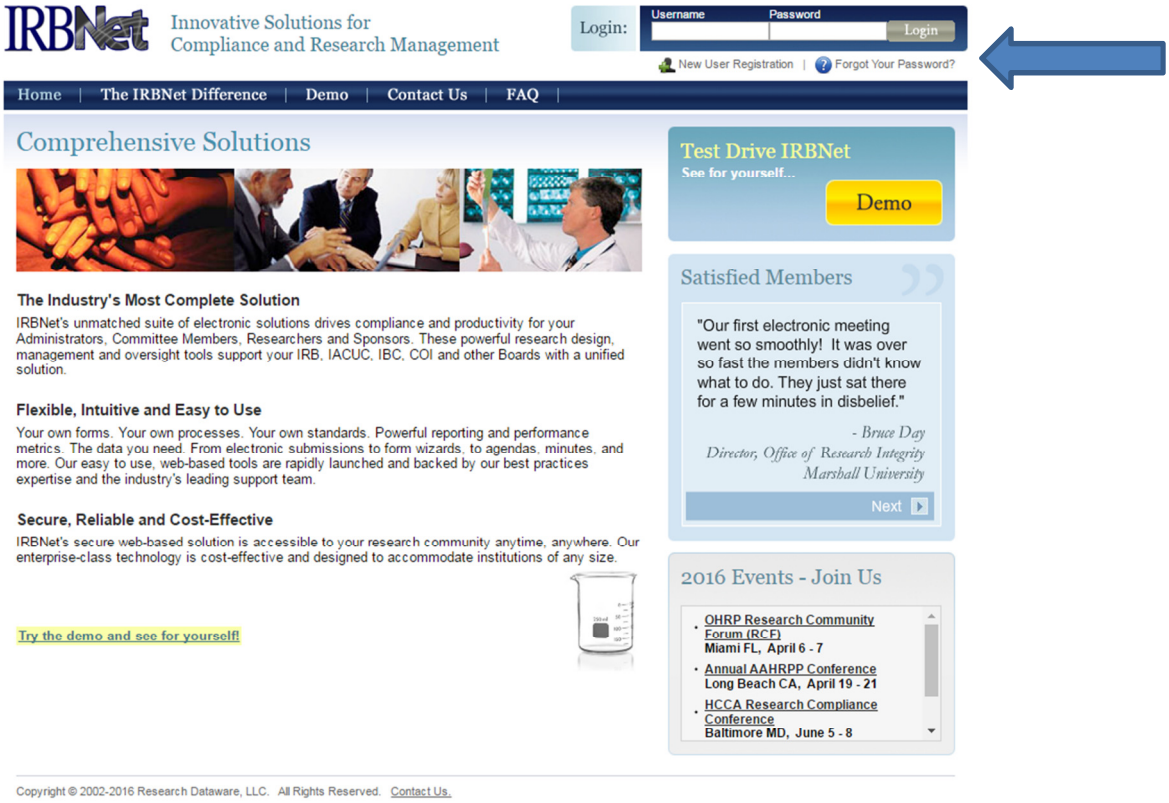
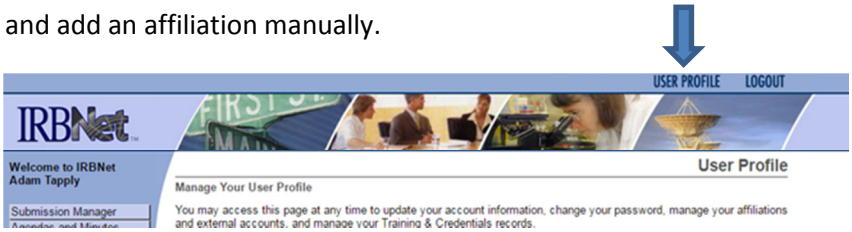
TUTORIAL: HOW TO SUBMIT AN APPLICATION FOR APCD OR CASE MIX DATA ON IRBNET

(Updated 9/21/2016)

