



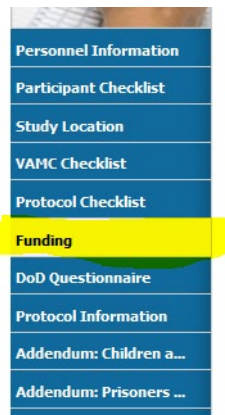
IRB eProtocol Funding Source Instructions

If the research study has funding, the funding source must be identified for the IRB submission. Following are instructions regarding how to add the funding source/study sponsor to the eProtocol application.

- Use a supported web browser (recommended browsers: Firefox 12, Safari 7)
- Make sure the Pop-Up Blocker is turned off
- Do not use the “Back button” in the system

Steps to Add a Funding Source:

- Select the “Funding” tab



- Select “Yes” for Does this project have funding?

NOTE: If the index number and/or institutional proposal number is not currently available please enter: **00000**. If received after IRB approval please submit an amendment to add the assigned index and/or proposal number.

Does this project have funding? Yes No

Funding
Add external and internal grant funding source(s) below: Federal Government, Other Government (state/local), Foundation, Other, Industry/Private or Cooperative Group.

Federal Government	Add Delete
Please click on Add to add Federal Government	
State/Local Government	Add Delete
Please click on Add to add State/Local Government	
Foundations/Associations	Add Delete
Please click on Add to add Foundations/Associations	
Wayne State University Funding	Add Delete
Please click on Add to add Wayne State University Funding	
Industry/Private Sponsor Funded	Add Delete
Please click on Add to add Industry/Private Sponsor Funded	
Cooperative Group	Add Delete
Please click on Add to add Cooperative Group	
Other Funding Source	Add Delete
Please click on Add to add Other Funding Source	

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- This will enable the “Add” functions for each category of funding
- Select “Add” for your funding source’s category
 - For Example:
 - NIH, NSF, DOD **select** Federal Government category
 - A Pharmaceutical company **select** Industry/Private Sponsor Funded category
 - Department Funded **select** Wayne State University Funding category
 - “Other Funding Source” is used when that funding sources is not identified as one of the categories listed.

The Other Funding Source category should not be used if your funding sources is not listed. Please see instructions below for “Funding Source Not Listed”

- Complete the pop-up window
 - select the drop down button
 - add the requested information
 - If the index number and/or institutional proposal number is not currently available enter 00000.
 - If the index/and or institutional proposal numbers are received after IRB approval an expedited amendment must be submitted to add the number(s)

The screenshot shows a web browser window with the URL https://ksprodweb.ovpr.wayne.edu/FORM_PERSONNELI. The page title is "eProtocol - Wayne State University - Industry/Private Sponsor ...". The form is titled "Industry/Private Sponsor Funded" and includes a "Save | Cancel" button. A note at the top states: "Note: * denotes mandatory field." Below this, a red "NOTE:" section reads: "If the index number and/or institutional proposal number is not currently available please enter: 00000. If received after IRB approval please submit an amendment to add the assigned index and/or proposal number." The form fields are: "Name of Funding Sponsor/Company" (with a dropdown menu showing "Select One"), "Index Number", "Address 1", "Address 2", "City", "State", "Zip/PIN", "Telephone", "Fax", and "Contact Name". All input fields are currently redacted with yellow bars.

- Multiple categories of funding or multiple funding in one category can be added by selecting “Add” for the category and repeating the steps above.

- **Funding Source Not Listed:** If your funding source is not listed under the specific categories please send an email to: WSUIRBInfo@wayne.edu

In the email include the following:

- Full name of funding source
- Funding source’s mailing address
- Funding Source’s phone number & website address

Need eProtocol Training or Assistance, please email:
WSUIRBInfo@wayne.edu or contact the IRB Administration Office at 313 577-1628.