University of Colorado **Boulder**

Route IRB Submission to Faculty Advisor

Updated: 7/25/2016

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Purpose

This tutorial is for **undergraduate and graduate student researchers**. It explains how to add your faculty advisor to the "review path" of your submissions.

Think of the "review path" as a series of checkpoints. Each time you send a submission to the IRB it must always stop and be checked by your faculty advisor. In order for it to move forward, each submission must be approved. This is true for any submission in the research process.

As a student, the final submit button will not be active until you have added your Faculty Advisor, preventing you from missing this step.

Data Needed to Complete this Process

All key personnel listed on a study must have current CITI training. You should attach a valid completion report (i.e. a report dated within the last three years) for each person. If reports for the principal investigator, co-investigators, faculty advisor, or any other key personnel is not current, the submission will be returned **without review**.

The two CITI courses that satisfy the IRB training requirement are:

- ✓ **Biomedical Research Investigators and Key Personnel** *(OR)*
- ✓ **Social Behavioral Research Investigators and Key Personnel**

You and your personnel should take the course that is appropriate to your type of research. You may check your CITI training status or complete training by visiting the CITI website at http://www.citiprogram.org.

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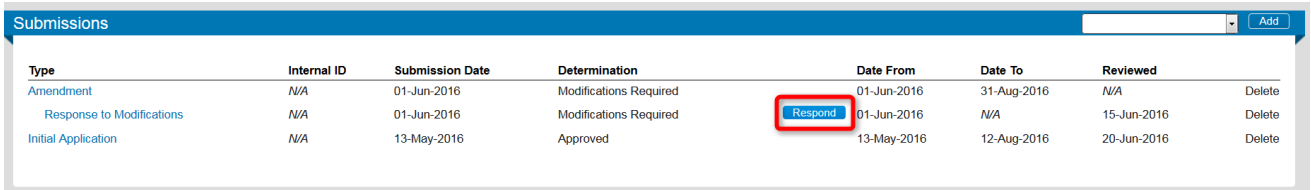
Special Cases

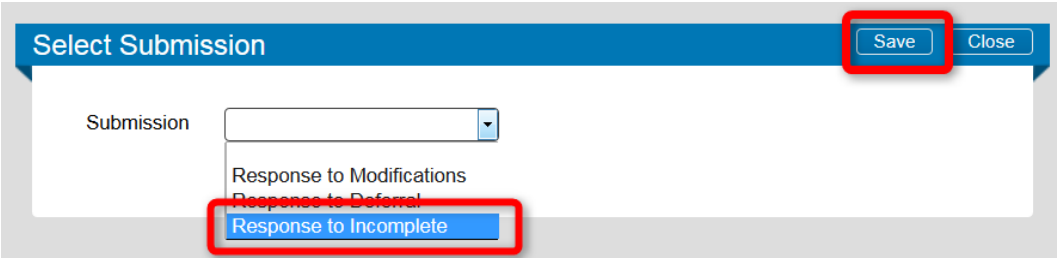
1) Respond to an Incomplete Determination

If you received an Incomplete determination letter requiring you to route your submission to your advisor, you will need to create a Response submission.

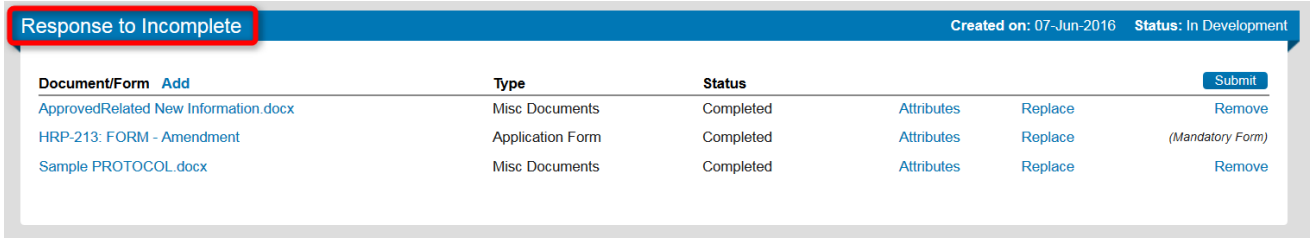
1	Click on the **Respond** button that appears next to the submission that was returned. ▪ A new window will open.



