



Committee Member

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.*

- Log in to IRBNet
- Access Your Submission Manager
- View Submission Details, including submission documents
- Communicate with committee coordinators and members
- Add Comments and Reviewer Documents to a Submission
- Manage Your Review Work Queue



Log in to IRBNet

with your User Name and Password at: www.irbnet.org



Innovative Solutions for
Compliance and Research Management

Login:

Username

Password

Login

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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

2010 Events - Join Us

Access your Submission Manager

The Submission Manager provides you with quick access to all submissions that have been shared with you, as well as administrative meeting documents such as agendas and minutes.

The screenshot shows the IRBNet Submission Manager interface. The left sidebar contains a navigation menu with the following items: "Submission Manager", "Agendas and Minutes", "My Reminders (1)", "Other Tools", and "Forms and Templates". The "Forms and Templates" item is circled in red, with a red arrow pointing to a yellow callout box. The main content area has a header with "USER PROFILE" and "LOGOUT" links. Below this is a banner image with the text "Submission Manager" circled in red. A search section includes a "Search All:" input field and a "Search All" button. Below this is a search filter section with a "Search:" input field and a "Search By Tag:" dropdown menu, both circled in red. A table of submissions is displayed below the search section. The table has columns: IRBNet ID, Project Title, Principal Investigator, Submission Type, Review Type, Action, Ref #, and Submission Date. The first row shows a submission with ID 163073-2, titled "Motivations of Research Subjects: A Mixed Met...", by a Researcher, with a Revision submission type, an EXP review type, and a Pending Review action. The submission date is 03/30/2010. Below the table, there are links for "Agenda, Minutes and other Administrative Documents for this Meeting" and "Educational".

✓ Advanced search tools allow you to search within agenda dates by keywords and Tags. You may also search all agenda dates at once using the "Search All" tool.

✓ Access reviewer templates, checklists, and committee guidance documents here.

Agenda, Minutes and other Administrative Documents for this Meeting

✓ Agenda documents and Minutes can be found here.

Manage your work queue

Your default view is the next upcoming agenda date. Use the Submission Manager to manage the reviews you have been assigned for the next meeting.

The screenshot shows the IRBNet Submission Manager interface. On the left, a sidebar contains links: 'Submission Manager', 'Agendas and Minutes', 'My Reminders (1)' (circled in red), and 'Other Tools' (with a sub-link 'Forms and Templates'). A red dashed arrow points from the 'My Reminders (1)' link to a red star icon in the submission table. The main content area is titled 'Submission Manager' and 'Submissions for: Metropolitan IRB'. It includes a search bar with 'Search All' and 'Search' buttons, and a filter section for 'Agenda' (04/16/2010 07:00 AM) and 'Search By Tag'. Below this is a table of submissions. The first row is highlighted and has a red star icon in the first column. A red circle is drawn around this star. A red arrow points from a yellow callout box to this star. Another red arrow points from a yellow callout box to the 'Special Pop.' tag in the 'Project Title' column of the first row. A third yellow callout box points to the 'Action' column of the first row, which shows 'Pending Review'.

Welcome to IRBNet
Lisa Franklin

Submission Manager

Submissions for: Metropolitan IRB

The following submissions are available for your review. Click on the project title to view more information about the submission and to access project documents.

Search All: Search All

Agenda: 04/16/2010 07:00 AM

☐ Only show submissions awaiting Board Action.
☒ Only show submissions not marked Review Completed.

Search Search By Tag:

Search Clear

1 - 1 of 1 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
103073-2	Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010

Agenda, Minutes and other Admin

Agenda

✓ The flag indicates an active reminder, which may be read in the My Reminders page.

✓ One Star indicates you are the primary reviewer.

✓ Coordinator-defined Tags allow custom organization of submissions. Clicking the Tag will display all submissions with that Tag.

View My Reminders

Notifications sent to you across all of your submissions will appear here. An email will be sent to your registered email address.

The screenshot shows the IRBNet interface. On the left is a sidebar with the IRBNet logo, a welcome message for Lisa Franklin, and navigation links: Submission Manager, Agendas and Minutes, My Reminders (1), Other Tools, and Forms and Templates. The main content area is titled 'My Reminders' and includes a descriptive paragraph about reminders. Below this is a table of reminders. The first row is highlighted in light blue. Annotations with red arrows point to specific elements: a red box with a checkmark points to the heart icon in the sidebar; another red box with a checkmark points to the project title in the table; a third red box with a checkmark points to the message type in the table.

