

Instructions for DNP Students

How to Complete Application Part A

To begin Application Part A, you must first be logged in to [IRBNet](#).

With your project open, navigate to the Designer page (option located within the left-hand toolbar) and select Start a Wizard*:

The screenshot shows the IRBNet Designer interface. At the top, it says 'Package: 279801-2 Work in progress (Not submitted)'. Below this is a bar with a document icon and the text 'Click to add a package description or notes.' The main content area has a link 'Need Forms? Show Form Libraries' and a paragraph: 'Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more |'. Below this is the section 'Documents in this Package:' with the message 'There are no documents in this package.' Further down, it says 'There are no Training & Credentials records linked to this package. | View All Links | Link / Un-Link Training Records |'. At the bottom, there are two buttons: 'Start a Wizard' (highlighted with a red box) and 'Attach New Document' (with a tooltip '(When should I do this?)').

*Please be sure to select the South Alabama – IRB Application Part A option with the Wizard dropdown.

This begins a series of prompted questions. Please complete the requested information as it applies to your project, following these specific requirements when appropriate:

1. IRB Submission Information: Please select USA IRB

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IRB Submission Information

IRB Submission *

What IRB are you submitting this protocol to?

- ☒ USA IRB
- ☐ WCG IRB, Inc. (formerly WIRB)
- ☐ External IRB
- ☐ NCI CIRB (Adult / Pediatric Oncology)

2. Principal Investigator Information: Select Student/Medical Resident

Principal Investigator Information

Please provide the following information about the Principal Investigator [REDACTED]

PI Status *

Please select the PI's status.

☐ Faculty

☒ Student / Medical Resident

☐ Staff

3. Student Status: Select DNP Student

Student Status *

What is your student status?

Note: A Faculty Advisor is required if the PI is a student, resident, or fellow, and the Faculty Advisor **MUST** electronically sign this package through IRBNet. Share (select "Share this Project" from the far left toolbar) the project with your advisor (full access) for his / her review and electronic signature.

☐ USA Undergraduate

☐ USA Graduate

☐ Postdoctoral Fellow

☐ Medical Resident

☐ Pharmacy Student

☐ Medical Student

☒ DNP Student

4. Review Information: Select Exempt

Review Information

Please provide the following information about the proposed project. Guidance on determining which type of IRB review applies to your research can be found on the University of South Alabama Human Subjects website ["Getting Started"](#) tab.

Review Type Requested *

Minimal risk means that probability and magnitude of harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests [45 CFR 46.102(i)]

Examples include:

Exempt: Anonymous, non-sensitive
Quality improvement
De-identified surveys / questionnaires / records
Adults - Audio / Video recordings of interviews / focus groups
Collection of existing or prospective data and/or specimens

Expedited: Direct intervention with subject
Identifiable information from subject
Moderate exercise
Minors only - Audio / Video recordings of interviews / focus groups
Educational intervention in school settings
Blood Draw / prospective identified biological specimen collection

Full Board: Investigational drugs, devices and biologics

As defined above, research participants will be placed at:

☒ Exempt - Less than minimal risk

☐ Expedited - No more than minimal risk

☐ Full Board - Greater than minimal risk

5. Research Sites Information: Select “Other (external site)” **ONLY** and type your project’s proposed site **name and full address** within the box provided.
6. Research Procedures: Select “Quality Improvement projects...” **ONLY**
7. Subject Population: Select “Quality Improvement” **ONLY**
8. Form Complete: Select “Save and Exit”. (This automatically attaches your completed Application Part A to your project within the Designer page. If Part A is Previewed and attached as a standalone PDF, your project will be unlocked for this step to be completed properly.)

Form Complete

The IRB On-Line Application Part A process is now complete by selecting save and exit. DO NOT save and attach the Preview.

Training Requirements: The training requirements are located on the University of South Alabama Human Subjects website under the **"training"** tab. Please select the appropriate training under the role categorization.

Reminder: The approval process will be delayed if the package is submitted without the necessary signatures and documents.



The image shows three buttons arranged horizontally. The first button, 'Save and Exit', is highlighted with a thick red rectangular border. The second button is 'Preview' and the third is 'Previous'. All buttons have a light blue background and black text.

Failure to complete Application Part A for DNP submissions as described above will result in delay of approval.