



## Instructions for Submitting New Protocol to TMA for Human Research Protection Official (HRPO) Review using IRBNet

Access [IRBNet](http://fhpr.dhhq.health.mil/resources/research-regulatory-oversight/dmrn_access.aspx) Online at [http://fhpr.dhhq.health.mil/resources/research-regulatory-oversight/dmrn\\_access.aspx](http://fhpr.dhhq.health.mil/resources/research-regulatory-oversight/dmrn_access.aspx)

### **A. Overview**

Within IRBNet:

1. Create a “Package” to hold your protocol documents
2. Download the documents you will need to your hard drive or shared drive

Outside IRBNet:

3. Complete all of your protocol documents

Within IRBNet:

4. Upload all completed documents to your project
5. Complete the IRBNet Cover Sheet
6. Share the project with Co-Investigators (if they need to add information to forms) and anyone else who has to sign the “project” (e.g., Impact statements, Chiefs, etc.)
7. Submit your protocol to our office (OUSD(P&R))

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### **B. Detailed Instructions**

1. *Create a “Package” for the new protocol*
  - a. Log into **IRBNet** and click **Create New Project**
  - b. Enter the **Title** of your project
  - c. Enter your **First Name, Last Name** and **Rank/Title** (may be entered in the degree field) (other fields are optional)
  - d. Click **Continue**
2. *Download Templates and Forms you will need<sup>1</sup>*
  - a. Click **Select a Library** and choose **OUSD(P&R)**
  - b. Open the documents you will need (one at a time) and download them to your local hard drive or to your network shared drive personal folder
  - c. **Logout of IRBNet** and complete all Templates and Forms outside of IRBNet, save the completed documents on your local hard drive or network shared drive personal folder
3. *Uploading your Protocol Documents to IRBNet*
  - a. Log into **IRBNet**, click on the **Title of your Protocol** created previously
  - b. Click on **Designer**
  - c. Under “**Step 2**” click on **Add New Document**
  - d. After **Document Type**, choose the **appropriate type of document**



- e. After **Description**, name the document type of document (e.g., Protocol, Consent Form, HIPAA, Sponsor's Protocol, etc.) and the date (e.g., "Protocol-022212")
- f. Click **Browse** and locate the document from your local hard drive or network shared drive personal folder
- g. Click **Attach**
- h. Repeat steps c-g until ALL documents for this study are attached
4. *Add the Required IRBNet Cover Sheet to your Protocol (within IRBNet)*
  - a. Click on **Add New Document**
  - b. After **On-Line Document**, choose **DMRN Research Protocol Cover Sheet**
  - c. Click on **Add**, read the instructions and proceed, then click **Next**
  - d. Complete all sections then **Save and Exit**
5. *Submitting your Protocol and Associated Documents for Secondary Review (N.B., Once you submit your protocol, you will not be able to make any changes)*
  - a. Click on **Sign this Package** to verify required signatures have been obtained
  - b. Click on **Submit this Package**
  - c. Within the **Select a Board** window, select **OUSD(P&R)**, if you do not see **OUSD(P&R)** in the window, then type **OUSD(P&R)** in the **Search for an Organization** window and click on **Search**
  - d. In the **Select a Board** window, choose **TMA** and then click **Continue**
  - e. Select **Submission Type** and choose **New Project**
  - f. Click on **Submit**

<sup>1</sup>Please refer to the TMA HRPO Review Checklist for the list of documents you must submit.