GENERAL INSTRUCTIONS AND GUIDANCE

Learn about IRBNet

> IRBNet maintains a Resources page with training videos and PDF files that walk you through the registration process, submitting a new project, and post-submission tools. Log-in using the username
>
> accessed here: http://irbnetresources.org/

Locate Forms

> Authorized IACUC forms and templates are located on IRBNet. From the Study Designer page, either:

- Select a document from the drop down list of Forms and Templates under University of Alaska Anchorage IACUC, Anchorage, AK (second option in the drop down menu).
  - o Select the form or template that you need and **save it to your computer** to complete. Your work will not be saved and uploaded properly if you fail to save a copy to your computer.
- Click the Add New Document button to:
  - o Upload a document from your computer, which may include a completed copy of your research protocol, SOPs, etc.

Required Signatures

> Signatures within IRBNet are compliant with federal regulations on electronic signatures.

- **Principle Investigator signature is required for:**
  - o New studies
  - o SOPs
  - o Continuing review
  - o Significant changes that require review by the IACUC
  - o Serious adverse event reports
-   PI cannot access IRBNet.

Share with other team members, collaborators, or research supervisors

> You can share, or give access to, your IRBNet study with any person who has Internet access.

is not complete until all required elements are received by the IACUC.

1. In order for your study team to have access to the documents on IRBNet, they must register as an IRBNet user. Click the Share this Study tab on the left. <u>S</u> <u>   </u>
   <u>at the beginning of the first paragraph. </u>
2. Most IRBNet users at UAA will not use the Multi-site function or Transfer function. Please contact your IACUC Administrator if you have questions regarding these features.
3.

- o Surgical SOP
- o Capture/Transport SOP

1. Create a new study
2.   Download the relevant SOP form, save it to your computer, fill it out, and upload it to IRBNet.

Step # 3: Share Your SOP

1. In order for your study team to have access to the documents on IRBNet, they must register as an IRBNet user. Click the Share this Study tab on the left. S_____ at the beginning of the first paragraph.
2. Most IRBNet users at UAA will not use the Multi-site function or Transfer function. Please contact your IACUC Administrator if you have questions regarding these features.
3. Specify the access (Read, Write, or Full) you want any shared users to have and click save. **Be cautious of granting users Full Access to your IRBNet package.** This will allow them to perform *any* function on the study, including submission and deletion.

    NOTE: If the person you are looking for does not appear, they may not a) be registered in IRBNet and b) you must ask for the affiliation he/she have registered under.

Step #4: Obtain/Verify Electronic Signatures

Please see the section above on Required Signatures under General Instructions and Guidance.

Step #5: Submit Your SOP

Once all of the required signatures have been obtained, double check your list of documents. Click and choose your submission type (e.g., New Project). Make sure to double check that

Once a study has been
NOTE: Once a *study has been submitted, it is automatically locked and you will not be able to make edits.*

NOTE: Once you submit an IRBNet package to the IACUC for review, this package cannot be deleted by IACUC Chair or IACUC Administrator. Please contact the IACUC Chair or IACUC Administrator as soon as possible if you submit an IRBNet package that should not be reviewed.

PROGRESS REPORT FOR AN APPROVED STUDY

If you are submitting a progress report for an approved research 9b[r]-3(t)-8(ac)-3oal or (p)-9(pro)-12(v)6(ed)-7(S)5(O)-16 aanul-1-8(y)18(f)-9(ora om

form   on SOP

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PROGRESS REPORT FOR AN APPROVED SOP

SOPs are should be reviewed by the researcher once a year.

1.
2. Create a new IRBNet
   History on the left.
3.

ADDING NEW PERSONNEL

When adding new personnel, upload the ENTIRE personnel list as a new document package. To do this, first download the most recent version of the personnel list:

1.
2.   esigner on the left hand side. This will bring you to the document history of your protocol. Download the most recent version of your personnel list. To determine the most recent version, look

3. Remove the names of personnel that are no longer working on the protocol. Add the names of new personnel. Be sure to save the new version to your computer.

After updating the Research Personnel List, upload it with the associated documents (e.g., OHSP forms) to IRBNet:

1.
2. Create a new IRBNet
    History on the left.
3.   Prepare the documents you will submit. Upload the Research Personnel List and the OHSP Hazard Evaluation Survey for each person.
4. Share your package (if needed).
5. Sign the package.
6. Submit your package. IRBNet will allow you to send a message to the IACUC administrators during this step. Please send a message indicating which personnel have been added or removed.

IACUC REVIEW PROCESS

Review Timeline

If your submission meets the requirements for **administrative** review (e.g., adding new personnel), the package will be reviewed by the IACUC within five business days.

If your proposal is scheduled for full review at the next IACUC meeting, it is strongly advised that you, as principal investigator, *attend this meeting to answer any questions*. If you are a student, then your faculty supervisor should also attend the IACUC review of the proposed research involving animals. Proposals should be submitted at least 5 days prior to the meeting date. The IACUC meets once a month, typically on the second Friday at 2:00 pm in CPISB 101D.

IACUC Decision Letters

To retrieve IACUC documents, such as formal approval letters:

1. Login to IRBNet
2.   title
3. Click Review Details
4. Under Board Documents, click the document name to view the document

REPORTING ADVERSE EVENTS

You must report all adverse events directly to the IACUC Chair and/or to the Research Integrity & Compliance Office (907-786-1099).

LIST OF IACUC FORMS

Any application to the IACUC must be done through IRBNet. The IACUC Forms and Templates Library includes:

Required Forms
- Research Protocol Form or;
- Observational Research Protocol
- Research Personnel List
- OHSP Hazard Evaluation Survey
    - This survey should be submitted if you are working within a UAA animal research facility or working directly with animals in other settings.
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