

## MSU IRB ONLINE APPLICATION SYSTEM: INSTRUCTIONS

Once you are registered (Step 1) with the MSU IRB Online Application System, you may complete the MSU IRB Tutorial (Step 2), begin (Step 3), access (Step 4) & submit (Step 5) an initial application, respond to comments (Step 6) & access applications after approval (Step 7).

### 1. Registration with the MSU IRB Online System

- a. Go to [www.humanresearch.msu.edu](http://www.humanresearch.msu.edu)
- b. Click on the "Investigator Login" link (on the left side of the page)
- c. Click the "I'm New" link (towards the bottom on the page)
- d. Enter all required information & click "Add Investigator"



### 2. Completion of the MSU IRB Tutorial

- a. Go to [www.humanresearch.msu.edu/](http://www.humanresearch.msu.edu/)
- b. Under the Education tab (on the top of the page), click on the "Required Training" link
- c. Under the "Initial Educational Requirement" heading, click on the click "here" link
- d. Click "Continue to Investigator Search"
- e. Enter your investigator ID# (i.e., A-PID, Z-PID, Guest ID) & click "Start Search"
- f. Under the "Investigator Training & Contact Information" header, click on "Go to the IRB Tutorial" link
- g. Click "Begin Tutorial" the start the tutorial

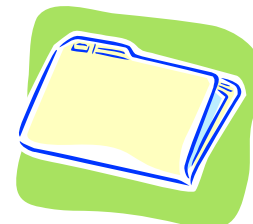
### 3. Beginning an Initial Application



- a. Go to [www.humanresearch.msu.edu](http://www.humanresearch.msu.edu)
- b. Click on the "Investigator Login" link (on left side of the page)
- c. Enter your project investigator ID# & click "Start Search"
- d. Click "New Initial Application" (Under the SIRB / BIRB Applications, Submit Applications Online headings)
- e. Click "Web Application Tips"
- f. Click "Begin Application"
- g. Preliminary approval:
  - i. If you do not have preliminary approval, click "No" & begin application
  - ii. If you do have preliminary approval, click "Yes" & locate the application. From the "Select Action" drop down menu, select "Finish Initial Application" & click "Go!"
- h. When you click the "Next page" button, the information is automatically saved.
- i. Click "Exit" (top of page) to exit application.

### 4. Accessing Saved Drafts of an Initial Application

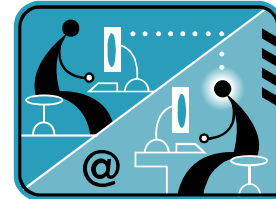
- a. Go to [www.humanresearch.msu.edu](http://www.humanresearch.msu.edu)
- b. Click on the "Investigator Login" link (on the left side of the page)
- c. Enter your project investigator ID# & click "Start Search"
- d. Click "View Existing Applications" (Under the SIRB / BIRB Applications heading)
- e. Locate the application you would like to complete
- f. Click on the red, bolded IRB number hyperlink (this will take you to the IRB's history page)
- g. From the "Select Action" drop down menu, select "Finish Initial Application" & click "Go!"



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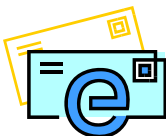
### 5. Submitting an Initial Application

- a. Go to [www.humanresearch.msu.edu](http://www.humanresearch.msu.edu)
- b. Click on the "Investigator Login" link (on left side of the page)
- c. Enter your project investigator ID# & click "Start Search"
- d. Click "View Existing Applications" (Under the SIRB / BIRB Applications heading)
- e. Locate the application you would like to complete
- f. Click on the red, bolded IRB number hyperlink (this will take you to the IRB's history page)
- g. From the "Select Action" drop down menu, select "Finish Initial Application" & click "Go!"
- h. Complete/finalize any remaining questions.
- i. Click "Submit Application"
- j. Make note of any individuals who need to take or update their training, & click "Next Page"
- k. Submit any needed attachments through email & click "Next Page"
- l. Click the "Signature" button
- m. Print & have the responsible project investigator sign & return (fax, mail) signature page to IRB office



### 6. Responding to Comments

- a. Go to [www.humanresearch.msu.edu](http://www.humanresearch.msu.edu)
- b. Click on the "Investigator Login" link (on the left side of the page)
- c. Enter your project investigator ID# & click "Start Search"
- d. Click "View Existing Applications" (Under the SIRB / BIRB Applications heading)
- e. Locate the application that you have a comment for
- f. Click on the red, bolded IRB number hyperlink (this will take you to the IRB's history page)
- g. From the "Select Action" drop down menu, select "View Comments" & click "Go!"
- h. Click the link "PI: Click here to respond to this reviewer comment"
- i. Enter needed information, & click "Add Comment"
- j. To send an attachment, click link "Go to list of required attachments"
  - i. Email any needed attachments to the IRB
- k. To respond to another comment, click link "Back to Comment List"
  - i. Repeat steps h-j above



### 7. Accessing an Initial Application After Approval

- a. Go to [www.humanresearch.msu.edu](http://www.humanresearch.msu.edu)
- b. Click on the "Investigator Login" link (on the left side of the page)
- c. Enter your project investigator ID# & click "Start Search"
- d. Click "View Existing Applications" (Under the SIRB / BIRB Applications heading)
- e. Locate the application that you would like to see
- f. Click on the red, bolded IRB number hyperlink (this will take you to the IRB's history page)
- g. From the "Select Action" drop down menu, select an option (e.g., View Initial Application) & click "Go!"

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