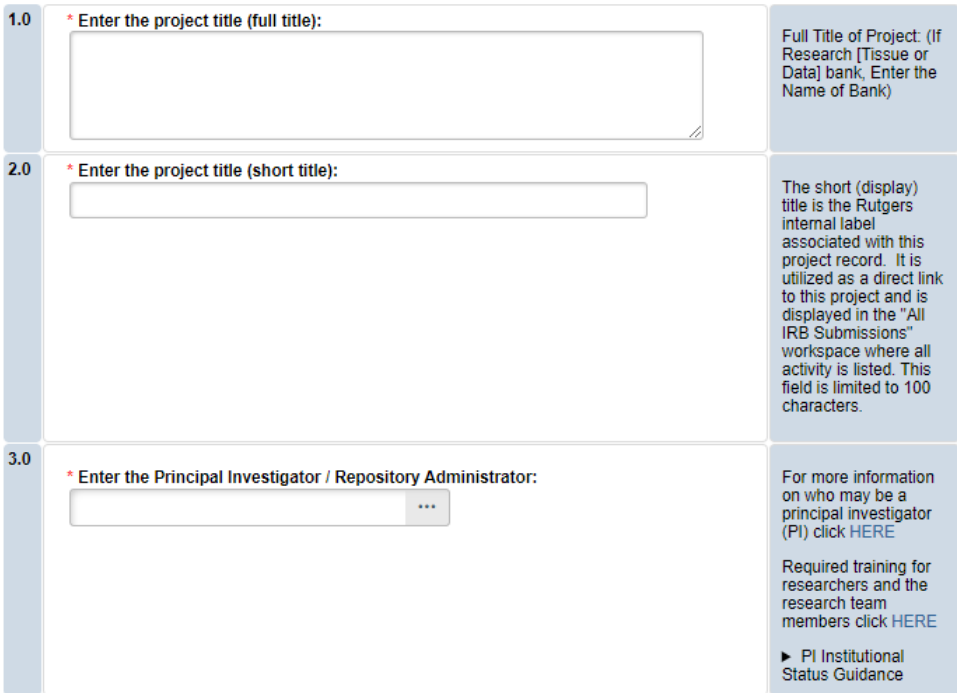
eIRB+ Application Guide

for Determinations of Non-Human Subjects Research

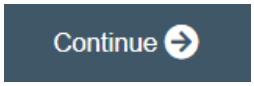
Please remember that not all sections below will apply to your application/research study. Some sections might NOT appear. The sections that appear as you complete your eIRB+ application are contingent upon your responses in previous sections. If you encounter difficulty in completing a section that 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) of the study 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 in 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 to 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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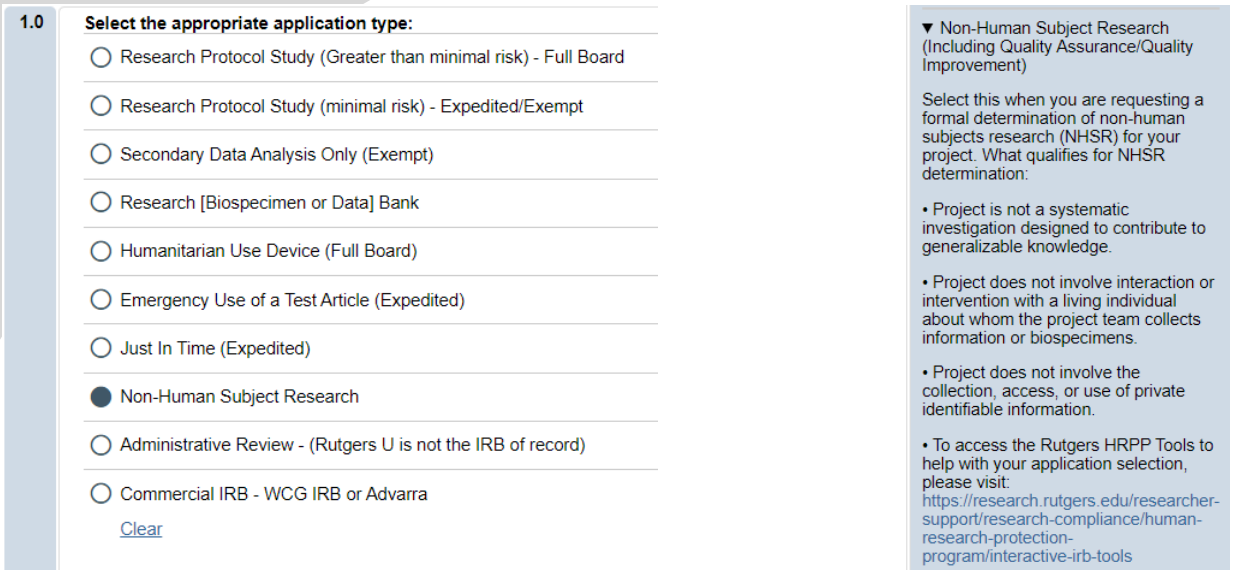
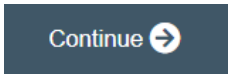
Section 1.1 - Submission Type