<u>Step 1</u>: Log-in or create an account at www.irbnet.org

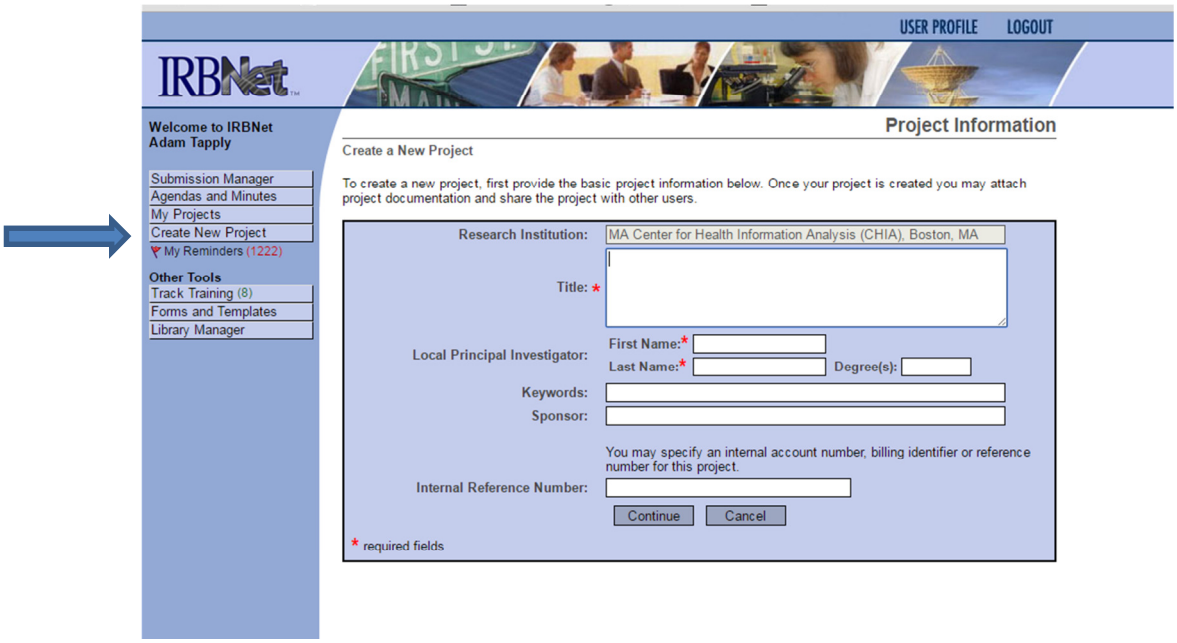


<u>Step 2</u>: Make sure you are affiliated with an organization. You should have had the option to choose an affiliation when you created your account. Otherwise, select "User Profile" on the top right of the IRBNet interface and add an affiliation manually.

