Researcher 1: New Project Submission

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
- Manage projects in your My Projects page
- 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

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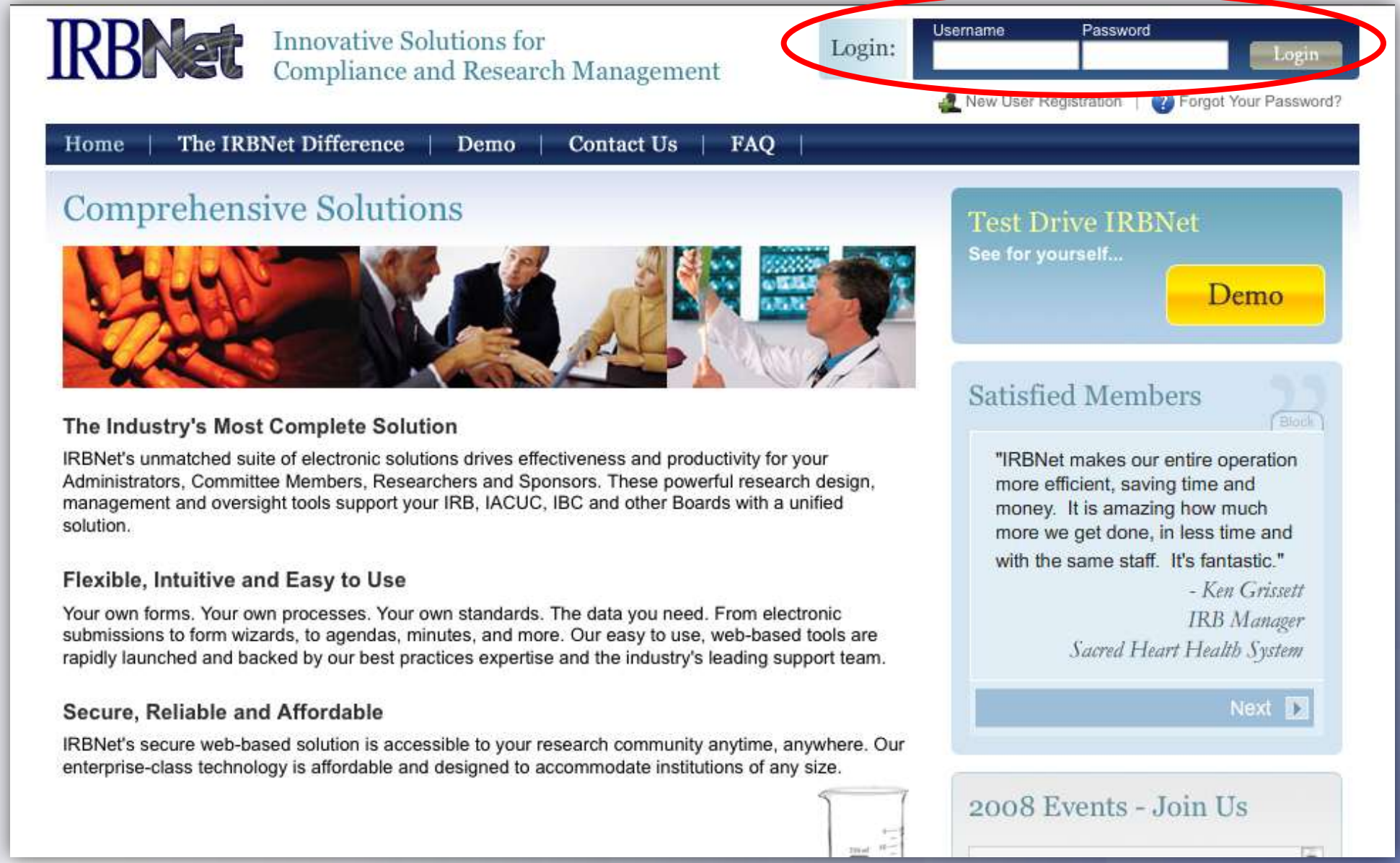
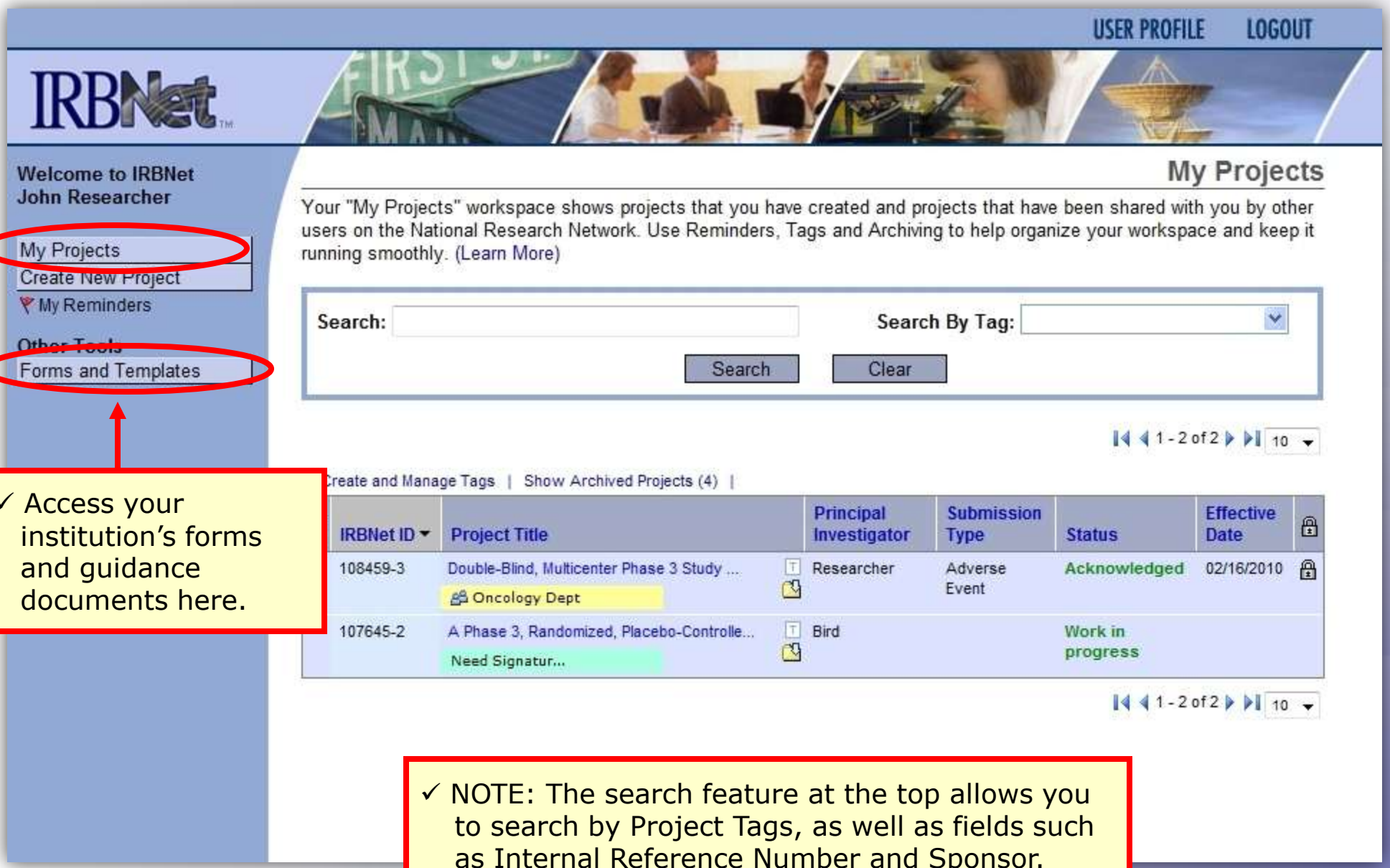
Log In to IRBNet

