

National

Research

Researcher 1: New Project Submission



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

RESEARCH DATAWARE



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Committee Member

Training Energizer

Log into IRBNet at: www.irbnet.org





Flexible, Intuitive and Easy to Use

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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.

what to do. They just sat there for a few minutes in disbelief."

- Bruce Day Director, Office of Research Integrity Marshall University

Next 🚺

2010 Events - Join Us



Your Help page provides an easy first experience.



Your Help page appears as a default until you have an IRBNet Project. From here you may update your User Profile with Training & Credentials, Create a New Project, or review online Help.





Access My Projects



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

USER PROFILE LOGOUT IRR Welcome to IRBNet My Projects Alan Parsons Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it My Projects running smoothly. (Learn More) Create New Project Y My Reminders Search By Tag: v Search: Othor To Forms and Templates Search Clear ↓ 1-2 of 2 14 10 -Create and Manage Tags | Show Archived Projects (4) | Project Status View ✓ Access your Effective Principal Submission Ð IRBNet ID **Project Title** Investigator Type **Board Action** Date institution's forms 108459-3 Double-Blind, Multicenter Phase 3 Study Researcher Adverse Event Acknowledged 02/16/2010 A and instructions CY. here. 😤 Oncology Dept... T Price 107645-2 Multicenter, Prospective, Randomized, Work in progress CY. Co.... (Not submitted) Need Signatur... 14 4 1-2 of 2 10 · \checkmark NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Principal Investigator, Key Words, Internal Reference Number and Sponsor.



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.

IRBNet	USER PROFILE LOGOUT
Welcome to IRBNet Alan Parsons	Project Information Create a New Project
Av Projects Create New Project	To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.
other Tools	Research Institution: Metropolitan University, Frederick, MD
	The asterisk indicates a required field. Local Principal Investigator: Keywords: Incentive, Extra Credit Incentive, Extra Credit
	Sponsor: National Research Foundation You may specify an internal account number, billing identifier or reference number for this project.
	Internal Reference Number: Continue Cancel
	* required fields



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.

Welcome to IRBNet					Designer
Alan Parsons	[431446] Prevalence a	nd Outcomes of F	ulmonary Contusions Following B	lunt Trauma	
My Projects Create New Pr	Package: 💌 431446-1	Work in progress (N	ot submitted)		
My COI ✓ Incom ♥ My Reminder (red).	plete items are in	dicated in			
Project Overviv	please select) to onent Type.		d reference materials to assist ye		1 View document
Share this Project	occor a Library.	Documents for Kest			2 View document
Sign this Package	Select a Document:	Korean Consent For	m ᅌ Download		revision history
Submit this Package	·				3 Update
Delete this Package	Step 2:				
Send Project Mail Project History			ou can add new project documents, r		4 Delete document
Messages & Alerts	Documents in this Pac		roject team's Training & Credentials t	o your pack	
Forms and Templates	Document Type	▲ D	escription	Last Mod	
	▼ (please select)	C	onsent Form - Spinal Motion.doc	04/04 10:16	/2016 📄 🕼 🔗 🗙
	 Amendment/Modification 	c c	ervical Clinical Protocol 3-23-06[1].pdf	04/04 10:16	
	PHS Retrospective Revi Report (incomplete) There are no Training &	Cred 🗸 To fir	nish incomplete <mark>(incomple</mark> rt Forms, click the (🎤) p	ete)	When should Lide this?
					(When should I do this?)



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 and Outcomes of Pulmonary Contusions Following Blunt Trauma
My Projects Create New Project My COI V My Reminders	Package: ▼ 431446-1 Work in progress (Not submitted) ✓ Submission package notes may be added here to aid later reference by your team.
Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package	Step 1: Hide Form Libraries Download blank forms, document templates and reference materials to assist you in assembling your document package. Select a Library: Documents for Researchers (Override) Select a Document: Korean Consent Form Market a Document: Korean Consent Form
Delete this Package Send Project Mail Project History	Step 2: Assemble your document package here. You can add new project docum maintaining version history, and link your project team's Training & Creder T&C documents to this
Other Tools	TE: For information on uploading managing T&C documents, see the User Registration energizer. ▲ Amendment/Modification Cervical Clinical Protocol 3-23-06[1].pd
	PHS Retrospective Review and Mitigation Report 04/04/2016 04/04/2016 04:27 AM
	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



IRB

IRBNet ID: 137618-1	USER PROFILE LOGOUT
Velcome to IRBNet John Researcher	Share Projec
My Projects Create New Project ✓ My Reminders Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package Submit this Package Submit this Package Delete this Package Delete this Package Submit this Package Submit this Package Delete this Package Submit this Package Collete this Package Collete this Package Submit this Pa	requires The other local Principal Investigators will also be able to monitor the progress of this project at every local area of the progress of this project at every local area of the progress of the progress of the progress of the project at every local area of the progress of the progress of the project at every local area of the progress of the progress of the progress of the project at every local area of the progress of the progress of the project at every local area of the progress of the project at every local area of the progress of the project at every local area of the progress of the project at every local area of the progress of the project at every local area of the progress of the project at every local area of the progress of the progress of the project at every local area of the progress of the progress of the project at every local area of the progress of the progress of the project at every local area of the progress of the progress of the progress of the progress of the project at every local area of the progress of the progress of the progress of the project at every local area.