- For Non-Human Subject Research or Quality Assurance/Quality, **SELECT** 'Non-Human Subject Research.'

Once all information is provided, click 

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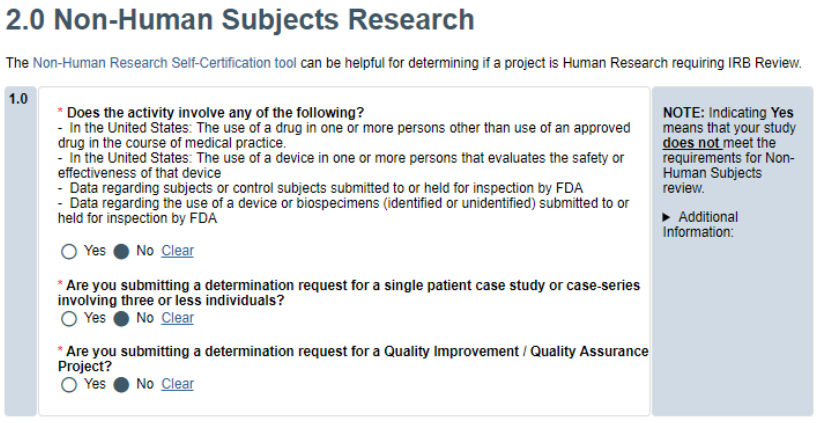
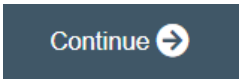
Section 2.0 Non-Human Subjects Research

- **SELECTING** 'No' to all three conditions of Q 1.0 will populate eIRB+ application sections 2.1, 2.2, 2.3, 2.5.
- If submitting a case report (study of three or less cases) **SELECT** 'No' to the first condition of Q 1.0 and 'Yes' to the second condition. This will populate eIRB+ application section 2.5.
- **SELECTING** 'No' to the first two conditions of Q 1.0 and 'Yes' to the third condition Quality Assurance/Quality Improvement (QA/QI) will populate the QA/QI sections of the eIRB+ application. Please instead refer to our separate QAQI Quick Guide for further guidance.



