NON-AFFILIATED RESEARCHERS

Human subjects research involving FHSU that is being conducted by researchers not affiliated with FHSU must be approved by the Fort Hays State University IRB.

1. Have you registered with IRBNet? If not, follow the Instructions for New Users

If you have already registered, please proceed to Step 2.

2. Login to IRBNet (http://www.irbnet.org). This will take you to the My Projects page.

3. Click on the Create New Study button located on the left-hand side of your screen. Complete at least the required information along with listing any funding sponsors (e.g. external funding agencies, internal funds, etc.) that are or may be connected with the study in the Sponsor box. Click Continue.

4. You will now be on the Designer page. You can access this page at any time by clicking on the Study Designer button on the left-hand side of your screen.

5. In Step #1:
   a. Select 'Fort Hays State University' from the 'Select a Library' drop-down menu.
   b. In the 'Select a Document' drop-down menu, you will find all of the IRB forms, narrative guidelines, and sample documents. You must use FHSU forms.
   c. Attach your IRB approval documentation from your affiliated institution
   i. If you have questions about what is needed for submitting a complete study, you may download the 'IRB Application Checklist' (do not attach the IRB Application Checklist itself to your study – it is to be used as a guide only). This checklist can be found on the Designer page in the 'Select a Document' drop-down menu.
   c. Most file types are supported in this system. Please do not upload documents to your study as .docx files because some people cannot open them.
   d. PDF forms may be completed, saved, and edited in Adobe Reader (Acrobat is no longer required for saving completed forms.)

6. In Step #2:
   a. Upload your completed documents by clicking on 'Add New Document'.

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b. Select a Document Type from the drop-down menu that corresponds with the document you are uploading, and then click on the ‘Browse’ button to search for your document.

c. Then click on the ‘Attach’ button.

7. Once you have attached all of your necessary documents and signed your study, you should be ready to submit your study. Click on the Submit this Study button located on the left-hand side of your screen.

a. Make sure that Fort Hays State University is highlighted in the ‘Select Organization’ box. If it’s not, type in the word “Fort” in the ‘Search for an Organization’ box and click ‘Search’.

b. In the Submission Type drop-down menu, select ‘New Study’ and click ‘Submit’.

The My Projects screen (can be found by clicking on the My Projects button located on the left-hand side of your screen) will show you the list of studies to which you have access – those you have created and those which have been shared with you at any level of access. Studies that have not been submitted are labeled “Work in Progress” in the Status column. Studies that have been submitted but not reviewed by the IRB are labeled “Pending Review”.

Clicking on the title of any study will take you to the Study Overview for the selected study.

If you need further assistance with this process please contact the Office of Scholarship and Sponsored Projects at 785-628-4349 or lpaige@fhsu.edu