My Reminders

An IRBNet personal reminder is automatically activated for you each time you receive a new message or alert. You can also set additional reminders for yourself on the Messages & Alerts page. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users. You can also choose to view recently silenced reminders (within the past 30 days) in addition to your active reminders.

1 - 1 of 1 10

IRBNet ID	Project Title	Message Type	Date
163073-2	Motivations of Research Subjects: A Mixe...	Reviewer Access Granted	03/30/2010 08:10 AM

1 - 1 of 1 10

✓ Indicates an active Reminder.

✓ Click the Project Title to go to the Submission Detail page.

✓ Click here to view the message.

View Submission Details

Click on the title of a submission to access the Submission Detail page and associated information about the project.

Welcome to IRBNet
Lisa Franklin

Project Status

My Reminders (1)

Project Administration

Sign this Package

Send Project Mail

Reviews

Project History

Messages & Alerts

Other Tools

Forms and Templates

Submission Detail

Metropolitan IRB
[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Project Status as of: 03/30/2010 [Show Project Status at the Time of Submission](#)

Project Status: Active - Open to Enrollment	Project Expiration Date: 02/17/2011
Project Risk Level: Minimal Risk	Initial Approval Date: 02/18/2010

Package Details

IRBNet ID	163073-2
Title	Motivations of Research Subjects: A Mixed Methods Study
Principal Investigator	Researcher, Trent, PhD
Lock Status	Locked

Submission Details

Submission Date	03/30/2010
Submitted by	Trent Researcher
Submission Type	Revision
Local Board Reference Number	10-15

Review Details:

Agenda	Review Type	Action	Effective Date	Expiration Date
04/16/2010 07:00 AM	EXP	Pending Review		

New and Revised Documents in this Package:

Document Type	Description	Last Modified
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM
Consent Form	Consent Form v2	03/30/2010 08:26 AM
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM

View Submission Details (continued)

Scroll down to see additional information.

✓ Electronic Signatures

✓ Committee / Admin
access list

✓ Reviewer
comments. The
check indicates the
user has completed
their review.

* Browse the complete list of project documents, and access historical documents, on the [Designer](#).

This package has been signed by:

Date	Message
03/30/2010 08:06:15	Signed by Murray Rogers as Tea
03/30/2010 08:05:38	Signed by Enrico Palazzo as Ad
03/30/2010 08:04:49	Signed by Trent Researcher as P

✓ Click here to send a
message to any member
with whom the submission
has been shared.

This submission is currently shared with the following Committee Members:

IRBNet User	Special Designation	Share Date	Shared By
Franklin, Lisa	Primary Reviewer	03/30/2010 08:10 AM	Halway, Ann
Halway, Ann		Not Applicable	Not Applicable
Lang, Ji	Secondary Reviewer	03/30/2010 08:10 AM	Halway, Ann

🔔 [Committee Messages](#) (1)

✉ [Send Committee Mail](#) to Members and Administrators.

Add comments and reviewer documents to this submission.

	Reviewer	Comment	Recommend	Last Updated	Completed Date	
✓	Lang, Ji	I support approval of this amendment. See attached reviewer worksheet.	Approve	03/30/2010 08:12 AM	03/30/2010 08:12 AM	View
✓	Halway, Ann	All proper documentation has been submitted. Please complete and attach the appropriate reviewer worksheet.		03/30/2010 08:10 AM	03/30/2010 08:10 AM	View

Send Committee Mail

Send messages to other committee members shared on the submission. This tool will allow you to easily communicate with your coordinator.

IRBNet ID: 163073-2

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)

New Committee Message

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Use this page to send an internal committee communication to Committee Members and Administrators. Your message will also be automatically posted to the Committee Messages & Alerts. Messages sent from this page are internal to your committee and cannot be viewed by the project team or others who do not have access to your committee workspace.

| Select All | Un-Select All |

User	Special Designation	Access Type	Send Mail
Franklin, Lisa	Primary Reviewer	Reviewer	<input type="checkbox"/>
Halway, Ann		Admin	<input checked="" type="checkbox"/>
Lang, Ji	Secondary Reviewer	Reviewer	<input checked="" type="checkbox"/>

Subject * IRBNet message from Lisa Franklin

Message * Re:[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Committee: Metropolitan IRB
Agenda Date: April 16, 2010

Regards,
Lisa Franklin

Send Cancel

✓All committee members with access to the submission are listed here.

