Welcome to Nova Southeastern University IRB Electronic Submission System!

The Nova Southeastern University Institutional Review Board/NSU IRB has partnered with IRBManager™ to implement a new electronic submission system. The electronic submission system is currently available for New Protocol Submissions only. Soon, we will provide further updates as to the Continuing Review Form, Amendment Form, and Closing Reports for studies that were originally approved using the paper-based format. The NSU IRB office will continue to accept paper applications until further notice. Please continue to check the NSU IRB website for further updates about the Electronic Submission System.

Step 1: Creating a User Name & Password:

The direct link to the NSU IRBManager website is: https://nova.my.irbmanager.com/Login.aspx

Creating a New Account:

User Name: newuser (all lowercase)
Password: newuser (all lowercase)
Client: Nova

Step 2: Locating the New Protocol Submission Form
Click on: Start xForm

Then select: **New Protocol Submission Form**

**Step 3: Completing the New Protocol Submission Form**

See PowerPoint Presentation on our website for further details about the New Protocol Submission Form.

**Step 4: Investigator-Level Stage**

- After completing this document, one of two things will occur depending on your relationship to Nova Southeastern University:
  - For principal investigators who are **faculty members**: The submission will be sent directly to the Center Representative for initial review. The Center Representative will receive an email alerting him/her regarding the submission from the faculty members.
  - For **student researchers**: The submission will be sent to the faculty member for review. If the faculty member requests revisions, these revisions can be added using the “Add Note” feature and then clicking the “Rejected Now” button. The student will receive a notification to alerting him/her to review the document and make corrections. If the faculty member wants to approve the study, there will be steps to allow this submission to move forward to the next level of review.

**Step 5: Faculty Approval (for student researchers) or Faculty Member (as the principal investigator)**

- Upon completion of either one of these two stages, the submission will be forwarded to the appropriate IRB Center Representative for initial review. The status of your protocol will change to ‘Center Representative Review’.