

Creating an Application for HSR review exemption in OneAegis:

Logging in with your Mines Single Sign-On will automatically create a contact for you in the OneAegis system and will take you to a Researcher Home Page that looks like the dashboard below.

Your dashboard will show any applications or inquiries that have been started or have been submitted. Any projects under “Unsubmitted” can be accessed, edited, and submitted.

Along the top, click on either “Application for Exemption of Human Subjects Research” or “Submit an Inquiry”:

The screenshot shows the OneAegis dashboard. At the top, there is a navigation bar with 'Home' and 'My Projects'. Below this, there are four main dashboard cards: 'Projects' (2), 'HSR Team' (2), 'xForms' (8), and 'Events' (6). A notification bell icon is on the right. Below the cards, there are buttons for 'Export to Excel', 'Application for Exemption of Human Subjects Research', 'Submit an Inquiry', and 'Start Other xForm'. Two red arrows point from the 'Application for Exemption of Human Subjects Research' and 'Submit an Inquiry' buttons to the corresponding sections in the project list below. The project list shows two entries: '2022-021-Mines' (Under Review, Exp Exempt, Test) and 'Test2-Mines' (Approved, Exp Exempt, Project Test).

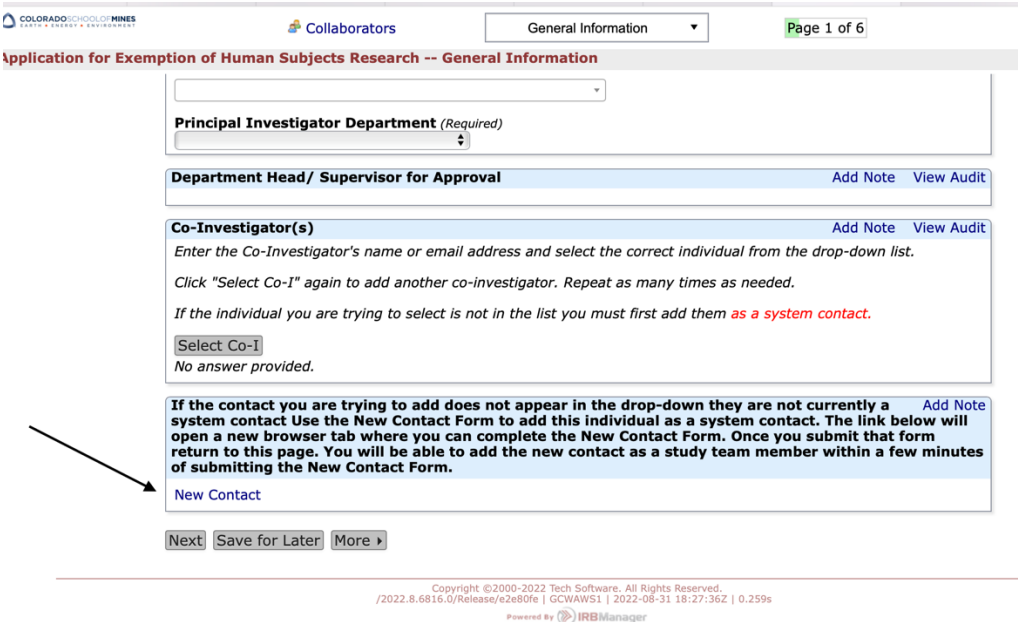
The Application for Exemption of Human Subjects Research consists of 6 parts that can be accessed through the drop down at the top, starting with General Information:

The screenshot shows the 'Application for Exemption of Human Subjects Research -- General Information' form. The form is titled 'Application for Exemption of Human Subjects Research -- General Information' and is on 'Page 1 of 7'. The 'General Information' dropdown is selected. The form contains the following sections:

- Submission Type (Required)**: Radio buttons for 'New Application for Exemption of Human Subject Research' and 'Amended Application for Exemption of Human Subjects Research'. Links: 'Add Note', 'View Audit'.
- Study Number:** Text field with 'N/A'. Note: 'this field will only be populated if a study number already exists. This will be true when an Inquiry form was previously submitted for this project OR when this submission has been returned for changes/clarifications.' Links: 'Add Note', 'View Audit'.
- Principal Investigator (Required)**: Text field with a dropdown menu. Note: 'Enter the Principal Investigator's name or email address and select the correct individual from the drop-down list. If the individual you are trying to select is not in the list you must first add them as a system contact.' Links: 'Add Note', 'View Audit'.
- Principal Investigator Department (Required)**: Dropdown menu.
- Department Head/ Supervisor for Approval**: Text field. Links: 'Add Note', 'View Audit'.
- Co-Investigator(s)**: Text field with a dropdown menu. Note: 'Enter the Co-Investigator's name or email address and select the correct individual from the drop-down list. Click "Select Co-I" again to add another co-investigator. Repeat as many times as needed. If the individual you are trying to select is not in the list you must first add them as a system contact.' Links: 'Add Note', 'View Audit'.

At the bottom, there is a 'Select Co-I' button and the text 'No answer provided.'

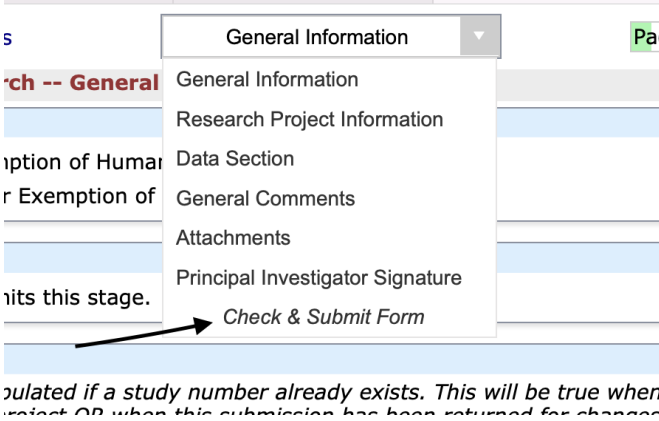
For questions that ask for a name such as department chair or PI/co-Investigator, type a few letters of that name and then select it. If the name does not appear, that person is not yet a contact in the system. In this case, scroll to the bottom and create a new contact:



If all required questions are completed, then you may use the “Next” button to move on. If there are some incomplete questions, the dropdown at the top of the page will still allow you to navigate the form.

Every question has an “Add Note” option, which allows for any additional information or questions to be passed to the HSR review team.

On the final page, you will need to Submit after the signature. Do this by clicking Next at the bottom, or by going to the drop down at the top and selecting “Check and Submit Form”:



After submitting this form, a notification will be sent to the Human Subject Research review committee and you will be contacted about next steps.

If you have any questions or troubles while submitting an Application or an Inquiry, please contact us at humansubjects@mines.edu.