

# 1. Log on to <u>www.cirbi.net</u>.

**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.

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	Help Desk Information Hours of Operation 9 am - 8 pm EST, Monday Friday Toll-Ivee phone number E-mail: orbi@advana.com 1-866-992-4724)	Terms of Use & Privacy Policy   © 2018 All rights reserved

- 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

Dashboard pensor Sponsor	nce Reference Materials						
view Submission	Click on the study below t		oval Documentation for a specific study. Y of (for initial IRB approval), then please click				
Mercel Application My :	Studies Items Pending Action	Items Pending IRB Review	Protocol Dashboard / Metrics	Site Dashboard / Metrics	Generic Materials		
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**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

# <u>OR</u>

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.

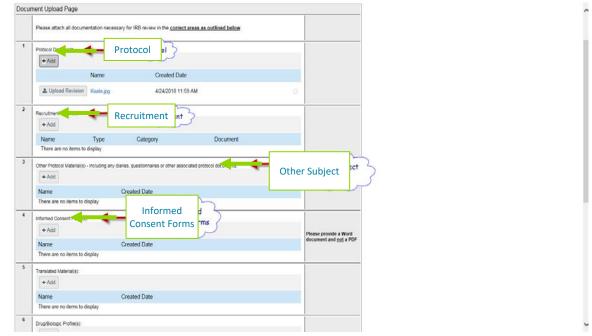
**NOTE:** Every time you click "Continue" it saves all the information you have entered. There is also a "Save" button located at the top and bottom of each page.

**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.

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	or jsmith@chesapeakeirb.com Oth not see the person listed, then you is cof the application, logoff, and go to t	er yes PRO,MC Ill need to create an account/register the te CIRB/ home page and click on the Sig	D,PRE,CR person. To create a to Up link		woll	Site Information Document Upload Page End of Application	
* Who is the pr	mary point of contact for this research	study? Investigator Demo					
Provide the co note: The inv	entact information of the Accountin pice contact listed is the party resp	y/Accounts Payable Department/Proje onsible for issuing payment for IRB S	ct Coordinator whi rvices):	o should receive invoices (Please			
* Tide:	Mr						
* First Name:	Chester						
* Last Name:	Chesapeake						
* Company N	ame: DEMO University						

#### 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



**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