

# APPLICANT TIPS

## STUDENT APPLICANTS AND FACULTY SPONSORS

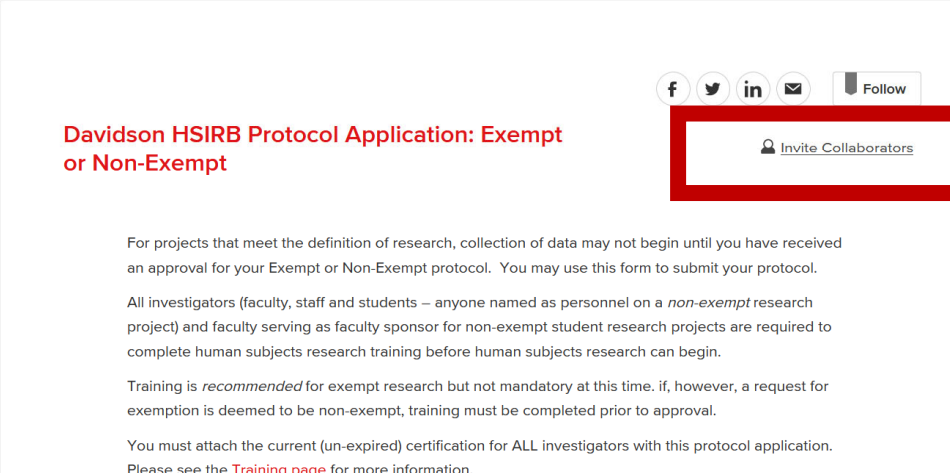
You **MUST** invite your faculty sponsor to collaborate on your application and your faculty sponsor **MUST ACCEPT** your invitation **BEFORE** you may submit your application.

This ensures that your faculty sponsors receives notifications on updates to your application and can view your application details from their own Submittable account.

*This step cannot be completed retroactively* (i.e., you cannot add collaborators once your application is submitted).

1. Click the *Invite Collaborators* link at the top right of the application page:

## Davidson HSIRB



The screenshot shows the top right corner of a web page for a Davidson HSIRB Protocol Application. The page title is "Davidson HSIRB Protocol Application: Exempt or Non-Exempt". In the top right corner, there are social media icons for Facebook, Twitter, LinkedIn, and Email, along with a "Follow" button. Below these icons, a red rectangular box highlights the "Invite Collaborators" link, which is accompanied by a person icon.

Davidson HSIRB Protocol Application: Exempt or Non-Exempt

For projects that meet the definition of research, collection of data may not begin until you have received an approval for your Exempt or Non-Exempt protocol. You may use this form to submit your protocol.

All investigators (faculty, staff and students – anyone named as personnel on a *non-exempt* research project) and faculty serving as faculty sponsor for non-exempt student research projects are required to complete human subjects research training before human subjects research can begin.

Training is *recommended* for exempt research but not mandatory at this time. if, however, a request for exemption is deemed to be non-exempt, training must be completed prior to approval.

You must attach the current (un-expired) certification for ALL investigators with this protocol application. Please see the [Training page](#) for more information.

