Instructions for DNP Students
Submitting a Project to the IRB

IRB submissions by USA CON DNP students must be reviewed and approved by the assigned DNP Faculty Advisor.

During DNP Project Planning & Development:

Step 1: Training

☐ Complete the CITI Human Subjects Training, link and instructions located on USA Website: https://www.southalabama.edu/departments/research/compliance/humansubjects/training.html

☐ Complete the HIPAA Research Training Tutorial, located: https://www.southalabama.edu/departments/research/compliance/humansubjects/resources/usahipaatrainingforresearch.pdf (This tutorial is also available in IRBNet Forms and Templates)

☐ Training Complete: Save both certificates in an accessible location on your personal computer (these must be submitted through your user profile in IRBNet)

Step 2: Creating a User Profile

☐ Navigate to www.IRBNet.org

☐ Click New User Registration in the upper right corner of IRBNet.org *(Demos and Support desk inquiries are routed back to the IRB Administrator at USA; please contact advisor for assistance. Contacting IRBNet will cause a 48 hour delay of communications)*

☐ Complete the New User Registration, affiliating with the University of South Alabama. A confirmation email is auto-generated to complete registration.

☐ Place DNP Student after last name in **User Profile** – this is for instructor tracking

☐ Log in to IRBNet through the confirmation email and click User Profile on the top right of the page. Scroll down and under Training and Credentials, click "Add a New Training & Credentials Record." **Attach and submit** training certificates saved previously to your computer to the IRB Committee.
  - **Reminder: Your IRBNet "User Profile" is for training certificates/credentials only. Please do not upload any other documents within your user profile.**

**Project Planning & Development students
STOP at Step 2.**

Revised 11/2025

During DNP Residency I:

Step 3: Creating the project within IRBNet

☐ Select Create New Project (located on the left side of the IRBNet screen); fill out the prompted information. Your project status will now be seen as "==Work in progress==" on the Designer page.

☐ Follow this link https://redcap.link/irb_dnp_form to complete the ==IRB College of Nursing DNP Form==. Follow the prompts to create and download your form.

☐ Complete the USA IRB ==Application Part A through the Wizard function==. Once complete, select Save and Exit – *the document attaches to the project automatically.* **Use this step-by-step guide for completing Part A**

☐ Return to the project through the "My Projects" tab and attach the following (by selecting "Attach New Document") within the <u>Designer page</u>:

  ○ Completed IRB College of Nursing DNP Form
  ○ Process Map
  ○ Letter of Support from your proposed DNP project site (A template is available here and in IRBNet Forms and Templates*)
  ○ Information Sheet, if applicable. (A template is located in IRBNet Forms and Templates*)
  ○ Any other necessary materials, if applicable (e.g. surveys/questionnaires, flyers, handouts, etc.)

> *For instructions on how to access IRBNet Forms and Templates, please refer to the alternative Steps 1 and 2 within this link: Accessing Required Materials for IRBNet Submission | Research Compliance (southalabama.edu)

☐ Share the package with your faculty advisor by selecting Share this Project on the left-hand toolbar, granting them <u>Full Access</u> along with any Co-Investigators**

☐ **Faculty Advisor** review and approval of project **BEFORE** any submissions to the IRB

☐ **You and your advisor must electronically sign the package** by selecting Sign this Package. The IRB does not allow for signatures on behalf of the faculty advisor.

Step 4: Submitting the project within IRBNet

☐ When all documents have been attached, training is linked, and you and your advisor/instructor have electronically signed, ==the project must be **submitted** to the IRB by your **advisor/instructor (**Submitting a Project in IRBNet | Research Compliance (southalabama.edu))==.

Important Notes:

☐ If the project is <u>unlocked</u> for revisions, "Mark Revisions Complete" (at the top of the Designer page) **MUST be selected** upon completing the revisions to notify the IRB that the project is ready for additional review. If this is not selected the IRB Admin office will not be alerted and the

project will remain unlocked, resulting in delay of approval.
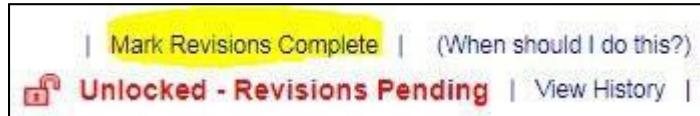
☐ Once submitted, your project's status will update to **Pending Review**.

☐ When the project has been reviewed and approved, the status will change to **Acknowledged.** Once approved, your Approval Memo can be found within the Reviews tab of IRBNet (left-hand toolbar).

** If there are any other Investigators on the project, they must have a user profile for sharing the project. Their Human Subjects training must also be uploaded to their profile for linking to the project.

Failure to follow these instructions will result in delay of the IRB review and approval process.

Per your advisor's instructions:

☐ **Closure** - when your project has been completed, **a Closure Form (located here) must be submitted to the IRB** by logging in to IRBNet, selecting My Projects, clicking the title of your project, selecting Create a New Package, attaching the completed <u>closure form</u>, selecting Submit this Package and submitting to the USA IRB.

For additional guidance, please contact your faculty advisor.