READ ME FIRST – IRBNet INSTRUCTIONS

PURPOSE
All faculty, students and staff conducting research involving human participants are required to submit a Protocol Request for WSU IRB Approval for review by the WSU Institutional Review Board (IRB) prior to initiation of any such research. All requests must be submitted electronically through IRBNet. For additional information, please refer to WSU Regulation Number 3-7, Policies and Procedures for the Use of Human Subjects in Research.

HUMAN SUBJECTS EDUCATION REQUIREMENT
Protocol Requests must include documentation that all key personnel engaged in the proposed research project have successfully completed an education program in the protection of human subjects. This includes all faculty, staff, co-investigators, faculty sponsors, students and "all individuals responsible for the design and conduct of the study." The WSU IRB will accept documentation of successful completion of the online WSU Human Subjects Education Module or an equivalent NIH education module as fulfillment of the education requirement. Instructions for completing the WSU module are included in the “Human Subjects Education Module-Completing and Downloading Results” or the “How To Do Everything” documents in the IRBNet Forms and Templates Document Library – Documents for Researchers.

ENROLLING AND ACCESSING INSTRUCTIONS AND FORMS -- THE IRBNET DOCUMENT LIBRARY
Go to www.irbnet.org and the Login area in the upper right-hand corner. Click the New User Registration link. Enter your name, a username (recommend using your WSU username) and a password. Indicate you are affiliated with Winona State University and provide your phone and email address. (Use your WSU email.) Click Register. Click continue. Check your email for a notification that will allow you to activate your account. Once activated, login to www.irbnet.org, Click My Projects. Under Other Tools click Forms and Templates. In Select a Library, select the Winona State University IRB – Documents for Researchers.

CHECKLIST FOR COMPLETION
Use the “Checklist” in the IRBNet document library to be sure your protocol is complete. Incomplete protocol packages delay the approval process.

HOW TO
The “How To Do Everything” document in the IRBNet Forms and Templates Document Library provides instructions on protocol submissions and links to other training materials.

REPORTING REQUIREMENTS
The IRB may inquire as to the project status at any time during the conduct of the study. For a non-exempt study longer than one year in duration, a Continuing/Review/Progress Report must be submitted via IRBNet annually prior to the anniversary of the study’s approval date. During the conduct of the research project, it is the principal investigator’s responsibility to notify the IRB of any modifications made in the study, changes in the treatment of human subjects which occur, any unanticipated problems, or any unexpected harm to human subjects.

All reports and changes during the conduct of a study are made using the Report Form in the IRBNet Document Library. See the “Reports – Amendments, Modifications, and Progress Reports” or “How To Do Everything” documents in the IRBNet document library for instructions.

CONTACTS
Questions about enrolling or accessing D2L or using the IRBNet System:
Nancy Kay Peterson, Human Protections Administrator, npeterson@winona.edu or 5519
TLT Services, ext. 2900

Technical problems with D2L:
TLT Services, ext. 2900

Questions about information to include in the protocol package, reports or study modifications:
Nancy Kay Peterson, Human Protections Administrator, npeterson@winona.edu or 5519
The Chair or an IRB member. See the All-University Committee roster at http://www.winona.edu/faculty/1172.asp.