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.*

This Energizer covers advanced submission topics for Researchers, Research Managers, or Research Coordinators. This Energizer will illustrate how to:

- Manage My Reminders
- Review Project Messages & Alerts
- Create a Subsequent Package
- Add and Revise Documents
- Complete and Submit Subsequent Package

RESEARCH DATAWARE
Innovation in Research Management

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.

Responses to board requests and normal actions in the project life cycle (reportable events, continuing reviews, adverse events, study team changes, investigator - and sponsor - initiated modifications, etc.) require the creation of subsequent packages in a project. CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.

Receiving Notifications

Once the committee has rendered a decision you will receive an automatic e-mail notification. That notification can be found in My Reminders.

✓ Click My Reminders to view all active notifications sent to you concerning any of your projects.

✓ The flag indicates an active Reminder for this project.

My Reminders

All notifications sent to you across all of your projects will appear here. An e-mail will be sent to your registered e-mail address.

✓ Click the project title to go to the Project Overview page.

✓ Click action type to view message.

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Silencing Reminders

Reminders are indicated with red flags. Silencing the Reminders will remove them from this page in the future.

✓ Indicates an active Reminder. Clicking the red flag will "silence" the Reminder.

Project Messages & Alerts

All project-specific notifications remain filed in the Messages & Alerts page as a permanent part of the project file.

✓ Click here to access project-specific Messages & Alerts.

✓ Grey flags indicate messages and alerts that are silenced, either because:
  - ✓ It was sent to another member of the team, or;
  - ✓ You have previously silenced the message.

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Revise Your Project

You can easily revise your project by creating a new package. All versions of your project become a permanent part of your electronic project record.

✓ Note that this is the first package in the sequence.

IRBNet ID: 137618-1

USER PROFILE   LOGOUT

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
Status	Modifications Required
Lock Status	🔒 Locked
Keywords	Incentive, Extra Credit
Sponsor	National Research Foundation

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

Submitted to:
Metropolitan IRB 09/30/2009 Modifications Required 10/05/2009. **Review details.**

Shared with the following IRBNet users

	Organization	Access Type
...er	Metropolitan University, Frederick, MD	Full
...y	Metropolitan University, Frederick, MD	Read
	Metropolitan University, Frederick, MD	Write

Welcome to IRBNet
John Researcher

My Projects
Create New Project
🎗 My Reminders (3)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
⚠ Messages & Alerts (3)

Othe...
Form...

✓ To create a new package from an existing package, click on "Project History."

Create a New Package

The Project History page displays all packages in this project. From here you can create a second package.

IRBNet ID: 137618-1   USER PROFILE   LOGOUT

Project History

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

The following document packages are available in Project History:

	Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
▶	1	New Project	Modifications Required	09/30/2009	09/30/2009	10/05/2009

One Package found.

▶ You are currently viewing this package.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

Welcome to IRBNet
John Researcher

- My Projects
- Create New Project
- ♥ My Reminders (3)

Project Administration
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- 🔔 Messages & Alerts (3)

Other Tools
- Forms and Templates

✓ Click "Create New Package."

Access New Package

The new package has a status of Work in Progress and is editable.

✓ Note that a second package is created.

✓ The Project History lists all packages in the project lifecycle.

✓ Now click on the New Document Package to begin building the package.

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Add or Revise Documents

Bring forward and revise documents previously submitted, or add a new document as required.

Welcome to IRBNet
John Researcher

Designer

My Projects
Create New Project
🚩 My Reminders (3)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
🔔 Messages & Alerts (3)

Other Tools
Forms and Templates

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist [Download]

Step 2:
Assemble your document package.

New and Revised Documents in this Package:

There are currently no documents in th...

IRBNet allows you to revise your existing project documents and maintain w... your package. **Learn more.**

[Add New Document] (Wh...

OR

Documents from Previous Packages that you can Revise: (When should I ...

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	1	2
1	**Application Form**	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required	📄	✏️
1	**Consent Form**	Consent Form	09/30/2009 12:04 PM	09/30/2009	Modifications Required	📄	✏️
1	**Protocol**	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required	📄	✏️

✓ To revise an older document:
1. Download the previous version to your computer, modify as required and save.
2. Click on the pencil icon (see next page for more information).

✓ To add a new document, click "Add New Document".

✓ All documents from previously submitted packages are listed here.

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Attach Document

Browse and locate the revised or new document on your computer, and attach by clicking the Update button.

IRBNet ID: 137618-2   USER PROFILE   LOGOUT

IRBNet™

Welcome to IRBNet
John Researcher

My Projects
Create New Project
My Reminders (3)

Project Administration
Project Overview
Designer

Attach Document

[137618-2] Motivations of Research Subjects: A Mixed Methods Study
You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form.doc**.
- It was attached on **09/30/2009**.
- It has a size of **93184** bytes.

Document Type ***** Consent Form

Description   Consent Form v2

File *****   Browse...

Update   Cancel

fields

✓ Browse your hard drive for documents, and attach.

✓ This view is for updating a document from package 1. The view for attaching a new document is similar.

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Document Management Tools

IRBNet provides powerful tools to update and review project documents.

1 View
2 View revision history
3 Update
4 Delete document

✓ Note that after revising, the document is removed from the visible list of documents from previous packages.

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Revision History

The document revision history tool reveals all versions of a document type in the project.

✓ The Document Revision History lists the most recent document and every previous version submitted by package.

Complete Submission Process

When project documentation is completely assembled, sign and submit according to your institution's SOPs.

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.