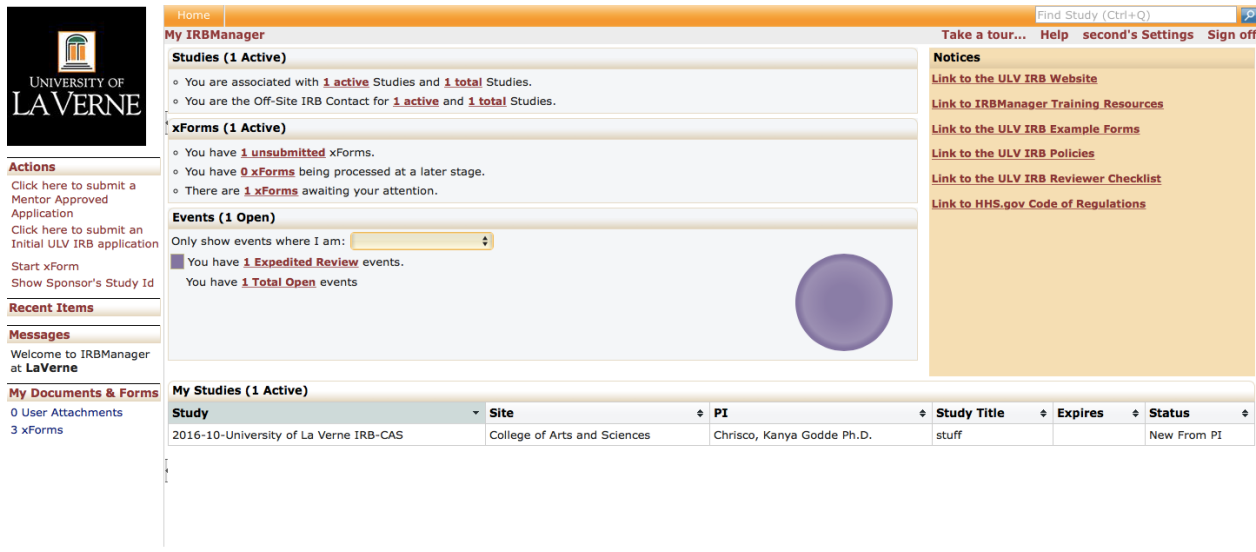# Starting a New IRB Application – Faculty/Administration/Staff

A copy of the application can be found linked to the IRBManager page on the ULV IRB website for review prior to inputting. We recommend you peruse it in order to be prepared to complete your application.

__Students__: Do not start this form until you have determined which application form is correct for your project by using the ***I Am a Student, Which Form Should I Use?***

1. Login to IRBManager.

2. Your **Dashboard** will appear. If you have co-PIs or other individuals on your research team, they must all have a profile in IRBManager. Refer to the **Add a New Contact** instructions for adding new external individuals to IRBManager. Each person will need to upload their Human Subjects Training Certificate.

3. Under the **xForms** menu in the **Actions** header, click on **Click here to submit an Initial ULV IRB Application**. Alternatively, you can click on **Start xForm** and then click on **Initial ULV IRB Application**.

4. A new tab in your web browser will pop up. This is the application.

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Initial ULV IRB Application -- Application Header and Instructions

Choose the most appropriate option for this submission. *(Required)*   Add Note

○ This is a new proposal for a new study
○ This is an amendment (modification) to an already ULV IRB approved existing study
○ This is an extension (continuing review) to an already ULV IRB approved existing study
○ This is an undergraduate class project/assignment

Submitter   Add Note   View Audit

tester, second
        Email: irb@laverne.edu   **Business:** 909-448-4564

Title of proposed research study: *(Required)*   Add Note

Principal Investigator (PI) email address: *(Required)*   Add Note

                                                    Please enter the email address of the principal investigator. If you are
                                                    the principal investigator please enter your email address.

Principal Investigator (PI) Position:
○ Professor   Enter the appropriate position for the principal investigator.
○ Administrator/Staff
○ Doctoral Student
○ Masters Student
○ Undergraduate

5. Complete the form using the drop down boxes, radio buttons, check boxes, and text boxes. Click **Next** to proceed to the next page of the form. At the bottom of the page, you may also click **Save for Later** to save your application and return to it via the **Dashboard**, or **PDF** to save a copy of your completed form for download.

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Initial ULV IRB Application -- Application Header and Instructions

What is your affiliation with ULV for the proposed research? *(Required)*   Add Note

Have you reviewed the ULV IRB policies and procedures located on the on the ULV IRB website? *(Required)*   Add Note

                                                    If you have not reviewed the website, please make sure to review it
                                                    (www.laverne.edu/irb) prior to submission of your application.

Do you have additional proposed research personnel associated with this study? *(Required)*   Add Note

                                                    Additional proposed research personnel may include; advisor, students,
                                                    mentor, other investigators, research coordinators, etc...)

Next | Save for Later | PDF

6. At the top of the screen there is a drop down menu (called the **Header**) that will allow you to proceed to specific pages. Your work will be saved in the current page if you choose to move within the application to a page by not clicking **Next**. Instructions for the questions can be found on the left.

    Tip: if you want to leave a page incomplete to work through later, don't click **Next** as it will give you an error that portions of the page are incomplete. Instead, use the header to select the next page on which you want to work.

7. IRBManager is smart, so as you answer questions the application will update with questions specific to your study and eliminate many of those that are not. Once you have completed the entire application you will be brought to a final screen where you can click **Submit** to move the application to review.

8. A confirmation page will appear.

9. To check the status of your application, refer to the ***Check the Status of My Application*** instructions.