

FAU IRB NOVELUTION

Requesting a Determination of Human Subjects Research

Hover over the IRB Tab

Click “Create IRB Protocol”



Create IRB Protocol

Get Started

Principal Investigator*  DemoUser, PI 

Department* DOR: Research Integrity 
Division of Research > DOR: Research Integrity

IRB Protocol Title* Guidance for the Transition to Novelution
159 remaining

Lay Summary  Resources will be developed to assist the FAU community in how to navigate and submit using the new Novelution submission system

[Continue](#)

If you are an eligible Principal Investigator (PI), your name and Department will be populated in the first two fields.

If your department is missing, contact the IRB Office to administratively update this for you.

If you are the student completing this project for your degree, you cannot also be the PI.

If you are a student or otherwise do not have PI eligibility, type the name of your PI in the Principal Investigator field to continue.

Add your title and lay summary, then click continue

Your submission will begin with the Primary Info panel which will auto-populate the Title and Lay Summary fields from the first Create an IRB protocol page you completed.

Questions follow smart logic and will produce additional follow-up questions depending on certain selections. In this example, selecting Yes to the question “Is this a student project?” will show a new “Type of project” drop down list to select the specific student project.

Primary Info

Protocol Number IRB2307024

IRB Protocol Title* Guidance for the Transition to Novelution

159 remaining

Lay Summary* Resources will be developed to assist the FAU community in how to navigate and submit using the new Novelution submission system

Is this a student project?* Yes No

Type of project* Select one

Indicate if any part of your project is funded by an external sponsor*

Research Team

- Independent Study
- Thesis
- Dissertation
- Other student research

Be sure to answer all follow-up questions. You can see if all the required fields in a panel have been completed by clicking the checkmark at the top corner of the panel box.

Primary Info

IRB Administrator: Martinez, Judith

Protocol Number: IRB2308076

IRB Study Title*: Reviewing Projects in the Novelution Era

160 remaining

Summary of the study using lay language (200 words or less): Demonstrating how reviewers conduct reviews for IRB in Novelution

Is this a student project? Note: If you are the degree-seeking student, you cannot also be the PI* Yes No

SAVE REVIEW AND SUBMIT Check Validations

Click to mark panel Completed

If any required fields are missing, you'll see an "Errors" box appears in the panel header and a red box appears up at the top listing the required field that is missing. You can click that link to be taken directly to the field to fill in your response(s).

