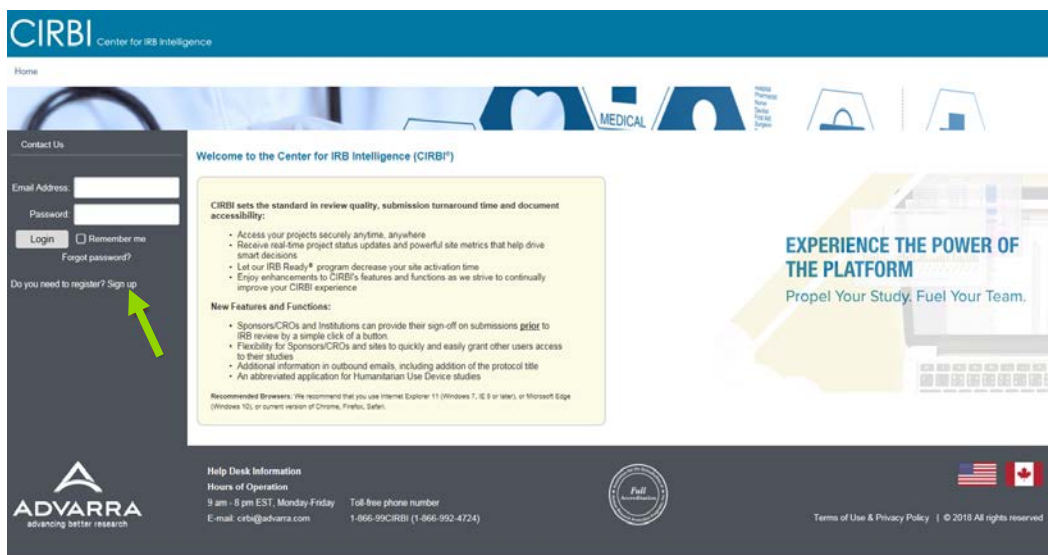


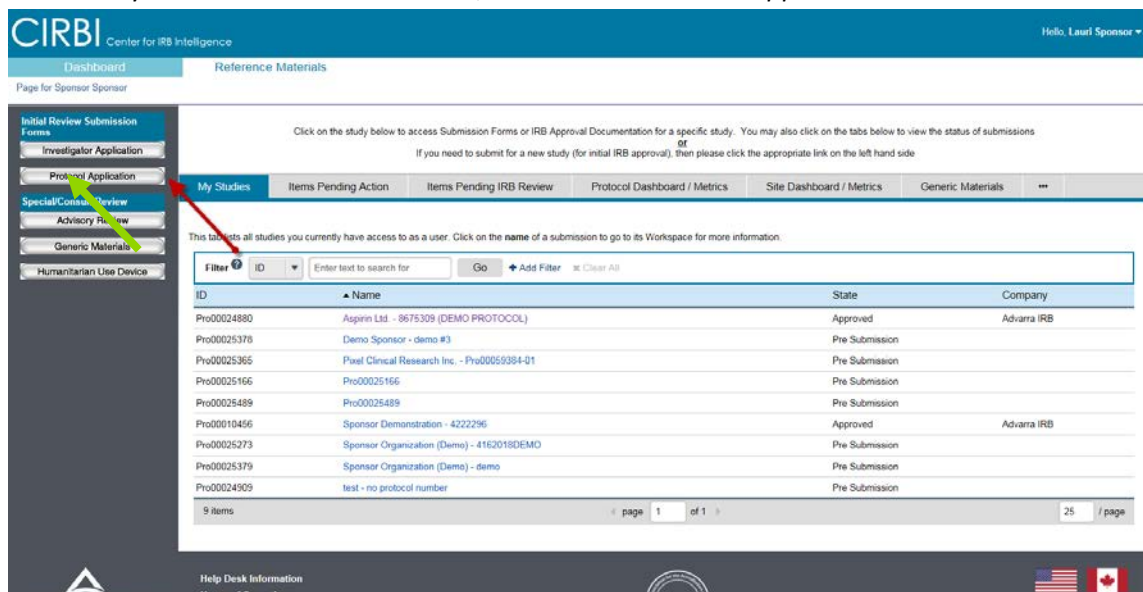
## CIRBI™ Protocol QuickSteps: Submitting an Initial Protocol Application

1. Log on to [www.cirbi.net](http://www.cirbi.net).

**NOTE:** You must be a registered user to log in and create a submission. To do so, click on “Sign up” under the login information.



