

### Researcher 1: New Project Submission

## Network ® Training Energizer



IRBNet provides the research community with an unmatched set of secure, web-based collaboration tools to support the design, management, review and oversight of research involving human subjects, animal models, recombinant DNA, and more.

As a Researcher, Research Manager, or Research Coordinator, you should know how to log into IRBNet and then:

- Manage Projects from your My Projects page
- Create Your First Electronic Project
- Design and Assemble Your First Project Submission
- Share with Your Research Team
- Send Project Mail to Research Team Members
- Sign Your Project Package
- Submit Your Project Package for Review
- Revise Incomplete Submissions
- Access Review Decisions and Board Documentation





## Log into IRBNet at: www.irbnet.org





Innovative Solutions for Compliance and Research Management



Home

The IRBNet Difference

Demo Contact Us FAO

### Comprehensive Solutions



### The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution

### Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

### Secure. Reliable and Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

### Test Drive IRBNet

See for yourself...

Demo

### Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day Director, Office of Research Integrity Marshall University

Next D

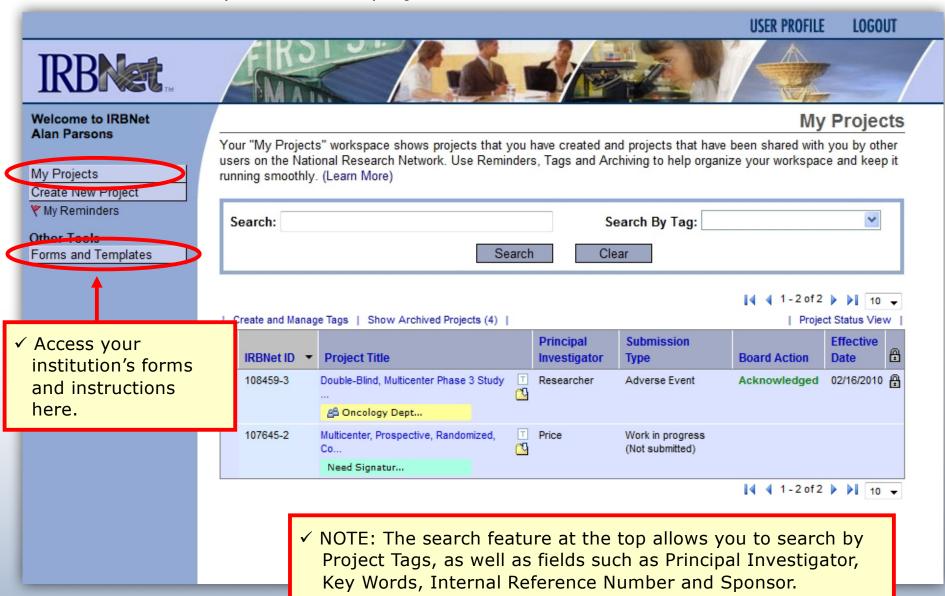
2010 Events - Join Us



### Access My Projects



The My Projects page provides you with access to all of your research projects.

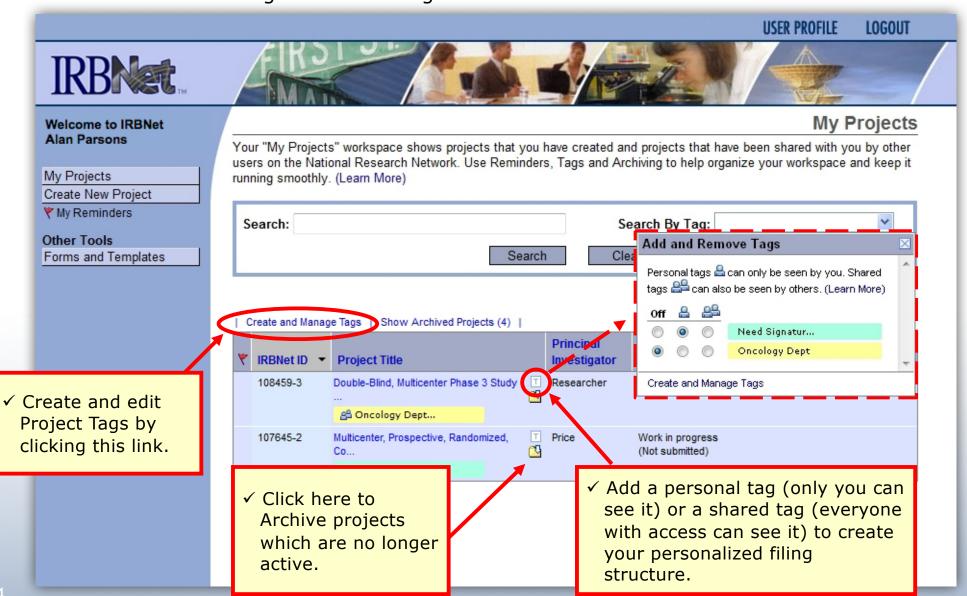




## Manage your My Projects page



Organize your projects and manage workflow using Project Tags and Archiving.