2	Select **Response to Incomplete** from the dropdown list, then click **Save**.



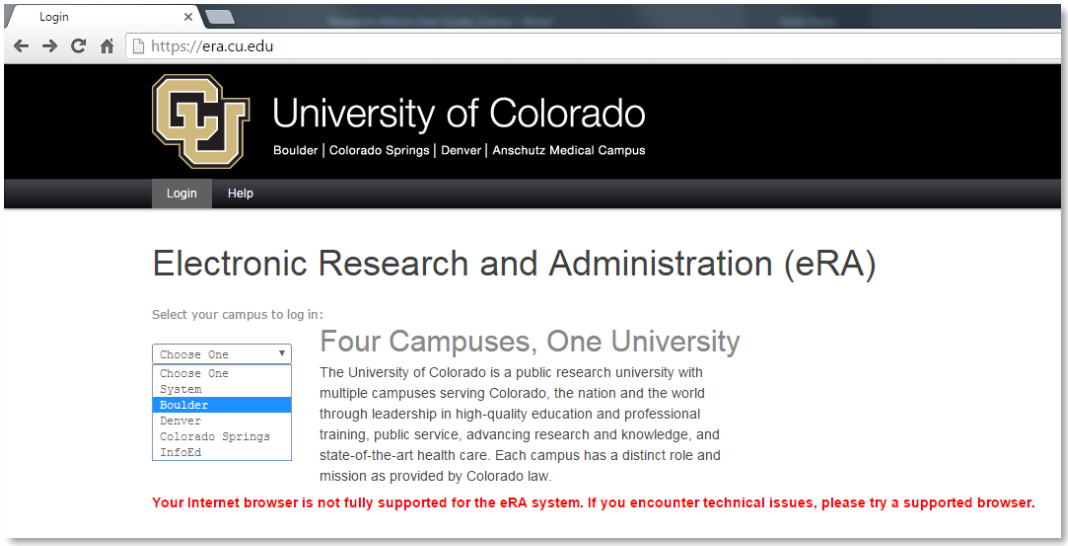
The new window will close and the protocol window will refresh
and the Response to Incomplete screen will display.



4	Complete any provisions outlined in the letter before proceeding.

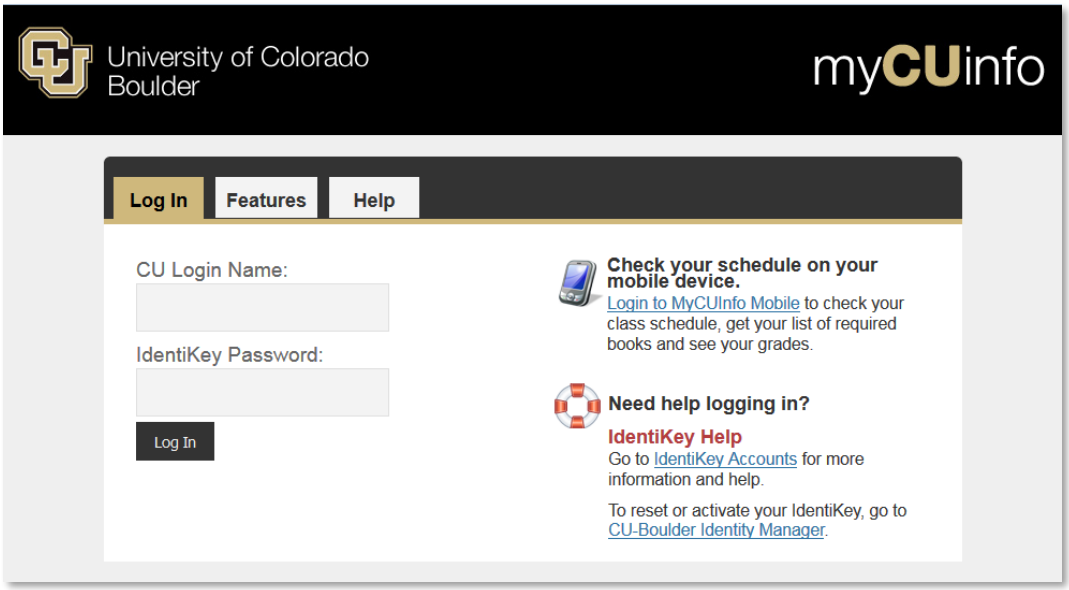
PART 1: Login to eRA and Open Protocol

1) Log In To *Boulder eRA*	
1.1	Open the Boulder eRA portal: https://era.cu.edu
1.2	From the dropdown menu, select **Boulder**.



