After you have established and activated your username and password, you can begin to create an IBC application in IRBNet. To start building a new IBC application, you must first

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Fill in the relevant information about your project (title, PI

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5.

Once you have attached the necessary document(s) to your study package, you need to label your document(s) appropriately using the drop down list on the   '(i.e. Application Form.2 (doc)-8 (um)-24s43tORMl

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Click on ▓▓ from the Project Administration Menu. Select your appropriate role from the dropdown box and click Sign' .

My Projects
Create New Project
~~My Reminders~~

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History

Other Tools
es | Forms and Templat
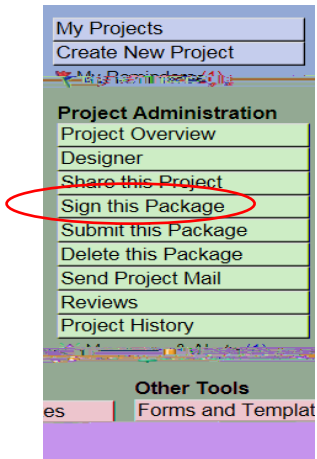
Sign Package

[1043036-1] How to submit an IBC Proposal in IRBNet

I Minnie Mouse, as [Principal Investigator ▼] certify that to the best of my knowledge the information contain
this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements
is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of
traditional handwritten signature.

If a submission is submitted without the PI signature the submission will not be accepted for ibc review. The PI's signature verifies that the PI has reviewed and approves the application.

Please note: The IBC Office only accepts the ▓▓ and does not utilize the Designee Signature Mode option.
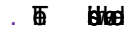
§▓   : ▓▓

Once the PI has signed the package, click ▓▓ . Select University of Denver (DU), Denver, CO' in the "Search for Organization" drop down menu (This will be your default location and should be highlighted already).

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*Keep in mind that once you click **'Submit'** your study is now locked and you are not allowed to attach any 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 IBC and will be returned for corrections. If you need to make any changes after the package has been submitted and locked, please contact the IBC Administrator at 303-871-2121 to request to have the package unlocked.*

The IBC 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.

To review what has been sent, click . 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 printed.

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