THE UNIVERSITY OF TEXAS AT EL PASO

QUICK GUIDE:
How to Register and Submit to the UTEP IRB for the first time

irb.orsp@utep.edu
HOW TO REGISTER ON IRBNET.org

STEP 1.
Select “New User Registration.”

STEP 2.
Register, It is recommended that your first and last name is consistent with your name at UTEP & CITI.
STEP 3.  
To affiliate with UTEP, search “El Paso” and select “University of Texas at El Paso, El Paso, TX”

STEP 4.  
Use your most available contact number and e-mail address. It is recommended to use UTEP credentials as all IRB correspondence will be sent this e-mail.

Complete registration and verify to activate your account via email.
HOW TO SUBMIT A PROJECT ON IRBNet.org

STEP 1.
Create a new project.

STEP 2.
Insert the title of your project. Please ensure the title is consistent with the protocol application, consent documents, etc.

STEP 3.
It is recommended your first and last name is consistent with your name at UTEP & CITI.

STEP 5.
Attach all study documents, to include, but are not limited to:

- Protocol, informed consent forms, data collection tools (surveys, interview, focus group questions),
- advertisements, recruitment scripts, letters of support or collaboration, CITI training, etc.
STEP 6. Select “Sign this Package.”

STEP 7. Sign the package, be sure to chose the role that best describes your role in the research project, e.g. Principal Investigator, Research Coordinator, etc.
EXTRA STEPS – STUDENTS ONLY

PLEASE COMPLETE BEFORE SUBMITTING

STEP 1.
Select “Share this Project.”

STEP 2.
Select “Share.”

- **Share**: Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full, Write** or **Read** access.

- **Multi-site**: Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).

- **Transfer**: Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.
**STEP 3.**
Select “University of Texas at El Paso, El Paso, TX” as your organization.

**STEP 4.**
Search for your faculty advisor, it is recommended that you search by their last name ONLY.
EXTRA STEPS – STUDENTS ONLY
PLEASE COMPLETE BEFORE SUBMITTING

STEP 5, 6, 7. (Recommended)
Send a gentle reminder to your faculty advisor to review and electronically sign your IRB project submission.
STEP 8.
Select “Submit this Package.”

STEP 9, 10.
Select “University of Texas at El Paso IRB, El Paso, TX” and continue.

CONGRATS! Your project is in queue with the IRB.