✓An e-mail will be sent to users' registered e-mail address.

Start your review process

Click on a document to open the document for viewing, downloading, or printing.

Welcome to IRBNet
Lisa Franklin

Submission Manager

Agendas and Minutes

My Reminders (1)

Project Administration

Project Overview

Designer

Sign this Package

Send Project Mail

Reviews

Project History

Messages & Alerts

Other Tools

Forms and Templates

Submission Detail

Metropolitan IRB

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Project Status as of: 03/30/2010

[Show Project Status at the Time of Submission](#)

Project Status: Active - Open to Enrollment

Project Expiration Date: 02/17/2011

Project Risk Level: Minimal Risk

Initial Approval Date: 02/18/2010

Package Details

IRBNet ID 163073-2

Title Motivations of Research Subjects: A Mixed Methods Study

Principal Investigator Researcher, Trent, PhD

Lock Status Locked

Submission Details

Submission Date 03/30/2010

Submitted by Trent Researcher

Submission Type Revision

Local Board Reference Number 10-15

Review Details:

Agenda	Review Type	Action	Effective Date	Expiration Date
04/16/2010 07:00 AM	EXP	Pending Review		

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM	
Consent Form	Consent Form v2	03/30/2010 08:26 AM	
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM	

✓ Open any submitted document by clicking the blue link.

View project details

Project Administration buttons (on left) allow complete read-only access to historical project information as seen by the investigator.

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)

Project Administration
Project Overview
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Sign this Package
Send Project Mail
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Metropolitan IRB
[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Project Status a
Project Ris

Package Details

Submission Detail

Designer

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

This package is: Locked | View History |

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM	
Consent Form	Consent Form v2	03/30/2010 08:26 AM	
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM	

Documents from Previous Packages:

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	IRB Basic Application Part 1	IRB Basic Application Part 1	03/24/2010 03:03 PM	03/24/2010	Approved	
1	Protocol	ASM981 C2439 Protocol.pdf	03/24/2010 03:03 PM	03/24/2010	Approved	

Revised Documents in this Package:

Document Type	Description	Last Modified	
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM	
Consent Form	Consent Form v2	03/30/2010 08:26 AM	
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM	

✓ Designer: review all documents submitted in previous packages.

✓ Reviews: view historical review details for all packages, decision letters, and other board documents.

✓ Project History: view the complete submission history.

View instructions

Your coordinators may provide you with instructions and reviewer worksheets for completion.

* Browse the complete list of project documents, and access historical documents, on the [Designer](#).

This package has been signed by:

Date	Message
03/30/2010 08:06:15	Signed by Murray Rogers as Team Member
03/30/2010 08:05:38	Signed by Enrico Palazzo as Advisor
03/30/2010 08:04:49	Signed by Trent Researcher as Principal Investigator

This submission is currently shared with the following Committee Members and Administrators:

IRBNet User	Special Designation	Share Date	Shared By
Franklin, Lisa	Primary Reviewer	03/30/2010 08:10 AM	Halway, Ann
Halway, Ann		Not Applicable	Not Applicable
Lang, Ji	Secondary Reviewer	03/30/2010 08:10 AM	Halway, Ann

[Committee Messages](#) (1)

[Send Committee Mail](#) to Members and Administrators.

Add comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date	
Lang, Ji	I support approval of this amendment. See attached Approve reviewer worksheet.		03/30/2010 08:12 AM	03/30/2010 08:12 AM	View
Halway, Ann	All proper documentation has been submitted. Please complete and attach the appropriate reviewer worksheet.		03/30/2010 08:10 AM	03/30/2010 08:10 AM	View

✓View instructions and any attached documents by clicking "View".

Complete worksheets

Download any provided reviewer worksheets. These may also be found in your Committee Library.

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders
Back to Submission Detail

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Other Tools
Forms and Templates

Reviewer Comments
Ann Halway Comments - [163073-2] Motivations of Research Subjects: A Mixed Methods Study

Reviewer Comments:

All proper documentation has been submitted. Please complete and attach the appropriate reviewer worksheet.

