We have recently made enhancements to the NUgrant IRB module. The forms remain unchanged, but the main navigation page has been revised to make using the system easier. This help document will explain how to navigate NUgrant with the new features.

Investigators will be automatically entered according to who is listed as the PI and SI on the project form. Other key personnel can be added or removed here. Icons such as these will appear under CITI training once a person has been added. Click "Add Project Personnel". The "Add/Edit Project Personnel" window will pop up. Click "Find Person".

Log into https://nugrant.unl.edu.

The login name and password are the same information you use to access Blackboard.

If you do not know your login information, go to http://my.unl.edu. There are links on the right hand side of the page to help you access your login information.
The Items Needing Your Attention box appears on the Home Page only when there is a form you need to sign or if there is a COI question you need to respond to. The box will appear here.

To start a new project, click on the Add New link. The form will open in a new window.

Projects that need action by the PI will be listed under the appropriate module.

You can customize your homepage by:

* Re-ordering the NUgrant modules (click on the ⦲ and drag the module up or down.)

* Collapsing modules you do not use.

If you want to keep track of a project and always have it on your homepage, you can star that project.

HINT: Make sure you do not have the pop-ups blocked. If you do, the form will not open.
STEP 1: Preparation

PAGE 1

The steps to protocol preparation are listed across the top. When creating your project, you will be completing Step 1: Preparation.

The tasks that need to be completed for each step are listed along the side.

Use the form pages to move through the form.

Once a page is complete, click on the box to indicate the page is complete. If you are not finished with that page, do not check the box. NUgrant will not allow you to move to the next page if required information needs to be entered and the box is checked.
If you mark the page as complete, NUgrant checks to make sure all required questions are answered. If you missed a question, you will see a warning message. The message will tell you exactly which question needs to be answered. You can either go back and answer those questions or uncheck the box at the bottom to move on to the next page.

The check box at the bottom of each page will need to be checked before you can submit the project.

The warning message indicates that question 5a needs to be answered. If question 5 would have been answered as No, question 5a wouldn’t have appeared.
When you click on Add Institution/Agency for question 5a, this screen appears.

Once you have added institutions, the institutions/agencies are listed.

You can add additional institutions or edit/remove the institutions you have listed.

If you want to see the details about the institutions or to hide the details, click on the +/- side beside the institution. This screen shows the question with the information expanded.
The warning message on page 1 also indicated that question 11 wasn't answered. This screen shows question 11 with all possible questions that could appear.

If question 11 is answered as no, the additional questions won't appear.
Page 2 was successfully completed. A check mark now appears next to the page indicating the page is complete.

The questions on page 2 are used to preliminarily classify the project as exempt, expedited, or full board. Depending on how the questions are answered, more questions may appear. The page shown here displays all possible questions that could appear.

Once you have submitted the project, the review category will be shown on the IRB Projects Details page. This category may change once it has been pre-reviewed by IRB staff.

HINT: Answer the questions to the best of your ability. This will help the project to be more accurately classified and will prevent delays in the review.

You can move page to page using the Previous and Next buttons. The Save button saves the form. Pages will be saved as you move to another page.
For question 1, you will need to enter a whole number in the field. If you want to recruit 30-40 participants, enter 40 in the box. Also, if you aren’t going to recruit a certain number of males vs. females, you can leave those boxes empty and only list the number in the unspecified box. If you want to recruit 15 males and 15 females, then you can list those numbers in the appropriate box and leave the unspecified box empty.
For each of the questions on this page, when you answer Yes, additional questions will appear.

The questions ask about how the data/identities of participants will be protected.
Once you get to this page, you will start answering questions that provide the main details of your study.

Your responses are not limited by the box that appears. The box will expand as you type.
This page focuses on recruitment, benefits, risks, and compensation.

If you indicate there is compensation (question 6), you will be asked to provide detailed information about the compensation being offered.
This page focuses on the informed consent process.

The questions have been answered so that every possible question will appear. Question 8 and 9 have sub-questions. These questions may not appear depending how you answer the previous question.
This page focuses on the confidentiality of the data obtained.
All documents related to the research should be uploaded on this page.

Please list the names of the measures, testing instruments, etc that you will be using in your research.

Upload all documents here. This would include documents such as: recruitment scripts, letters or flyers, informed consent documents, funding applications, interview questions, surveys, or testing measures, institutional approval letters, and confidentiality agreements.

