**WHEN ENTERING A FELLOWSHIP APPLICATION INTO THE NEW IRES IRB SYSTEM REMEMBER TO DO THE FOLLOWING OR YOUR SUBMISSION WILL BE RETURNED TO YOU WITH CLARIFICATIONS REQUESTED BEFORE IT IS EVEN REVIEWED:**

1. Choose the appropriate IRB protocol template from the Library Shortcut in the IRES IRB system.
2. Enter the name of your Fellowship (i.e. MacMillan Center, Downs Fellowship, Tropical Resource Institute, Fox Fellowship, Fulbright) in the “Funding Source” page. Be sure to enter it in the correct (internal vs external) question.
3. Check YES to question 4 on the “Funding Source” page - **Have you applied for or are you receiving fellowship funding for this study?**
4. **If you are working with International or other external to Yale investigators be sure to complete the External Team Members Document found in the Templates tab of the Library Shortcut and upload into the External Team Member section of the Study Team Members page. *(NOTE: Any external investigator affiliated with an institution that has an IRB must have IRB approval from that institution, for their role in the study, before they can be added as a study team member).***
5. **Upload your International Checklist in the “Supporting Documents” page.**
6. **Upload your faculty advisor’s signed attestation in the “Supporting Documents” page – See the** Faculty Advisor Agreement in the General Tab of the Library Shortcut.

Please remember: ***Faculty advisors must be full-time faculty with an appointment as one of the following:***

* Professor,
* Associate Professor,
* Assistant Professor,
* Research Scientist/Scholar,
* Senior Research Scientist/Scholar

***The faculty advisor must also have taken the required human subject protection training and completed the University required Conflict of Interest Disclosure form.***

1. Assign your faculty advisor as **PI Proxy** – See the [Researcher Guide - Assigning a PI Proxy](https://ires-irb.yale.edu/IRB-PROD/Doc/0/42VNEIGA88P49BBRC3NLG6SBC0/Researcher%20Guide_Assigning%20PI%20Proxy.pdf) document found in the Help Center shortcut for instructions.