BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

Create and Submit a New Study

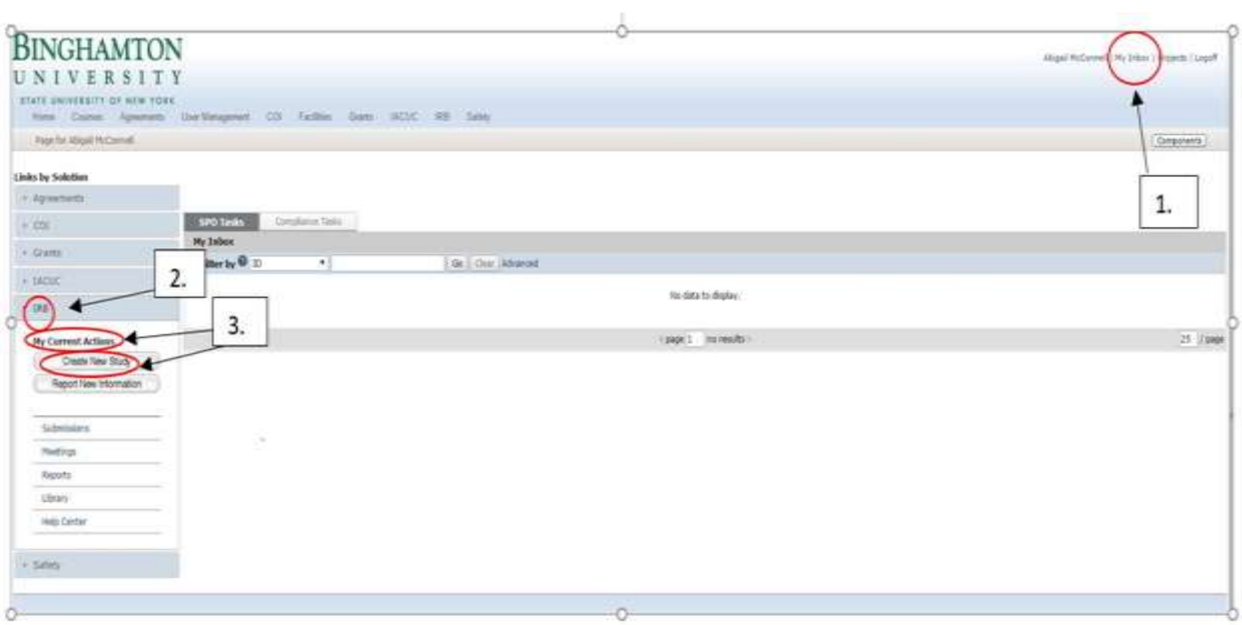
WORK INSTRUCTIONS: THESE DIRECTIONS ARE FOR THE PI TO SUBMIT A NEW PROTOCOL FOR APPROVAL

NOTE: It is best to have all documents ready for upload before beginning the PACS submission (i.e. informed consent, recruitment script, survey tools, narrative, etc.). You may access any necessary forms and/or templates at https://www.binghamton.edu/research/compliance/humansubjects/irbpacs.html

