

Checklist for Submitting a New Project to the USA's IBC

- Complete the "Biosafety Training" module at citiprogram.org
- Once you have completed the training, save a copy of the certificate to your computer, you will need to upload it to your user profile.
- Go to irbnet.org and click New User Registration under the login.
- Complete the New User Registration and be sure to affiliate with the University of South Alabama.
- Log in to IRBNet and go to the User Profile on the top right of the page. Scroll down and under Training and Credentials; click "Add New Record." This is where you will attach your Training certificate that you saved to your computer. The training will now be attached to your user profile so you will never lose it and it will be submitted along with each submission you do.
- Now go to Create New Project; fill out the required information.
- Download the appropriate forms (i.e. IBC protocol) and complete them.
- Complete the IACUC/IBC Application Form On-line Document (wizard).
- Upload any additional documents*
- Share the package with any Co-Investigators** This means that they must have IRBNet user profiles.
- Link your training and any Co-Investigators' training to the package on the main Designer page
- Once everything is attached, you have linked the training of your Co-Investigators (if applicable), and you have signed, you may submit to the IBC.

For complete step-by-step directions on submitting a new project, consult the "USA IRBNet Guide" in the IRBNet Forms and Templates Library.

* *List of possible additional documents: Vector maps, etc.*

*** If there are any other Investigators on the project, they must have a user profile in order to be shared with on the project. Their IBC training must also be uploaded to their profile in order for you to link it to the project.*