Step by Step Process
Single-Site Research Projects

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

- **IRB Protocol for Human Subjects Research** or if your project involves the review of records, the **IRB Protocol for Human Subjects Research - Retrospective Data Review**. These forms can be found at https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index. The new forms are Word documents. The fillable PDFs will be accepted through Friday November 12, 2021 but this must be the Application for Human Research dated December 2019. As always, recommend going to the website and downloading the current version of the form.
  
- Recruitment material (remember to include the required statement on all recruitment material for human subjects research: An Institutional Review Board responsible for human subjects research at The University of Arizona reviewed this research project and found it to be acceptable, according to applicable state and federal regulations and University policies designed to protect the rights and welfare of participants in research. The statement may be shortened to: This has been reviewed and approved by UA IRB.)

- Consent document (consent templates can be found at https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-forms/consent-templates. 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.)

- Site Authorization letter, if applicable (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).

Now that all 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? Since 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? Select ‘No’
- Local principal investigator – this is you; your name should be prefilled
- Is the local PI a student or medical school resident investigator? For students, 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 Human Subjects Research or IRB Protocol for Human Subjects Research - Retrospective Data Review (or the Application for Human Research if within the timeframe when it will still be accepted).

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
For students, list all your committee members. Remember that your DNP Project/Dissertation 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
From the list, select 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 study 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, interview/focus group questions, site authorization letter, Advisor attestation, Attestation for Scientific Review and Department Review. The Advisor Attestation is required. A form for this is available or your Chair can send you an email that can be added. Alice Pasvogel will provide the Attestation for Scientific Review and Department Review. 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 Alice Pasvogel has reviewed the form, she will let you know that it is ready to submit.

- **Add PI Proxy.** Add your Dissertation 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](mailto: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 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 Approval letter is available to download. Look under the Documents tab for the stamped consent document(s).