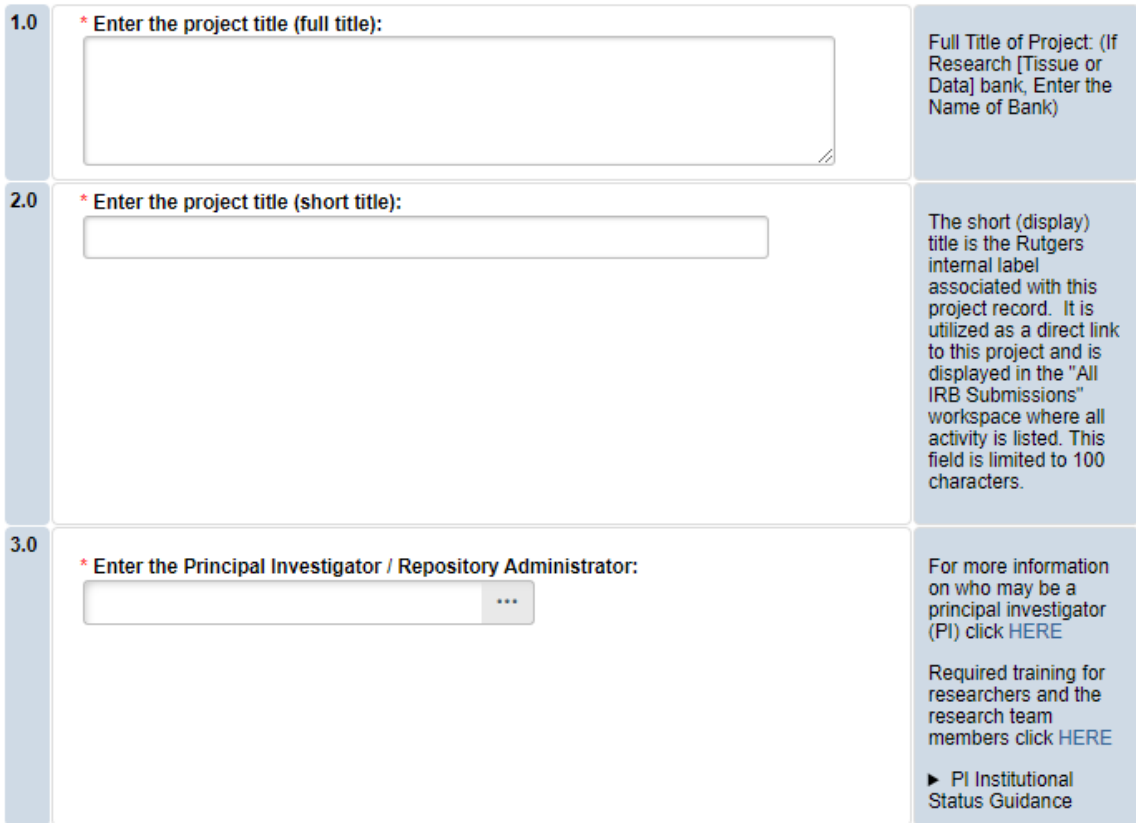
eIRB+ Application Guide

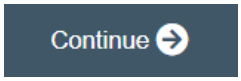
for Just In Time Submissions

Please remember that not all sections below will apply to your application/research study. Therefore, some sections might NOT appear. The sections that appear as you complete your application are contingent upon your responses in previous sections. If you encounter difficulty in completing a section that does not appear below but DOES appear in your application, kindly contact the IRB office at irboffice@research.rutgers.edu for assistance.

Section 1.0 – General Project Information



- **ENTER** the study's Full Title (Q 1.0) and Short Title (Q 2.0). The Short Title entered will display in the eIRB+ dashboard.
- **ENTER** the Principal Investigator (Q 3.0) by clicking the 3 dots (right side) or by typing the person's name in the open field.
    - **VISIT** our page to see who can and cannot serve as Principal Investigator (PI)**.**
    - **RU graduate** students serving as the PI must **ADD** a faculty advisor as a Co-Investigator.
- **ADD** a study coordinator (Q 4.0). The person entered here will receive all correspondence and notifications regarding this study along with the Principal Investigator.
- **ADD** any Rutgers-affiliated study team members in Q 5.0 Co-Investigators and Q 6.0 Other Study Staff.
    - **IRB Tip**: Ensure all members completed Rutgers CITI requirements