HINT: Upload the documents as PDF files. Please include each document as a separate file rather than one large file. Also, include screen shots of any pages that appear online.

If you have comments that you want to make the IRB aware of, you can enter those here. You could include information here that you feel is not appropriate to include in other questions.
**Step 2: Routing**

The routing step requires the people listed as PI and Secondary Investigator to approve the research. Once the routing is started, the form cannot be edited. Notice that Preparation now has a green button. Also, the project has changed to Step two.

The approval page asks the PI and Secondary Investigator to indicate if they have any financial interests related to the research. If the answer is yes, the person will be asked to provide more information/elaborate. The PI and Secondary Investigator won’t be able to view each other’s responses.

If you are not ready to approve the project, you can request revisions be made to the project. To do this, enter your login information and click on the **Request Revisions** button. In the text box, you can include comments. As soon as you click on the submit button, edits can once again be made to the form. If you are satisfied with the project, click on the **I approve as written** button.
Step 2: Routing

Once the PI has signed the form, a Success message will appear. An email will then be sent to the Secondary PI requesting their approval.

The Secondary PI can sign off on the project before the PI. In that case, an email will be sent to the PI requesting approval.

If you are waiting on the other investigator to approve the project, you can send that person a reminder message. NUgrant will record when the last message was sent. Also, the email will come from the person logged into NUgrant.

This section shows individuals who have approved the project and the approval date. You can also view your responses to the questions on the approval page. Remember, you can only see your responses.
Step 3: IRB Review

During Step 3: IRB Review, you will be able to see each time an action is taken on this screen.

Once the project has been reviewed, you will receive a message similar to this one. If you open the message through your email account, the message will have a link that will take you directly to your project once you login.
Once you have closed your IRB project form, you will be taken to the IRB Project page.

This page is the main summary page. The grey bar will indicate which page you are viewing. Basic project details appear on the summary page. You can also click on the tabs to view a specific form page.

Key personnel and research assistants can be added on this page. Please note: if you list someone as an assistant, they have full access to the project on NUgrant including submitting forms. If the person is only listed as key personnel, they are authorized to work on the research, but they will not have access to the NUgrant protocol.

You can also access the forms from the bottom of the page.
Step 3: IRB Review:
Making the requested revisions.

To address any requested revisions, click on Edit/Route this Form. This will open the form in a new window.

IRB Project Page
This shows the form page. Everything on this page is related to the original protocol. Each change in protocol, continuing review, or final report form will have a separate tab.

Once revisions have been requested, a box will appear under the gray bar. The box will include the revisions requested.

Revisions can also be accessed by clicking on the Add/Edit Form button. This opens the form.

Files associated with the form are accessible here. Once the form is approved, the stamped informed consent documents can be found here.

Messages sent related to the form will be accessible here. Once the form is approved, the official approval letter can be found here.
IRB Project Page, cont

Additional Features on this page include:

* Capability to add additional forms - continuing review, change request, and final report.

* Save/Open a PDF copy of the form.

* IRB Help Documents

The Timestamps will show how the form is moving through the review process.

You can add comments about the form here. These will be seen by anyone with access to the project.
Making the requested revisions.

The information requested in the email and on the form page will appear on each page of the form. You can easily see what revisions need to be made while working in the form.

Once you have made all of the revisions, you can type a message in the box (if you choose).

NOTE: Please type your revisions in ALL CAPS, it will enable the reviewer to quickly find what has been revised in your protocol.

Click the Submit Revisions button to submit the revisions to the IRB office. Make sure you don’t click on the button until all revisions have been made. Once revisions are submitted, you will be locked out of editing the form.
Step 3: IRB Review: Making the requested revisions.

As soon as you click the Submit Revisions button, you will see a green Success message at the top of the form. Once the IRB has reviewed the revisions, you will either receive another revisions requested message or an approval message.
Main Navigation

If you click on the arrow under NUgrant, the main navigation menu appears. This will help you move to different NUgrant modules by going to the home page or to the specific module.

The Help section provides you with people to contact and resources for using NUgrant.

The Preferences section lets you set your NUgrant Preferences.

The Search feature will let you search among the projects and areas of NUgrant that you have access to.

The IRB Projects link under the Human Protections heading will take you to a list of all of your IRB projects including projects in preparation, projects under review, approved projects, and projects which are no longer active.