Special Instructions for Students

Student researchers must be guided by a faculty adviser, who reviews and signs off on the student’s IRB application. Follow these instructions to designate your faculty adviser and activate the signing function in IRBNet:

1. Click on “Share this Project” in blue left panel.
2. Click on “Share” in blue font.
3. Select NAU as your Organization.
4. Review the options that determine the type of access the person you are sharing with will have (also printed below). In most cases, you will want to grant “Read” access to your faculty adviser. In some cases, you may want to grant “Write” access to your faculty adviser so that he/she can make minor changes.
5. Search for your faculty adviser’s name* and select the Permission Access (from Full, Write, or Read).
6. You can attach a note to your faculty adviser by writing something in the “Your Comments” space.
7. Click “Save”.
8. You adviser will receive an email message directing him/her to sign into your package on IRBNet and electronically sign the package.
9. After your adviser electronically signs the package, you must log back into IRBNet and click on “Submit this Package” in the blue panel at left. At that point, the IRB will review your application.

*Please note that you will not find your faculty adviser’s name unless he/she has first registered with IRBNet. If you cannot find your faculty adviser’s name, you should request that he/she register with IRBNet at www.IRBNet.org.

Types of Permission Access

Specify the access that you wish to grant to each user at Northern Arizona University (NAU). You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisers, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.

- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.

- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.

- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.