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## **IRB Cheat Sheet for Users**

To create a new IRB Protocol (for Classroom or Initial Regular IRB Applications)

- ❖ Create **Profile** (for new users)
  - Step 1: Select **Texas** as your **State/Province**; Click Continue
  - Step 2: Select your **Institution**: SHSU is the only one listed; Click Continue
  - Step 3: check box that reads “Profile Not Found in List”
  - Complete all sections; NOTE: Click **Set** to change to your major department
  - Create username and password; suggestion: create the same as your username and password for your PC on SHSU campus
  - Click Continue
  - You’re done.
- ❖ Go to <http://samhouston.infoed.org/> to log in to the IRB system.
- ❖ Click Login (second choice on the menu; between Home and Get Profile)
- ❖ Insert Username and Password
- ❖ Click on **My Human Subjects** (second choice on the menu; between My Projects and My Profile)
- ❖ Click **Create New** (third choice on the submenu; between Search For and Meeting Dates)
- ❖ A secondary screen will appear titled **Create**
- ❖ The default choice is **New Human Protocol in Human Subjects Development**—this will be the choice for most PIs
- ❖ Click **Continue**
- ❖ The **Protocol Creation** screen will appear; enter your research project title in the text area
- ❖ Click **Continue**
- ❖ The **Select PI** screen will appear
- ❖ Your name will appear in this screen by default [DO NOT complete the other 2 questions on this screen]
- ❖ Click **Continue**
- ❖ The **Components for Initial Review** screen will appear—this screen will house all documents associated with this protocol, including your application and any attachments that may be required for review
- ❖ **\*\*\*At this point, your IRB Application is the only form in the Components for Initial Review window. You can upload your other supporting documents in this window by clicking on the blue Add Institution Forms/Supporting Documents link**
- ❖ Under the Current Submission, there are 4 columns: Edit, Status, Upload, and Remove
- ❖ Click on the paper and pencil icon under the Edit column
- ❖ Page 1 of your IRB Application screen will appear
- ❖ Answer “Type of Application” question—“Is this project a:” by choosing Classroom Project, Regular Initial, or Thesis/Dissertation from the drop-down menu

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- ❖ Based on your answer to “Is this project a:” the correct application will appear
- ❖ Complete application (refer to IRB PowerPoint for further instructions)
- ❖ On Section III B [Faculty Sponsor], you will need to remove your name and replace with your supervising faculty’s name; to do this, click on the blue arrow next to the paper and pencil icon; click on the icon to add your professor’s name and other pertinent information
- ❖ Answer ALL questions on the application
- ❖ I cannot say this enough: SAVE, SAVE, SAVE your work—SAVE after every section is completed
- ❖ Again, **SAVE** your work first and then check the **Complete** box—you **will not** be able to submit your application without first checking the Complete box
- ❖ Click **SUBMIT** (thumbs-up hand symbol): **\*\*CAUTION\*\* your application will not officially be submitted until this step has been completed.**
- ❖ A Submit dialogue box will appear—click **Submit** again. **\*\*CAUTION\*\* your application will not officially be submitted until this step has been completed.**

### **Precautions to take when working with the IRB system**

- ❖ **The system is very slow**—in most instances, you will need to wait for your screen to accept changes made to your application
- ❖ To be sure that is the case, when you click Save within the application, or when you check the Complete box upon completion of your application, there will be blue or green bars along the bottom portion of your screen—this signifies that the system is still working to save your changes or to accept your application.