Once all information is provided, click 

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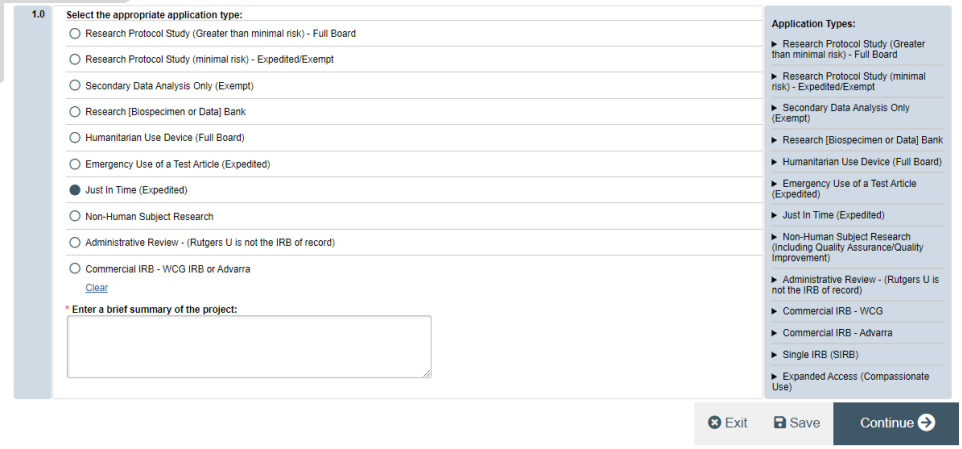
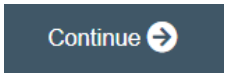
Section – 1.1 Submission Type



- **SELECT** Just In Time (Expedited) only when your project is lacking definite plans for involvement of human subjects, and you need documentation of pending IRB approval for your sponsor/funder.
- **Please note:** Certain types of applications for grants, cooperative agreements, or contracts are submitted to Federal departments or agencies with the knowledge that subjects may be involved within the period of support, but definite plans would not normally be set forth in the application or proposal.
    - These include activities such as institutional type grants when selection of specific projects is the institution's responsibility, research training grants in which the activities involving subjects remain to be selected, and projects in which human subjects' involvement will depend upon completion of instruments, prior animal studies, or purification of compounds.
- **NO** human subjects may be involved in any project supported by these awards until the project has been reviewed and approved by the IRB through submission of a Research Protocol / Study application in eIRB.

Once all information is provided, click 

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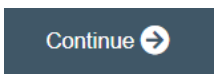
Section 3.0 Project Funding

- **SELECT** whether the study is **funded** or **unfunded** in Q 1.0.
    - Select **unfunded** only if the PI of the study will absorb all costs.
    - If funded externally or by department, select **funded** and fill out the following section 3.1 Funding Sponsor Information.

Once all information is provided, click 

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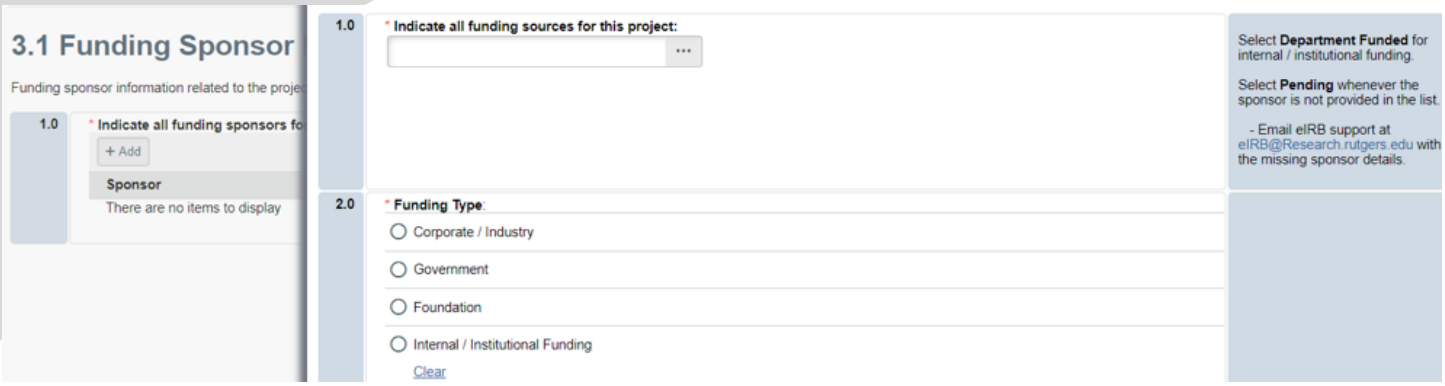
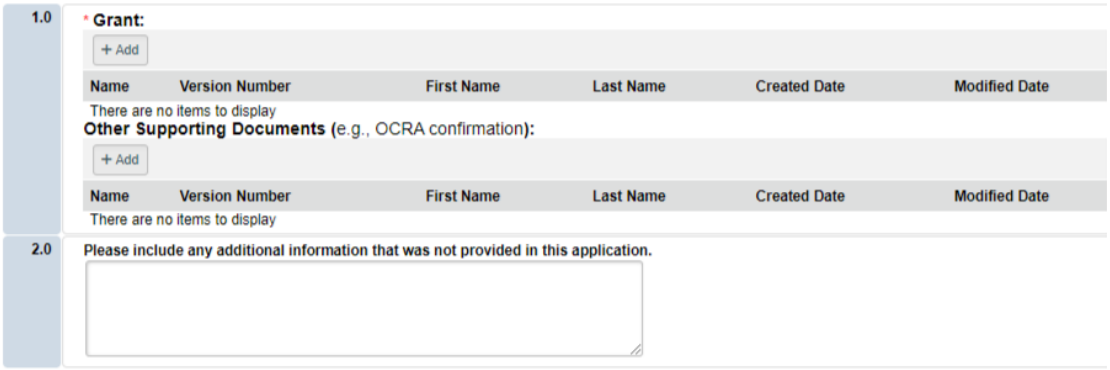
Section 3.1 Funding Sponsor Information