1. As the PI, log into the PACS Portal and click on the **My Inbox** next to your name on the top right of the screen.

2. Next click the **IRB** tab on the left side of the navigation screen.

3. Under **My Current Actions**, select the **Create New Study** button to create a new study.



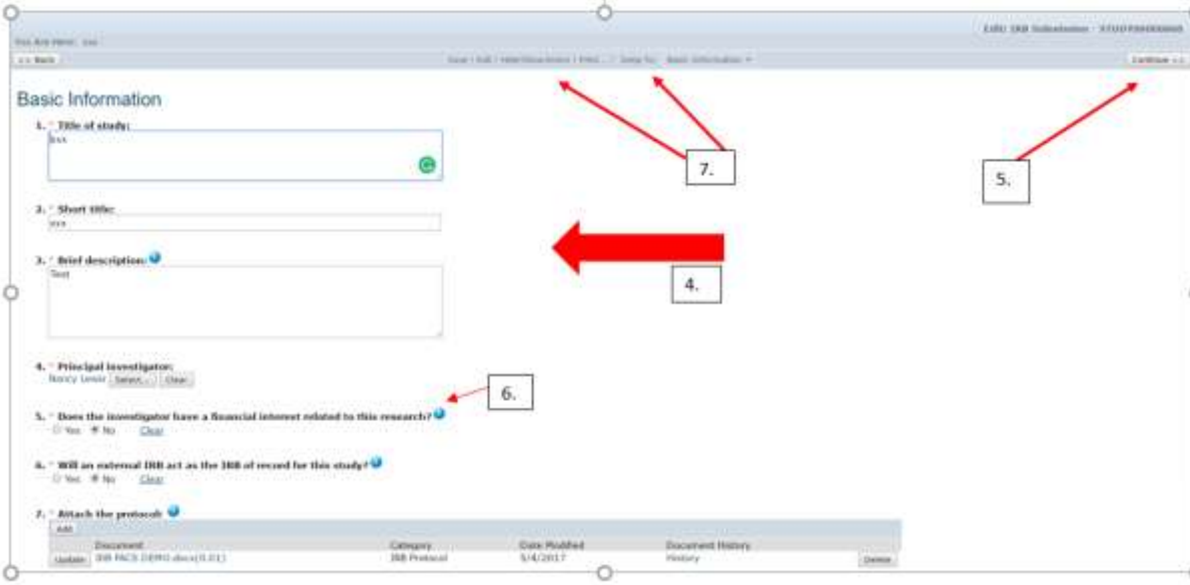
4. Enter the required information on the first page of the Basic Information SmartForm.

- Required information fields are marked with an asterisks (*).

5. Click **Continue** at either the top or bottom of the form.

6. **Navigate** through all of the SmartForms and complete all of the required fields
   - Click the help icon ( ) for more information about a question or field

7. Click the **Hide/Show Errors** link near the top of the SmartForm page to display any unanswered questions.
   - Use the **Jump To:** link to navigate directly to SmartForm pages that are missing information
   - Studies with any incomplete information will be redirected to the research team for updates