## 2. Enter your faculty sponsor's email address in the collaborator email field and click the *Invite* button.

### Invite Collaborators

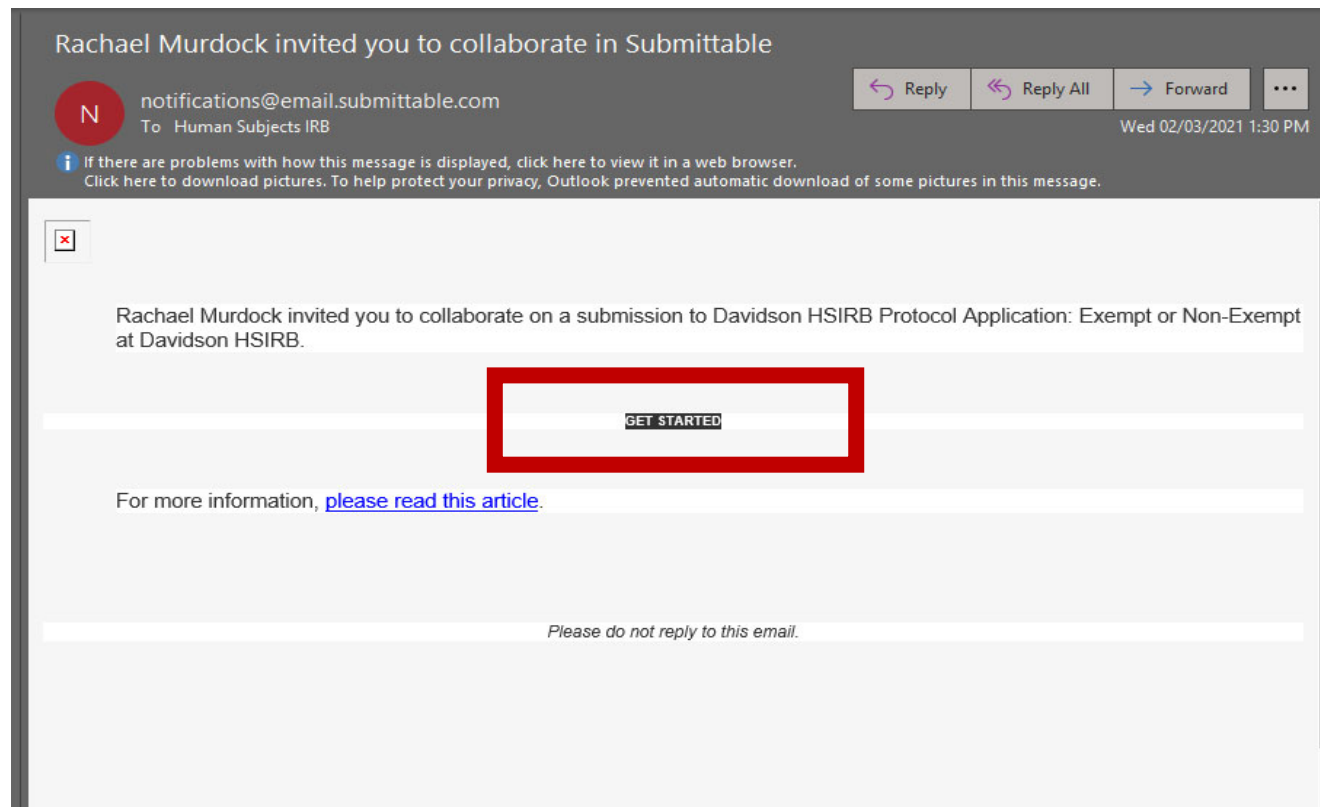
Add team member email addresses below to collaborate with each other in real-time. Team members will receive a link and have access to the form until you complete your submission. As the owner, only you will be able to submit.

Add a collaborator email...

Cancel

Invite

## 3. Your faculty sponsor will receive an email invitation and should click the *GET STARTED* link. This step **MUST** be completed before you may submit your application.

