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.*
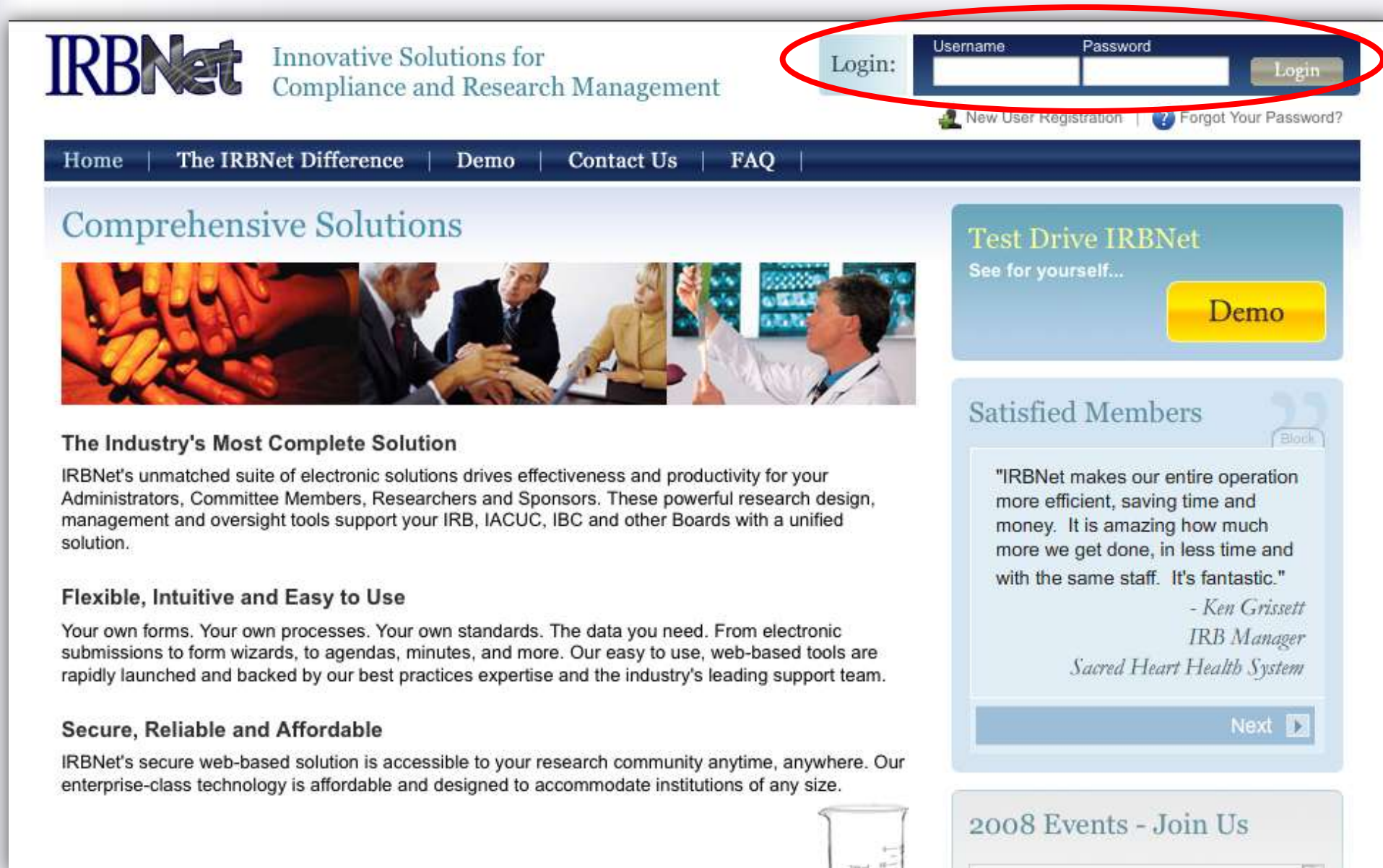
As a Researcher, Research Manager, or Research Coordinator you should know how to:

- Log In to IRBNet
- Access My Projects
- Build Your First Electronic Project Package
- Share with Your Research Team
- Communicate with Your Team
- Sign Your Project Package
- Submit Your Project Package for Review
- Revise Incomplete Submissions
- Access Review Decisions and Board Documentation

RESEARCH DATAWARE
Innovation in Research Management

Log In to IRBNet

with your User Name and Password at: <u>www.irbnet.org</u>

Access My Projects

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

✓ Search feature allows you to search by fields such as Internal Reference Number and Sponsor.

✓ Click column headers to sort.