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



Access My Projects

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

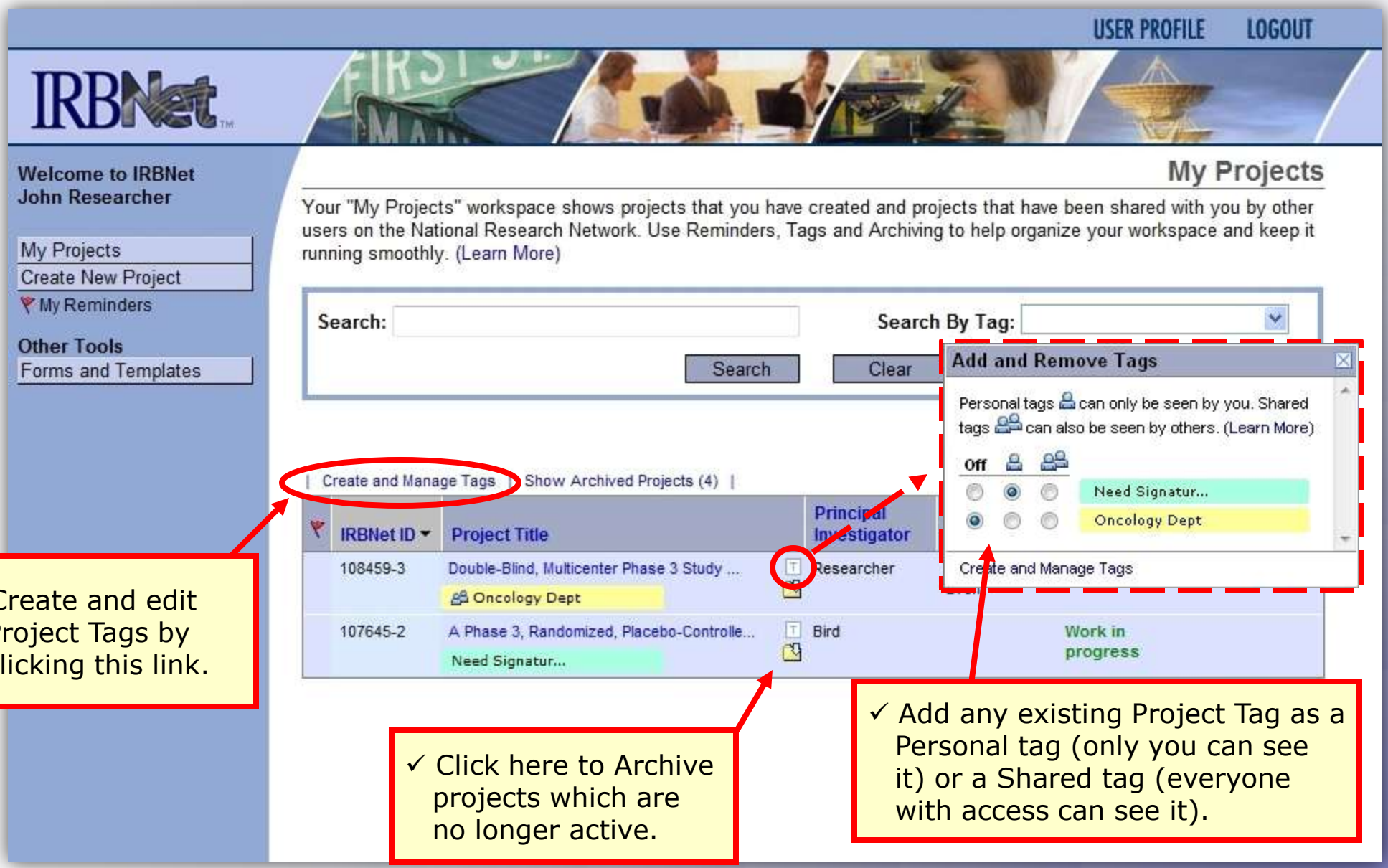


✓ Access your institution's forms and guidance documents here.

✓ NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Internal Reference Number and Sponsor.

