

SUBMITTING A TRIENNIAL NEW APPLICATION (required every three years & before the project expiration date)

The submission of a triennial new IBC application requires the creation of a subsequent **PACKAGE** in a project.

When a new IBC application is approved, the project is issued a three year approval. During that three year approval period, the Principal Investigator (PI) is responsible for submitting annual reports, amendments and incident reports to the DU IBC for review and approval. **If a PI continues the research project after the initial three year approval period, a new application must be submitted to the IBC for review and approval.** This triennial new application is referred to as a de novo application.

PLEASE NOTE: Effective June 2017, the DU IBC will no longer retire IRBNet protocol numbers when the protocols have reached their 3-year approval period. Through the IRBNet system, the PI will create a new PACKAGE to their existing project. This process was implemented at the University of Denver to retain the original IRBNet protocol number though the life of the project for efficiency as well as to indicate the continuity and longevity of a research project.

Step 1: LOG IN

Log into IRBNet: www.irbnet.org using your username and password.

Step 2: SELECT THE PROJECT

Click on 'MY PROJECTS' tab. All of the studies that you have access to will be housed on this page.



Do not click 'CREATE NEW PROJECT'

Step 3: CREATE NEW PACKAGE

To submit a **Triennial New Application**, you need to create a new **PACKAGE**, not a new project.

Step 4: A **NEW DOCUMENT PACKAGE** will appear as a ‘Work in Progress’. Click on the New Document Package title and you will be brought to the **DESIGNER** screen where you can add your documents for this package.

Step 5: You will be on the **DESIGNER** page.

This is where you can access the **Forms and Templates** as well as any documents from previous packages you have submitted.

Forms and Templates

These libraries have been made available to you by your Boards so that you can easily download blank forms, document templates and reference materials to assist you in your work.

Select a Library:

Documents in this Library:

Document Description	Last Updated
Application - IBC Protocol Application	07/24/2013 01:18 PM
Downloading CITI training to IRBNet user profile	09/11/2015 05:31 PM
Form - IBC Amendment	07/24/2013 01:18 PM
Form- IBC Exemption	09/03/2013 04:38 PM
Guidance on the Use of Human, Primate, Mammalian, and Insect Cells	12/04/2015 01:30 PM
Report - IBC Annual Progress Report	05/06/2013 01:31 PM
Report - IBC Final Progress Report	05/06/2013 01:31 PM
Resource - IBC Charter	12/10/2014 01:46 PM
Resource- FAQs Reporting of Incidents Related to Research Subject to the NIH Guidelines	02/22/2016 01:37 PM
Resource- Laboratory Biosafety Level Criteria	02/22/2016 01:25 PM
Resource- NIH GUIDELINES FOR RESEARCH INVOLVING RECOMBINANT OR SYNTHETIC NUCLEIC ACID MOLECULES (NIH GUIDELINES)	02/22/2016 12:28 PM
Resource- Personnel Requirements for IBC Protocols	09/10/2015 02:50 PM

Designer

[999757] IBC Protocol

Package: 999757-1 Work in progress (Not submitted)

[Click to add a package description or notes.](#)

Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

Select a Library:

Select a Document:

Step 2: Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

OR (When should I do this?)

[1043036-2] How to submit an IBC Proposal in IRBNet

The following users at **University of Denver (DU) IBC** will be automatically notified of your submission:

Admin, Denver
Skarda, Jay
Travis, Mary

Submission Type: *

You may also specify additional comments to:

Your Comments:

- Amendment/Modification
- Closure/Final Report
- Continuing Review/Progress Report
- Funding/Grant
- New Project
- Other
- Other Reportable Event
- Protocol Deviation/Violation

Submit Cancel

[1043036] How to submit an IBC Proposal in IRBNet





Package: ▼ 1043036-2 Work in progress (Not submitted)

 [Click to add a package description or notes.](#)

[Need Forms? Show Form Libraries](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type	Description	Last Modified	
<ul style="list-style-type: none"> Continuing Review/Progress Report Abstract/Summary Adverse Event Report Advertisement Amendment/Modification Application Form Budget Child Assent 	Application - IBC Protocol Application	03/20/2017 01:53 PM	   

The documents linked to this package. | [Link / Un-Link Training Records](#) |

Wizard OR Attach New Document (When should I do this?)

Select 'Need Forms? Show Form Libraries' to review the DU Forms and Templates.

Forms and Templates

These libraries have been made available to you by your Boards so that you can easily download blank forms, document templates and reference materials to assist you in your work.

Select a Library: ▾

Documents in this Library:

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Designer

[1043036] How to submit an IBC Proposal in IRBNet

Package: ▾ 1043036-2 Work in progress (Not submitted)

 IBC Triennial Application (de novo)

Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

Select a Library: ▾

Select a Document: ▾


Document:

From the DU IBC Library (Step 1: - top of screen), Select and download the 'IBC New Application' form from the 'Select A Document' drop down box. Choose File>Save As to save the document to your computer, complete the IBC New Application Form, save it to your hard drive. On the Designer page, .

Designer

[1043036] How to submit an IBC Proposal in IRBNet

Package: ▾ 1043036-2 Work in progress (Not submitted)

 IBC Triennial Application (de novo)

Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your document package. [Hide Form Libraries](#)

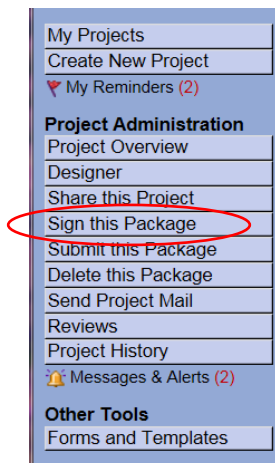
Select a Library: ▾

Select a Document: ▾

Document:

Step 6: When all required annual report documents are uploaded, the PI needs to sign the package electronically.

Step 7: To sign a package, click **SIGN THIS PACKAGE**. The Principal Investigator MUST sign the package before it is submitted. Select your appropriate role from the dropdown box and click 'Sign'.



If a submission is submitted without a PI signature, the submission will not be accepted for review.

Step 8: Once the PI has signed the package, click 'Submit' this package. Select 'University of Denver (DU) IBC, Denver, CO' in the "Search for Organization" drop down menu (this will be your default location and should be highlighted already).

Submit Package

Submission Confirmation - [1043036-2] How to submit an IBC Proposal in IRBNet

This package has been successfully submitted for review.

Submitted by Minnie Mouse to Denver Admin; Jay Skarda; Mary Travis; at University of Denver (DU) IBC, Denver, CO on 03/20/2017.

These users will automatically receive notification of this submission.

Return to the [Project Overview](#).

Step 9: To review what has been sent, click **PROJECT OVERVIEW**. The submission will be under 'Pending Review' status until a decision by the committee has been made. Once a decision letter is formulated, an email will be sent to everyone who has full access and the letter and any supporting documents can be printed.