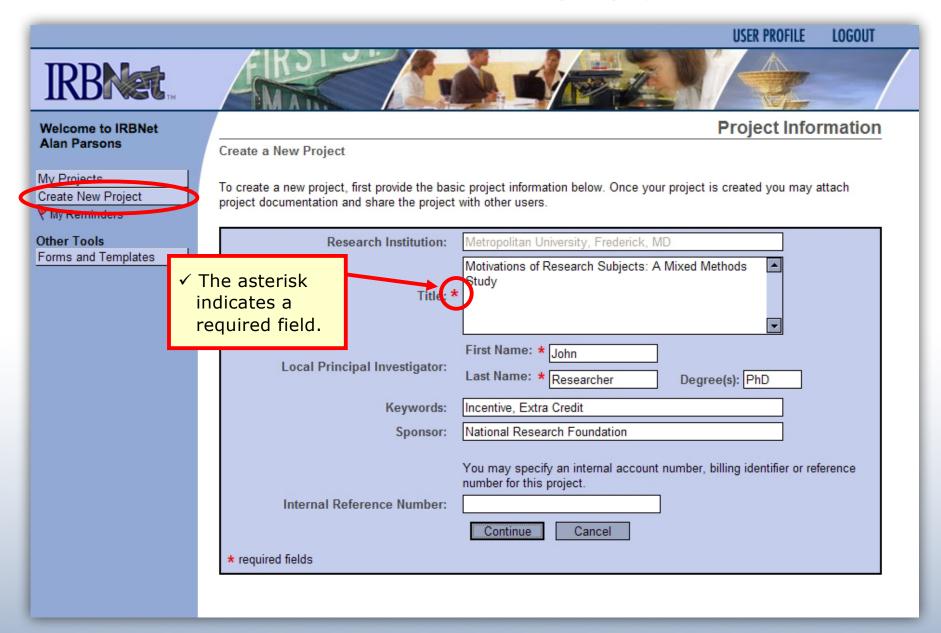




## Create your New Project



Provide basic information about your project.

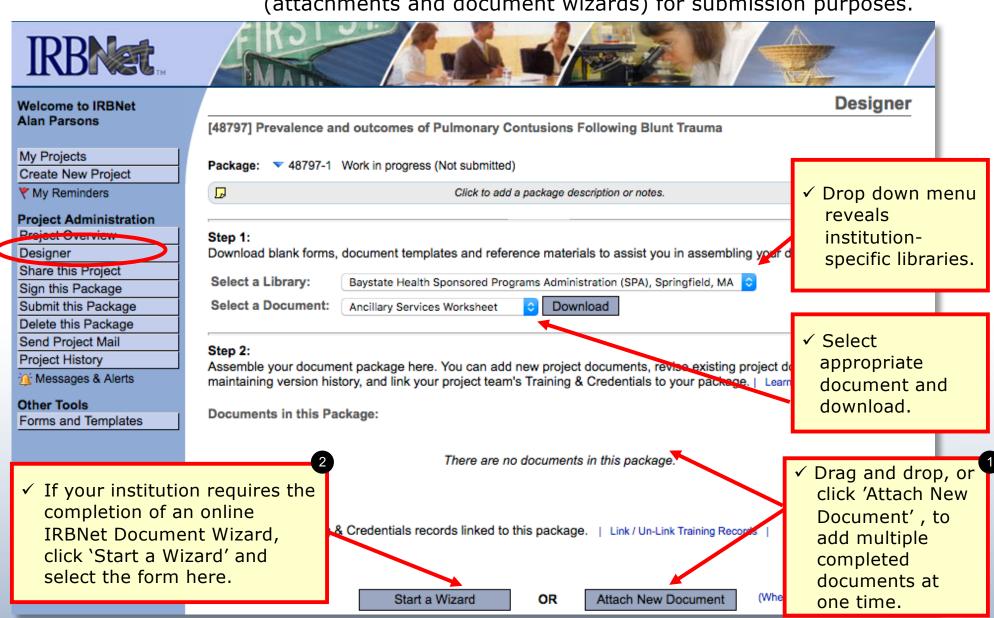




## Assemble your Submission Package IRBNet



Review instructions, then begin to add your project documents (attachments and document wizards) for submission purposes.

