

## Step by Step How to Submit in IRBNet

### **CREATE A NEW PROJECT - IRB**

1. Connect to [www.IRBnet.org](http://www.IRBnet.org)
2. Log in. First time users follow these steps:
  - “NEW USER REGISTRATION.” Complete the user profile.
  - Read and accept the User Agreement.
  - Select “Baylor University, Waco” as location.
  - Provide your phone number and your Baylor email address.
  - Review your information and select the “Submit” button.
  - Verify using your Baylor email.

Once you have logged in:

3. From the menu on left select ‘Create New Project’ (complete the sections – only those with asterisks are required for submission) and select ‘Continue.’
4. This takes you to the Designer page (or you can select ‘Designer’ from the menu on the left)
  - Step 1: Select a Library – choose ‘Baylor University Institutional Review Board, Waco, Texas’ from the drop down menu.
  - Step 2: Select a Document – you can download documents from the drop down menu. Download and save to your computer. Complete a document and then (still on Designer page) select the option “Add New Document”. An “attach document” page will open with a blue box. Complete information.
    - Document Type: choose the appropriate title from drop down menu
    - Description: for PI use only
    - File: choose the file you saved to your computer and select “Attach”
5. This takes you back to the Designer page. Here you can repeat the steps to add additional documents to support your project, as needed.
6. If you need to share access to your project, you may do so by selecting “Share this Project” from the menu on the left hand side of the page. Select “Share” on the following page, leave “Baylor University, Waco, TX” as the default organization, Search for a User using last name, select Access Type. You can provide a message in the Comment Box, then select Save.
7. Once you have loaded all of your documents, look at the menu on the left hand side of the page and select “Sign this Package” and follow those steps.
8. You must then go back and select “Submit this Package”. Please be certain to select ‘Baylor University Institutional Review Board, Waco TX’ from the Select a Board option. Then follow the remaining steps to submit. You will have the option to add comments, if you wish, prior to selecting Submit.