Once all information is provided, click 

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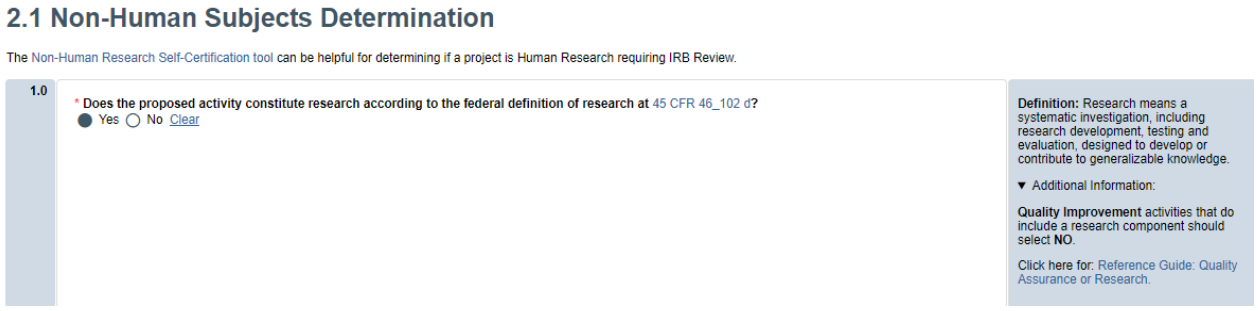
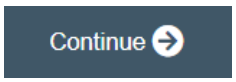
Section 2.1 – Non-Human Subjects Determination

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.

- **SELECTING** 'Yes' indicates that this study involves research or may be classified as research. However, it does not imply that it meets the definition of human subjects research.



Once all information is provided, click 

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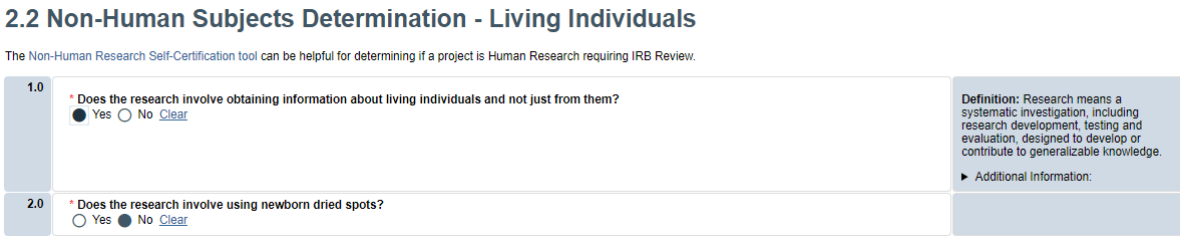
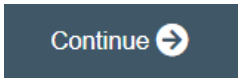
Section 2.3 – Non-Human Subjects Determination – Living Individuals

- **RESPOND** to Q 1.0 as it pertains to your study.
- Responding 'Yes' to Q 2.0 (using newborn dried spots) will stop the submission, as it will not meet NHSR requirements.



Once all information is provided, click 

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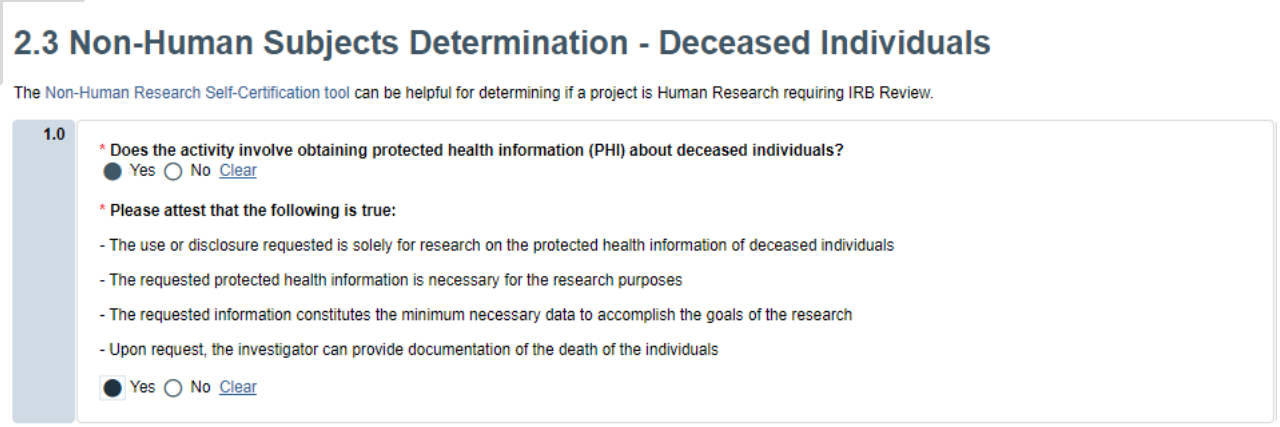
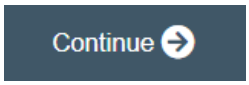
Section 2.3 – Non-Human Subjects Determination – Deceased Individuals

