CIRBI™ Site Quicksteps: Submitting an Initial Review Investigator Application

1. Log on to www.cirbi.net.
2. In the upper left-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".

CREATE SITE SUBMISSION PAGE

1. Select your Principal Investigator for this study for your site.
2. Fill in the full protocol title and protocol number for the research study that you will be conducting.
3. Click *"Continue".*

REMAINDER OF APPLICATION

1. Complete the rest of the site 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.*

END OF APPLICATION PAGE

1. Select either *"Submit Application"* **or** *"Save Application, but DO NOT submit"*.
2. 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.
3. Click *"Finish"* to exit.

NOTE: *The IRB **requires** the principal investigator's CV, the principal investigator's medical license number, and information about regulatory agency audits which occurred within the last 5 years [including copies of documentation and the site's response (if any)].*

NOTE: *The IRB **does not require** the FDA Form 1572, CVs of staff obtaining consent, or sub-investigator information.*