x 'Type of project' is required

collapse all | expand all

Primary Info

Protocol Number: IRB2308072

IRB Study Title*: Project title here

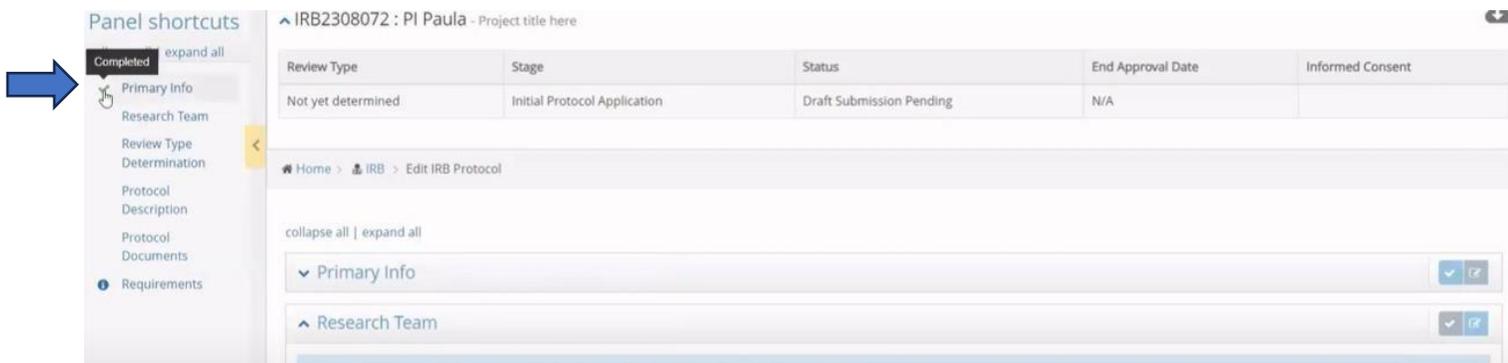
182 remaining

Summary of the study using lay language (200 words or less): Summary

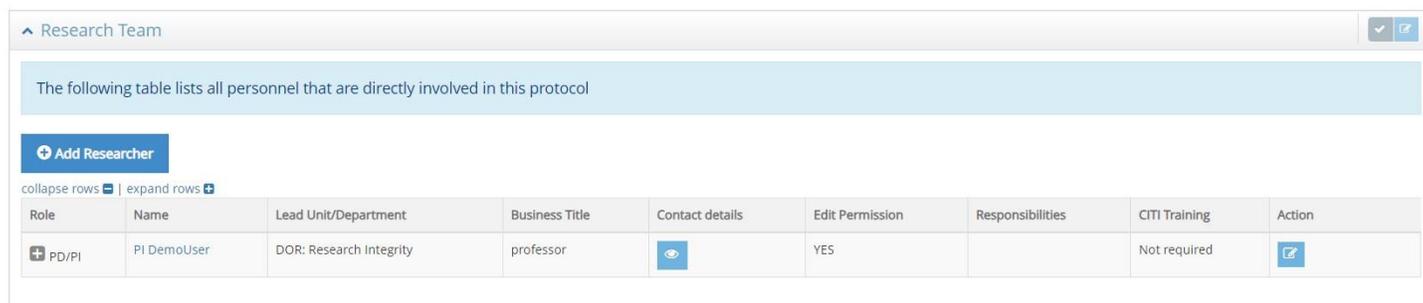
Errors

Fill out any missing required fields then click the checkmark again to see the panel is now Completed, indicated with a Checkmark in the Panel Shortcuts.

Tip: Using the check mark after completing a field is also a good way to Save your progress along the way



Next, in the Research Team panel, click the button to Add Researcher. You can add as many researchers as needed.



Begin by searching for the researcher's name in the "Researcher" field. Then select the person's project role from the drop-down list, as well as their responsibilities. If there are additional responsibilities which are not listed here, click other which will provide a "Please describe" field to enter those details.

Note: If this is a person that should have the ability to make edits to the project be sure to check the box for "Give permission to make edits to this project" if it has not automatically populated.

Add Researcher

Researcher* Researcher, Ruby

Cannot find a researcher. Do you want to add a student or an external user?

Project Role* Graduate Student

Give permission to make edits to this project

Responsibilities (select all that apply)* Consent Subjects Recruit Subjects

Highest Earned Degree

Field of Study

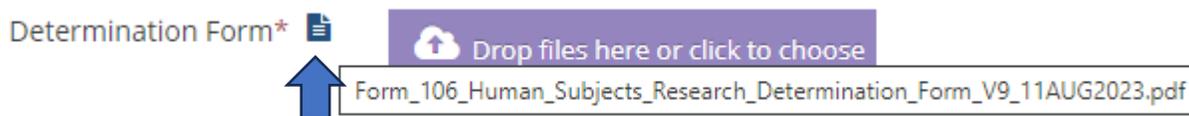
Cancel Save

Once a researcher has been added, click to save. Repeat the process to add other researchers to the team personnel.

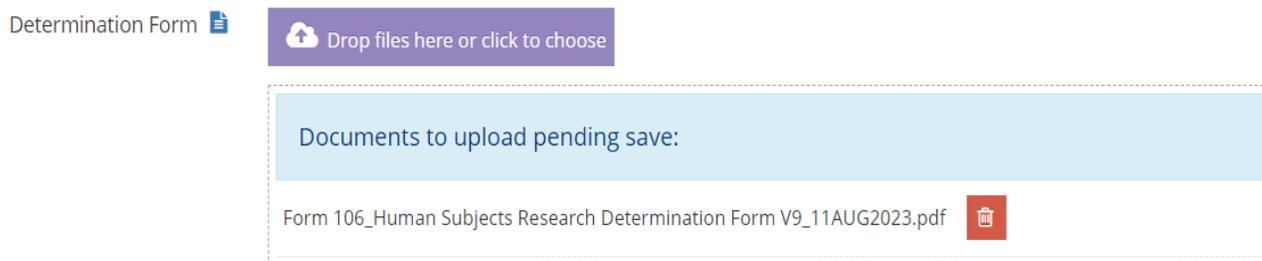
In the Review Type Determination panel select yes to the question “Are you requesting a determination of whether your project requires IRB review or for verification of IRB submission for a sponsor, journal, or other entity?”

The screenshot shows a panel titled "Review Type Determination". At the top, there is a light blue banner with the text: "For any required documents, please verify that you have the latest version. You can download the latest version by clicking on the document icon: [document icon]". Below this, the section is titled "Determination of Human Subjects Research". It contains a question: "Are you requesting a determination of whether your project requires IRB review or for verification of IRB submission for a sponsor, journal, other entity?*" with radio buttons for "Yes" (selected) and "No". Below the question is a label "Determination Form*" with a document icon and a purple button that says "Drop files here or click to choose". At the bottom of the panel, there are two options: "Auto-determined Review Type" and "Pre-Review".