✓ Access your institution's forms and guidance documents here.

USER PROFILE   LOGOUT

IRBNet™

Welcome to IRBNet
John Researcher

My Projects
Create New Project
🚩 My Reminders

Other Tools
Forms and Templates

My Projects

Pr... ...t have been shared with you:

Search: [   ] [Search] [Clear]

◄◄ ◄ 1 - 2 of 2 ► ►► 10 ▼

🚩	IRBNet ID ▼	Project Title	Principal Investigator	Submission Type	Status	Effective Date	🔒
	108459-3	Double-Blind, Multicenter Phase 3 Study ...	Researcher	Adverse Event	Acknowledged	09/21/2009	🔒
	107645-1	A Phase 3, Randomized, Placebo-Controlle...	Bird	New Project	Approved	05/28/2009	🔒

◄◄ ◄ 1 - 2 of 2 ► ►► 10 ▼

Create your New Project

Provide basic information about your project.

✓ The asterisk indicates a required field.

Build your project package

Attach your electronic project documents.

✓ Drop down menu for institution-specific libraries.

✓ Select appropriate document and download.

✓ Add study documents here.

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Attach document

IRBNet provides two mechanisms for entering documents into the system.

✓ Browse your hard drive for completed documents and attach as required by your institution.

✓ If your institution requires the completion of an online IRBNet Document Wizard, it will be located here.

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Complete your project package

You may attach as many documents as is necessary.

Share with your Research Team

Give access to any colleague with whom you will be collaborating.

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IRBNet™

Welcome to IRBNet
John Researcher

My Projects
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My Reminders

Project Administration
Project Overview
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Share Project

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

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.

- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).

- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

✓ Almost every project requires the "Share" designation.

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Select your colleague's institution

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

✓ Select 'Research Institution' to share with a project collaborator.

✓ Select the Institution in which your colleagues are members.

✓ The default institution highlighted is your home institution.

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Set the proper level of access

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

Share Project

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

Specify the access that you wish to grant to each user at **Metropolitan University**. You should grant each user only the minimum level of access necessary to perform their work on 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.

- **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.

- **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.

- **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
Chandry, Francis	○ Full ○ Write ● Read ○ No Access
	One User found.

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

✓ Grant only the level of access required for each collaborator.

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.

IRBNet ID: 137618-1

USER PROFILE   LOGOUT

IRBNet™

Welcome to IRBNet
John Researcher

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Sign Package

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

I John Researcher, the [   ] assert that I have read the documents in the entirety and agree that they are ready for submission.   [Sign]

OR If you must sign on behalf of someone who is not able to electronically sign for him/herself, enter mode.

✓ Choose your project role from the drop down menu.

✓ Sign according to your institution's requirements.

✓ Anyone with shared access to the study may sign a study.

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Submit your package for review

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

✓ The default board for your institution is highlighted.

Submit to your Board

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

✓ Send a kind word to your committee coordinators!

Note: The package will be locked upon submission.

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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, CONTACT YOUR LOCAL BOARD COORDINATOR.

For advanced topics, such as submitting subsequent packages (for reportable events, continuing reviews, modifications, etc.), please refer to the R2 Training Energizer. CONTACT YOUR LOCAL BOARD COORDINATOR 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.

✓ Indicates your Coordinator has "unlocked" the package for further revisions.

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Make necessary revisions

While the package is "unlocked," you may add new documents or revise existing ones as needed.

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USER PROFILE   LOGOUT

IRBNet™

Designer

**Welcome to IRBNet
John Researcher**

My Projects
Create New Project
🚩 My Reminders (3)

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🔔 Messages & Alerts (3)

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

This package is: 🔓 **Unlocked - Revisions Pending**   View History   Mark Revisions Complete   (When should I do this?)

Get stamped documents, approval letters and other board documents, and track reviews for this package: **Review details.**

✓ View complete audit trail of package locking and unlocking. Instructions from your Coordinator may be found here.

✓ Indicate to your Coordinator you have completed your revisions. This will "re-lock" the package.

Step 2:
Assemble your document package.

Documents in this Package:

◆Document Type	◆Description	◆Last Modified			
Application Form	IRB Application	09/30/2009 12:04 PM	📄	✏	✕
Consent Form	Consent Form	09/30/2009 12:04 PM	📄	✏	✕
Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	📄	✏	✕

Add New Document

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Receive your review decision

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

✓ Click "Review Details."

View Review Details

Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, and Board Documents.

✓ Follow the review process here.

✓ Board Documents and review information for all packages can be found here.

✓ Board documents will appear here.

Where to Get Help...

Your 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.