University of Phoenix

Institutional Review Board IBRNet Registration Guide

Institutional Review Board (IRBNet) Content Areas

Have you used IRBNet before?

New User Registration for IRBNet

Initiating a New IRB Project (Submission)

Having Registration Troubles?

Important Notice

The School of Advanced Studies will be transitioning from the current Institutional Review Board (IRB) submission process to IRBNet starting November 3, 2014. Dissertation Chairs and students who are currently in the IRB process will be able to continue to submit to irbchairsubmissions@phoenix.edu until January 1, 2015.

However, starting November 3, 2014 students making a new, initial submission must submit via IRBNet to (www.irbnet.org) the Institutional Review Board. Again, additional registration and submission guidance will be available through the IRBNet portal for students and faculty members on November 3, 2014.

All submissions made to IRBNet must use the Institutional Review Board Forms that are housed in the IRBNet system. Do not use any of the IRB forms that are located in the SASweb for IRBNet.

Have you used IRBNet before?

Current IRBNet Users do not need to create a separate registration for University of Phoenix. Each new project or submission to IRBNet will need to be affiliated with University of Phoenix. Follow the below Steps.

1. Login from www.irbnet.org.

2. Select "User Profile" from the top right corner of the screen.

3. Add University of Phoenix as your organizational affiliation. Search for "University of Phoenix" in the organization search box, with the "research institutions" check box selected. Select "University of Phoenix, Tempe, AZ" as your organization.

4. Enter your Contact Information, including your university of phoenix email address, which will be used for communications related to your University of Phoenix IRB projects.

[Go to Institutional Review Board (IRBNet) Content Areas](#)

New User Registration for IRBNET

Step One

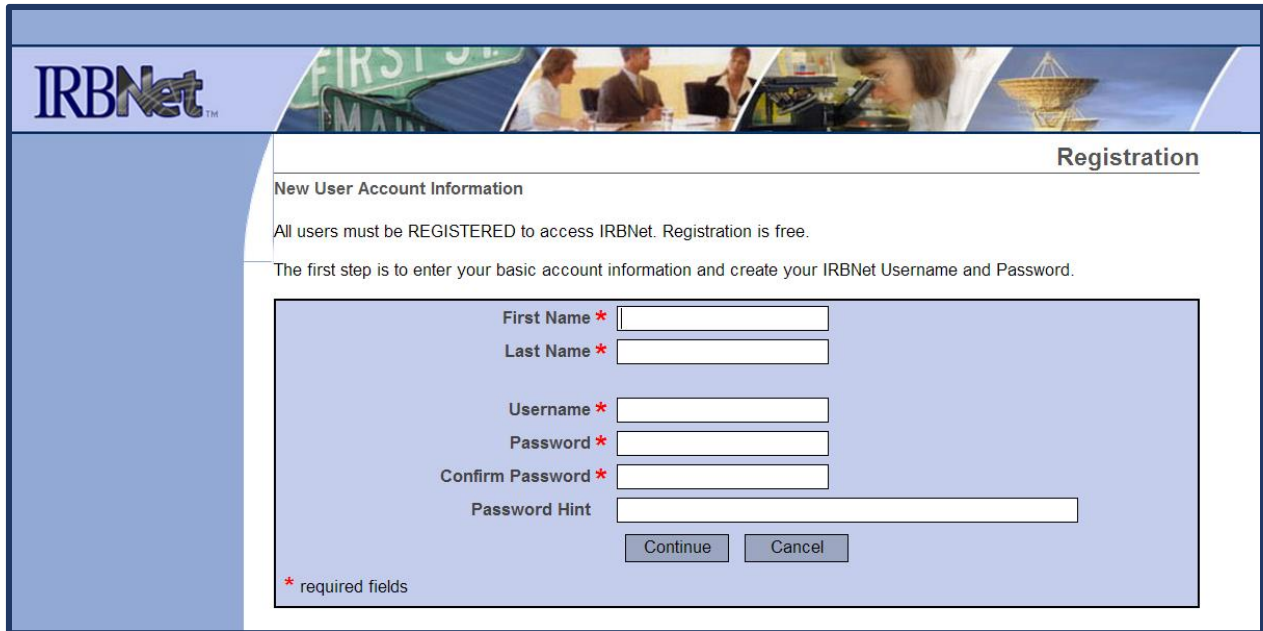Enter www.irbnet.org into your internet browser.

Select the hyperlink in the upper right-hand corner "**New User Registration**".

Scroll Down to the next page

New User Registration for IRBNET (Continued)

Step Two

Enter the * required fields information. Please enter your official UOPX student or faculty name.

