

# UAF IRBNet: Instructions

## *Creating a New Project*

### IACUC FORMS

Current versions of the IACUC forms are available in the IRBNet IACUC Forms Library (the library will be available once you click on “Create New Project” and fill out the initial information screen). A list of the current forms including basic instructions on when they should be used is available at the end of this document.

### TERMS

- Project – The IRBNet term for what we’ve traditionally called an “IACUC Assurance”; includes your original submission to the IACUC as well as all subsequent modifications, reports, etc.
- Package – The IRBNet term for each submission you make on a Project. Your initial submission would be Package # 1. The next time you submit something related to the same project it would be considered Package # 2, regardless of whether it is a modification or a progress report
- Protocol – The IRBNet term for what we’ve traditionally called the “IACUC Assurance application form”. The Personnel and Capture & Transport sections of the old application form are now separate forms in IRBNet.
- Progress Report – The IRBNet term for what we’ve traditionally called a “Continuing Review”.

### NEW PROJECT SUBMISSION INSTRUCTIONS

- Log-in to IRBNet.
- Select “Create New Project”
- Enter the requested information – both required (indicated by a red asterix) and optional.
  - The title should indicate something about the activities to be conducted and or species involved. For your Personnel Information Form (PIF) we recommend using your Name and PIF as the title (Ex: John L. Smith PIF)
  - For sponsored work please put your UAF Proposal (S#), Grant (G#), or fund number where it asks for an Internal Reference Number.
- Select the IACUC Forms Library
- Select the Document you would like to work on –
  - Select form 401 MISC Personnel Information Form if you are working on your PIF.
    - File Name – again we suggest using your Name and PIF, just as you did for the title of the new project.
  - Typically for new projects you will select the Research or Teaching Protocol first. You can choose to open the form and start work on it immediately or save it to your computer or server so you can work on it later.
    - File Name – you can call it whatever you want, but we suggest incorporating the form name (i.e. Research Protocol or Humpback Whale Research Protocol)
- Once you are done with the document save it to your computer or server.
- Repeat the two preceding steps until you have completed all of the documents you need to include for your new project submission.
  - If you are submitting your PIF – you only need to submit the PIF itself, but you can attach other documents related to your training and experience working with live vertebrates if you wish.
  - If you are submitting a new research or teaching project, you must include at least a Protocol and a Personnel List.
- Once you’ve complete work on your document(s) you add it to your submission package by clicking the “Add New Document” button in step #2. (*Note: You do not have to add all of your documents at once, but please be sure to add all of the documents before you submit your new project for IACUC review.*)
  - When you add a new document, please select the correct “Document Type” from the drop down window. The ones you will typically use are Protocol, Continuing Review / Progress Report, Amendment / Modification and Other (this is what you will use for your PIF).
  - The “Description” field will automatically fill in with the file name unless you choose to provide a description. We recommend using the file name. (*Note: Remember, once submitted, these files*

*will be saved as part of this specific project and can be read by anyone who has access to the project, so the name should be recognizable to all personnel.):*

- Select “Browse” and find the correct file.
- Click “Attach”
- This will take you back to the project overview page in the designer.
- Repeat these steps until you have added all of the necessary documents.
- Once you have created your Project you have a few options on what to do next:
  - Share – you can share the project with anyone else who has an IRBNet user account.
    - If you are a student or staff member, the IACUC requires that you share your PIF with your adviser or supervisor. We recommend giving them Full access.
    - The IACUC requires that all individuals listed as project personnel on a research or teaching project be given at least read access to the project in IRBNet. (*Note: The IACUC may make an exception for students in a class or volunteers working in field situations where they will not have internet access. If you would like to request this, please let us know in the comments field when you submit the project.*) For each person you will have to indicate the type of access you want them to have: Full, Write, or Read.
  - Sign – The Principal Investigator (PI) must sign the package before it is submitted. Other personnel do not have to sign unless instructed to do so by the PI. The one exception to this is the PIF; for staff and students both the PI (individual who’s PIF it is) and their supervisor or adviser must sign the PIF before it is submitted.
    - Although IRBNet will allow someone to state that they are signing on behalf of another person, the UAF IACUC requires that PIs authorize/sign all IACUC submissions. If you would like to authorize someone (typically a senior post doc or staff member) to sign on your behalf please contact ORI.
  - Submit – this sends the project to the IACUC for review. The ORI will notify the PI if we receive an unsigned submission and will not initiate the review until the PI has signed off on the submission in IRBNet. The ORI will not typically return a submission for signature if it comes from the PI’s IRBNet account.
- Once you’ve submitted the project for review, IRBNet will inform you via email of any changes in status (i.e. when the review is complete and when the board decision letter is available). Notices will also be sent to any other individuals with full access to the project.