Wayne State University
Institutional Review Board (IRB)

WAYNE STATE
— EST. 1868 —

WSU IRB Administration Office
87 East Canfield, Second Floor
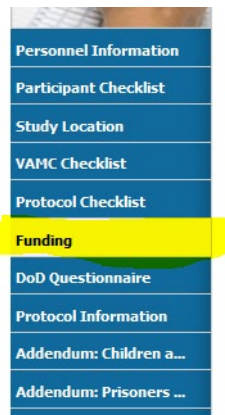Detroit, MI, 48201
313-577-1628
irb.wayne.edu

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?

- [ ] This will enable the "Add" functions for each category of funding
- [ ] Select "Add" for your funding source's category
    - o 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
    - o select the drop down button
    - o add the requested information
    - o If the index number and/or institutional proposal number is not currently available enter 00000.
    - o If the index/and or institutional proposal numbers are received after IRB approval an expedited amendment must be submitted to add the number(s)

- [ ] 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:
- o Full name of funding source
- o Funding source's mailing address
- o 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.**