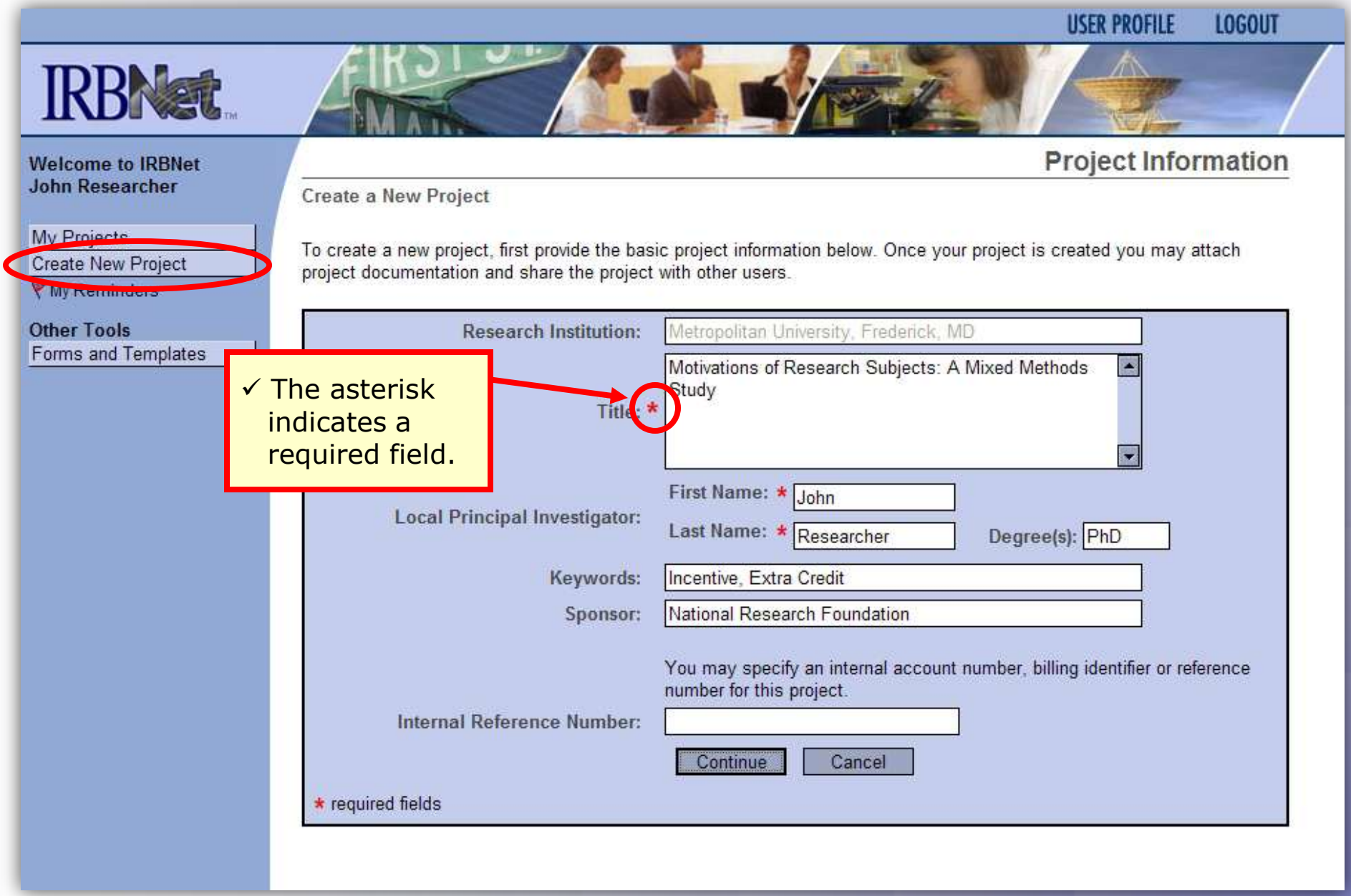
Manage your My Projects page

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



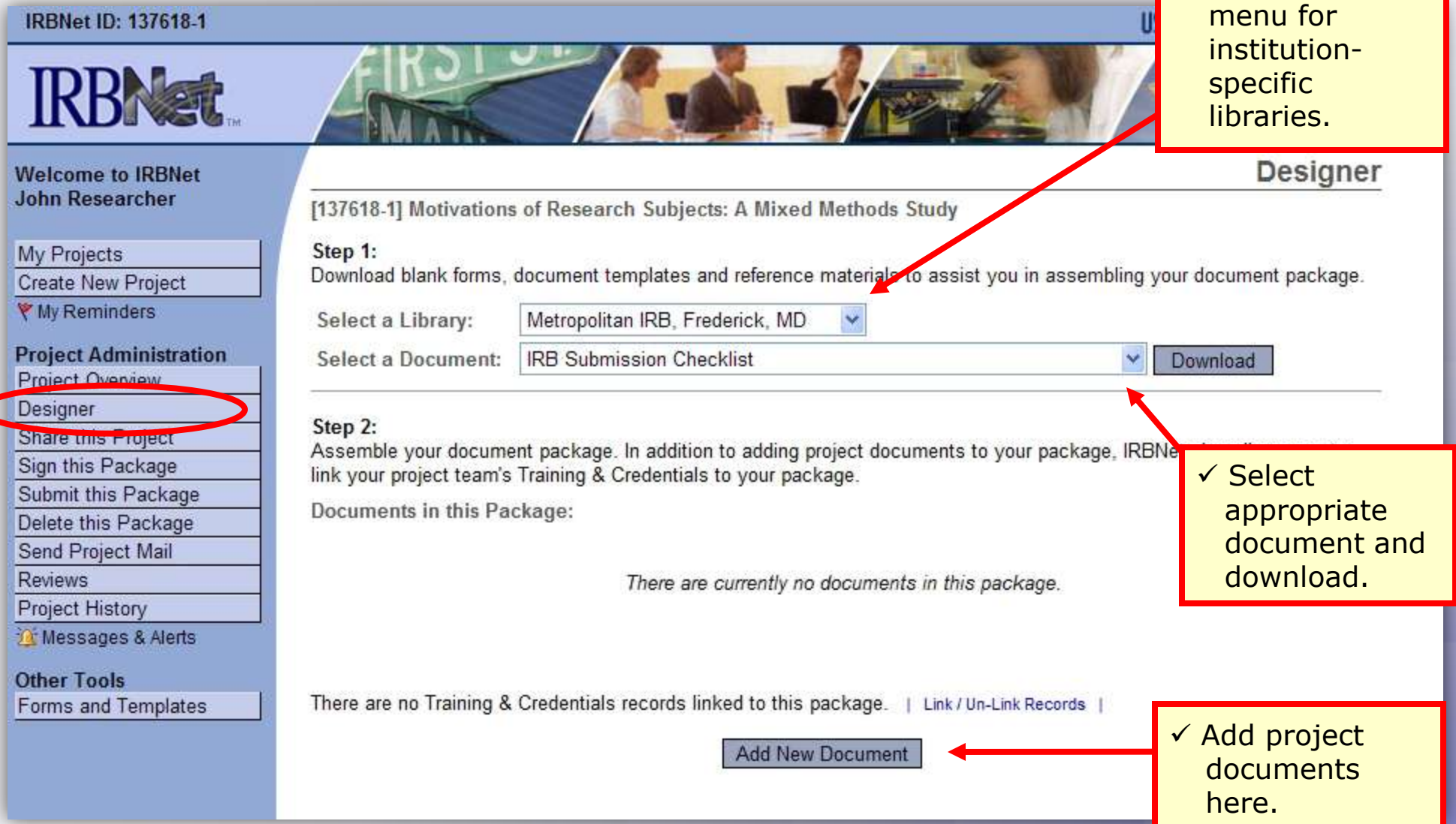
Create your New Project

