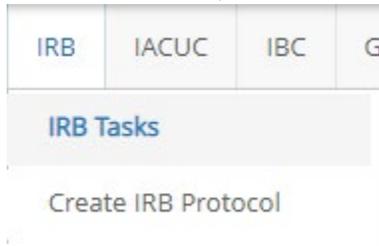


Applying for IRB Pre-approval (46.118 Review)

1. Log in to [Novelution](#).
2. Under the IRB tab, select "Create IRB Protocol."



3. Enter your Protocol Title, and Lay summary and click **Continue**.

Create IRB Protocol

Get Started

Only NDSU faculty and staff are permitted to serve as the Principal Investigator of a protocol. Students may serve as co-investigators, if needed.

Principal Investigator* Shirley, Kristy Marie x ▾

Project Department

Project Department* VP for Research (4000) x ▾

Sub-Project Department

Sub-Project Department Select one ▾

VP for Research

IRB Protocol Title*

200 remaining

Lay Summary ⓘ

Is this a continuation to an old protocol?

CONTINUE

4. Indicate whether this is a "student" project and that the project is **Funded**. Once you've indicated that the project is funded, a Blue button will appear.
5. Click "+ Add Sponsored Research Record."

Is this a student project?* Yes No

Indicate if any part of your project is funded by an external sponsor* Funded/Pending Proposal Not Funded

Sponsored Research Records

+ Add Sponsored Research record

6. Type the first few letters of the Funding Proposal title OR the assigned NOV number.

- Select the appropriate proposal/award that will fund the research.
- Click **Save**.

Add Sponsored Research record ✕

Record*

- FAR0028735 (n/a) (NOV0000028) Soy Protein Derived Thermoset Resins for Traditional Molding and 3-D Printing
- FAR0028976 (N/A) (NOV0000035) The Population Structure of Fusarium Pathogens of Small Grain Cereals, Their Distribution and Relationship to Mycotoxins, the Effect of Crop Management and the Development of a Risk Model for Fusarium Head Blight Improve Cereal Quality, Yield in Canada
- FAR0028916 (1821561) (NOV0000051) Collaborative Research: Establishing a New Model for Research-based Curriculum Development in Physics Aligned with Dual Process Theories of Reasoning
- FAR0022700 (1P20GM109024) (NOV0000325) Center for Diagnostic & Therapeutic Strategies in Pancreatic Cancer
- FAR0028885 (N/A) (NOV0000180) Theoretical Model to Describe Formation and Stability of Liposome-drug Complexes

Cancel Save

- Add any co-PI's or other members of the research team who have been identified at this time by clicking **"Add Researcher."**

Research Team ✕

Only NDSU faculty and staff are permitted to serve as the Principal Investigator of a protocol. Students may serve as co-investigators. If needed, The following table lists all personnel that are directly involved in this protocol

Add Researcher

collapse rows expand rows

Role	Name	Lead Unit/Department	Business Title	Contact details	Edit Permission	Responsibilities	Action
<input checked="" type="checkbox"/> Principal Investigator	Kristy Marie Shirley	VP for Research	Research Comp Admin Mgr IRB	<input type="text" value=""/>	YES		<input type="text" value=""/>

- Most NDSU personnel (faculty, staff and students who also are employed by the institution) may be added to the protocol by typing the first few letters of their name into the Researcher field of the Add Researcher modal.
- If you have NDSU students who are not also employed (and therefore not in the HR database, select the checkbox next to "Cannot find a researcher! Do you want to add a student or an external user."

Add Researcher ✕

Researcher*

Cannot find a researcher! Do you want to add a student or an external user?

Project Role*

Edit permission

Responsibilities (select all that apply)*

Highest Earned Degree

Field of Study

Cancel Save

- In the **Review Type Determination panel**, indicate that you are "requesting determination for a project lacking immediate plans for involvement of human participants, their data, or their specimens." This option is used **ONLY** for externally funded research.

Review Type Determination

For any required documents, please verify that you have the latest version. You can download the latest version by clicking on the document icon: 

Are you requesting determination for a project lacking immediate plans for involvement of human participants, their data, or their specimens (for grant proposals only)?* Yes No

Auto-determined Review Type Prescreening

13. Provide the Purpose and Goals of the Research and the Anticipated Start Date.

Protocol Description

Purpose and Goals of the Research*

Anticipated Start date of the research*

14. Click **SUBMIT FOR APPROVAL**.



15. The submission will automatically route to the appropriate department chair/head, dean or director for unit approval. Once approved, the IRB will process your request.

16. The status of your request can be viewed in the Requirements Panel.

Status	Requirement	Completion State	Revision	Completed by	Completed Date
Draft Submission Pending	Submit Protocol	✓ Completed	#1.1	Shirley, Kristy Marie	06/20/2022 1:14 PM
PI Certification Pending	Certify Protocol (PI)	✓ Completed	#1.1	Shirley, Kristy Marie	06/20/2022 1:14 PM
Pre-submission Requirements 	Approval by Department Chair: Chairperson DemoUser	 Ready			
IRB Review Pending	IRB Admin Processing	 Not ready			