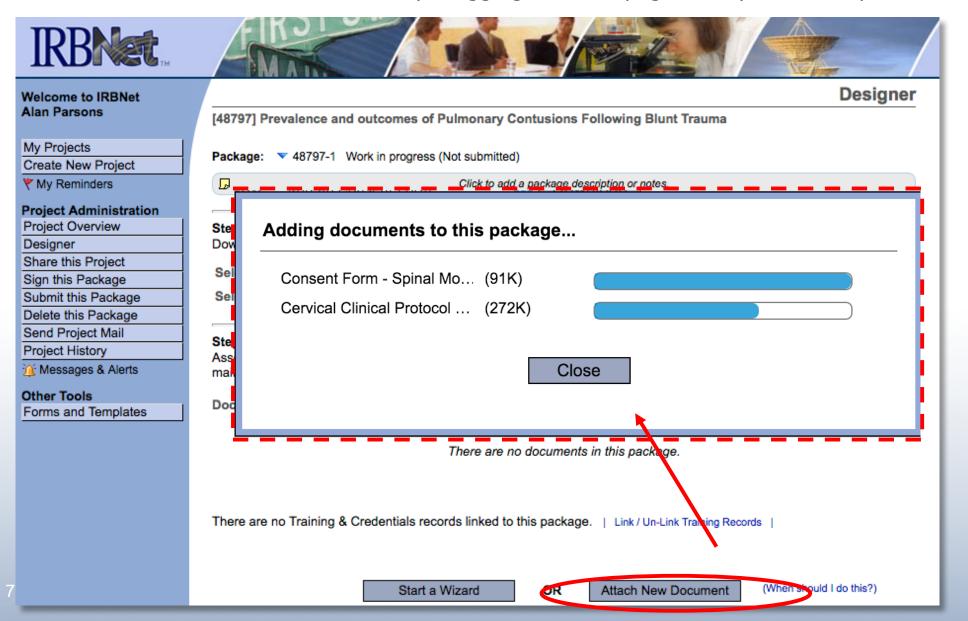




# Assemble your Submission Package (continued)



Multiple documents may be added at once by clicking 'Attach New Document', or by dragging onto the page from your desktop.

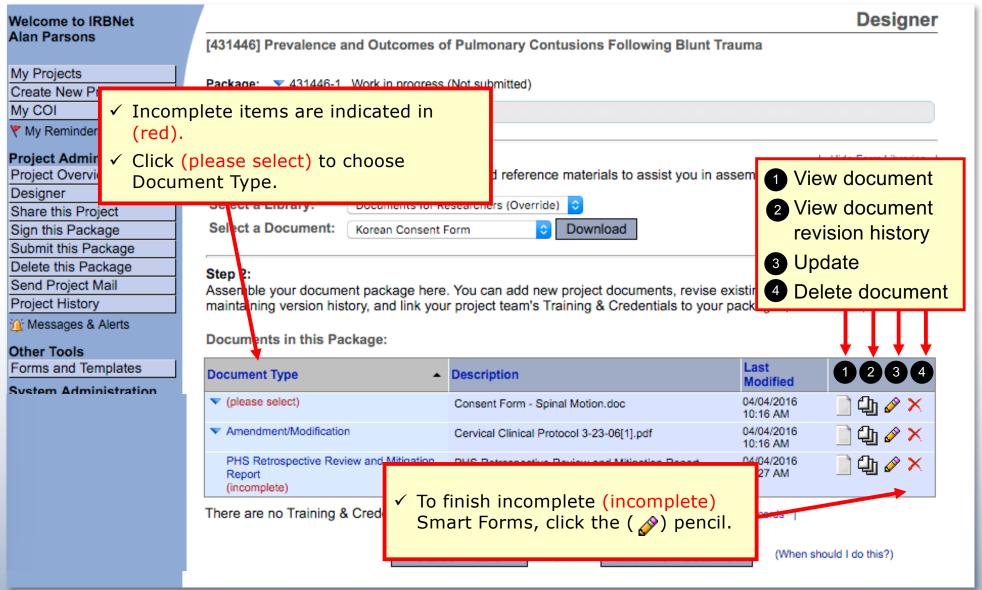




## Finish incomplete documentation.



✓ Incomplete documentation is indicated within the Document Type field. Submission packages with incomplete items are prevented from submission.