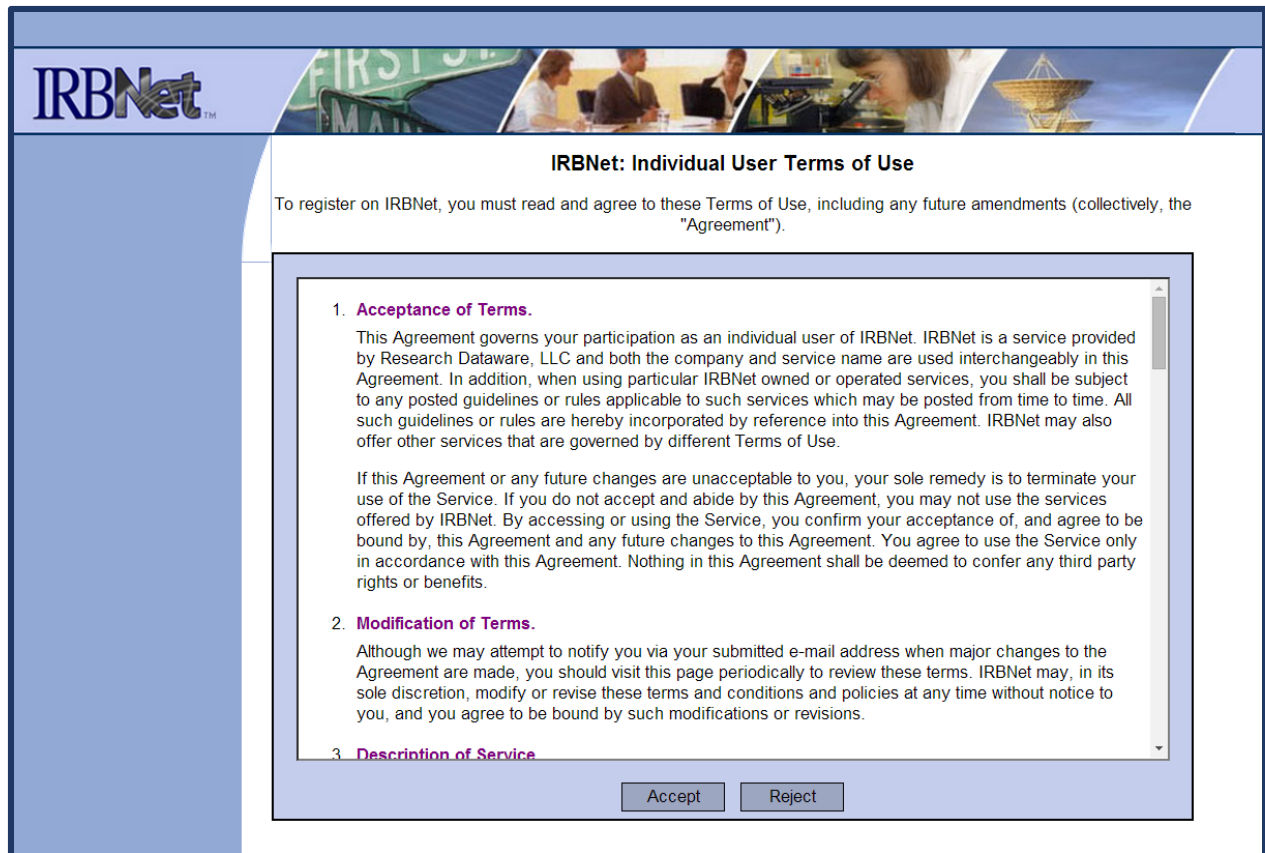**Do not forget to write down your Username and Password.**

Once you have completed the required fields, select the "**Continue**" button to continue.

Scroll Down to the next page

New User Registration for IRBNET (Continued)

Step Three

Review the "**IRBNet: Individual User Terms of Use**".

Select "**Accept"** button if you agree and "**Reject**" if you do not agree to the terms to continue.

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New User Registration for IRBNET (Continued)

Step Four

Choose "**University of Phoenix, Tempe AZ**" from the list of organizations as your affiliation.

Select the "**Continue**" button to continue.

