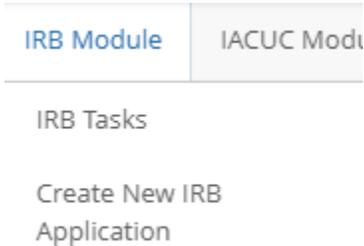


Starting a Reliance Agreement in Novelution

1. Under the IRB Module tab, click “Create New IRB Application.”



2. Enter the Principal Investigator, Protocol Title and Lay Summary, and Click Continue.

A screenshot of a "Get Started" form. At the top, a blue banner contains the text: "Only NDSU faculty and staff are permitted to serve as the Principal Investigator of a protocol. Students may serve as co-investigators, if needed." Below this, the form includes several fields: "Principal Investigator*" with a dropdown menu showing "Shirley, Kristy Marie" and an "x" icon; "Project Department*" with a dropdown menu showing "VP for Research (4000)" and an "x" icon; "Sub-Project Department" with a dropdown menu showing "Select one" and "VP for Research" below it; "Study Title*" with a text input field and "200 remaining" below it; and "Lay Summary" with a text input field and "500 remaining" below it. At the bottom of the form is a blue "CONTINUE" button.

3. Complete the Remaining questions in the Primary Info panel.

A screenshot of the "Primary Info" panel. It shows two questions with radio button options. The first question is "Is this a student project?*" with options "Yes" and "No". The second question is "Indicate if any part of your project is funded by an external sponsor?*" with options "Funded/Pending Proposal" and "Not Funded". The text "500 remaining" is visible at the top right of the panel.

4. Add Research Team members (if applicable) by Clicking Add Researcher.



5. In the Review Type Determination panel, Click “no” to the first question, and Yes to “Will an external IRB act as the IRB of record for this study?”
6. Enter the IRB of Record, upload the protocol and relevant documents as well as

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 subjects, their data, or their specimens (for grant proposals only)?* Yes No

Will an external IRB act as the IRB of record for this study?* Yes No

Indicate IRB of Record* Sanford Health

Protocol*  Drop files here or click to choose

Reliance Agreement  Drop files here or click to choose

Auto-determined Review Type Reliance agreement

7. Upload any relevant Additional Documents, and Submit for Approval.

8. The PI will be notified via email that a protocol has been submitted on their behalf, and be provided with a link to approve the protocol submission.