# Add relevant Training & Credentials (T&C) records, as required.



Be sure to link any required T&C documents, from the T&C records of any team members shared on the project.

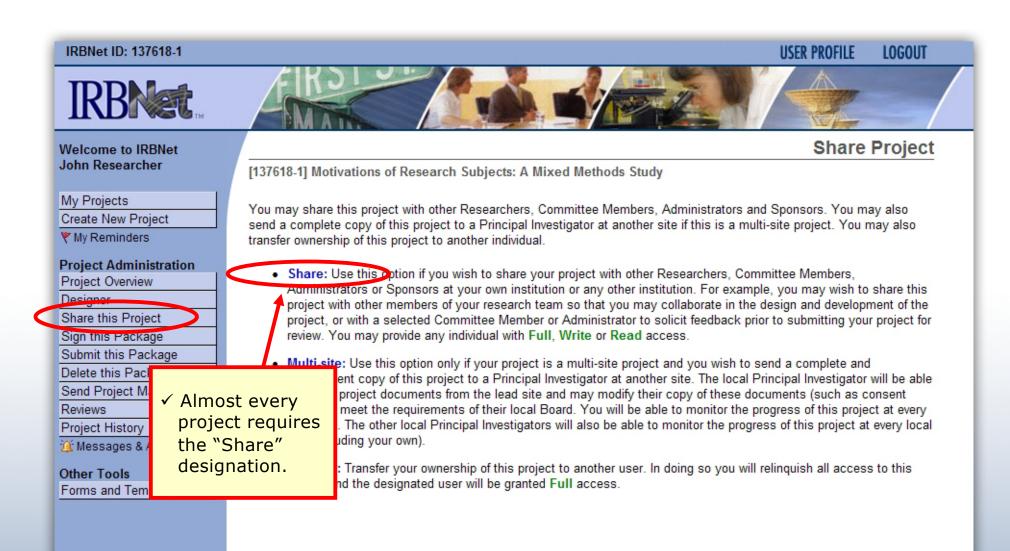
Welcome to IRBNet		Designer					
Alan Parsons		[431446] Prevalence ar	nd Outcomes of Pulmor	ary Contusions Foll	llowing Blunt Trauma		
My Projects		Package: V 431446-1	Work in progress (Not subm	itted)	✓ Submission package notes		
Create New Project		Package: ▼ 431446-1 Work in progress (Not submitted)			may be added here to aid		
My COI		Notes for this specific package go here.					
My Reminders		later reference by your team.					
Project Administration	on	Step 1:			Hide Form Libraries		
Project Overview		Download blank forms, or	document templates and	reference materials to	assist you in assembling your document package.		
Designer		Select a Library:	Documents for Researchers	(Override)			
Share this Project				1			
Sign this Package		Select a Document:	Korean Consent Form	Download			
Submit this Package							
Delete this Package		Step 2:					
Send Project Mail Project History		Assemble your document package here. You can add new project documaintaining version history, and link your project team's Training & Cre					
						Messages & Alerts	
Other Tools √	NOTE	E: For information	on uploading		package.		
Forms and Templa	and i	managing T&C dod	cuments, see the	1	✓ This lists all T&C		
		w User Registration energizer.			documents for every team		
		Too. Region delon	5.15. g.=5.1	m - Spinal Motion.doc	member 'shared' on this		
		Amendment/Modification	Cervical (	Clinical Protocol 3-23-06[1]	<sub>.pd</sub> project.		
PHS Retrospective Review and Mitigation PHS Retrospective Review and Mitigation Report 04/04/2016 10:27 AM (incomplete)							
		There are no Training & Credentials records linked to this package   Link / Un-Link Training Records					
		Start a Wizard OR Attach New Document (When should I do this?)					



## Share with your Research Team



Give access to any team member with whom you will be collaborating.

