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Section 1. User Registration and Initial IRB Training

A. Registration with the MSU IRB Online System as a New User
   1. Go to hrpp.msu.edu
   2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
   3. Click the “I'm New” link (towards the bottom on the page)
   4. Enter all required information* & click “Add Investigator”
      *If you are a non-MSU investigator, contact the MSU IRB office at irb@msu.edu to obtain a G-PID

B. Completion of the MSU IRB Tutorial
   1. Go to hrpp.msu.edu
   2. Click on the "Training and Education" link (on the left side of the page) and click on the "Required Training" link
   3. Under the “Initial IRB Training Requirement” heading, click on the “MSU IRB Tutorial” link
   4. Click "Continue to Investigator Search"
   5. Enter your investigator ID# (i.e., A-PID, Z-PID, Guest ID) & click "Start Search"
   6. Under the “Investigator Training & Contact Information” header, click on "Go to the IRB Tutorial" link
   7. Click "Begin Tutorial" the start the tutorial

Section 2. How to Begin and Submit a 45 CFR 46.118 Designation Request

A. Beginning a 45 CFR 46.118 Designation Request
   1. Go to hrpp.msu.edu
   2. Click on the "Log In to Online System" “Researcher” link (on the left side of the page)
   3. Enter your project investigator ID# & click “Start Search”
   4. Under the “MSU IRBs Application System” heading, click “New Request for 45 CFR 46.118 Designation"
   5. An overview of the review process is displayed. Review and click “Next Page”
   6. An overview of web application tips is displayed. Review and click “Next Page”
   7. The first question of the 45 CFR 46.118 request is displayed
   8. When you click the “Next page” button, the information is automatically saved
   9. Help Information and Navigation:
      1. The blue question mark graphic (top right) provides help information specific to that particular application question
      2. The “App Summary” button allows you to move to other unanswered questions of the application
   10. Click “Exit” (top of page) to exit application

B. Accessing Saved Drafts of a 45 CFR 46.118 Designation Request
   1. Go to hrpp.msu.edu
   2. Click on the "Log In to Online System" “Researcher” link (on the left side of the page)
MSU IRB Online Application System Instructions

3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application you would like to complete
6. Click on the IRB#/APP# hyperlink (this will take you to the IRB history page)
7. From the “Select Record Action” drop down menu, select “Finish 45 CFR 46.118 Designation” & click “Go!”

C. Submitting the 45 CFR 46.118 Designation Request
1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application you would like to complete
6. Click on the IRB#/APP# hyperlink (this will take you to the IRB history page)
7. From the “Select Record Action” drop down menu, select “Finish 45 CFR 46.118” & click “Go!”
8. Complete/finalize any remaining questions.
9. Click “Submit Application”
10. Submit any needed attachments through email & click “Next Page”

Section 3. How to Begin and Submit an Initial Application

A. Beginning an Initial Application
* We HIGHLY recommend that you review the “Exempt” (http://hrpp.msu.edu/exempt-categories) and “Expedited” (http://hrpp.msu.edu/expedited-categories) review categories prior to beginning your application.
1. Go to www.hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “New Initial Application”
5. An overview of the review process is displayed. Review and click “Next Page”
6. An overview of web application tips is displayed. Review and click “Next Page”
7. 45 CFR 46.118 designation:
   a. If you do not have 45 CFR 46.118 designation, click “No, Start Brand New Application”
   b. If you do have 45 CFR 46.118 designation, click “Yes, Find 45 CFR 46.118 Designation.”
      Select the project by clicking the IRB#/App# hyperlink and from the “Select Record Action” drop down menu, select “Finish Initial Application” & click “Go!”
8. Choose an Application Type* by selecting either:
   a. Click “Full/Expedited Application;” once selected, you are taken to the first question of the application
   b. Click “Exempt Application”
* We HIGHLY recommend that you review the “Exempt” (http://hrpp.msu.edu/exempt-categories) and “Expedited” (http://hrpp.msu.edu/expedited-categories) review categories
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before making your application selection

i. A reminder is provided that an “Exempt Appendix” must be completed and submitted with the Exempt Application submission. Be sure to download, complete the Word form, and submit as an attachment when the exempt application is ready to submit for review.

ii. Click “Begin Exempt Application” to start the application

9. When you click the “Next page” button, the information is automatically saved.

10. Help Information and Navigation:
   a. The blue question mark graphic (top right) provides help information specific to that particular application question.
   b. The “App Summary” button allows you to move to other unanswered questions of the application.

11. Click “Exit” (top of page) to exit application.

B. Accessing Saved Drafts of an Initial Application

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application you would like to complete
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. From the “Select Record Action” drop down menu, select “Finish Initial Application” & click “Go!”
8. When you click the “Next page” button, the information is automatically saved.