- **RESPOND** to Q 1.0 as it pertains to your study.
- Responding 'Yes' to Q 1.0 will trigger a sub-question. If you **SELECT** 'No' to the sub-question, your NHSR submission will stop, as it will not meet NHSR requirements.



Once all information is provided, click 

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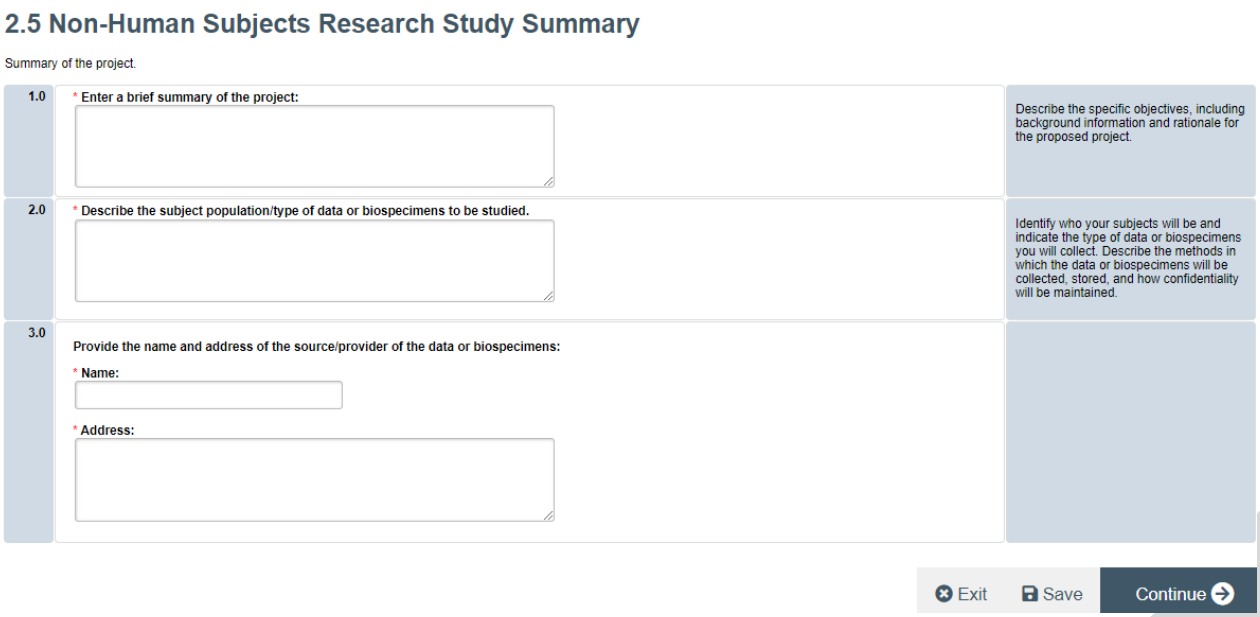
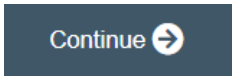
Section 2.5 Non-Human Subjects Research Study Summary