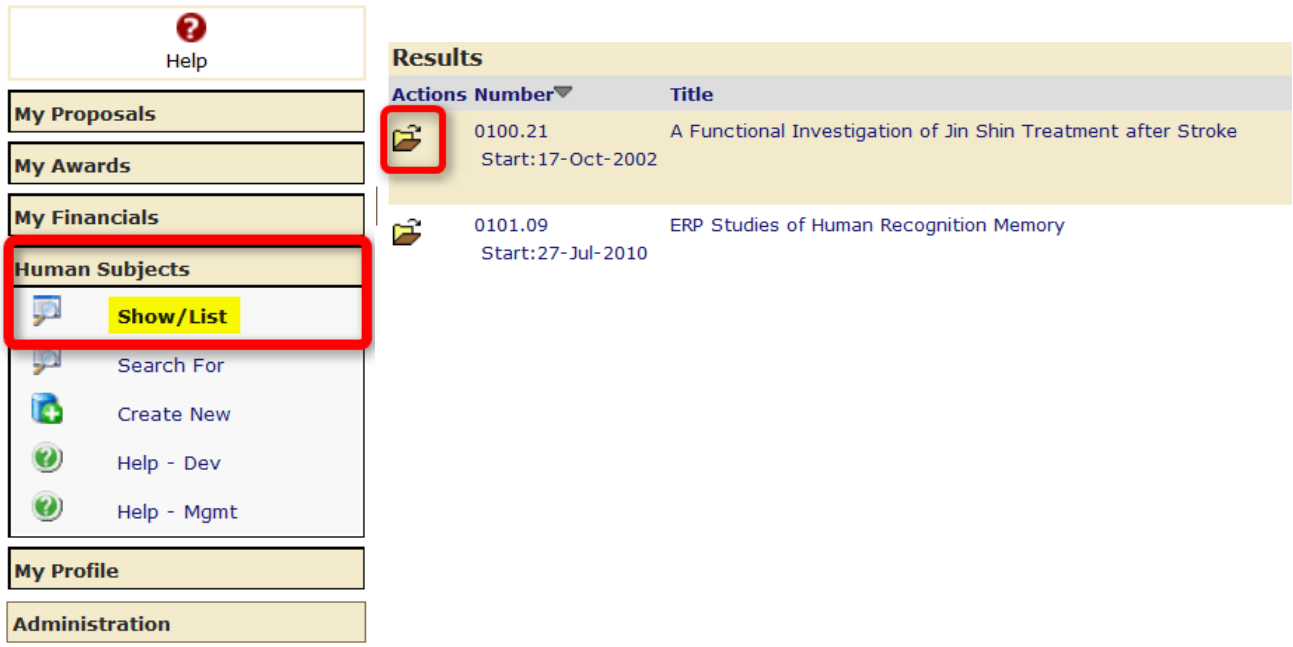
1.3	Enter your CU IdentiKey and password on the next page.

Due to CU's Single Sign-On (SSO) service, you may not see this page to sign if you are already signed into the CU network via another portal in your web browser.