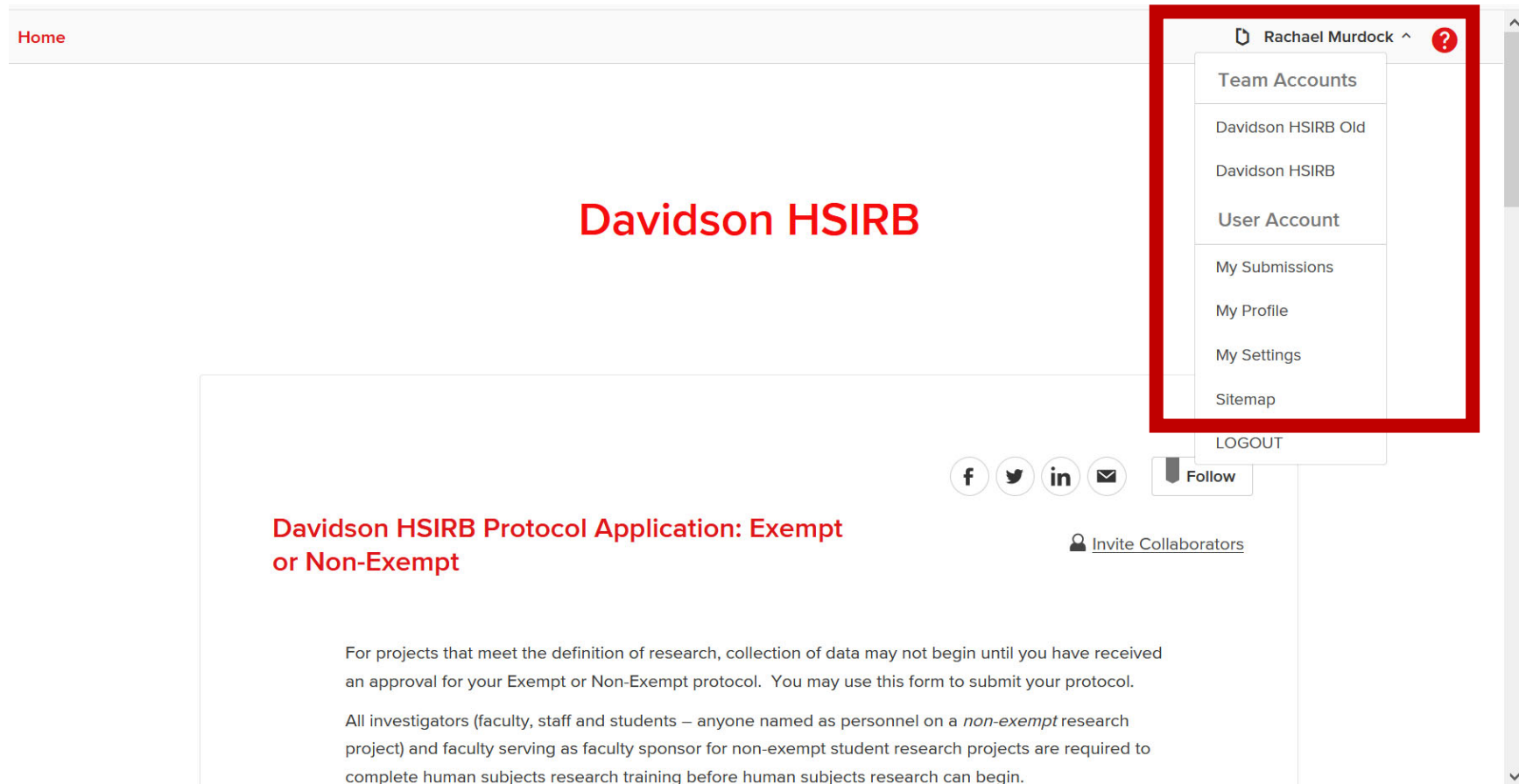


4. Clicking the link will effectively “Accept” the invitation and your faculty sponsor will be taken to a view of the application within their own Submittable account. Your faculty sponsor may be prompted to login if they have not logged into Submittable that day.

(CONTINUE BELOW)

## VIEWING YOUR SUBMISSIONS

To view your submissions, login to the submission portal and select the “My Submissions” option from the drop-down box at the top right of the page:




The screenshot shows the Davidson HSIRB submission portal. At the top left, there is a "Home" link. The main heading is "Davidson HSIRB". On the right side, a user profile for "Rachael Murdock" is visible, with a dropdown menu open. The menu items are: Team Accounts, Davidson HSIRB Old, Davidson HSIRB, User Account, My Submissions (highlighted with a red box), My Profile, My Settings, Sitemap, and LOGOUT. Below the user menu, there are social media icons for Facebook, Twitter, LinkedIn, and Email, along with a "Follow" button and an "Invite Collaborators" link. The main content area features the heading "Davidson HSIRB Protocol Application: Exempt or Non-Exempt" and a paragraph of text explaining the process of submitting a protocol application.

This will open your list of submissions. You may review your submission and attached documents and messages by clicking on the submission you wish to review:

# My Submissions

Sort by date ▾ 

All Submissions	Active	Accepted	Declined	Withdrawn	Saved Drafts	Collaborations	 <a href="#">+ Create Universal Submission</a>
<a href="#">Editable</a>	<a href="#">0004</a>	Davidson Test - Davidson HSIRB Protocol Application: Exempt ...				10/08/2020	
<a href="#">Received</a>	<a href="#">0001</a>	Davidson Test - Davidson HSIRB Protocol Application: Exempt ...				06/02/2020	

2 results

**(CONTINUE BELOW)**






Clicking on each of the tabs opens messages, reviews that have been shared with you, initial and additional forms (e.g., requested changes forms), etc.

Submittable [Submissions](#) [Discover](#) [Saved](#) [Following](#) [Explore Submittable's plans for organizations](#) [?](#) [RM](#)

**Editable** **0004**  
Submitted to **Davidson Test - Davidson HSIRB Protocol Application: Exempt or Non-Exempt** on 10/08/2020 (an hour ago)

[Download](#) | [Edit](#) | [Withdraw](#)

ACTIVITY | **MESSAGES** | REVIEWS | FORMS | NOTE

-  Marked as editable by **Davidson Test**. 10/08/2020 (10 minutes ago)
-  Supporting information received from hsirb@davidson.edu. 10/08/2020 (47 minutes ago)
-  **Davidson Test** sent an additional form. 10/08/2020 (50 minutes ago)
-  **Davidson Test** has shared one or more reviews of your submission. You can view the review(s) in the Reviews tab. 10/08/2020 (an hour ago)
-  Submission response sent to you. 10/08/2020 (an hour ago)  
**Email:**  
Your submission to the Human Subjects IRB application has been received.  
  
Due to changes in campus life related to COVID-19, it may take a considerably longer time to process protocols than our typical two weeks. We appreciate your patience as we make adjustments to our processes.  
  
As per usual, protocols received on Fridays and over the weekend will be processed and sent for review the following week.