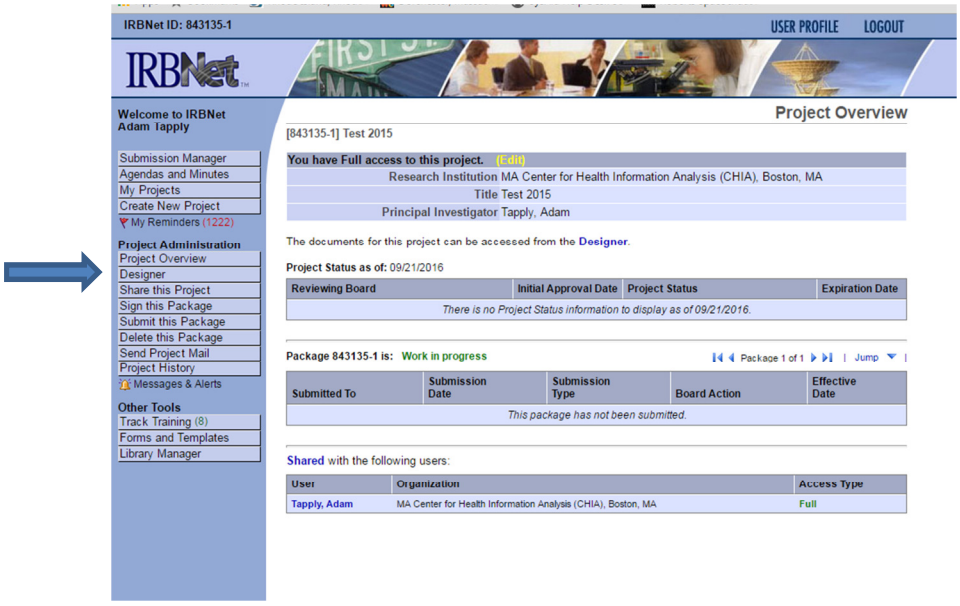


Optionally, adding "MA Center for Health Information Analysis (CHIA)" as an affiliation will allow you to download application forms from IRBNet. You may also download all the required forms on the <u>APCD</u> or <u>Case Mix</u> website.

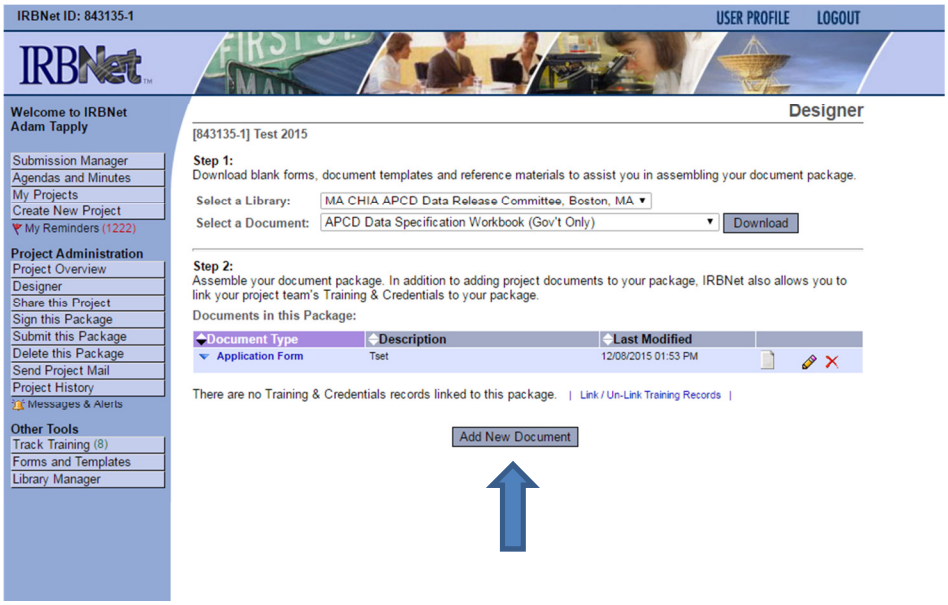
Step 3: On the left menu on IRBNet, choose "Create a New Project." Enter the requested information. NOTE: If you are requesting *both* APCD and Case Mix data, you may combine these requests into a single project.



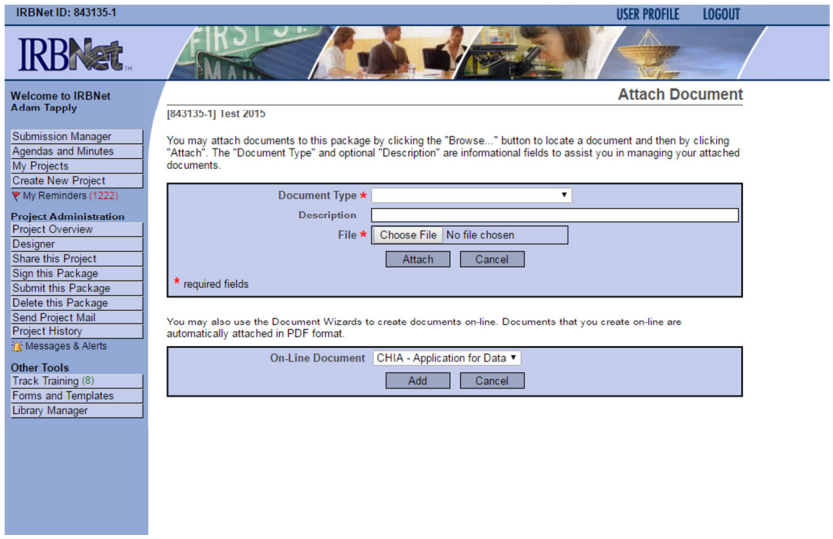
Step 4: Now that your project has been created, you are ready to upload application forms to your project. Click on "My Projects" on the left menu. This brings you to the main project overview page. Under **Project Administration** in the left menu, choose "Designer".