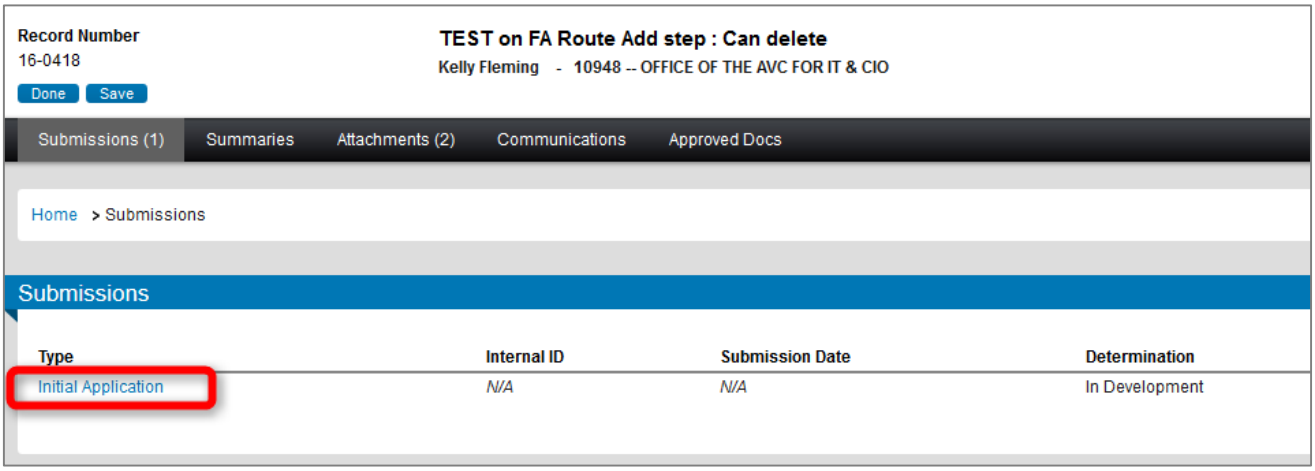
2) Open the Protocol for Submission

2.1	On the left side of the eRA dashboard, click to open the **Human Subjects (HS)** menu.
2.2	Click **Show/List** to display a list of your protocols.
2.3	Click the icon to open the desired protocol.



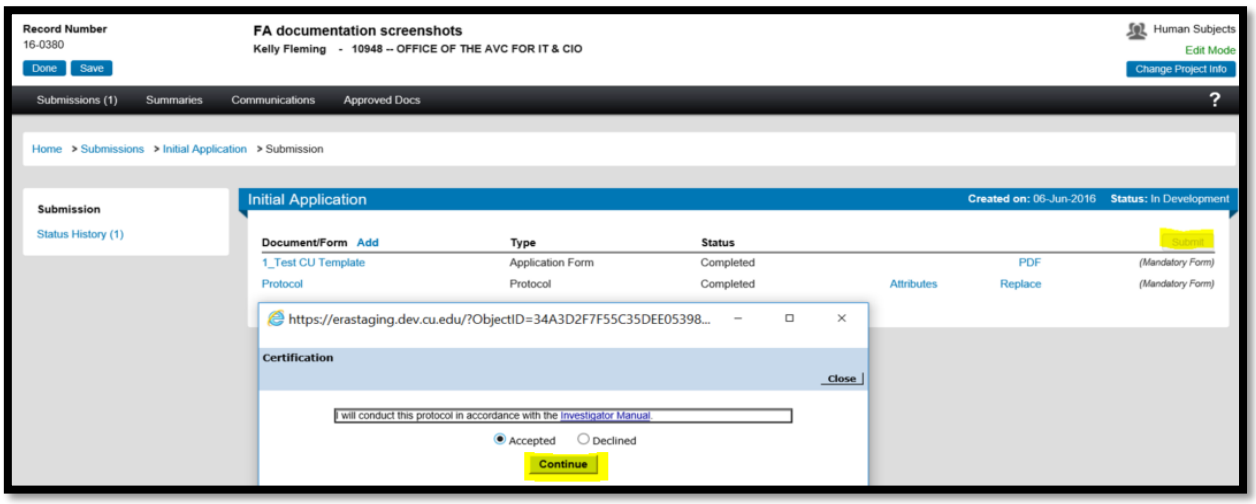
A new window will open displaying the **Protocol Submissions** screen.

