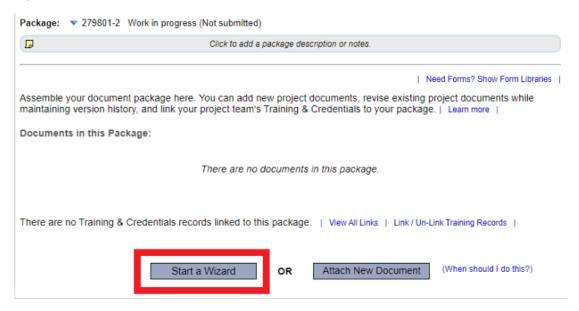
# Instructions for DNP Students How to Complete Application Part A

To begin Application Part A, you must first be logged in to <a href="IRBNet">IRBNet</a>.

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



<sup>\*</sup>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



# 2. Principal Investigator Information: Select Student/Medical Resident

# Principal Investigator Information Please provide the following information about the Principal Investigator PI Status \* Please select the PI's status. | Faculty | | Student / Medical Resident |

## 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.

O USA Undergrad	luate
O USA Graduate	
O Postdoctoral Fe	llow
O Medical Reside	nt
O Pharmacy Stud	ent
O Medical Studen	t
O 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:

Full Board:

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

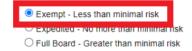
Identifiable information from subject

Moderate exercise

Minors only - Audio / Video recordings of interviews / focus groups Educational intervention in school settings Blood Draw / prospective identified biological specimen collection

Investigational drugs, devices and biologics

As defined above, research participants will be placed at:



- 5. Research Sites Information: <u>Select "Other (external site)" **ONLY** and type your project's proposed site **name and full address** within the box provided.</u>
- 6. Research Procedures: Select "Quality Improvement projects..." ONLY
- 7. Subject Population: Select "Quality Improvement" ONLY
- 8. Form Complete: <u>Select "Save and Exit"</u>. (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.



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