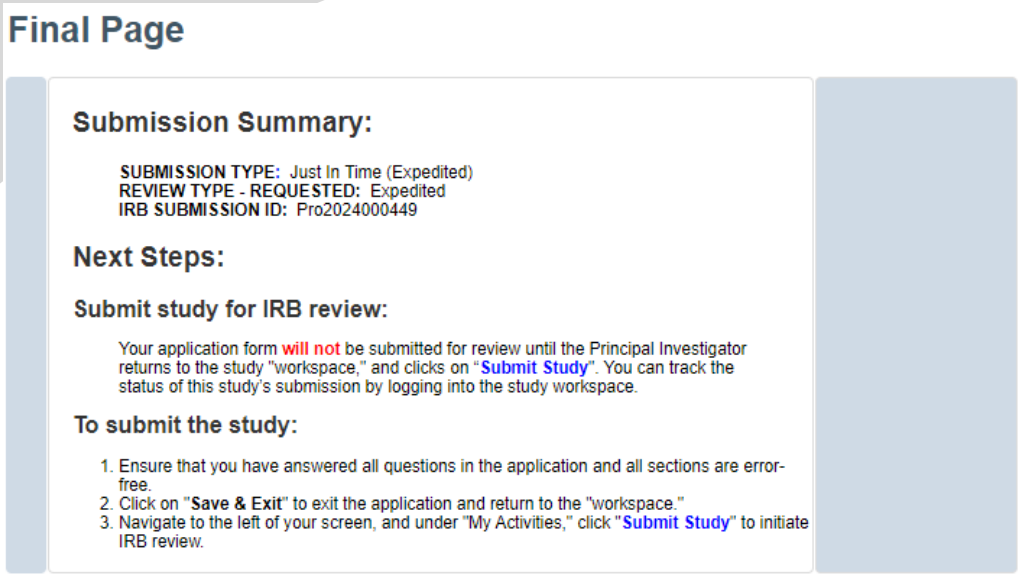
- **ADD** funding source by selecting the + Add
- **TYPE** the name of funding source or type 'Department Funded' for internal/institutional funding.
- **SELECT** funding type and select OK to save.
- **DELETE** a sponsor you've listed by accident by hovering over the sponsor entry and selecting the 'X' that appears on the right side of the highlighted row.

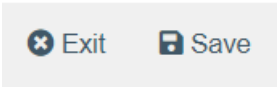
Once all information is provided, click Continue.

Section 10.0 - Attachments

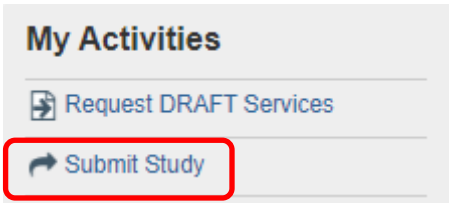


- **UPLOAD** documents relevant to the funding of this project (e.g., grant application, scope of work, etc.).
- **SELECT** Continue.



- **REMEMBER** to select 

which will take you to the study main page. Selecting this will **NOT** submit your application to the IRB. You must navigate to **MY ACTIVITIES** and select 'Submit Study' if you are ready to submit to the IRB.



Related Links and Interactive Tools

I do not know if my research is considered human subject research or if I need to submit to the IRB?

Who can serve as the Principal Investigator on a research study?

What are the CITI requirements for the study personnel on my application?

What application type should I choose?

Are my research sites engaged in research? Use the Engagement in research tool.

I will be using a site for recruitment only, where can I find the performance site approval form?

Where can I read more information about international research and sites?

Who can I contact regarding Institutional Biosafety Committee (IBC) approval?

Who can I contact for questions about Scientific Review Board and obtaining SRB approval?

What consent template should I use? Use IRB Review Type and Template Recommendation Tool.

Where can I find the most recent consent form templates?

I will be using a site for recruitment only, where can I find the performance site approval form?

If you have any other questions, please contact the IRB inbox at irboffice@research.rutgers.edu.