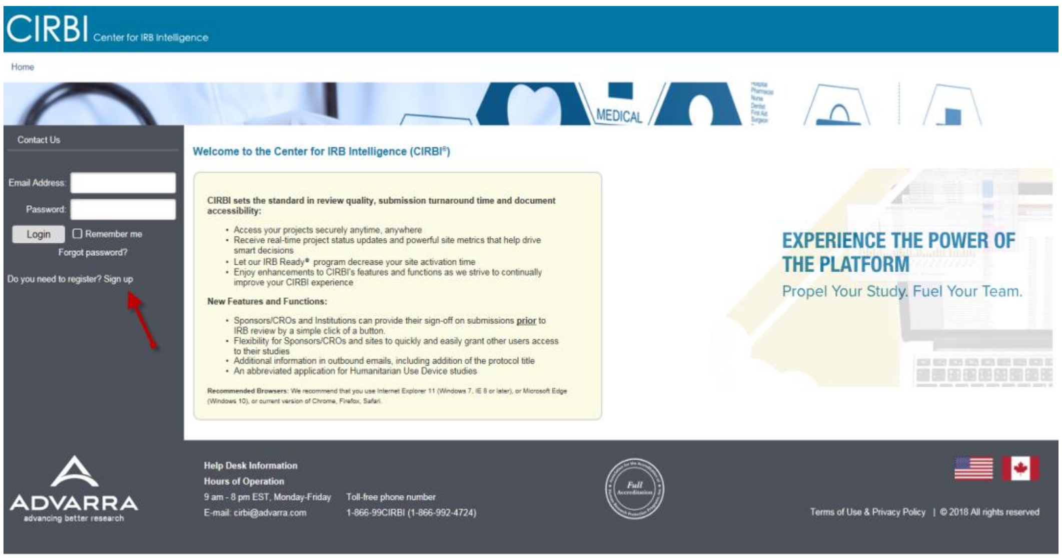
CIRBI™ Protocol QuickSteps:
Submitting an Initial Protocol Application

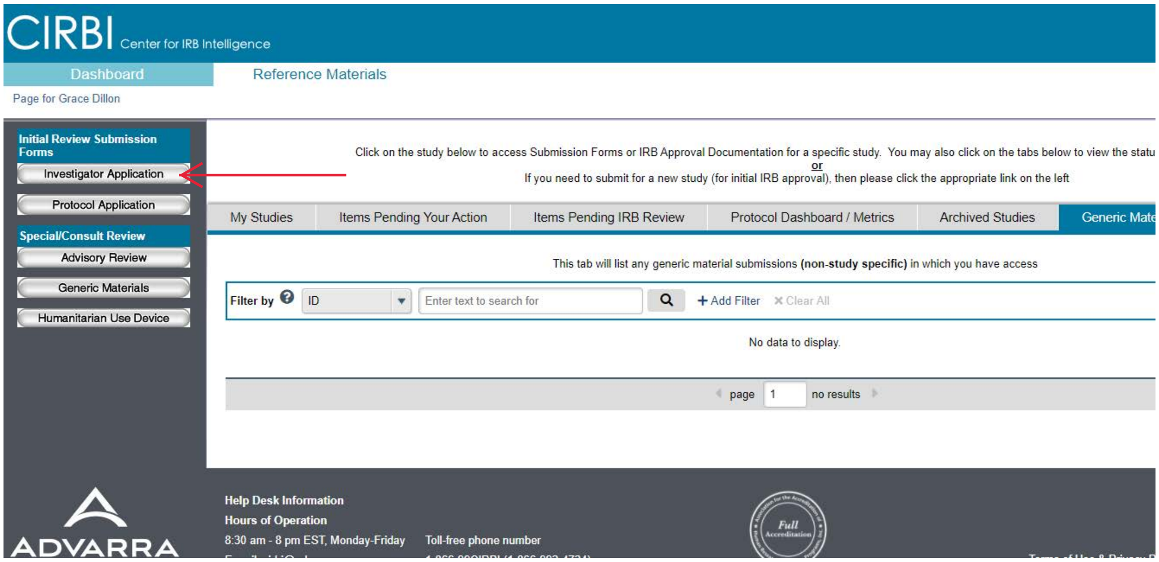
1. Log on to www.cirbi.net

   NOTE: You must be a registered user to log in and create a submission. To do so, click on "**Sign up**" under the login information.



2. In the upper right-hand corner of the screen, click on "**Dashboard"**

3. On the very left-hand side of the screen, click on the **"Investigator Application"** link.



4. Choose "I am a clinical research site that is joining a multi-site study for which Advarra IRB will act as the central IRB. The Sponsor or CRO has or will submit the Protocol