2. In the upper right-hand corner of the screen, click on “Dashboard”
3. On the very left-hand side of the screen, click on the “Protocol Application” link



4. Choose “I am a clinical research site, institution, academic medical center, hospital, government agency, non-profit organization, or contractor/CRO that is submitting for a single investigator study” for a **Single Site PI-Initiated study**

## OR

Choose *"I am a pharmaceutical Sponsor or CRO who will be conducting a multi-site study for which Advarra IRB will act as a Central IRB. I am submitting a protocol on behalf of all sites"* for a study in which there will be **more than 1 PI** submitted to our IRB

5. Click *"Continue"* to go to the next page called *"Protocol Information"*

## REMAINDER OF APPLICATION

1. Complete the rest of the protocol application and click *"Continue"* after each completed page.

**NOTE:** Every time you click *"Continue"* it saves all the information you have entered. There is also a *"Save"* button located at the top and bottom of each page.

**TIP:** If you see a *red asterisk*, that field is required to be completed prior to selecting *"Continue."* However, if you do not have the required information you can skip to the next page by clicking on *"Jump To"* at the top of the page. You will need to go back and complete ALL required fields before you can submit the application to the IRB.

**CIRBI** Center for IRB Intelligence

Back Save Exit Hide/Show Errors Print Jump To Continue

**Contact Information**

1 To give staff members [access to this submission](#), please click the Add button and complete the information in the pop-up form presented.

+ Add

Name	Email	Role	Has Editing Privileges	Protocol Level Notifications	Site Level Notifications
Lauri Sponsor	j.smith@chesapeakeirb.com	Other yes	PRO,MOD,PRE,CR	SSU,MOD,PRE,CR	

Note: If you do not see the person listed, then you will need to create an account/register the person. To create an account/register the person, you will need to exit out of the application, logoff, and go to the CIRBI home page and click on the Sign Up link.

2 \* Who is the primary point of contact for this research study? Investigator Demo

3 Provide the contact information of the Accounting/Accounts Payable Department/Project Coordinator who should receive invoices (Please note: The invoice contact listed is the party responsible for issuing payment for IRB Services):

\* Title: Mr

\* First Name: Chester

\* Last Name: Chesapeake

\* Company Name: DEMO University

\* Address 1: 420 Highway Lane

Jump To: Protocol Information, Contact Information, IRB Review and Study Type, Device Research Study, Data Monitoring Plan, Informed Consent and Authorization, Protocol Procedures, Protocol Research Subject Population, Site Information, Document Upload Page, End of Application

## DOCUMENT UPLOAD PAGE

1. Next to the last page of the application is called the *"Document Upload Page."* This is where you upload any supporting documents such as the protocol, IB, informed consent form, etc.
2. Upload the documents in the appropriate areas

Document Upload Page

Please attach all documentation necessary for IRB review in the correct areas as outlined below

1	Protocol Document	Protocol								
<input type="button" value="+ Add"/> <table border="1"> <thead> <tr> <th>Name</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td colspan="2">There are no items to display</td> </tr> </tbody> </table>			Name	Created Date	There are no items to display					
Name	Created Date									
There are no items to display										
2	Recruitment	Recruitment								
<input type="button" value="+ Add"/> <table border="1"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Category</th> <th>Document</th> </tr> </thead> <tbody> <tr> <td colspan="4">There are no items to display</td> </tr> </tbody> </table>			Name	Type	Category	Document	There are no items to display			
Name	Type	Category	Document							
There are no items to display										
3	Other Protocol Material(s) - including any diaries, questionnaires or other associated protocol documents	Other Subject								
<input type="button" value="+ Add"/> <table border="1"> <thead> <tr> <th>Name</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td colspan="2">There are no items to display</td> </tr> </tbody> </table>			Name	Created Date	There are no items to display					
Name	Created Date									
There are no items to display										
4	Informed Consent	Informed Consent Forms								
<input type="button" value="+ Add"/> <table border="1"> <thead> <tr> <th>Name</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td colspan="2">There are no items to display</td> </tr> </tbody> </table>			Name	Created Date	There are no items to display					
Name	Created Date									
There are no items to display										
5	Translated Material(s)									
<input type="button" value="+ Add"/> <table border="1"> <thead> <tr> <th>Name</th> <th>Created Date</th> </tr> </thead> <tbody> <tr> <td colspan="2">There are no items to display</td> </tr> </tbody> </table>			Name	Created Date	There are no items to display					
Name	Created Date									
There are no items to display										
6	Drug/Biologic Profile(s)									

Please provide a Word document and not a PDF

**NOTE:** If you have multiple files, you can “drag and drop” from your computer into the CIRBI SmartForm

## END OF APPLICATION PAGE

1. Select either “Submit Application” or “Save Application, but DO NOT submit”
2. Click “Continue”
  - a. If you chose “Submit Application” you will see the “Acknowledgement of Receipt” page
  - b. If you chose “Save Application, but DO NOT submit” you will see the “Not Submitted Notice” page
3. Click “Finish” to exit