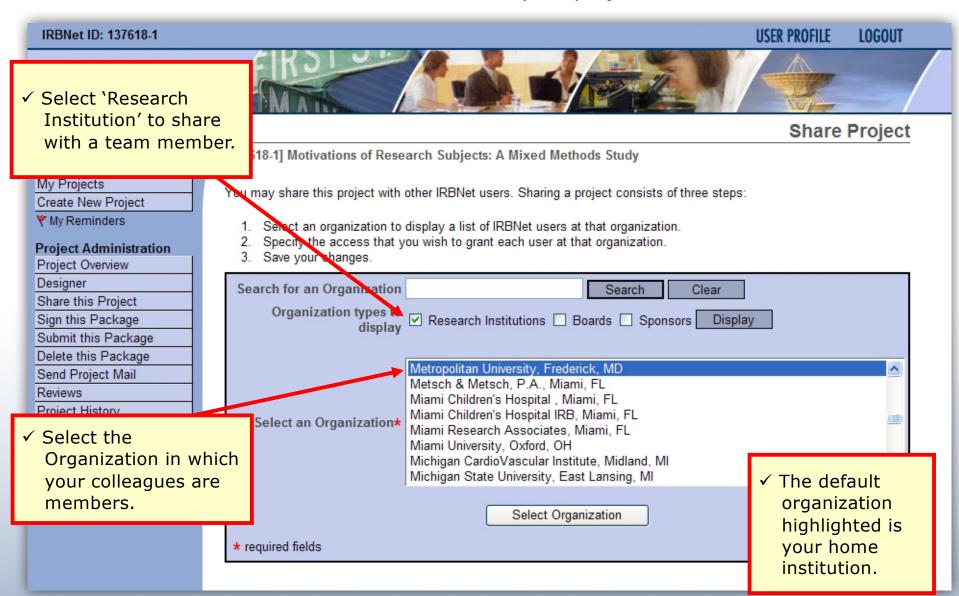




## Select your colleague's institution



You may collaborate both within your Institution and across Institutions in the course of your project.





## Set the proper level of access



You may grant each member of your team the level of access that they require.

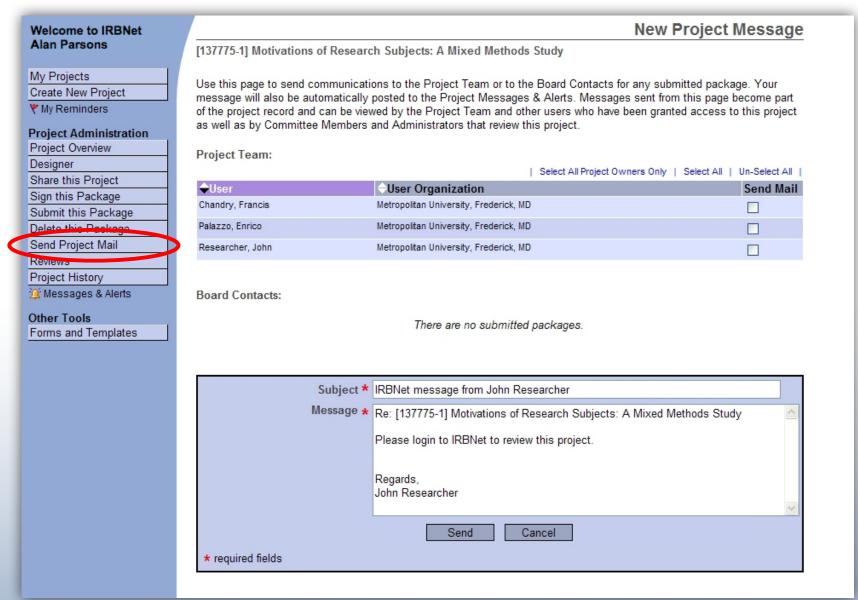
#### **Share Project** Welcome to IRBNet Alan Parsons [137618-1] Motivations of Research Subjects: A Mixed Methods Study My Projects Specify the access that you wish to grant to each user at Metropolitan University. You should grant each user only the Create New Project minimum level of access necessary to perform their work on this project. My Reminders Signature Only (Read): Users whose only role is to sign off on project documentation should be granted "Read" Project Administration access. Users with Read access can view project documentation, communicate with the project team and add their Project Overview signature. This would typically include advisors, department heads, and other individuals who are required to sign off Designer on the project documentation prior to submission but do not otherwise have a day-to-day role on the project. Share this Project . Read: Users that are granted "Read" access can view project documentation, collaborate with other users and add Sign this Package their signature, but may not edit project documents or perform any other administrative functions. Submit this Package Delete this Package . Write: Users that are granted "Write" access can view and edit project documents, collaborate with other users and Send Project Mail add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions. Reviews Project History . Full: Users that are granted "Full" access can perform all functions without restriction. This includes editing project Messages & Alerts documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users Other Tools with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Forms and Templates Owners. Search for a User: chan Search **IRBNet User** ermission Access Chandry, Francis Write Read No Access ✓ Grant only the One User found level of access Each user will be automatically notified that they have been granted access to this project. You may also specify additional required for each comments to be included in this notification: collaborator. **Your Comments** Save Cancel



## Communicate with your Project Team



Use the Send Project Mail tool to quickly communicate with your team.

