

# ELON UNIVERSITY

## IRB

### Submission of Protocols Instructions

As of August 1<sup>st</sup>, 2011 Elon's IRB has transitioned to an electronic submission process for review and approval of protocols. Below are instructions on how to access and navigate this electronic resource. If you have questions about this process please contact Stephen Bailey, IRB Chair (x6346; [baileys@elon.edu](mailto:baileys@elon.edu)).

**Please Note:** You may not commence any research involving human subjects without the prior approval of the IRB. The IRB is interested in your success as a researcher. We very rarely deny approval of a research protocol. However, we very often go back to the investigator and ask for clarification and revisions to the protocol to ensure that human subjects are being protected appropriately and that the research is in compliance with the federal regulations.

#### Accessing the *Mentor* Website

1. To access the website go to [www.elon.edu/irbmentor](http://www.elon.edu/irbmentor).
2. Click "Establish Your *Mentor* Account" and then enter your Elon user name and email address. Shortly you will receive an email link to your IRB Mentor account and which will allow you to establish your own unique password.
3. Once you have gained access to the *Mentor* page, you will see several tab options near the top of the page ranging from "Home" to "Admin". Select the "IRB" tab to proceed.

#### IRB Info Page

1. Upon entering the site you will first be directed to the IRB Info Page.
2. The main body of this page includes general directions for submitting a new protocol (also included later in this document).
3. In the left hand column you will see a series of tabs.
4. Under "Documentation" you will find numerous documents that will help you prepare your proposal and navigate the IRB process.
5. The "My Protocols" page will be used to submit and manage your protocols
6. On the "PI Documentation" page you will need to upload your certificate documenting that you have completed CITI Training. **This documentation must be provided before the committee will review your submission.** At Elon we require you to renew your certification every 3 years.

#### Submitting a New IRB Protocol

1. Download the Elon University IRB Protocol Application found under "Documentation". Answer the questions in this template to describe all the relevant aspects of your research proposal. You are strongly encouraged to merge you entire application into one pdf document for submission.
2. Once your protocol is written, click on **My Protocols** (to the left) and then click on the **Create New Protocol** button.
3. Fill out the resulting form. Make sure to indicate in the form the appropriate category (exempt, waiver, expedited). The IRB makes its own judgment on the eligibility of your protocol for these categories, but it is helpful to have the investigator make an initial choice. Information regarding review categories is available under "Documentation".

4. You will find an "Upload Protocol" field in that form. Click the Browse button and locate your completed application on your computer. Double click that file to select it. This will tell your browser to send that file to the server when you submit the form. It is important to remember that at this stage of submission you will only be able to upload 1 document. As mentioned previously we strongly encourage you to create one pdf document for submission; however, you will have the option to upload other documents once your primary application is created. To do so go to My Protocols, select the protocol of interest, and then click "Upload Docs".
5. When the new protocol form is complete, be sure to click the Add Protocol button at the bottom to submit your information.
6. When you submit a new protocol, the IRB is automatically notified by email of the new submission. The IRB will review your protocol and the IRB Chair will send you notification of the IRB's action.