Provide basic information about your project.



Build your project package

Attach your electronic project documents.



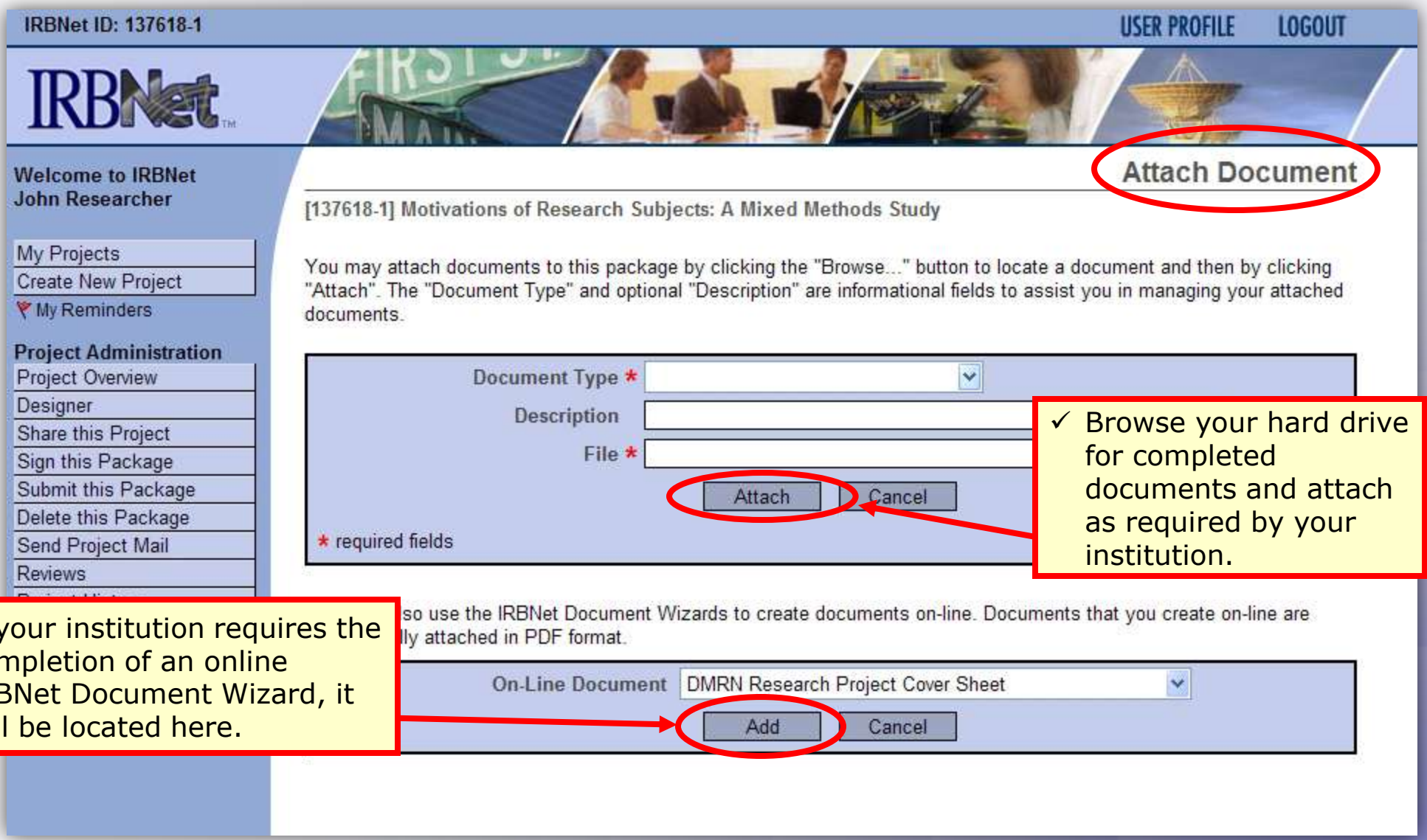
✓ Drop down menu for institution-specific libraries.