Scroll Down to the next page

New User Registration for IRBNET (Continued)

Step Five

Enter the * required fields information. **Please use your official UOPX email and contact information.**

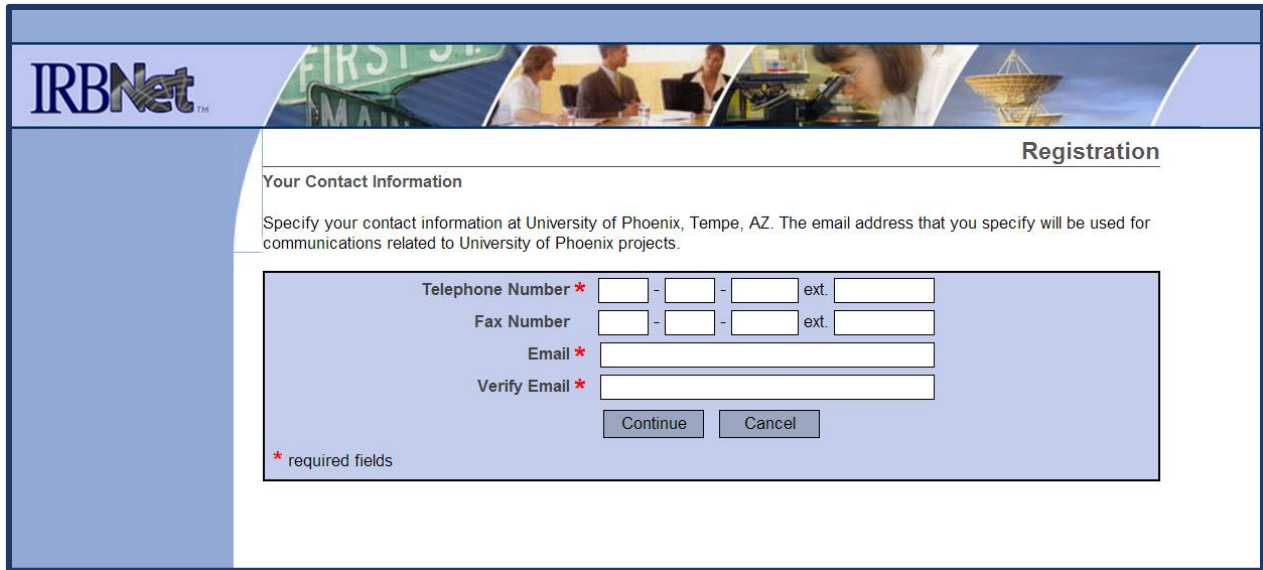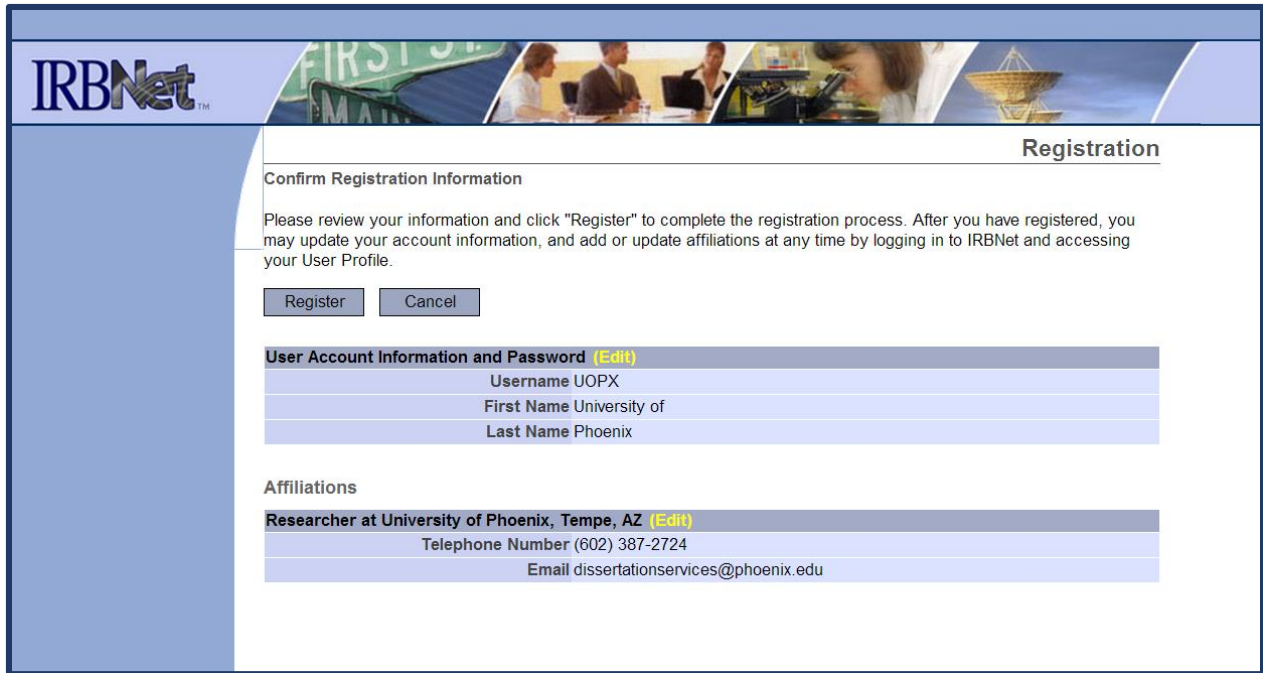Select the "**Continue**" button to continue.

