Step by Step Process  
Quality Improvement Projects

First, have all documents reviewed and approved by your DNP Project Chair and Alice Pasvogel in the Office of Research & Scholarship (apasv@email.arizona.edu). This includes:

- IRB Protocol for Determination of Human Research (Word document available at https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index). The fillable PDFs will be accepted through Friday November 12, 2021 but this must be the Determination of Human Research form dated August 2019. The Determination of Human Research form dated August 2018 will not be accepted. As always, recommend going to the website and downloading the current version of the form.

- Recruitment material

- Consent document (a template for a Disclosure form is available on the College of Nursing website https://www.nursing.arizona.edu/resources/research-human-subjects-templates)

- Data collection instruments (surveys, questionnaires, interview/focus group questions, etc.)

- Educational material or an outline of what will be included in the educational presentation, if applicable

- Site Authorization letter (a template for a Site Authorization letter is available on the College of Nursing website https://www.nursing.arizona.edu/resources/research-human-subjects-templates). Please Note: if the site has an IRB, IRB approval/determination must be obtained from the site before submitting documents to the University of Arizona IRB

Please Note: Quality improvement projects at Banner facilities **DO NOT** follow this process. For quality improvement (QI) projects using Banner facilities, please contact the Director of Professional Practice at the Banner facility and follow the Banner submission requirements. Additional information can be found on the College of Nursing website https://www.nursing.arizona.edu/sites/default/files/Quality%20Improvement%20at%20Banner%20Facilities.pdf

Now that all the documents have been reviewed, you are ready to submit in eIRB.

Go to UAccess (https://uaccess.arizona.edu)

**ADMINISTRATIVE SYSTEMS**

| Employee / Manager Self Service | EDGE Learning |
| Analytics / Reporting | Research |
| Budget & Planning | Space |
| Financials | Adaptive Insights |
| eDisclosure | eIRB |

Click on eIRB. Log in using your UANet ID and Password
You should be on your Dashboard.

On the list on the left side of the screen, click ‘Create’ then from the drop-down list select ‘Create New Study’

You will now be on the Basic Study Information page

A couple of things on this page:
- **Please Note:** fields marked with a red asterisk (*) are required fields
- What kind of study is this? Single-site or Multi-site study? If you are doing your project at only one site, select Single-site.
- Will an external IRB act as the IRB of record for this study? This will be ‘No’. If an external IRB will be the IRB of record, please see the process for studies using external IRBs.
- Local principal investigator – this is you; your name should be prefilled
- Is the local PI a student or medical school resident investigator? Check ‘Yes’. Your Chair (what the IRB calls Advisor) will need to be listed as Advisor and Co-Principal Investigator.
- Attach the protocol: Please note the new forms are now called ‘IRB Protocol for’. It is this form that you attach here, IRB Protocol for Determination of Human Research or if you are submitting the fillable PDF, the Determination of Human Research form.

On the bottom right, click ‘Continue’. This will save the form and move you to the next page. If there are any errors on the page, they will be shown and must be corrected before you can move to the next page.

**Study Funding Sources**
If you have funding for your project, enter the information. If you have no funding, click Continue and move to the next page.
Local Study Team Members
List all your committee members. Remember that your DNP Project Chair must be listed as Advisor and Co-Principal Investigator (Co-PI). All other committee members should be listed as Advisor. Click ‘+ Add’ and select from the list. Remember to indicate if that individual will be consenting participants. For your committee members, generally this will be ‘No’

Study Scope
Answer all the questions.

Local Research Locations
List the location(s) where your project will take place. If it is not included in the list, you can add the site.

Local Site Documents
Here is where you will attach all your project documents:
- Consent forms: Attach your consent document, disclosure form or consent form. Click ‘+ Add’ and attach the document(s).
- Recruitment material: Attach all recruitment material, for example recruitment email, recruitment flyer, recruitment script. Click ‘+ Add’ and attach the document(s).
- Other attachments: This is all other documents, for example surveys, questionnaires, educational material, educational presentation or outline of what will be included in the presentation, site authorization letter, IRB Determination if the site has an IRB, Advisor attestation. The Advisor Attestation is required. A form for this is available or your Chair can send you an email that can be added. Click ‘+ Add’ and attach the documents.

At the bottom of the page click Finish
You have completed the form, but it has not been submitted to the IRB for review. It will be listed on the Workflow Map as ‘Pre-Submission’. Before you submit it, there are a couple of other things to add. From the list on the left side of the screen:

- **Add a Primary Contact.** Please add Alice Pasvogel as a Primary Contact so she can review the form to make sure everything is correct. Please send an email to Alice Pasvogel (apasv@email.arizona.edu) and include the study number (STUDY000000011) in the email. Once she has reviewed the form, she will let you know that it is ready to submit.

- **Add PI Proxy.** Add your DNP Project Chair as PI Proxy. This is required by the IRB.

- **Training Records** (coming soon). Check the training dates for all personnel listed as Local Study Team Members to make sure training is current prior to submitting to the IRB.
Please send an email to Alice Pasvogel (apasv@email.arizona.edu) and include the study number (STUDY000000011) in the email. Once she has reviewed the form, she will let you know that it is ready to submit. Once you receive notification from Alice Pasvogel that the form is ready to submit, submit the form in eIRB.

From the list on the left side of the screen, click **Submit**.

- If there are errors in the smart form, they will appear and must be addressed before you can submit the form.
- If there are no errors, the next thing will be your attestation. Read the information presented and click ‘OK’

On the Workflow Map you should now see that your project is in **Pre-Review**. You will hear from the IRB if clarification is requested or when the review is complete and the Determination letter is available to download.