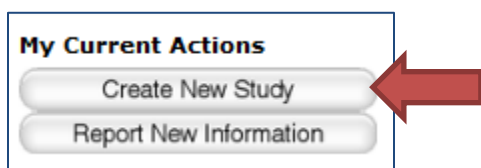


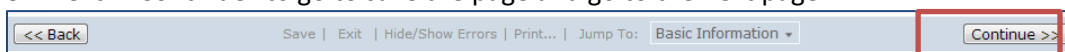


### Creating a New Study

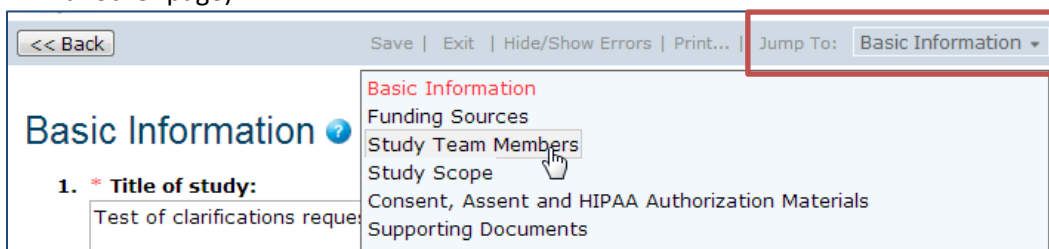
1. Log in to [irb.harvard.edu](http://irb.harvard.edu)
2. You will be directed to your personal workspace
3. From your personal workspace, Click on the “Create New Study” button



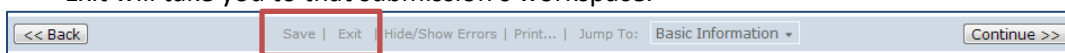
4. Complete the SmartForm questions, and navigate the SmartForm as needed
  - o Click “Continue” to go to save the page and go to the next page.



- o Click the ‘jump to’ menu to go to a specific section (be careful to save before jumping to another page).



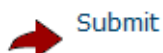
- o To save or exit the SmartForm at any time, click on “Save” and “Exit” button in the top toolbar. Exit will take you to that submission’s workspace.



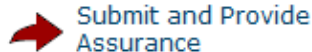
5. Reference the *Study Submission Guide* in the IRB [Library](#) (linked on the left side of any workspace screen) for details on what is required in each space of the SmartForm.

<a href="#">Submissions</a>
<a href="#">Meetings</a>
<a href="#">Reports</a>
<a href="#">Library</a>
<a href="#">Help Center</a>

6. Once the initial SmartForm is complete:
  - o A study staff member must complete the “**Submit**” activity, or
  - o The PI must complete the “**Submit and Provide Assurance**” activity



[Submit](#)



[Submit and Provide Assurance](#)

7. Click the “My Inbox” link in the upper right corner to get back to your personal workspace.