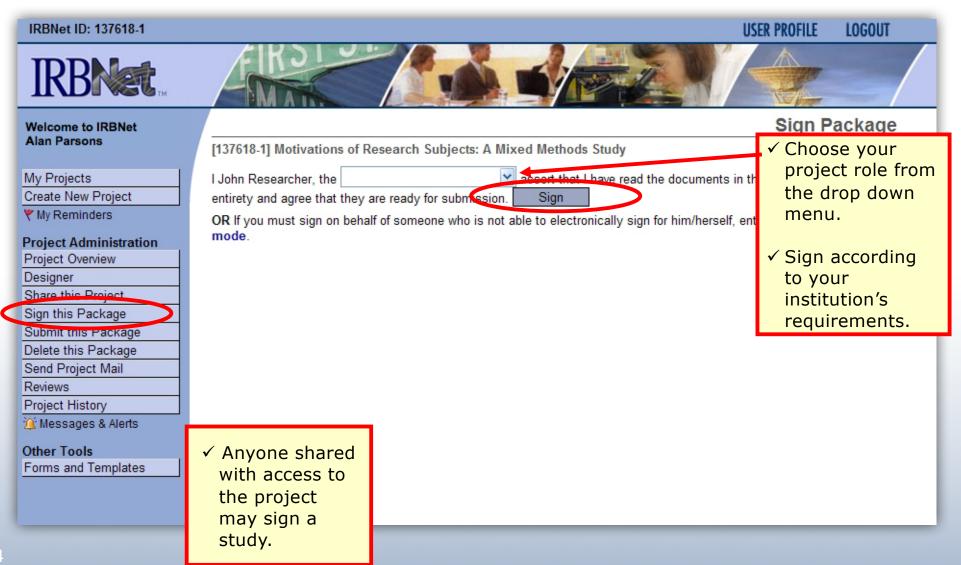




## Sign your project package



Electronic signatures become a permanent part of your electronic audit trail.

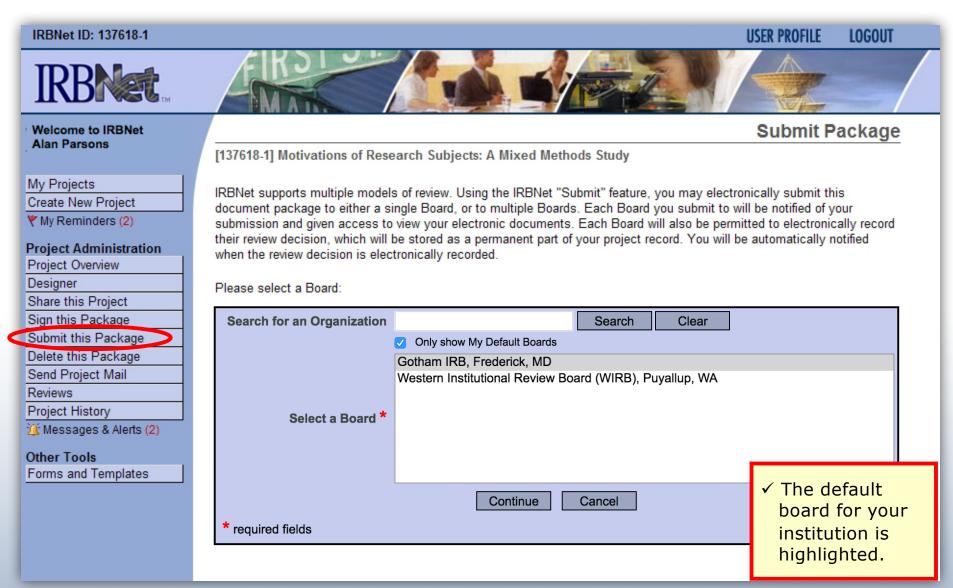




# Submit your project's package for review



You may submit your project's package to one or more boards for review.

