**AA-001-Initial Submission**

In order to create a new Affiliation Agreement (AA) package, please follow the instructions below.

1. Download and fill out the applicable forms for electronic submission: Facility Information Form (FIF), Education Experience Affiliation Agreement (EEAA) and the Program Agreement (PA) located on the ORSP Affiliation Agreement website.

2) Once registered and access to IRBNet has been granted, log into IRBNet and on the home page (Study Manager) click on “Create New Project” (refer to menu on left hand page).

3) Fill out the necessary information as follows:

 a. Research Institution: automatically defaults to University of Texas at El Paso

 b. Title Field: enter the Name of the facility, City, State and Zip Code

 c. Local Principal Investigator Field: Name of the Department Head

 d. Keyword Field: enter the State of the facility

 e. Sponsor Field: enter the Program/Department (e.g., PT/OT/CLS/SLP/DNP, etc.)

 f. Internal Reference Number Field: enter the college (e.g., CHS/SON/COBA, etc.)

 g. Click the Continue button

4) Bypass Step 1 and follow through to Step 2 where you will upload the required AA documentation.

5) Click on “Add New Document”. On the “Document Type” drop down menu, chose “Other” and in the description field enter the Facility Information Form (FIF) and upload the document. Follow suit for the Education Experience Affiliation Agreement (EEAA) and the Program Agreement.

6) Once all three documents have been uploaded, the package will need to be shared with the Program Director (if not the submitter) and the Dean for their review and electronic signature as per UTS108 [**UT System Policy UTS 108 on Affiliation Agreements.**](http://www.utsystem.edu/bor/procedures/policy/policies/uts108.pdf)

On the left hand menu click on “Share this Project”. Click on “**SHARE**” again when the screen refreshes. UTEP will be the default institution so click on “Select Organization”.

7) The directory will appear, search for designated person by last name. When the desired name appears, grant the user **“READ”** access. In the comments section please enter, *“The required documents for a Program Agreement have been uploaded. Please review at your earliest convenience for comprehensiveness and secure your review with an electronic signature”.*

8) **If the submitter is not the Department Head/Chair, that person will sign as “Administrative Reviewer” and the Department Head/Chair will sign as “Department Head or Department Representative” and the Dean will sign as “Other Signatory”.**

Once the package has been signed by all required parties, on the left hand menu, click on **“Submit this Package”** and complete as instructed. Please ensure to click on the correct Board as UTEP now has four boards within IRBNet: IRB (human subjects), IBC (recombinant DNA), IACUC (animal research) and Affiliation Agreements.

9) The package status should then indicate “pending review” and it has been received by the AA Coordinator.

If further assistance is required, please call 747- 8841 or 747-8401 to assist you with the submission process.