

INSTRUCTIONS ON CREATING A NEW ASPIRE PROPOSAL via IRBNet

1. Have you registered with IRBNet? If not, registration instructions can be found here: http://cms.bsu.edu/About/AdministrativeOffices/SPO/ASPIRE/~media/DepartmentalContent/SPO/pdfs/Compliance/registeringwithirbnet_aspire.ashx. If you have already registered, please proceed to Step 2.
2. Login to IRBNet (www.irbnet.org). This will take you to the Project Manager page.
3. Click on the Create New Project button located on the left-hand side of your screen. Complete the required information fields. Click Continue.
4. You will now be on the Designer page. You can access this page at any time by clicking on the Designer button on the left-hand side of your screen.
In Step #1:
 - a. Select 'Ball State University ASPIRE Grant Program, Muncie, IN' from the 'Select a Library' drop-down menu.
 - b. In the 'Select a Document' drop-down menu, you will find the ASPIRE cover sheets and budget forms.
 - c. Select the correct form and click the 'Download' button
 - d. Save the form to your local machine and complete the form.
 - e. Please note: PDF forms may be completed, saved, and edited in Adobe Reader. Please see the following website to make sure that you have the most up to date version: http://www.adobe.com/products/acrobat/readstep2_allversions.html
5. In Step #2:
 - a. Upload your completed documents by clicking on 'Add New Document'.
 - b. Select a Document Type from the drop-down menu that corresponds with the document you are uploading, and then click on the 'Browse' button to search for your document.
 - c. Then click on the 'Attach' button.
6. Share the proposal with your research team or Faculty Mentor. Click the 'Share this Project' button located on the left-hand side of your screen. Click on the blue 'Share' link within the text to grant access to this proposal.
 - a. Select 'Ball State University, Muncie, IN' from the organization box. Click 'Select Organization'. [Note: if the individual is not affiliated with Ball State University, select the organization under which they registered with IRBNet.]
 - b. Search for registered users with whom you'd like to share this proposal (i.e., your Faculty Sponsor, co-PIs, research assistants, consultants). Grant each user a level of access:
 - i. Full: user may add/edit/delete proposal documents, share the proposal with other users, and submit the proposal. Individuals with full access to a proposal will receive auto-notification when an action has been taken regarding the proposal. **Students must grant this level of access to their Faculty Sponsors.**

- ii. Write: user may add/edit/delete proposal documents, but cannot share the proposal with other users or submit the proposal.
 - iii. Read: user may only view proposal documents.
- c. Selected users will be notified automatically via email that the proposal has been shared with them. You may enter comments to be included in this email in the 'Your Comments' section. Click 'Save'.
- d. Note: If the individuals you are seeking are not in the list of registered users, please ask them to register with IRBNet. Instructions on registration may be found at:
http://cms.bsu.edu/About/AdministrativeOffices/SPO/ASPiRE/~media/DepartmentalContent/SPO/pdfs/Compliance/registeringwithirbnet_aspire.ashx.
7. Sign the proposal. ***Pls must sign the proposal before it is submitted.***
- a. Click on the Sign Package button located on the left-hand side of your screen. Select your role, and click 'Sign'.
 - i. The lead researcher should sign as "Principal Investigator". A designee may NOT sign for the PI. ***Studies will not be scheduled for review if required signatures are missing.***
8. Once you have attached all of your necessary documents and signed your proposal, you should be ready to submit your proposal. Click on the Submit this Package button located on the left-hand side of your screen.
- a. From the Submit Package Screen, type in the word "Ball" in the 'Search for an Organization' box and click 'Search'.
 - b. Select the **Ball State University ASPIRE Grant Program, Muncie, IN** and click continue. Please note that there are several Ball State University Committees to submit your proposal to. If you submit your proposal to the wrong committee, you will be asked to withdraw your proposal and resubmit to the proper committee.
 - c. In the Submission Type drop-down menu, select 'Funding/Grant' and click 'Submit'.

The Submission Manager screen (can be found by clicking on the Submission Manager button located on the left-hand side of your screen) will show you the list of studies to which you have access – those you have created and those which have been shared with you at any level of access. Studies which have not been submitted are labeled "Work in Progress" in the Status column. Studies which have been submitted but not reviewed are labeled "Pending Review."

Clicking on the title of any proposal will take you to the Project Overview for the selected proposal.

If you need further assistance with this process please contact ASPIRE at 765-285-1600 or aspire@bsu.edu.