2.4	Click on the submission that you would like to route.

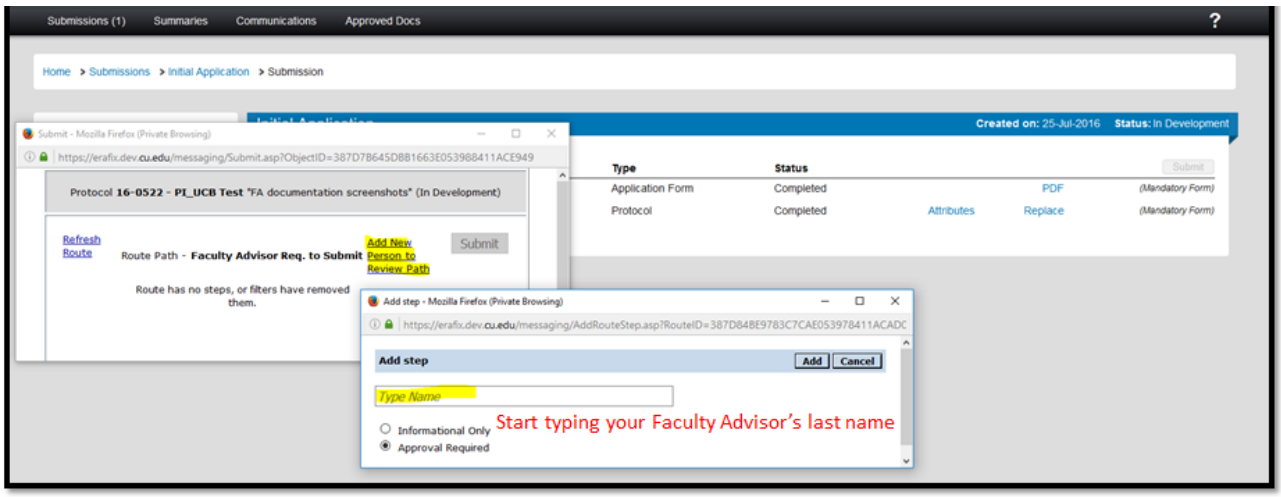


PART 2: Add Faculty Advisor to Review Path

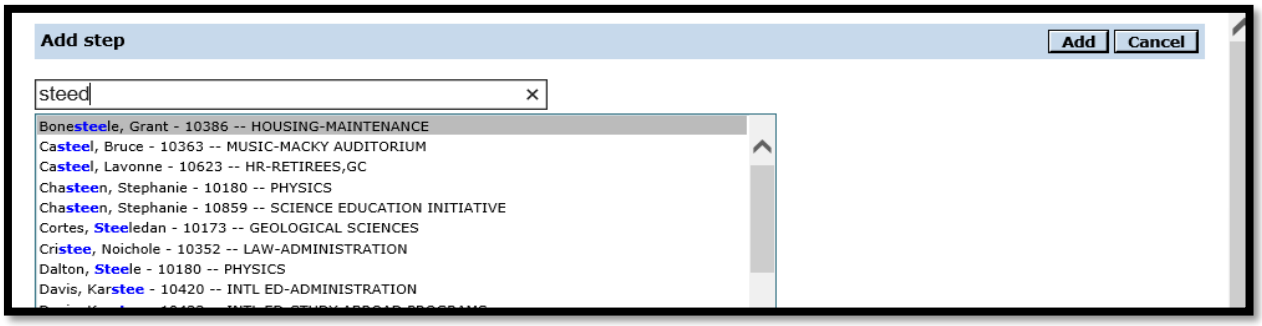
1) Submit Protocol and Accept Terms	
1.1	On the submission screen, click **Submit**. ▪ A new **Certification** window will open.
1.2	Select **Accepted** and click the **Continue** button. ▪ The screen will refresh.



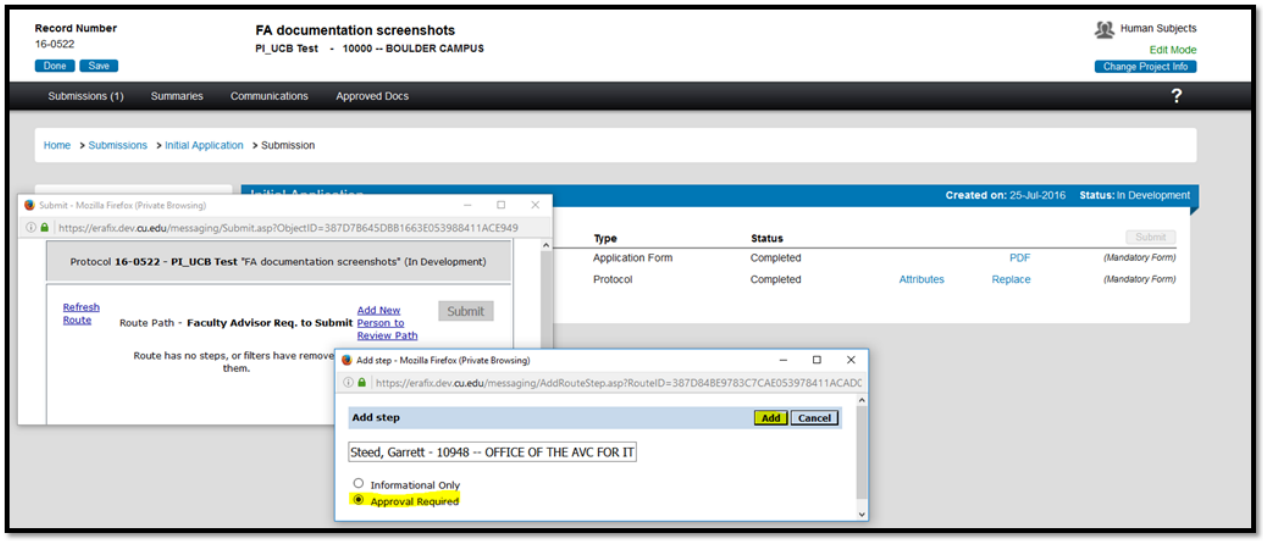
2) Add Advisor	
2.1	Click the "**Add New Person to Review Path**" link at the top of the window. ▪ A new window will open.
2.2	In the text field begin typing the **last name** of your advisor. ▪ A list of people will appear.



