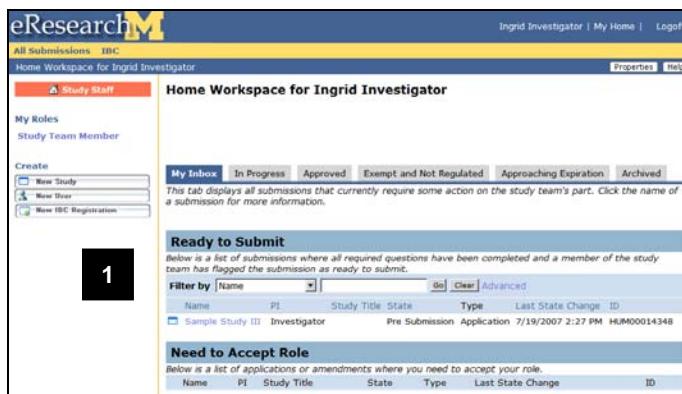


Submitting a Completed Application

Important Information

- New applications **must** be submitted by the Principal Investigator (PI).
- Prior to submitting a new study application, Co-Investigators and Faculty Advisors must accept their roles on the study.
- Prior to submitting a new study application, it is recommended that Study Teams:
 - Run Hide/Show Errors or PI&S Error Check and complete all required fields on the application.
 - Run the **Application Checklist** and complete all required information.

eResearch Home Workspace

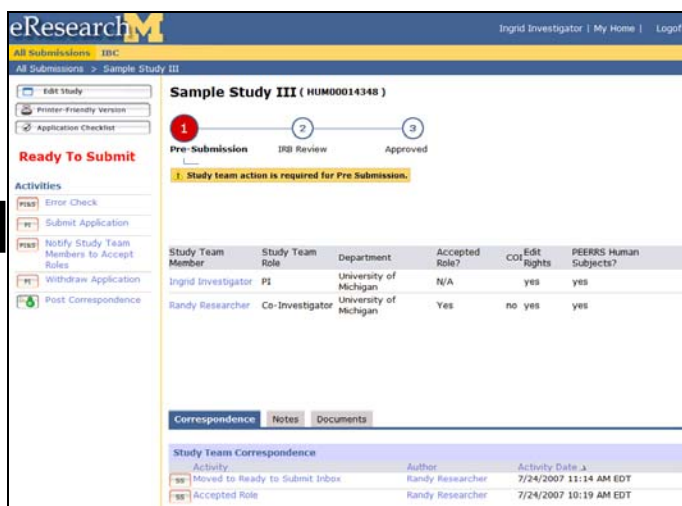


1. Click the name of the completed application to be submitted from **Require Action by Study Team** section of My Inbox.

Note: The completed application will appear in the **Ready to Submit** section of the **My Inbox** for the Principal Investigator if study staff flagged the application as ready to submit so it appears in this section of the PI's inbox.

2. Once all the required sections are complete, you are to submit the application using either option below:

eResearch Study Workspace



- From the **Study Workspace**, click PI Submit Application

OR

End of Application



- From the **End of Application**, click



Submit Application

Sample Study III (HUM00014348)

In order to submit this application, you must read and complete the following questions. If you are not ready to submit your application, click Cancel and you will be returned to the study workspace where you can make further modifications or exit the system.

Credentials:

3 Upload or update your CV, resume, or biographical sketch.

Add

Name	Version
There are no items to display	

4 **Conflict of Interest:**

C1 * Do you receive income greater than \$10,000/year or have any other significant financial interest (*stock, stock options, debt, security, or capital holdings, etc.*) in or manage:

- a business commercializing a product that the research is intended to evaluate or further develop, or
- a party whose financial interests would be directly and significantly affected by the research?

Yes No [Clear](#)

If yes, answer the following questions. If no, scroll down to **Investigator Assurances**.

C1.1 Where have you submitted a disclosure of Conflict of Interest?

Select one:

UM Medical School Conflict of Interest Committee

UM OVPB Conflict of Interest Committee

Have not submitted disclosure

[Clear](#)

C1.2 Has a management plan been formalized?

Yes No [Clear](#)

C1.2.1 If yes, attach the management plan here.

Add

Name	Version
There are no items to display	

C1.2.2 If no, describe the financial interest in sufficient detail to permit the IRB to determine if such involvement represents a potential conflict-of-interest and/or should be disclosed to potential research subjects in the informed consent form.

Investigator Assurances:

I certify that the information provided in this application represents an accurate description of the intended study.

I agree to follow and abide by University policies and procedures, as well as by federal, State, and local regulations concerning the protection of human subjects in research, including, but not limited to:

- Conducting the research as described in the IRB-approved application.
- Implementing no changes in the approved study, including the informed consent document, without prior approval of the IRB.
- Submitting Scheduled Continuing Review Applications, including project termination, in a timely manner.
- Notifying the IRB of any adverse events (AEs) or other reportable information or occurrences (ORIOs) in accordance with the terms of this approval and published IRB guidelines.

I understand that as Principal Investigator, I assume full responsibility for the conduct of the study, and for the protection of the rights and welfare of human subjects involved in this research.

I agree to abide by the above assurance statement: **5**

Click OK to submit this application for review. Do not further edit this application unless instructed to do so by a review committee. You will be notified by email as review committee approvals are granted or denied.

* Required

6
OK
Cancel

3. Upload or update your CV, resume or biological sketch.
4. Complete the **Conflict of Interest** information.
5. Select the checkbox to indicate agreement with the **Investigator Assurances**.
6. Click OK.