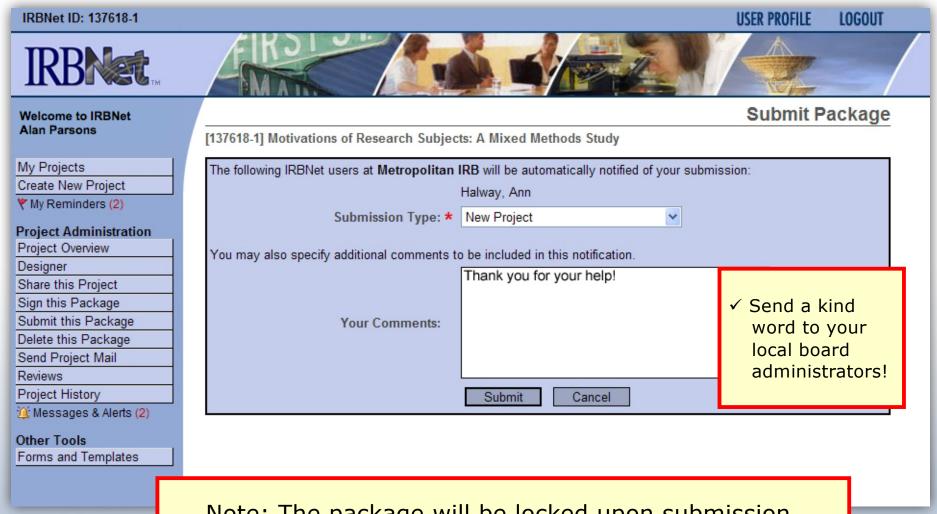




## Submit to your Board



The system enables you to send a message to your coordinator and indicate the submission type. IRBNet knows the coordinator of your committee.



Note: The package will be locked upon submission.



# Did you submit an incomplete package?



If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, <a href="CONTACT YOUR LOCAL BOARD">CONTACT YOUR LOCAL BOARD</a> ADMINISTRATOR.

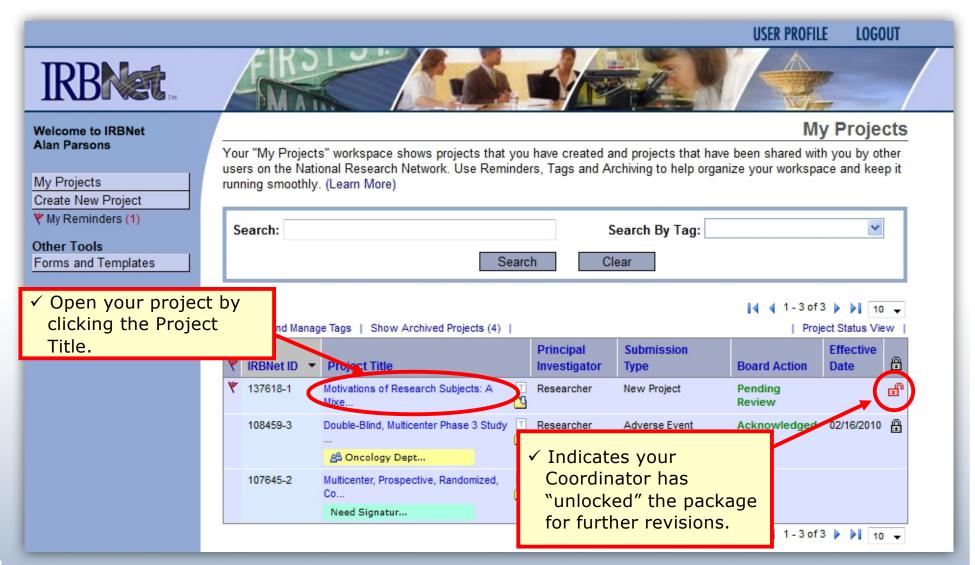
For advanced topics, such as submitting subsequent packages (for reportable events, continuing reviews, modifications, etc.), please refer to the R2 Training Energizer. <u>CONTACT YOUR LOCAL BOARD</u> <u>COORDINATOR</u> if you have questions.



## Managing unlocked packages



If revisions are needed before your submission is reviewed, your coordinator *may* unlock the package for you to revise. Unlocked projects can easily be managed from the My Projects page.



