

Submitting a Non-Human Subjects Research (NHSR) Determination Request

1. On the “My Inbox” page (this should also be your home page), click the “Create New Study” button on the left side of your page.



2. Complete the Basic Study Information Page as prompted. Please see tips below.
 - a. When prompted for a short title, include “NHSR –“ before the short title to designate that this submission is an NHSR determination.

2. * Short title: ?

NHSR -

- b. When prompted to attach a protocol, please attach a word document detailing the project. This can be a short paragraph summarizing the project.

8. * Attach the protocol: ?



3. When the Basic Study Information has been completed, click “Continue” to skip to the end of the submission smartform. You DO NOT need to complete the rest of the submission smartform. On the last page of the smartform, click “Finish”. This will redirect you to the submission workspace.
4. **Important:** In the main submission workspace, please be sure to click “Submit” on the left side of the page (must be submitted by the individual listed as PI). Your NHSR determination request will not be submitted to the IRB if you do not click “Submit”. To double check that the determination request has been submitted, the study status should note that the submission is in Pre-Review.

Next Steps

Edit Study

Printer Version

View Differences

Submit

Assign Primary Contact

Manage Ancillary Reviews

Manage Guest List

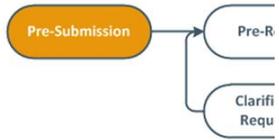
Add Related Grant

Add Comment

Copy Submission

Discard

Submission type: Initial Study
Primary contact: Rebecca Sin
PI proxies:



History Funding Conta

Filter by Activity

Activity

Study Created