Once all information is provided, click 

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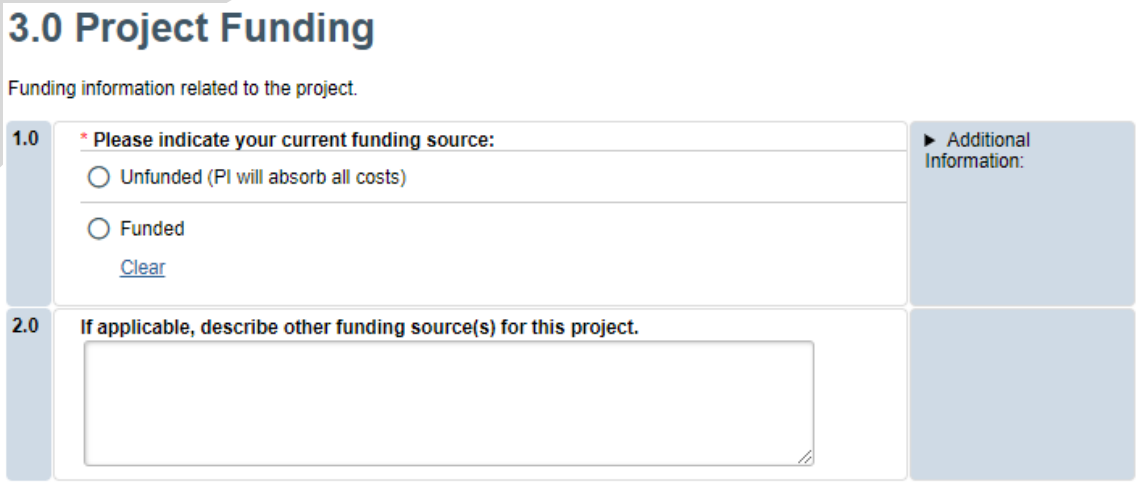
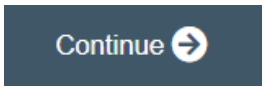
Section 3.0 Project Funding



- **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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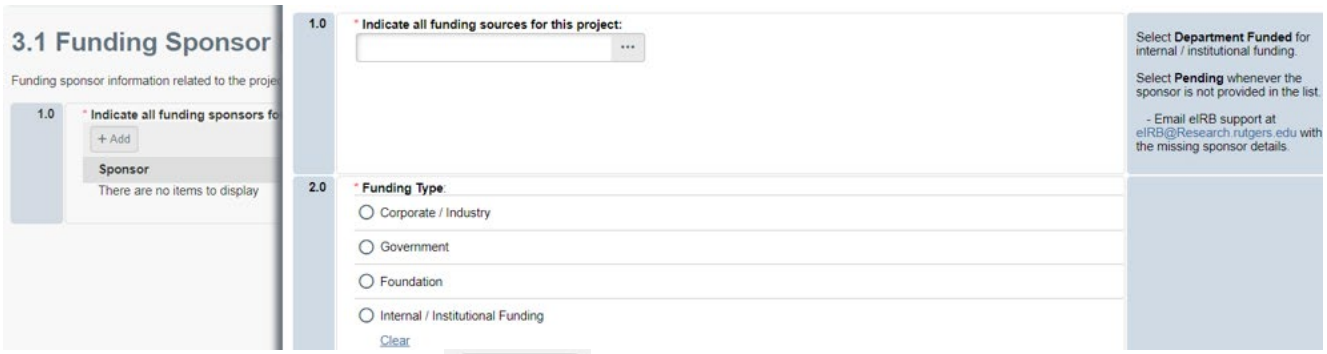
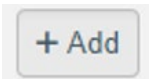
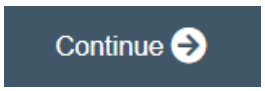
Section 3.1 Funding Sponsor Information



- **ADD** funding source by selecting the 

- **TYPE** the name of funding source or type 'Department Funded' for internal/institutional funding.
- **SELECT** funding type and select 