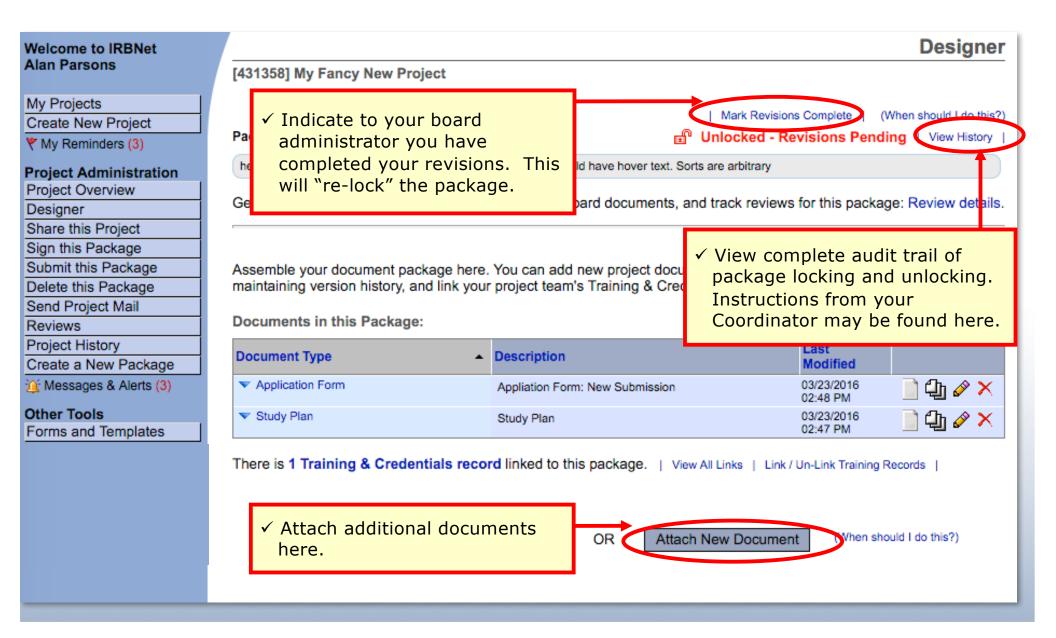


## Make necessary revisions





While the package is "unlocked," from the Designer page you may add or revise documents, before you 'Mark Revisions Complete'.





## Receive your review decision



Review decisions are available in real time from your Project Overview.

#### Welcome to IRBNet Alan Parsons

My Projects

Create New Project

My Reminders (3)

#### Project Administration

Project Overview

#### Designor

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

Create a New Package

Messages & Alerts (3)

#### Other Tools

Forms and Templates

### **Project Overview**

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

### You have Full access to this project. (Edit)

Research Institution Metropolitan University, Frederick, MD

Title Motivations of Research Subjects: A Mixed Methods Study

Principal Investigator Researcher, John, PhD

Keywords Incentive, Extra Credit

Sponsor National Research Foundation

The documents for this project can be accessed from the Designer.

Project Status as of: 03/12/2013

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD	Pending Review		

### Package 442690-1 is: A Locked - Revisions Complete



### Shared with the following IRBNet users:

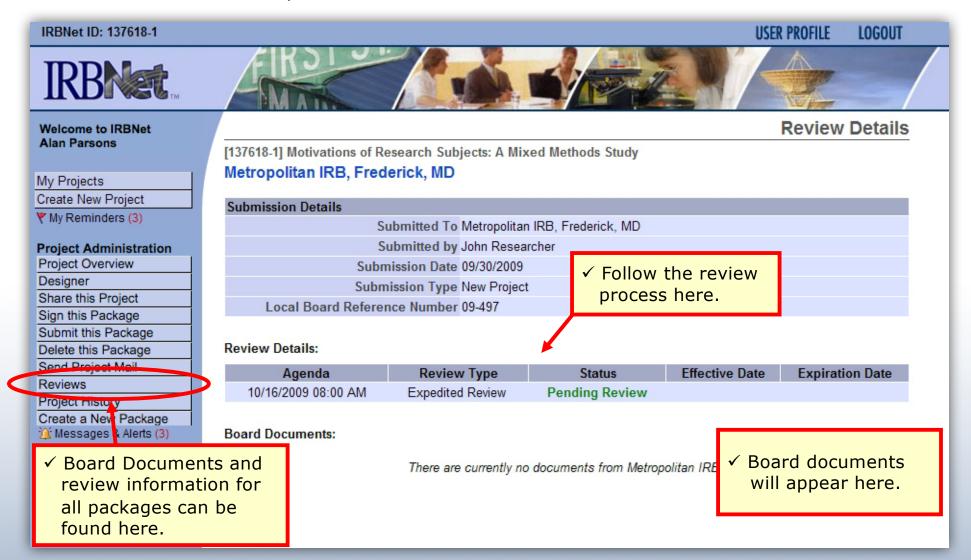
IRBNet User	Organization	Access Type
Chandry, Francis	Zanzibar University, Frederick, MD	Read
Palazzo, Enrico	Zanzibar University, Frederick, MD	Write
Researcher, John	Zanzibar University, Frederick, MD	Full



## Review Review Details, including decisions and board documentation IRBNet



Review Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, as well as decision letters, stamped documents and other Board Documents.





### Where to Get Help...



Your local Committee Office can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.