C. Submitting an Initial Application

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application you would like to complete
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. From the “Select Action” drop down menu, select “Finish Initial Application” & click “Go!”
8. Complete/finalize any remaining questions.
9. Click “Submit Application”
10. Make note of any individuals who need to take or update their training, & click “Next Page”
11. Submit any needed attachments through email & click “Next Page”
12. Click the “Signature” button
13. Print & have the responsible project investigator sign & return (fax, email) signature page to IRB office
Section 4. How to Begin and Submit a Renewal, Renewal / Revision, or Revision Application

A. Beginning a Renewal, Renewal/Revision, or Revision Application

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “New Renewal or Revision”
5. Locate the application you would like to renew or renew/revise
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. Click on the hyperlink titled “Submit Renewal or Revision for this Application”
8. Select either “Begin Renewal” or “Begin Renewal Revision”
   a. Select “Begin Renewal” if it is time to renew but you are NOT making changes to the study
   b. Select “Begin Renewal Revision” if it is time to renew AND you are making changes to the study
   c. Select “Begin Revision” if you are requesting changes to the study
9. When you click “Next page” button, the information is automatically saved
10. Click “Exit” (top of page) to exit application and note the r# associated with the application

B. Accessing Saved Drafts of a Renewal, Renewal/Revision, or Revision Application

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application you would like to complete
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. From the “Select Record Action” drop down menu, select “Finish Renewal or Revision” & click “Go!”
8. When you click the “Next page” button, the information is automatically saved.

C. Submitting a Renewal, Renewal/Revision, or Revision Application

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search.” Please note that the Responsible Project Investigator will need to log in to submit the renewal or renewal/revision application.
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the IRB project that you have started a renewal or renewal/revision application for and would like to submit
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. Locate the renewal or renewal/revision application to be submitted (using the r# or the date the application was started)
8. From the “Select Record Action” drop down menu, select “Finish Renewal or Revision” & click “Go!”
9. This will take you to the Application Summary for the renewal or renewal/revision application
10. Complete/finalize any remaining questions
MSU IRB Online Application System Instructions

11. Click the button “Go to Submit Page.” Please note that only the Responsible Project Investigator can submit a renewal or renewal/revision application. The Responsible Project Investigator must be logged in to submit the application.

12. Read the signature statement, check the “I agree” box, and click “Submit Application.” This acts as an electronic signature.

13. Submit any needed attachments through email & click “Next Page”

14. The renewal or renewal/revision application has been submitted

Section 5. Responding to Comments

Follow these steps to respond to reviewer comments related to requests for 45 CFR 46.118 Designation, Initial Applications, Renewals, and Revisions

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application that you have a comment for
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. From the “Select Action” drop down menu, select “View Comments” & click “Go!”
8. Click the link “PI: Click here to respond to this reviewer comment”
9. Enter needed information, & click “Add Comment”
10. To send an attachment, click link “Go to list of required attachments”
11. Email any needed attachments to the IRB
12. To respond to another comment, click link “Back to Comment List” and repeat steps 8-9 above

Section 6. Accessing Approval Documents

Follow these steps to obtain or view approval documents for Initial Applications (Expedited/Full Board), Renewals, Revisions, or Exempt Determinations of 45 CFR 46.118 Designations

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application that you would like to view or obtain approval documents for
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. Locate the particular transaction (e.g. initial application, renewal, revision) and from the “Select Record Action” drop down menu, select “View Approval Docs” & click “Go!”
8. A list of approval documents will be displayed (e.g. approval letter, consent form(s))
Section 7. Viewing Application Materials

Follow these steps to view materials related to IRB submissions (e.g. applications, attachments, comments)

1. Go to hrpp.msu.edu
2. Click on the “Log In to Online System” “Researcher” link (on the left side of the page)
3. Enter your project investigator ID# & click “Start Search”
4. Under the “MSU IRBs Application System” heading, click “View Existing Applications”
5. Locate the application that you would like to view or obtain approval documents for
6. Click on the IRB# / APP# hyperlink (this will take you to the IRB history page)
7. Locate the particular transaction (e.g. initial application, renewal, revision) and from the “Select Record Action” drop down menu, select appropriate options & click “Go!”
   a. View 45 CFR 46.118, Initial Application, or Renewal - Revision Application: View the applications submitted to the IRB
   b. View Attachments: View the attachments submitted to the IRB for a particular submission; this includes applications submitted outside the MSU IRB Online System (e.g. closure form, unanticipated problem forms)
   c. View Comments: View all reviewer comment(s) and related PI response(s) for the selected IRB application submission.
   d. View Comment History: View all reviewer comment(s) and related PI response(s) for the entire project.
   e. View Reminders: View status of investigator training and any application reminders
8. You may also access a personnel and training status list for the project by clicking the “View Personnel List & Training Status” hyperlink