

MSU IRB ONLINE APPLICATION SYSTEM INSTRUCTIONS

INSTRUCTIONS FOR RENEWAL APPLICATIONS

1. Beginning a Renewal or Renewal/Revision Application

- a. Go to 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. Under the "MSU IRBs Application System" heading, click "New Renewal or Revision"
- e. Locate the application you would like to renew or renew/revise
- f. Click on the blue, bolded IRB# / APP# hyperlink (this will take you to that IRB#'s history page)
- g. Click on the hyperlink titled "Submit Renewal or Revision for this Application"
- h. Select either "Begin Renewal" or "Begin Renewal Revision"
 - i. Select "Begin Renewal" **if** it is time to renew but you are **NOT making changes** to the study
 - li. Select "Begin Renewal Revision" **if** it is time to renew **AND you are making changes** to the study
- i. When you click "Next page" button, the information is automatically saved
- j. Click "Exit" (top of page) to exit application and note the r# associated with the application

2. Accessing Saved Drafts of a Renewal or Renewal/Revision Application

- a. Go to 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. Under the "MSU IRBs Application System" heading, click "View Existing Applications"
- e. Locate the IRB project that you have started a renewal or renewal/revision application for and would like to access
- f. Click on the blue, bolded IRB# / APP# hyperlink (this will take you to that IRB#'s history page)
- g. Locate the renewal or renewal/revision application you would like to access (using the r# or the date the application was started)
- h. From the "Select Record Action" drop down menu, select "Finish Renewal or Revision" & click "Go!"
- i. This will take you to the Application Summary for the renewal or renewal/revision application

3. Submitting a Renewal or Renewal/Revision Application

- a. Go to 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." **Please note that the Responsible Project Investigator will need to log in to submit the renewal or renewal/revision application.**
- d. Under the "MSU IRBs Application System" heading, click "View Existing Applications"
- e. Locate the IRB project that you have started a renewal or renewal/revision application for and would like to submit
- f. Click on the blue, bolded IRB# / APP# hyperlink (this will take you to that IRB#'s history page)
- g. Locate the renewal or renewal/revision application to be submitted (using the r# or the date the application was started)
- h. From the "Select Record Action" drop down menu, select "Finish Renewal or Revision" & click "Go!"
- i. This will take you to the Application Summary for the renewal or renewal/revision application
- j. Complete/finalize any remaining questions

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3. Submitting a Renewal or Renewal/Revision Application (*Continued*)

- k. Click the button "Go to Submit Page." *Please note that only the Responsible Project Investigator can submit a renewal or renewal/revision application. The Responsible Project Investigator must be logged in to submit the application.*
- k. Read the signature statement, check the "I agree" box, and click "Submit Application." This acts as an electronic signature.
- l. Submit any needed attachments through email & click "Next Page"
- m. The renewal or renewal/revision application has been submitted

4. Responding to Comments

- a. Go to www.humanresearch.msu.edu
- b. Click on the "Investigator Login" link (on the left side of the page)
- c. Under the "MSU IRBs Application System" heading, click "View Existing Applications"
- d. Locate the IRB project that has a comment
- e. Click on the blue, bolded IRB# / APP# hyperlink (this will take you to that IRB#'s history page)
- f. Locate the renewal or renewal/revision application with the comment (using the r# or the date the application was started)
- g. From the "Select Record 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

5. Accessing a Renewal or Renewal/Revision Application After Approval

- a. Go to 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. Under the "MSU IRBs Application System" heading, click "View Existing Applications"
- e. Locate the IRB project you would like to access
- f. Click on the blue, bolded IRB# / APP# hyperlink (this will take you to that IRB#'s history page).
- g. Locate the renewal or renewal/revision application you would like to view (using the r# or the date the application was started or approved)
- h. From the "Select Action" drop down menu, select an option (e.g., View Renewal or Revision) & click "Go!"

Contact the IRB office with any questions!

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