Select your colleague's institution

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

IRBNet ID: 137618-1	USER PROFILE LOGOUT
✓ Select 'Research Institution' to share with a team member.	Share Project
My Projects My Projects Create New Project Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Project Administration Project Overview	
Designer Search for an Organization Search Clear Sign this Package Organization types to display Research Institutions Boards Sponsors Display Submit this Package Delete this Package Metropolitan University, Frederick, MD Metsch & Metsch, P.A., Miami, FL Reviews Miami Children's Hospital , Miami, FL Miami, FL	
 ✓ Select the Organization in which your colleagues are members. Select an Organization* Miami Children's Hospital IRB, Miami, FL Miami Research Associates, Miami, FL Miami University, Oxford, OH Michigan CardioVascular Institute, Midland, MI Michigan State University, East Lansing, MI 	✓ The default organization
* required fields	highlighted is your home institution.





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

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



Researcher 1

Training Energizer

Communicate with your Project

Team



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

an Parsons			ew Project Message
	[137775-1] Motivations o	f Research Subjects: A Mixed Methods Study	
/ Projects			1
eate New Project		nmunications to the Project Team or to the Board Contacts for an matically posted to the Project Messages & Alerts. Messages se	
My Reminders	of the project record and c	an be viewed by the Project Team and other users who have been	
oject Administration	as well as by Committee I	Members and Administrators that review this project.	
oject Overview	Project Team:		
signer	rioject ream.	Select All Project Owners	Only Select All Un-Select All
are this Project	◆User	User Organization	Send Mail
gn this Package	Chandry, Francis	Metropolitan University, Frederick, MD	1
bmit this Package	chandry, Francis	metropolitari oniversity, Prederick, MD	
lete this Deskage	Palazzo, Enrico	Metropolitan University, Frederick, MD	
nd Project Mail	Researcher, John	Metropolitan University, Frederick, MD	
Wews			
oject History			
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her Tools			
rms and Templates		There are no submitted packages.	
	S	ubject * IRBNet message from John Researcher	
	Me	SSAR + Dec (427776 4) Meli elizate el Deceneto Ochieste A Mi	und Mathada Obudar
		Re: [137775-1] Motivations of Research Subjects: A Mi	xed wiethods Study
		Please login to IRBNet to review this project.	
		B	
		Regards, John Researcher	
		John Researcher	
		Send Cancel	



Sign your project package



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

IRBNet ID: 137	618-1		US	ER PROFILE	LOGOUT
IRBN	Et.	FIK319			
Welcome to IRB	Net			Sign Pa	ckage
Alan Parsons		[137618-1] Motivations of R	esearch Subjects: A Mixed Methods Study	✓ Choose	•
My Projects		I John Researcher, the	account that I have read the documents in the		t role from
Create New Proj	ect	entirety and agree that they a		the dro	op down
Y My Reminders	1. A.	OR If you must sign on behal	f of someone who is not able to electronically sign for him/herself, ent	menu.	
Project Adminis Project Overview Designer Share this Project Sign this Packag Submit this Packag Submit this Pack Send Project Ma Reviews Project History	ct ge kage ail	mode.		✓ Sign a to you institut	r
Other Tools Forms and Temp	olates	 ✓ Anyone shared with access to the project may sign a study. 			



Submit your project's package for

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

review

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

IRBNet ID: 137618-1



Welcome to IRBNet Alan Parsons

My Projects Create New Project Wy Reminders (2) Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package Delete this Package Send Project Mail
 Wy Reminders (2) Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package Delete this Package Send Project Mail
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Reviews
Project History
🏨 Messages & Alerts (2)
Other Tools
Forms and Templates

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

LOGOUT

Submit Package

USER PROFILE

Please select a Board:

	Search for an Organization	Search Clear		
		Only show My Default Boards		
_		Gotham IRB, Frederick, MD		
-		Western Institutional Review Board (WIRB), Puyallup, WA		
	Select a Board *			
_	Select a Board			
		Continue Cancel	✓ The default	
	* required fields		board for your	
	* required fields		institution is	
			highlighted.	



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.