✓ Select appropriate document and download.

✓ Add project documents here.

Attach document

IRBNet provides two mechanisms for entering documents into the system.

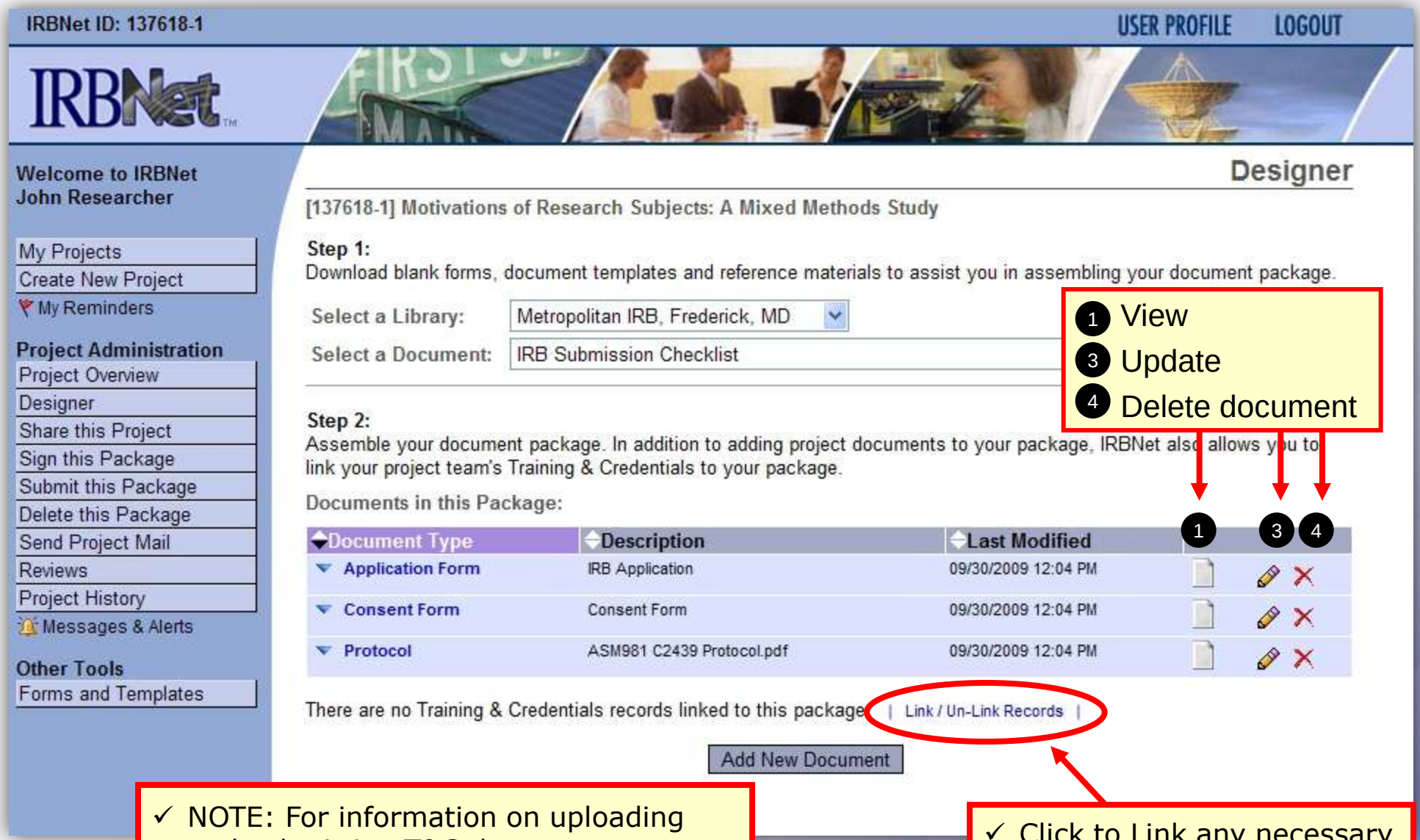


✓ Browse your hard drive for completed documents and attach as required by your institution.