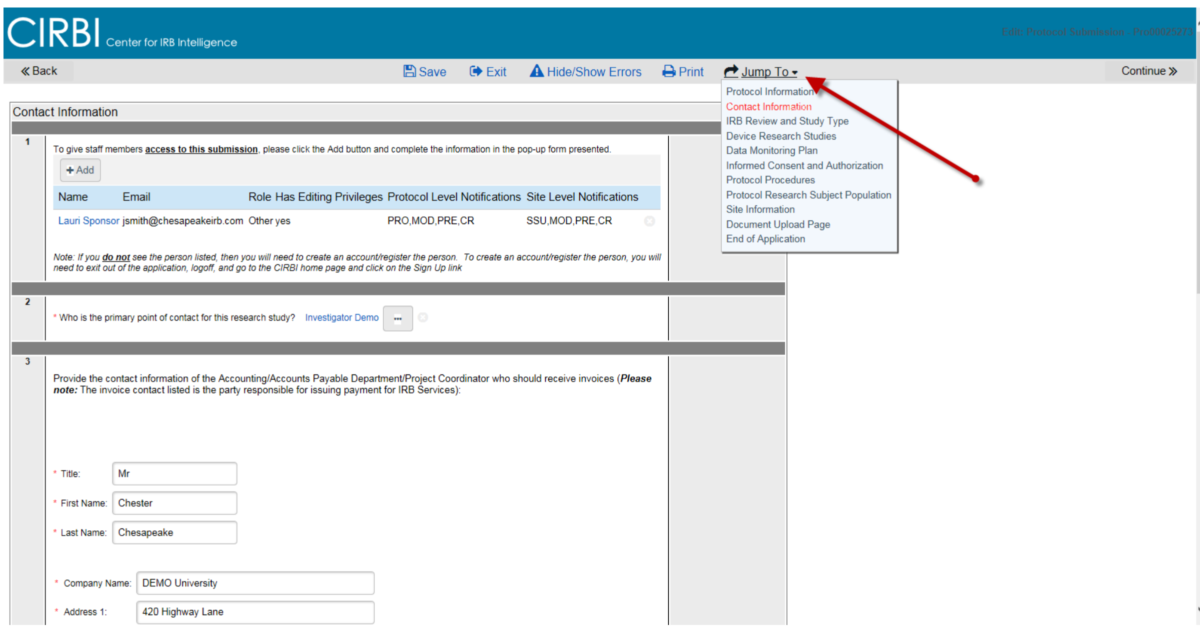
5. Click 'Continue' to go to the next page called "Protocol Information"

<u>REMAINDER OF APPLICATION</u>

1. Complete the rest of the protocol application and click "**Continue**" after each completed page.

NOTE: Every time you click "**Continue**" it saves all the information you have entered. There is also a "**Save**" button located at the top and bottom of each page.

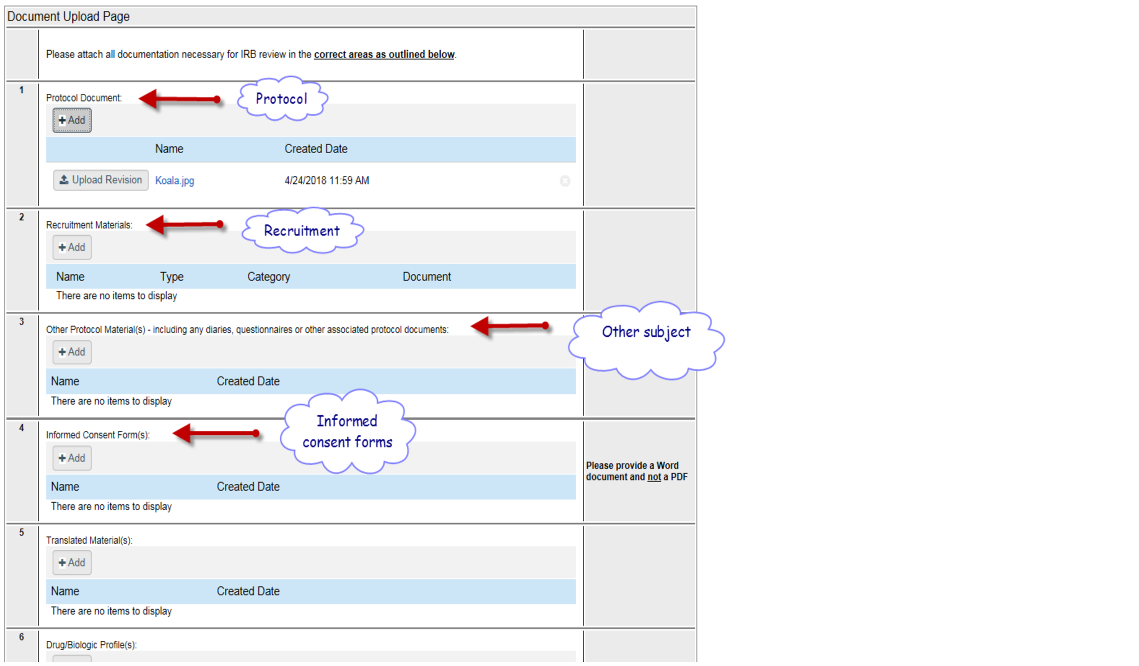
TIP: If you see a red asterisk, that field is required to be completed prior to selecting "**Continue**". However, if you do not have the required information you can skip to the next page by clicking on "Jump To" at the top of the page. You will need to go back and complete ALL required fields before you can submit the application to the IRB.



<u>**DOCUMENT UPLOAD PAGE**</u>

1. Next to the last page of the application is called the "Document Upload Page". This is where you upload any supporting documents such as the Protocol, IB, Informed Consent Form, etc.

2. Upload the documents in the appropriate areas.



NOTE: If you have multiple files, you can 'Drag and Drop' from your computer into the CIRBI SmartForm.

<u>END OF APPLICATION Page</u>

3. Select either 'Submit Application' **<u>or</u>** 'Save Application, but DO NOT submit'.

4. Click **"Continue"**.
    a. If you chose 'Submit Application', you will see the "Acknowledgement of Receipt" page.
    b. If you chose 'Save Application, but DO NOT submit', you will see the "Not Submitted Notice" page.

5. Click "Finish" to exit