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.

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.”

6. Type the first few letters of the Funding Proposal title OR the assigned NOV number.
7. Select the appropriate proposal/award that will fund the research.
8. Click Save.

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

10. 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.
11. 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.”

12. 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.
13. Provide the **Purpose and Goals of the Research** and the **Anticipated Start Date**.

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.