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

Complete your project package

Attach as many documents as necessary. Be sure to link any required Training & Credential (T&C) documents.

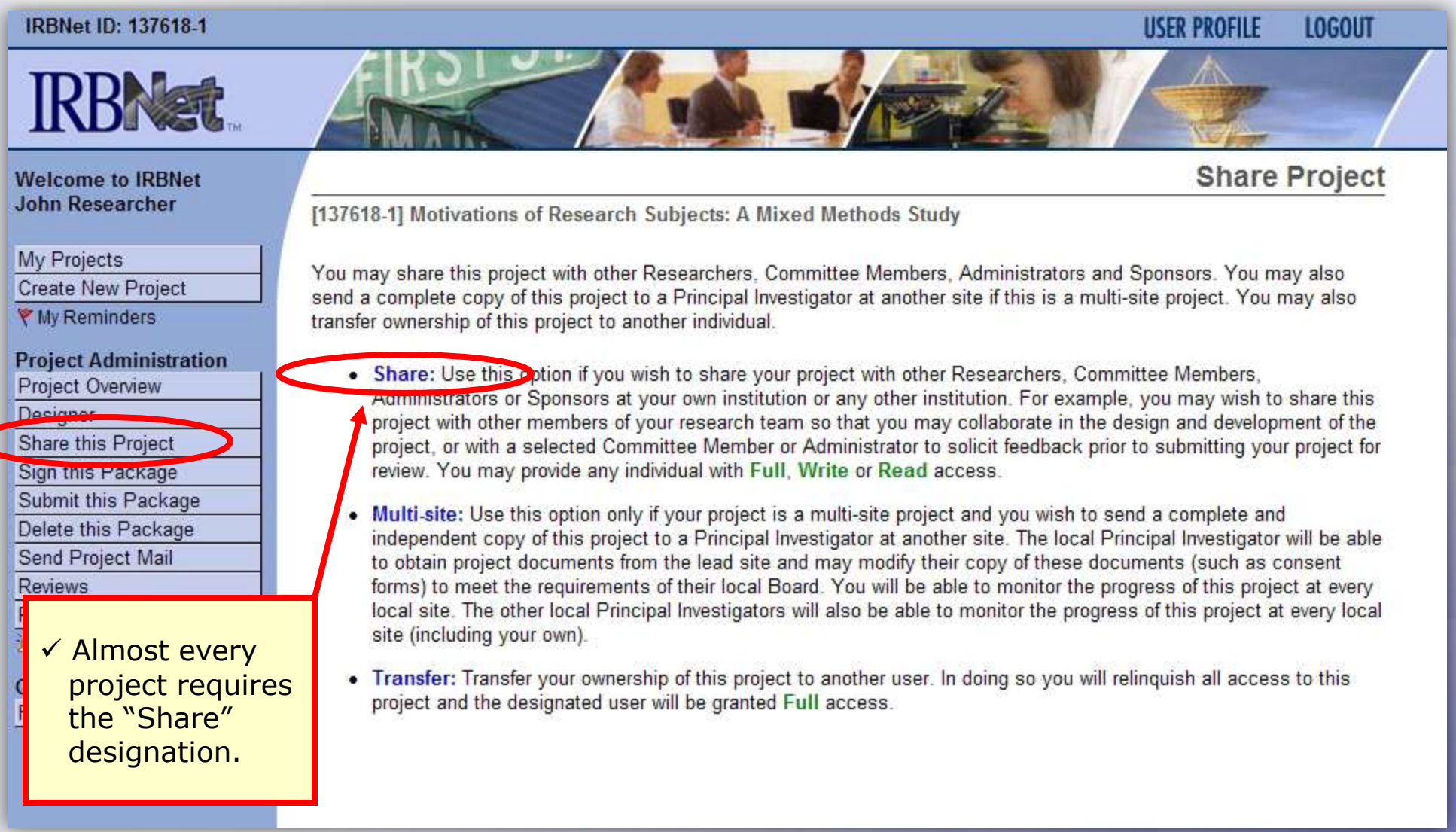


✓ NOTE: For information on uploading and submitting T&C documents, see the New User Registration energizer.

