bowling Green, OH” from the organization box. Click the “Select Organization” button. (Note: If the individual is not affiliated with Bowling Green State University, select the organization under which they registered with IRBNet.)



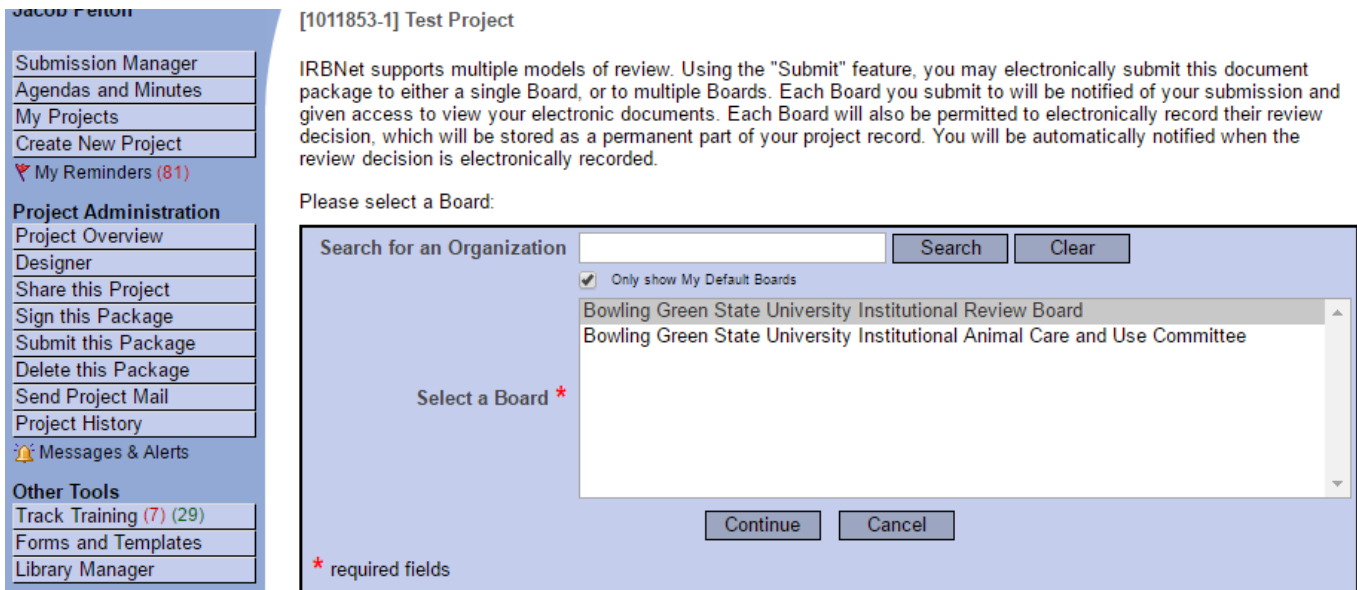
- Search for IRBNet registered users with whom you'd like to share this project (co-PIs, research assistants, consultants, faculty advisor, etc.). Note: If the individuals you are seeking are not in the list of registered users, please ask them to register with IRBNet.