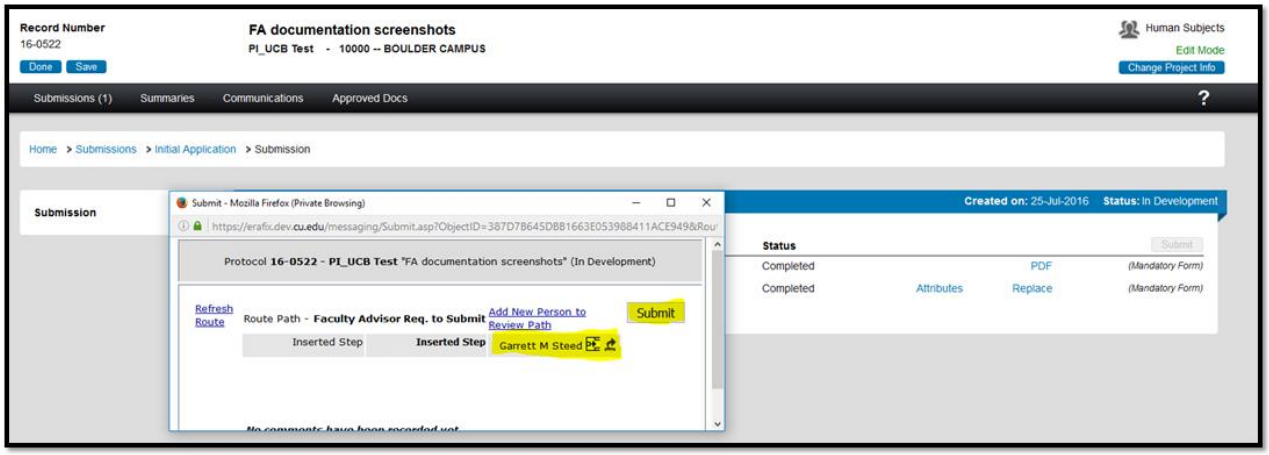
2.3	Select your advisor from the list.



2.4	Confirm the **Approval Required** button is selected, then click **Add**.

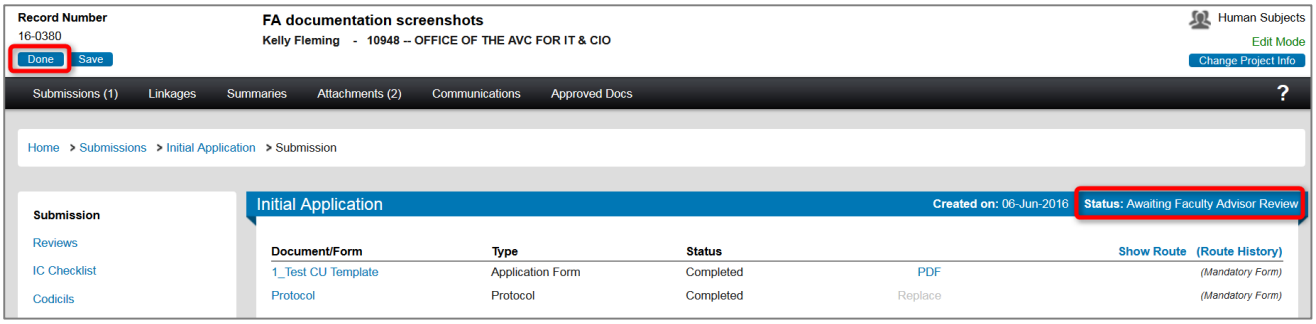


2.5	Confirm the routing path is correct.
2.6	Click **Submit**.



The window will close and the status of the submission will be displayed in the top right corner of the screen.

2.7	Click **Done**.



NOTE: The protocol has <u>not</u> been submitted to the IRB Office for review yet. Your faculty advisor must review your submission <u>first</u> before it moves forward.