IRBNet ID: 137618-1		USER PROFILE LOGOUT
IRBNet.	FIRST CONSTRAINTS	
Welcome to IRBNet		Submit Package
Alan Parsons	[137618-1] Motivations of Research Subjects: A Mixed Methods Study	
My Projects Create New Project Wy Reminders (2) Project Administration Project Overview	The following IRBNet users at Metropolitan IRB will be automatically notified of your submined and the submission Type: * New Project You may also specify additional comments to be included in this notification.	ission:
DesignerShare this ProjectSign this PackageSubmit this PackageDelete this PackageSend Project MailReviewsProject History	Your Comments:	✓ Send a kind word to your local board administrators!
💯 Messages & Alerts (2)		
Other Tools Forms and Templates		
	Note: The package will be locked upon subn	nission.





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

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.

			USER PROFILE LOGOUT
IRBNet	ARDINE AND		
Welcome to IRBNet			My Projects
Alan Parsons My Projects Create New Project Y My Reminders (1)	Your "My Projects" workspace shows projects users on the National Research Network. Use F running smoothly. (Learn More)		
Other Tools	Search:	Search By Tag:	*
Forms and Templates	[Search	
 ✓ Open your project clicking the Project Title. 		(4) Principal Submission	I I - 3 of 3 ► I 10 - Project Status View I Effective
	Y IRBNet ID Project Title	Investigator Type	Board Action Date
	137618-1 Motivations of Research Subjects: Uixe	A T Researcher New Project	Pending Review
	108459-3 Double-Blind, Multicenter Phase 3 S ළපි Oncology Dept	🗸 Indicates your	Acknowledged 02/16/2010
	107645-2 Multicenter, Prospective, Randomiz Co Need Signatur	Coordinator has "unlocked" the pack for further revisions	
			1-3 of 3 🕨 🔰 10 👻



Make necessary revisions



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

Welcome to IRBNet	Designer							
Alan Parsons	[431358] My Fancy New Project							
My Projects Create New Project My Reminders (3) Project Administration Project Overview	 ✓ Indicate to your board administrator you have completed your revision will "re-lock" the packa 	ns. This ge.	Mark Revisions Complete (When should Ldo this?) Unlocked - Revisions Pending View History Id have hover text. Sorts are arbitrary bard documents, and track reviews for this package: Review details.					
Designer Share this Project								
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Submit this Package Delete this Package	Assemble your document package here. You can add new project docu maintaining version history, and link your project team's Training & Cree Instructions from your							
Send Project Mail Reviews	Documents in this Package:			Coordinator may be found here.				
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	There is 1 Training & Credentials reco	rd linked to th	is package. Vie	w All Links Link /	Un-Link Training	Records		

✓ Attach additional documents here.



When should I do this?)



Researcher 1

Training Energizer

Receive your review decision



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

Project Overview Welcome to IRBNet Alan Parsons [137618-1] Motivations of Research Subjects: A Mixed Methods Study My Projects You have Full access to this project. Create New Project Research Institution Metropolitan University, Frederick, MD Wy Reminders (3) Title Motivations of Research Subjects: A Mixed Methods Study Principal Investigator Researcher, John, PhD Project Administration Project Overview Keywords Incentive, Extra Credit Designet Sponsor National Research Foundation Share this Project Sign this Package The documents for this project can be accessed from the Designer. Submit this Package Delete this Package Project Status as of: 03/12/2013 Send Project Mail Initial Approval Date **Expiration Date Reviewing Board Project Status** Reviews Project History Metropolitan IRB, Frederick, MD Pending Review Create a New Package Messages & Alerts (3) Package 442690-1 is: 🔒 Locked - Revisions Complete 🛿 🖣 Package 1 of 1 🕨 🔰 🔰 Jump 🔻 Other Tools Forms and Templates Submission Submission Effective Submitted To Date Type **Board Action** Date **Review Details** Metropolitan IRB, Frederick, MD 03/12/2013 New Project **Pending Review**

Shared with the following IRBNet users:

RBNet User Organization		✓ Click here to access review			
Chandry, Francis	Zanzibar University, Frederick, MD	decision documentation for			
Palazzo, Enrico	Zanzibar University, Frederick, MD	this package.			
Researcher, John	Zanzibar University, Frederick, MD	run			



Check Review Details, including decisions and board documentation IRB

IISER PROFILE

INCOULT

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

IRBNet ID: 137618-1

Welcome to IRBNet Alan Parsons

My Projects
Create New Project
Y My Reminders (3)

Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package Delete this Package

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IRBNet	A	1212	The states					
Welcome to IRBNet						Review	Details	
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Y My Reminders (3)	Submitted To Metropolitan IRB, Frederick, MD							
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review informati					✓	✓ Board documents		
all packages can	ı be					will appear here.		
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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.



Researcher 1