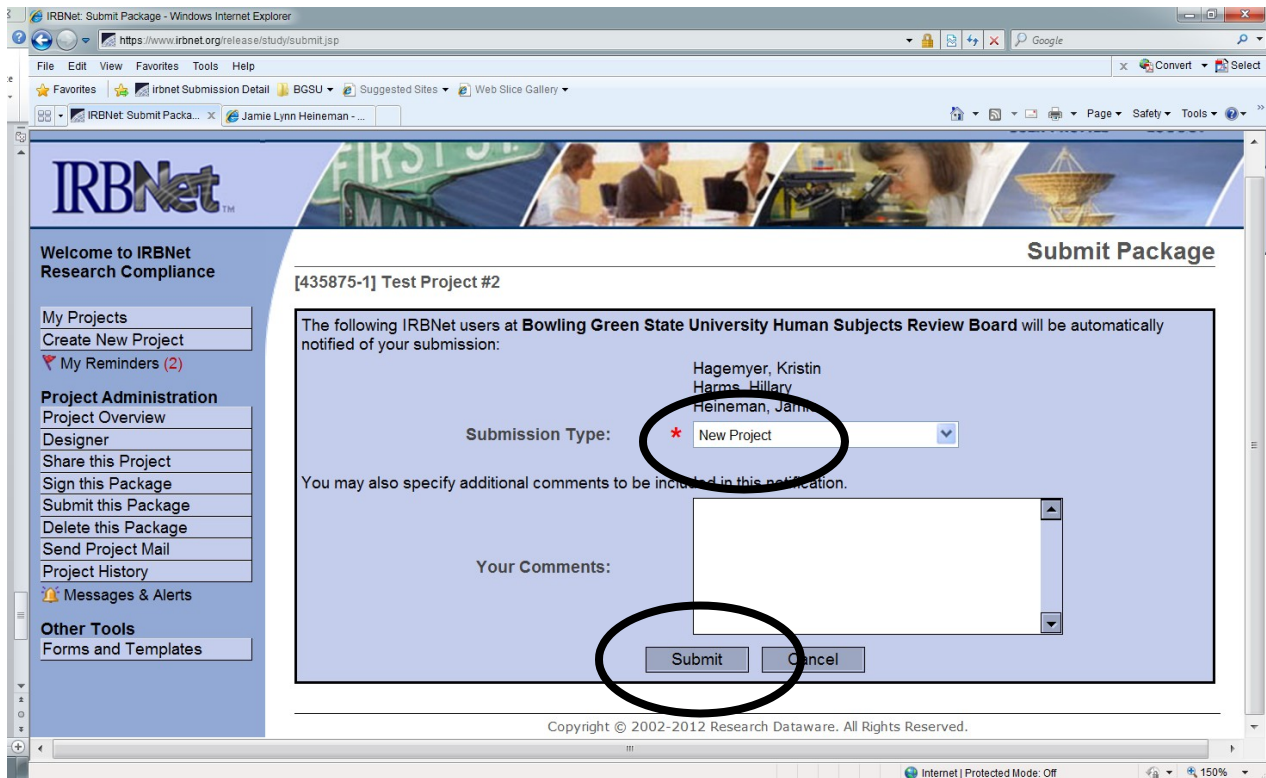
- Grant each user a level of access:
 - Full: user may add/edit/delete project documents, share the project with other users, and submit the project. Individuals with full access to a project will receive auto-notification when an action has been taken regarding the project. *It is recommended that students give this level of access to their Advisor.*
 - Write: user may add/edit/delete project documents, but cannot share the project with others or submit the project.
 - Read: user may only view the project documents.



6. Once you have attached all of your necessary documents and signed your project, you should be ready to submit your project. Click on the “Submit this Package” button located on the left-hand side of your screen.
 - Make sure that “Bowling Green State University Institutional Review Board” is highlighted in the “Select a Board” box. If it is not, type the word “BOWLING” in the “Search for an Organization” box, choose “Bowling Green State University Institutional Review Board” and click “Continue”.



- In the Submission Type drop-down menu, select “New Project” and click “Submit”.



Notes:

- The “My Project” screen (can be found by clicking on the “My Projects” button located on the left-hand side of your screen) will show you the list of studies to which you have access - those you have created and those which have been shared with you at any level of access.
- Studies which have not been submitted are labeled “Work in Progress” in the Status column.
- **Studies which have been submitted but not reviewed by the IRB are labeled “Pending Review”.**
- Clicking on the title of any project will take you to the “Project Overview” for the selected project.

If you need further assistance with this process please contact the Research Compliance office at 419-372-7716 or orc@bgsu.edu.