Step by Step Process
Quality Improvement Projects

First, have all documents reviewed and approved by your DNP Project Chair then send them to Alice Pasvogel in the Office of Research & Scholarship (apasv@arizona.edu) for review. 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](https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index)). As always, recommend going to the website and downloading the current version of the form.
  - In the form you will be asked for a Short Title. Please include as it is required in eIRB.
- Recruitment material
- Consent document(s) (a template for a Disclosure form is available on the College of Nursing website [https://www.nursing.arizona.edu/resources/research-human-subjects-templates](https://www.nursing.arizona.edu/resources/research-human-subjects-templates))
- Data collection instruments (surveys, questionnaires, interview/focus group questions, etc.)
- Educational material, educational presentation, 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](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 in eIRB

**Please Note:** Quality improvement projects at Banner facilities **DO NOT** follow this process. For quality improvement 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](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. Alice Pasvogel will ask your Chair for the Advisor Attestation and send you a copy.

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

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**Administrative Systems**

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

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

From 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 in the Smart Form 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-Investigator.
- Attach the protocol: Click ‘+ Add’ and attach your IRB Protocol for 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. Your DNP Project Chair and committee members should all be listed as Advisor and Co-Investigator (Co-I). 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’. If you have an External Team Member, you do not need to include them.

Study Scope
Answer all the questions.

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

Local Site Documents
Here is where you will attach your project documents:
- **Consent forms:** Attach your consent document(s), for example your disclosure form(s), consent form(s) or assent form(s). Click ‘+ Add’ and attach the document(s). Do not attach your site authorization letter here; attach it below in Other attachment.
- **Recruitment material:** Attach all recruitment material, for example recruitment email, recruitment flyer, recruitment script. Click ‘+ Add’ and attach the document(s). Only attach recruitment material here.
- **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, and Advisor Attestation. The Advisor Attestation is required. Alice Pasvogel will ask you Chair for this and send you a copy. 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:

- **Assign Primary Contact.** You will be listed as Primary Contact. Please change this to Alice Pasvogel so she can review the form to make sure everything is correct. Please send an email to Alice Pasvogel (apasv@arizona.edu) and include the study number (STUDY000000151) in the email. Once she has reviewed the form, she will let you know when it is ready to submit.

- **Assign PI Proxy.** Add your DNP Project Chair as PI Proxy. This is required by the IRB. Your DNP Project Chair must be listed as a Local Study Team Member as only those listed as Local Study Team Members can be assigned as PI Proxy.
• **Training Records** 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. Training records will appear in a new window. For each person, the Curriculum, Completion Date, and Expiration Date will appear. If nothing appears next to a person's name, then they have not completed any required trainings.

Please send an email to Alice Pasvogel (apasv@arizona.edu) and include the study number (STUDY0000000151) in the email. Once she has reviewed the form, she will let you know when 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.