



## QUICK REFERENCE GUIDE

### NEW PROTOCOL SUBMISSION

#### HRPP (IRB) Overview

IRB Proposal Preparation on NUgrant is done in three steps – form preparation, uploading files and submitting the form. Follow the steps below for each action.

#### Add New IRB Proposal

1. Login.
2. Select 'Research Responsibility' from the list across the top. Then choose 'Projects'.
3. Click on 'Add New Project' (see upper left corner under 'IRB Projects').
4. Complete all mandatory fields (indicated by \*).
5. Select checkbox "Check if page is complete" at the bottom of each page.
6. Use navigation buttons at bottom of pages (or page numbers at the top) to move through form.
7. On the final page select "Finish" when complete.

#### Uploading Files

1. Go to page 11 to upload files. You will need to upload measures used in the study (surveys, questionnaires, interview questions, etc), recruitment materials (flyers, emails, letters, scripts, etc), informed consent/assent forms, grant proposals, approval letters, follow-up materials, etc.

#### Submitting the Form

1. Once you have completed the form, on the summary page, you will select the 'Action'. You will select 'Submit to HRPP'. Once the form has been submitted, it will either be routed for URC review or IRB review depending on if your department has a URC. This will be done by the HRPP office.
2. At this point, you will no longer be able to edit the form until after you have received feedback from the IRB.

#### Hints

1. Some of the questions will pop up additional questions depending on how you answered the first question. For each protocol you submit, you may see different questions, depending on the answers you supply for each question.
2. Questions asked on NUgrant are the same as the paper form. The order has been changed and the questions have been fine tuned.
3. If page is incomplete or the box is not checked at the end of a page, you will receive a message explaining what is wrong. Also, when the form is submitted, you will receive a message indicating it has been submitted.
4. You can log onto NUgrant at anytime to check the status of your project. You can do this by clicking on the project on the main page. Then click on the clock. You can see the status of your project.
5. Once you have created a project, you will be given the option of submitting a change in protocol, an application for continuing review, or a final report. You will do this by clicking on the project. On the IRB Project Details Page, you can choose to add a new form. These forms are designed the same way as the new protocol form.
6. Don't use the 'back' and 'forward' button that is part of the internet browser (top of screen) to go back and forth between pages. Use either the 'Previous' or 'Next' buttons at the bottom of the NUgrant screen, or the page numbers at the top of the NUgrant screen. If you use the browser buttons, you will lose the information you entered. If you use the NUgrant buttons, your information will be saved.
7. The boxes will expand as you type in them. You are not limited to the space provided.
8. If you are submitting a project using secondary/archival data. Some of the questions will not apply to you. Please enter N/A in these fields.