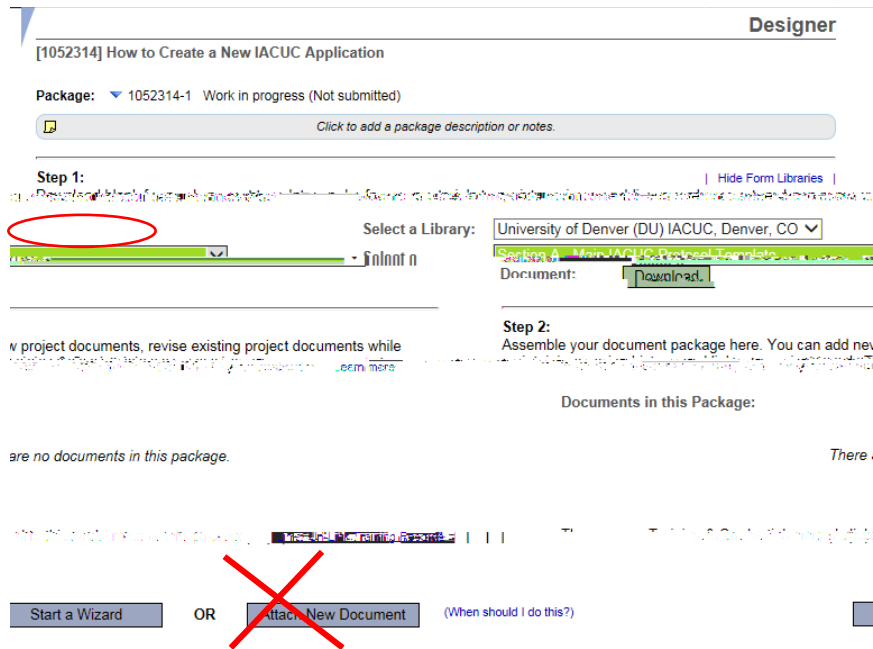


After you have established and activated your username and password, you can begin to create an IACUC application in IRBNet. To start building a new IACUC application, you must first [CREATE A NEW PROJECT](#) (Study) to hold your

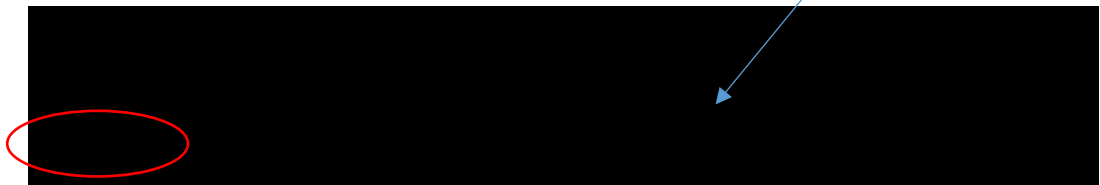
Step 3: **SELECT FORMS**

You will now be directed to the **DESIGNER** page where the new package for your project will appear (as a Work in Progress) (No) Submitted)3 (l)3.1 (no)-12.2nl)3.1 (exj)-8.9 (ec)-8 d3.2 (80 Td-12.3



Please disregard the 'Start a Wizard' tab. This IRBNet tab feature is used only for IRB (Human Subjects applications).

Next, Select a Document : choose **Section A – Main IACUC Protocol Template** from the drop-down options to begin building your package.



Open or save 'Section A – Main IACUC Protocol Template' to your computer hard drive.

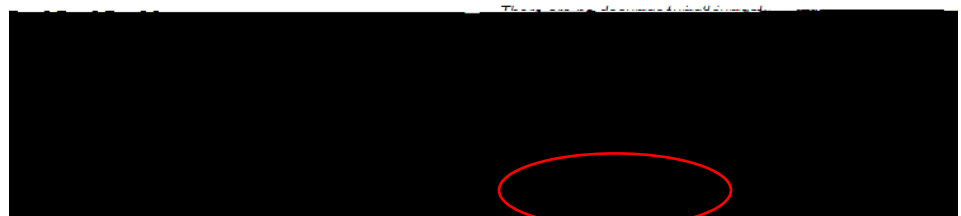
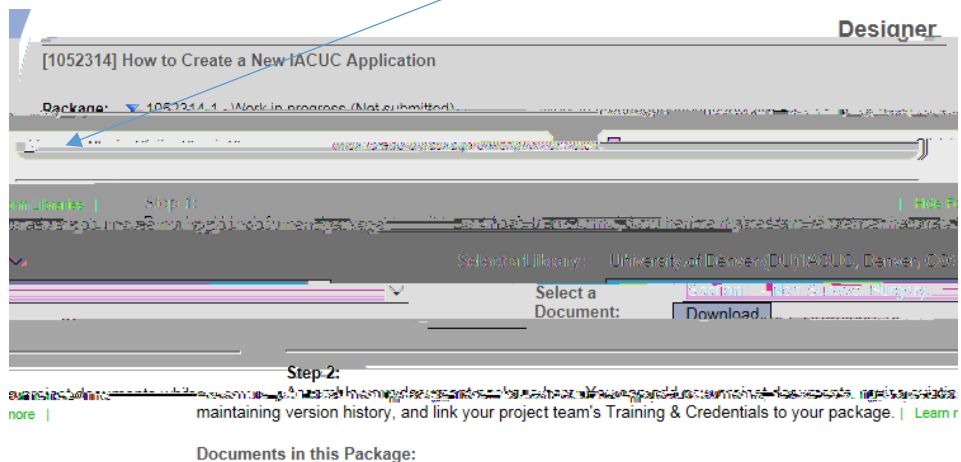
Step 4: **ATTACH FORMS**

Complete the form and save it in a folder to store all research documents related to this protocol.