✓ View your Coordinator's full comment.

Recommendation:
Last Updated: 03/30/2010 08:10 AM
☒ Mark my personal review as complete.
Completed Date: 03/30/2010 08:10 AM
Cancel

Reviewer Documents:
There are no reviewer documents.

✓ Committee guidance documents, worksheets and other materials may be found here.

✓ You Coordinator may choose to provide additional submission-specific documentation here.

Add reviewer comments/documents

You may record your review comments and attach documentation such as reviewer worksheets.

* Browse the complete list of project documents, and access historical documents, on the [Designer](#).

This package has been signed by:

Date	Message
03/30/2010 08:06:15	Signed by Murray Rogers as Team Member
03/30/2010 08:05:38	Signed by Enrico Palazzo as Advisor
03/30/2010 08:04:49	Signed by Trent Researcher as Principal Investigator

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Franklin, Lisa	Primary Reviewer	03/30/2010 08:10 AM	Halway, Ann
Halway, Ann		Not Applicable	Not Applicable
Lang, Ji	Secondary Reviewer	03/30/2010 08:10 AM	Halway, Ann

[Committee Messages \(1\)](#)

[Send Committee Mail](#) to Members and Administrators

✓ View
comments
here

✓ Click "Add"
to record
reviewer
comments

[Add comments and reviewer documents to this submission.](#)

Reviewer	Comment	Recommend	Last Updated	Completed Date	
Lang, Ji	I support approval of this amendment. See attached reviewer worksheet.	Approve	03/30/2010 08:12 AM	03/30/2010 08:12 AM	View
Halway, Ann	All proper documentation has been submitted. Please complete and attach the appropriate reviewer worksheet.		03/30/2010 08:10 AM	03/30/2010 08:10 AM	View

Note: Administrator / reviewer comments are private and may not be accessed by researchers.

Add comments

Use this page to record any comments you have regarding this submission.

✓ Record your comments in the rich text editor.

Reviewer Comments:

B *I* U **ABC** | [List Bulleted] [List Numbered] [List Disclosed] [List Disclosed] | -- Format -- | -- Font family -- | -- Font size --

[Cut] [Copy] [Paste] [Undo] [Redo] [Link] [Unlink] [Image] [Table] [HTML] [Table]

I have reviewed the study and support approval as well. See the attached reviewer worksheet.

The consent form is very clear. Only a few grammatical edits. See attached.

Recommendation: Approve

Last Updated: 03/30/2010 10:37 AM

☐ Mark my personal review as complete.

Completed Date:

Save & Exit Save Cancel

✓ Be sure to save your comments first before doing anything else.

✓ You may attach completed reviewer worksheets, edited consent forms and other documents here.

Reviewer Documents:

There are no reviewer documents attached.

Add New Document

Return to [Submission Detail](#).

Attach worksheets and more...

Agendas and Minutes

My Reminders (1)

Back to Submission Detail

Project Administration

Project Overview

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Sign this Package

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Other Tools

Forms and T

Welcome to IRBNet
Lisa Franklin

Submission Manager

Agendas and Minutes

My Reminders (1)

Project History

Reviewer Comments:

B I U ABC | [List of icons] | -- Format -- | -- Font family -- | -- Font size --

I have reviewed the study and support approval as well. See the attached reviewer worksheet.

The consent form is very clear. Only a few grammatical edits. See attached.

Reviewer Documents

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

You may attach documents to this comment by clicking the "Browse..." button to locate a document and then by clicking "Attach".

Document Type *

Description

File *

Browse...

Attach

Cancel

* required fields

You may also use the IRBNet Document Wizards to create documents on-line. Documents that you create on-line are automatically attached in PDF format.

On-Line Document

Reviewer Checklist

Add

Cancel

There are no reviewer documents attached.

Add New Document

Return to [Submission Detail](#).

✓ Attach completed reviewer worksheets, edited consent forms and other documents here.

✓ If your institution uses a reviewer checklist wizard, it will be located here.

“Electronically Sign” your review

Checking the “Mark my personal review as complete” box will allow others to see completed reviews on the Submission Detail page. It will also help you track your work on your Submission Manager.

Project Administration

- Project Overview
- Designer
- Sign this Package
- Send Project Mail
- Reviews

✓ Step 1: Record your recommendation for this submission here.