Scroll Down to the next page

New User Registration for IRBNET (Continued)

Step Six

Review and confirm your contact information.
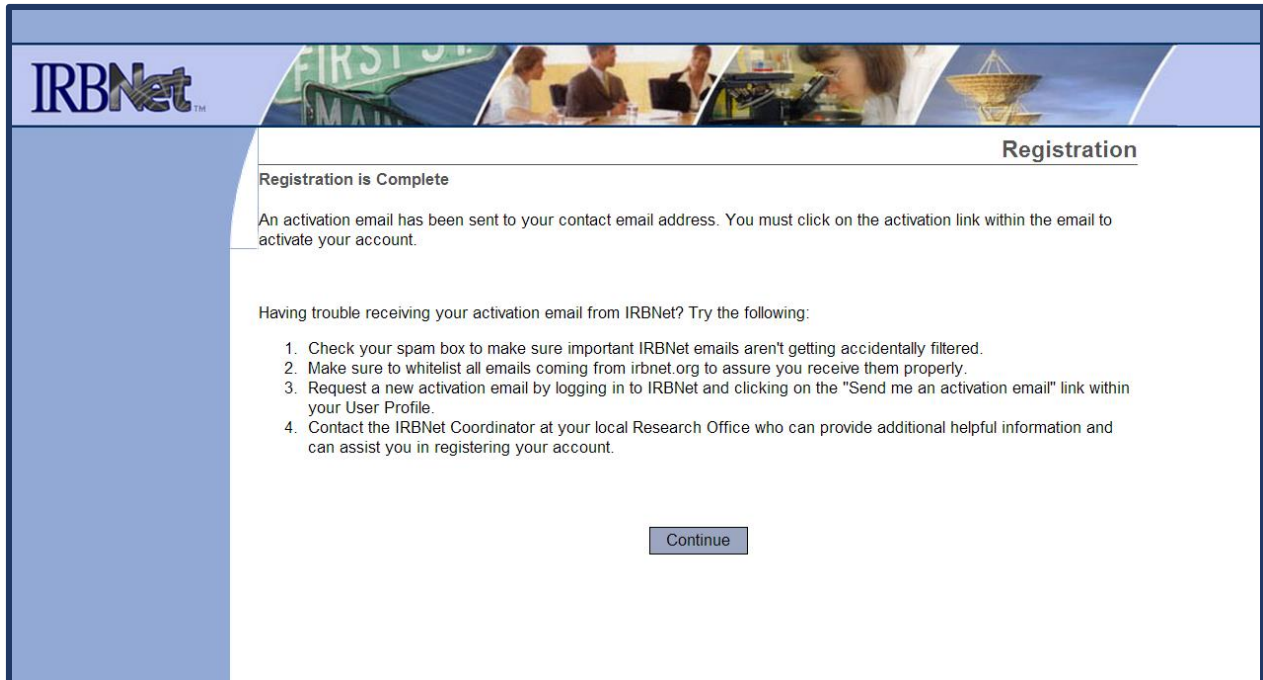
Select the "**Register**" button to continue.

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New User Registration for IRBNET (Continued)

Step Seven

Review all of the information on this page.

Select the "**Continue**" button to continue.

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Initiating a New IRB Project

Step One

Enter www.irbnet.org into your internet browser.

Login with your Username and Password.

Forgot your password? Select the hyperlink "**Forgot your password?**".

<u>Scroll Down</u> to the next page

Initiating a New IRB Project (Continued)

Step Two

For a new Initial Submission – Select the button "**Create New Project**".

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Initiating a New IRB Project (Continued)

Step Three

Enter the following required information for your project:

- Research Institution = "University of Phoenix, Tempe, AZ"
- Title = Enter your full title of your research project or dissertation.
- First Name and Last Name = Enter your official UOPX student or faculty name.
- Degree = Enter your highest conferred degree.
- Keywords = Enter the appropriate keywords for your research project or dissertation.
- Sponsor = Enter your funding organization. See note below.

