Instructions for Faculty Sponsors of Student Research

New User Registration Instructions – all applicants must do this the first time they submit
1. Click on “New User Registration” tab at right top of screen
2. Enter your first name, last name, user name (pick one you can remember) and password (passwords must be at least 8 characters in length)
3. Accept User Terms for Use of IRBnet
4. Select University of Missouri-St. Louis, St. Louis, MO from the menu for organization
5. Click “Continue”
6. Provide your phone number, fax number, and email address
7. A confirmation email will be sent to your email address from IRBnet. You must click on the link in the email to activate your account.

Faculty Review of Student IRB proposals
1. log into IRBnet.org, using your username and password
2. look at menu on left side of screen and click on “My Reminders”
3. click on the Project Title of your student’s proposal
4. click on “Designer” to view the documents
5. In Designer, click on the various documents in the package to download them to your computer where you can open and read them
6. If you want your student to make changes (and of course, this is quite likely!), please communicate the changes you desire to your student by:
   a. Project email (see link on left side of screen
   b. Use “track changes” in the documents you are reading and upload those revised documents to the website (in Design, click the “Upload Documents” button and follow the instructions)
   c. Whatever other means you typically use
7. If needed (again, this is likely) your student will upload new documents to IRBnet.org and you will need to follow the steps above to review the new documents and make sure they are in good shape. When the documents meet your approval, go to the next step.
8. Click the link “Sign this Package” on menu on the left of your screen.
   a. Use the pull-down menu to identify what role you have – typically this will be Advisor.
   b. Click “Sign”
   c. An email will automatically be sent to the student by IRBnet.org, alerting them that you have signed the proposal
9. The student may now share the proposal with “Education IRB.” Our IRB administrator will route it to the COE IRB committee members for review