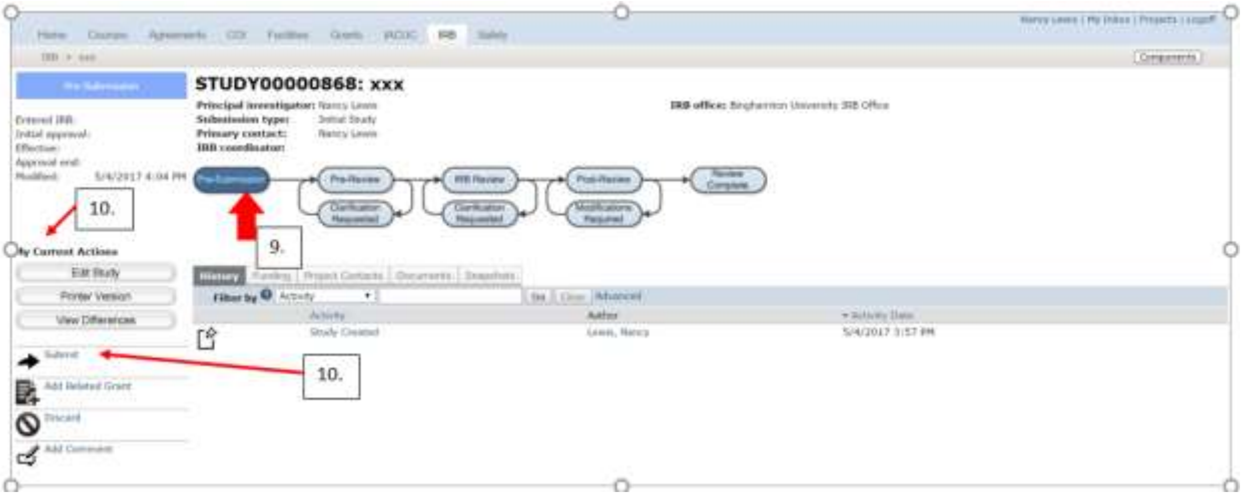


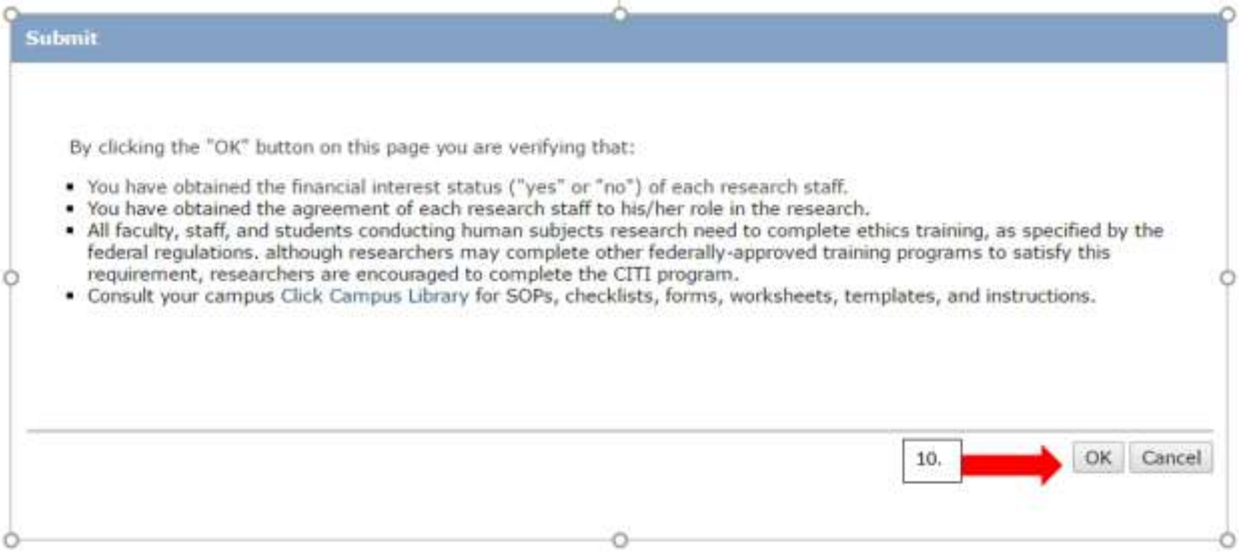
8. When all of the required fields have been completed, click **Finish** in the footer of the last SmartForm page. **Your study has not yet been submitted for review**.

9. You are now in the **"Pre-Submission"** state.

BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

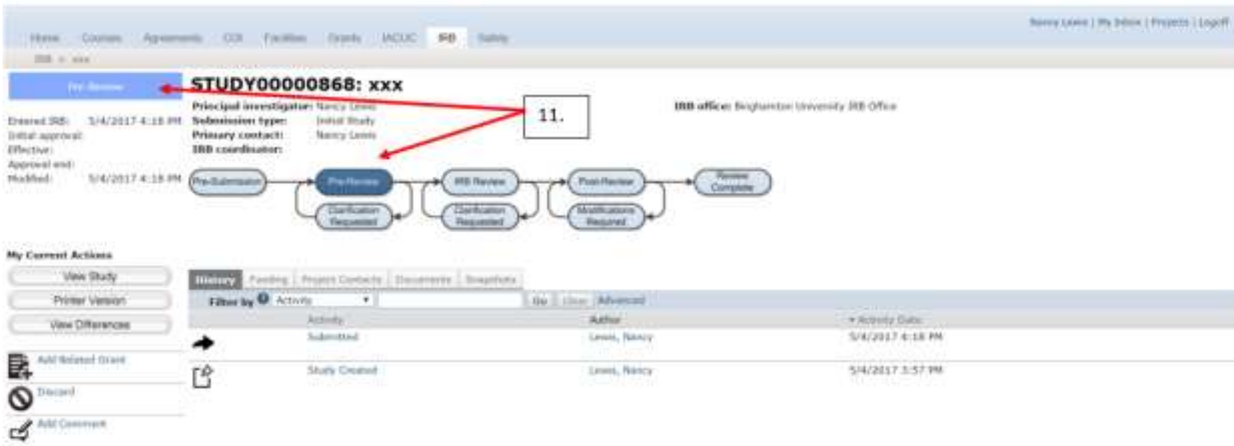
10. You must click the **Submit** icon located under **My Current Actions** on the left side of your workspace. This activity will remind you of your responsibilities and the system will check the submission for any missing fields. You will need to re-authenticate into the system to click the **OK** button to submit the study to the IRB.





11. If the submission is successful, the page will refresh and the study will transition from the “Pre-Submission” state to the **“Pre-Review”** state as identified by the workflow diagram at the top of the workspace.

BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK



Your submission will now be routed to the HSRR office for Pre-Review. The HSRR office may ask for Clarifications which is now done through PACS. You will be notified via email that you have a **Clarification Requested.**

See the **Clarification Requested and/or Modifications Required** worksheet for instruction.