Click to download and complete Form 106 by clicking the document icon [document icon]



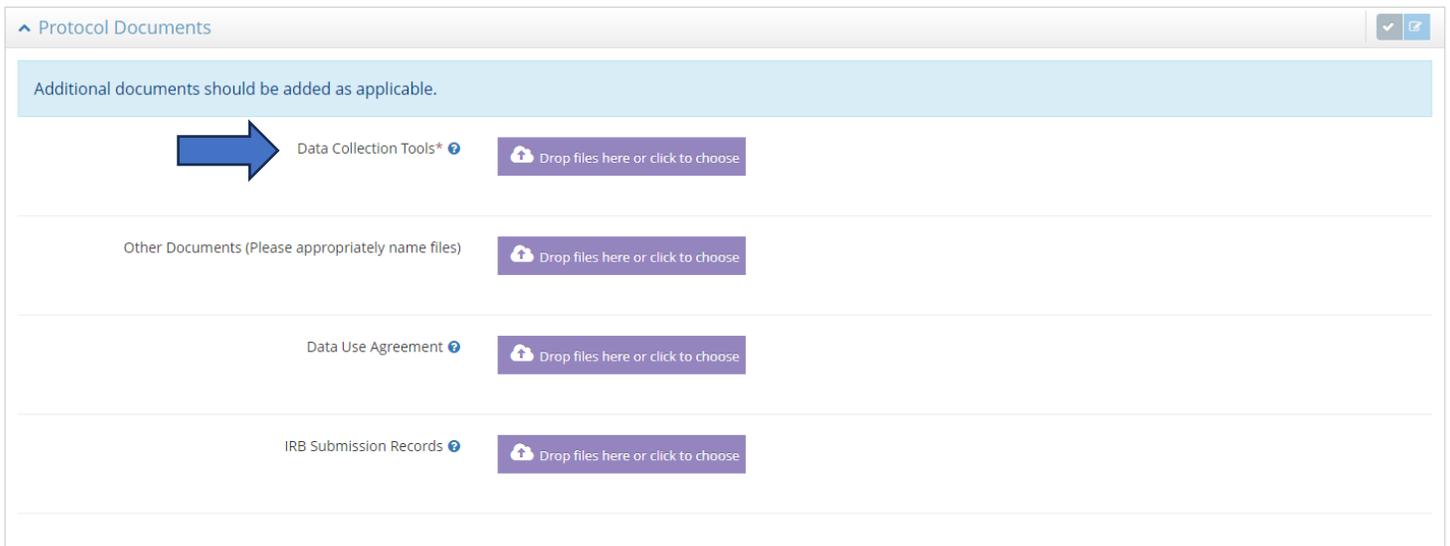
Fill out Form 106 and save the form to your computer, then return to Novolution to upload your completed form in Novolution using the button



Complete the fields in the Protocol Description panel

The screenshot shows a panel titled "Protocol Description". It contains four text input fields. The first is labeled "Background Information & Justification:*". The second is labeled "Purpose, Goals, and Research Question*". The third is labeled "Anticipated Start date of the research*" and includes a calendar icon. The fourth is labeled "Describe the planned data analysis, and power of any planned statistical tests (if applicable)*".

Then add your data collection tools in the Protocol Documents panel in the “Data Collection Tools” upload button



Protocol Documents

Additional documents should be added as applicable.

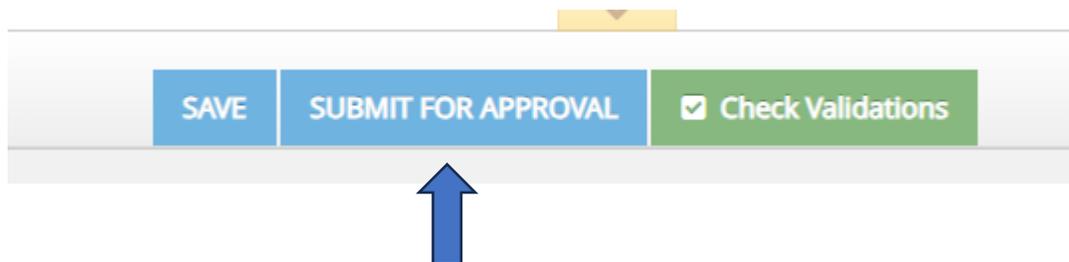
Data Collection Tools*   Drop files here or click to choose

Other Documents (Please appropriately name files)  Drop files here or click to choose

Data Use Agreement   Drop files here or click to choose

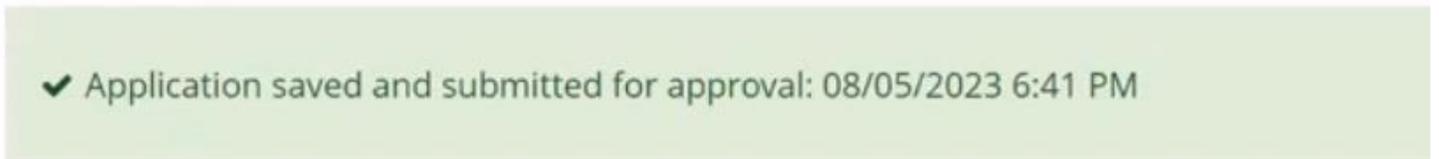
IRB Submission Records   Drop files here or click to choose

Once you have completed these steps, click the button to submit for approval



SAVE SUBMIT FOR APPROVAL Check Validations

You'll receive a confirmation bar when you have successfully submitted your project



✓ Application saved and submitted for approval: 08/05/2023 6:41 PM