Go into IRBNet and click on 'Attach New Document' on the **DESIGNER** page, select the correct document form from your hard drive and IRBNet will automatically post the document under Step 2: Documents in this Package.

As an optional feature - click on the yellow icon to add a package description or notes (i.e. New Initial Application)

to add a package description or



Continue to assemble your submission package through adding other forms from the IACUC Library relevant to your research project (i.e., Section L – Non-Survival Surgery) until all documents have been added, referencing the [IACUC New Project Submission Checklist](#).

Repeat the steps to attach new documents until all documents have been uploaded to your package. If you need to modify or change a document, utilize the following icons:

Documents in this Package:

Document Type	Description	Last Modified	Actions
(please select)	Section M - Non-Surgical Procedures.pdf	04/13/2017 02:36 PM	
Application Form	Section A - Main IACUC Protocol Template (8).pdf	04/13/2017 02:10 PM	
Other	Section G - Personnel Qualifications Form.pdf	04/13/2017 02:11 PM	
Other	Section L - Non-Su...		

x To remove a document from this package, click on the red

x To revise document click on the pencil icon

x To view the document click on the paper icon

x To view and manage different versions of a document click on the icon

Select "University of Denver (Colorado Seminary) , Denver, CO" from the organization box; click 'Select Organization' and search for registered users with whom you'd like to share this project (i.e. Co-investigators, Faculty Advisor, Research Assistant, etc.) Grant each user a level of ACCESS: Signature Only, Read, Write or Full. To share this project with others, enter their last name and select 'Search'.

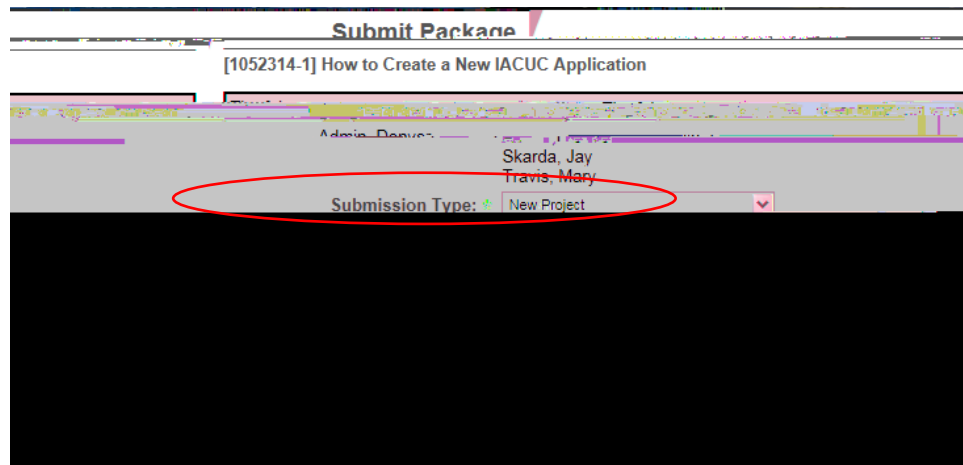
Selected users will be notified automatically via email that the project has been shared with them, and you may enter comments to be included within the email.

Step 7: **SIGN PACKAGE**

When all the IRB applications are complete, the IRB will be notified via email that the project has been shared with them, and you may enter comments to be included within the email.

Click on [SIGN THIS PACKAGE](#) from the Project Administration Menu. Select your appropriate role from the dropdown box and click 'Sign'.

If a submission is submitted without the PI signature the submission will not be accepted for review. For example, if a graduate student completes the application on behalf of the



Step 9: **SUBMISSION CONFIRMATION**

Once you hit the 'Submit' button, you will be given a confirmation showing the date and the individuals who received your submission.



Keep in mind that once you click Submit your study is now locked and you are not allowed to attach any other documents or make revisions. Take the time to be sure all documents are attached and in the final version prior to submitting. Any incomplete submissions will not be reviewed by the IACUC and will be returned for corrections. If you need to make any changes after the package has been submitted and locked, please contact the IACUC Office at 302-830-1212 to request to have the package unlocked.

The IACUC Office does not have the administrative ability to load a document in an IRBNet package on behalf of the PI or any other research team member.

Step 10: **PROJECT OVERVIEW**

To review what has been sent, click **PROJECT OVERVIEW**. The submission will be under 'Pending Review' status until a decision by the board has been made. Once a decision letter is formulated, an email will be sent to everyone who has full access and the letter and any supporting documents can be copied or printed.