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 

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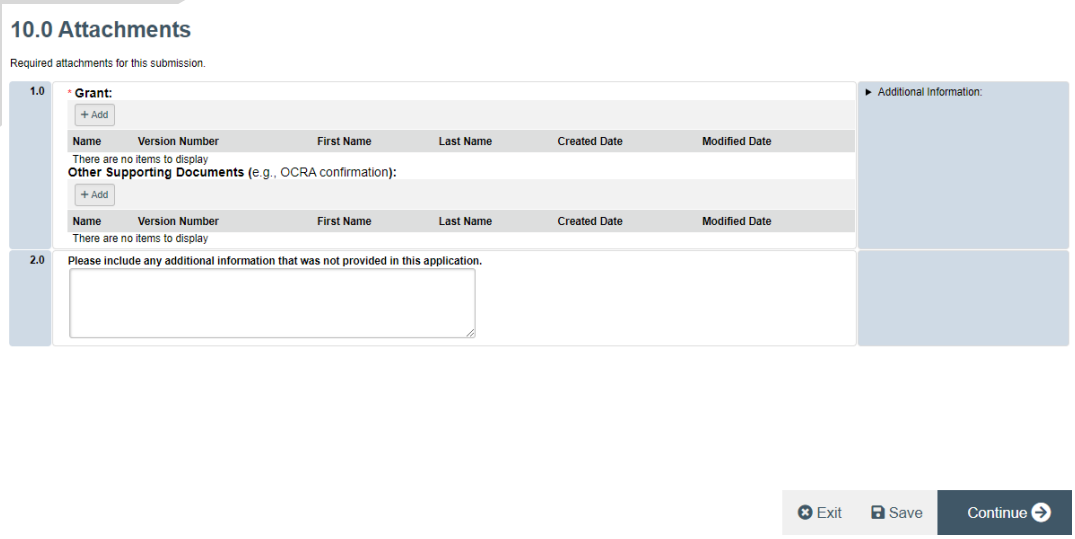
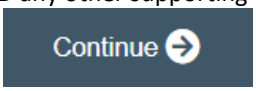
Section 10.0 – Attachments



- **UPLOAD** any other supporting documents: Site agreements, surveys, data collection tools, certifications, etc.
- **SELECT** 

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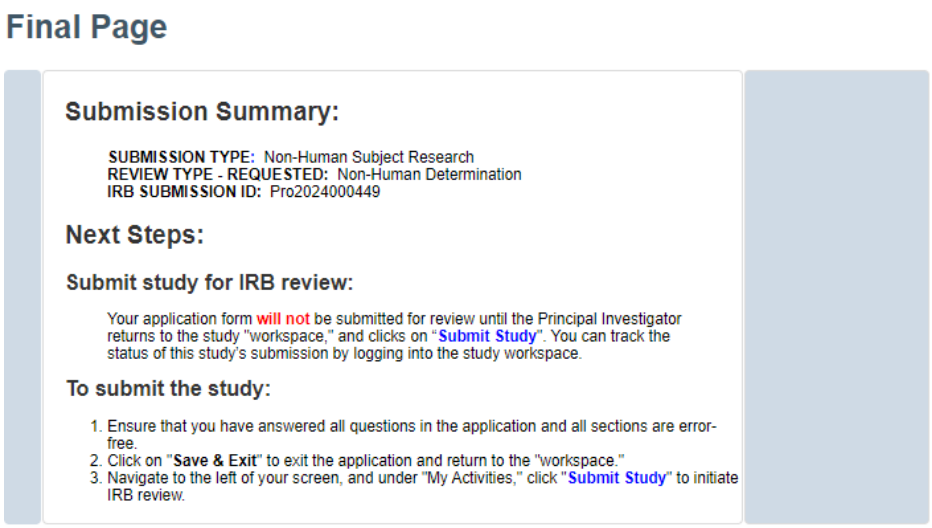
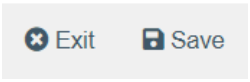
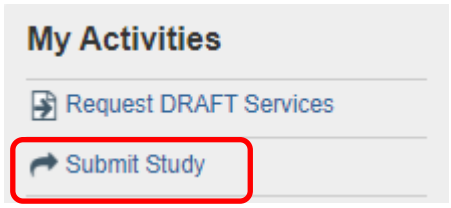


- **REMEMBER** to select 

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.