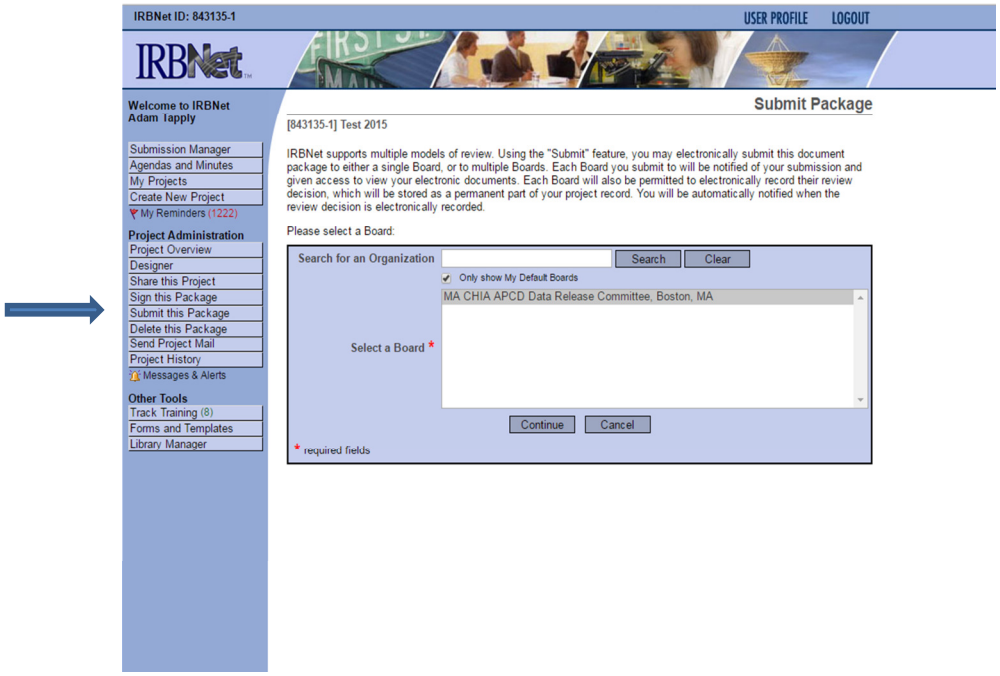
If you are affiliated with CHIA, you may download application forms in the Step 1 section here. Again, this is **optional**. If you have already downloaded forms from the CHIA website, skip to Step 2. Here, simply click on the "Add New Document" button.



Choose a document type that best describes the form you're uploading (for example: Application Form = "Application Form", Data Management Plan = "Protocol", Research Methodology = "Study Plan"). The document's description should indicate what form it is and the date it was submitted or revised. From here (ignore the "On-Line Document" section), simply click the "Choose File" button, select the appropriate file from your computer, and upload it. It should now appear as an uploaded document on your designer page.



<u>Step 4</u>: Once all the application forms have been uploaded, you are ready to submit the application to CHIA. On the left menu, under **Project Administration**, choose "Submit this Package". On the next page, search for "MA CHIA APCD Data Release Committee" – this is the board you want to submit the application to.



On the next page, for "Submission Type", choose "New Project" (even if this is a request for additional years of data for an ongoing, previously approved project). Click the submit button and you are finished.

For confirmation that the application was received, as well as status updates on the review process, feel free to email apcd.data@state.ma.us or casemix.data@state.ma.us. CHIA staff will be in touch if any additional application materials are required, or if any materials require revisions.