*Sponsored studies are usually ones that are funded by a group or organization. If the study is not funded, please leave this blank. As a part of your IRB Submission Packet, please upload a copy of the funding authorization as documentation. This field may be left blank for doctoral dissertations.**
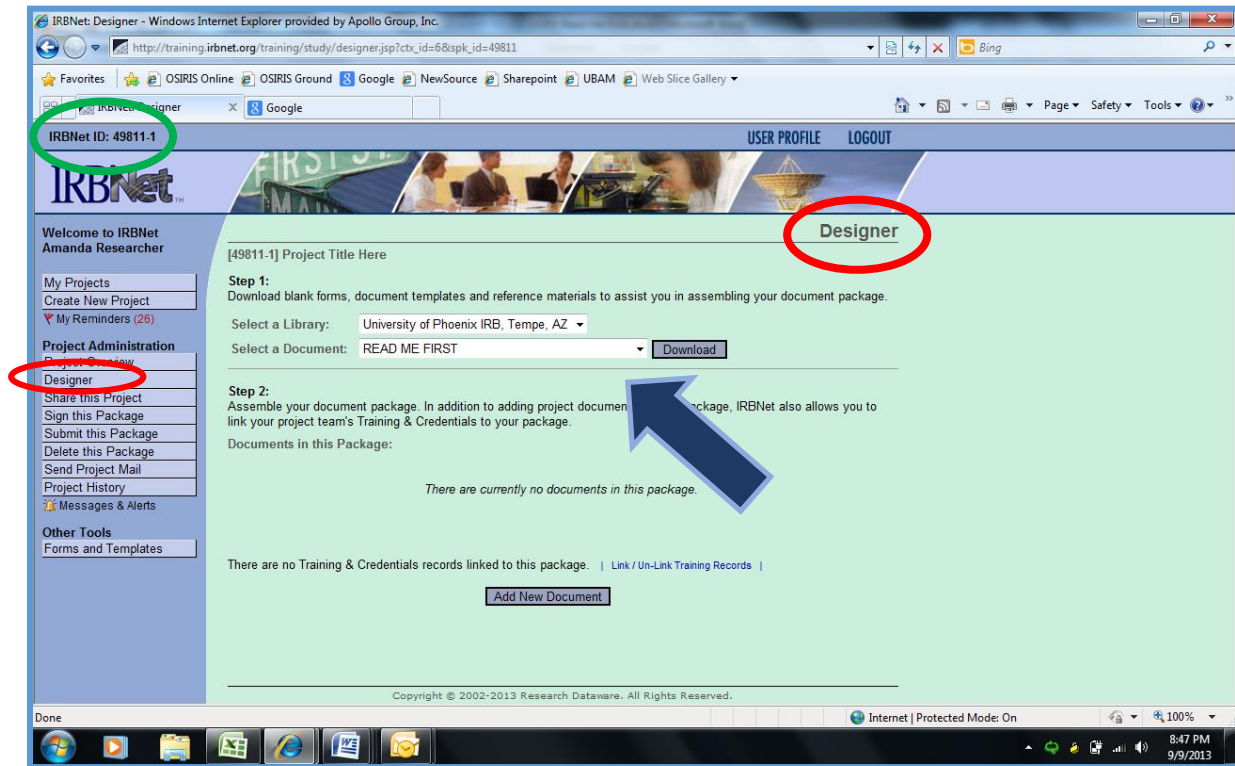
- Internal Reference Number = Quality Review Method's manuscript number for Doctoral Students. Leave blank for other research projects.

Click the "Continue" button. This will automatically save the information you entered.

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Initiating a New IRB Project (Continued)
Step Four

Under the section heading **Step 1: Select a Library:** Choose "University of Phoenix IRB, Tempe, AZ." from the drop down menu.

Next, under the section heading **Step 1: Select a Document:** Choose "Read Me First: Designing your IRB Project". **Download and Review the "READ ME FIRST" guide.** You are now ready to begin designing your project for the Institutional Review Board.

*Prior to your first submission, please download and read the "READ ME FIRST" guide.

The "READ ME FIRST: Designing your IRB Project" guide provides detailed submission instructions including; how to design your IRB Packet, sharing your project, signing your IRB Packet and submitting your IRB Packet to the UOPX Institutional Review Board.

Go to Institutional Review Board (IRBNet) Content Areas

Having Registration Troubles

Step One

Contact your Dissertation Chair for support.

Step Two

Institutional Review Board Contact Information	
Direct Line: 602.713.7160 or 1.800.366.9699 Ext. 7137160	Email: IRB@phoenix.edu

Go to Institutional Review Board (IRBNet) Content Areas