✓ Step 2: When your review is complete, be sure to check this box.

✓ Step 3: Save and exit when finished.

I have reviewed the study and support approval as well.
reviewer worksheet.

The consent form is very clear. Only a few grammatical

Note: Accomplishing steps 1, 2, and 3 verifies you have completed your review.

Recommendation:
Last Updated: 03/30/2010 10:37 AM

☒ Mark my personal review as complete.
Completed Date:

Save & Exit

Save

Cancel

Reviewer Documents:

Document Type	Description	Last Modified	View	Update	Delete
Other	ICF - Minor edits	03/30/2010 10:38 AM		Update	Delete
Reviewer Worksheet	Reviewer Checklist	03/30/2010 10:38 AM		Update	Delete

Add New Document

Return to [Submission Detail](#).

Complete your review

Once you have completed your review, use Committee Messages as a checklist.

✓ Committee Messages will display all notifications for this submission (including important messages from your Coordinator).

✓ If you are performing an expedited review, use the Send Committee Mail tool to tell your Coordinator you have completed your review.

This package has been signed by:

	Message
15	Signed by Murray Rogers as Team Member
38	Signed by Enrico Palazzo as Advisor
49	Signed by Trent Researcher as Principal Investigator

currently shared with the following Committee Members and Administrators:

	Special Designation	Share Date	Shared By
Franklin, Lisa	Primary Reviewer	03/30/2010 08:10 AM	Halway, Ann
Halway, Ann		Not Applicable	Not Applicable
Lang, Ji	Secondary Reviewer	03/30/2010 08:10 AM	Halway, Ann
🔔 Committee Messages (1)			
✉ Send Committee Mail to Members and Administrators.			

Update your comments and reviewer documents.

	Reviewer	Comment	Recommend		Last Updated	Completed Date	
✓	Franklin, Lisa	I have reviewed the study and support approval as well. See the attached reviewer worksheet. The consent form is very clear. Only a few grammatical edits. See attached.	Approve	📄	03/30/2010 10:37 AM	03/30/2010 10:39 AM	View
✓	Lang, Ji	I support approval of this amendment. See attached reviewer worksheet.	Approve	📄	03/30/2010 08:12 AM	03/30/2010 08:12 AM	View
✓	Halway, Ann	All proper documentation has been submitted. Please complete and attach the appropriate reviewer worksheet.			03/30/2010 08:10 AM	03/30/2010 08:10 AM	View

✓ Your comments are recorded.

Committee Messages & Alerts

All messages from your administrator relating to this submission are filed in the Messages & Alerts page as a permanent part of the audit trail.

IRBNet ID: 163073-2

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)
Back to Submission Detail

Project Administration
Project Overview
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Sign this Package
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Messages & Alerts

Committee Messages & Alerts

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

The following reminder on IRBNet users viewed in the

✓ The red number will decrease every time a message is "silenced."

posted for this submission. You can set an IRBNet personal will automatically appear in your My Reminders list. Other turn on or silence a personal reminder without affecting other communications between the project team and the board can be

1 - 1 of 1 10

Silence All Reminders

IRBNet ID	Project Title	Message Type	Date
163073-2	Motivations of Research Subjects: A Mixe...	Reviewer Access Granted	03/30/2010 08:10 AM

1 - 1 of 1 10

✓ Click the red flag and "silence" the message as an easy way to keep track of completed reviews.

Track your progress

Your Submission Manager will show you which submissions you have completed your review on.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders

Other Tools
Forms and Templates

Submission Manager

Submissions for: Metropolitan IRB

The following submissions are available for your review. Click on the submission and to access project documents.

✓ The filter tool hides your completed reviews.

Agenda: 04/16/2010 07:00 AM

Search:

Search By Tag:

☐ Only show submissions awaiting Board Action

☐ Only show submissions not marked Review Completed.

Search Clear

1 - 2 of 2 10

Show Agenda Item Numbers

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
163073-2	✓ ★ Motivations of Research Subjects: A Mixed Met...	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010
3-1	✓ ECOG 8897: Phase III Comparison of Adjuvant C...	Wilson	New Project	FULL	Pending Review	10-19	03/30/2010

HUD Study

1 - 2 of 2 10

Agenda, Minutes and other Administrative Documents for this Meeting:

Agenda Educational

✓ "Check mark" indicates you have completed your review.



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.