✓ Click to Link any necessary T&C documents to this package.

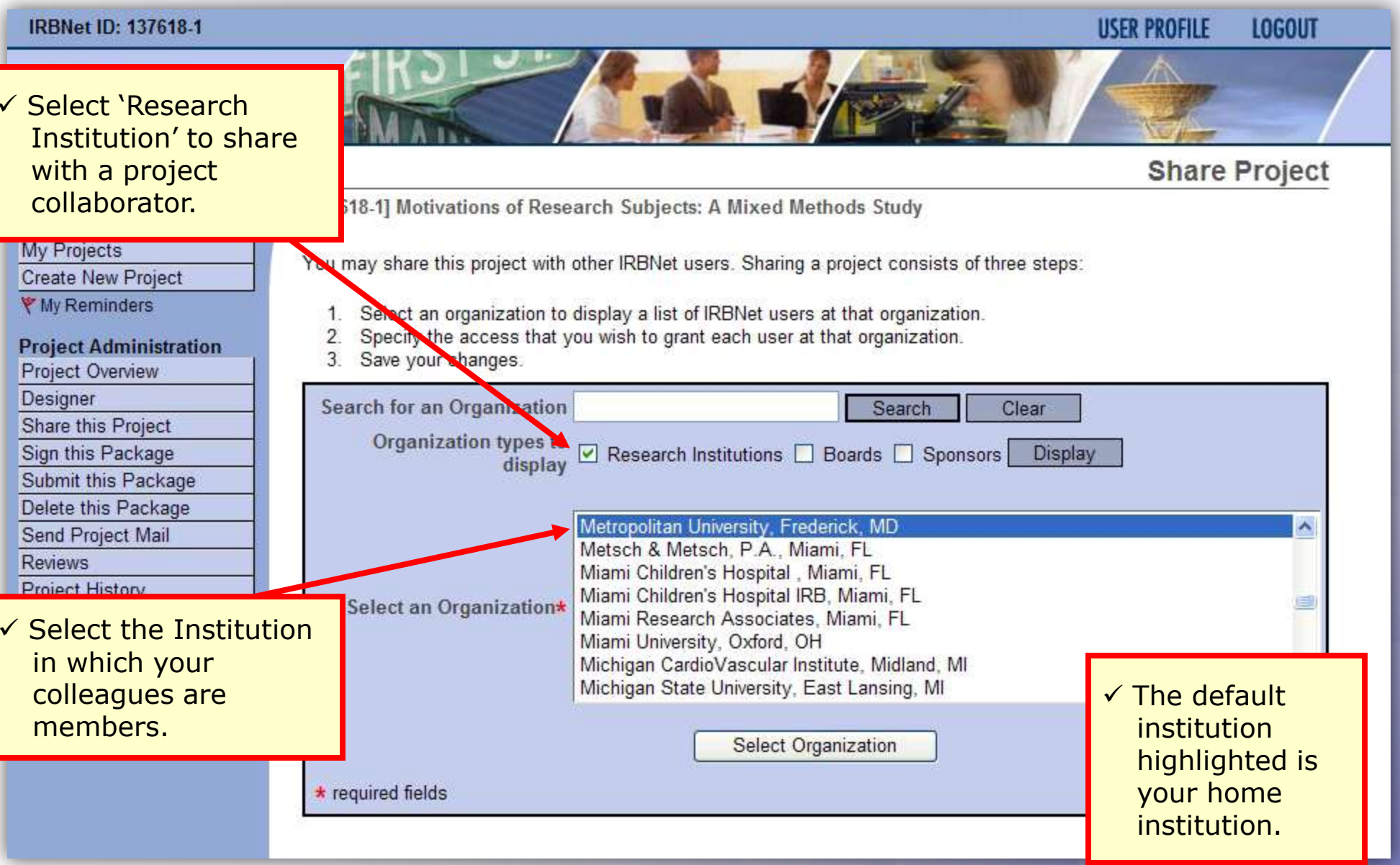
Share with your Research Team

Give access to any colleague 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.



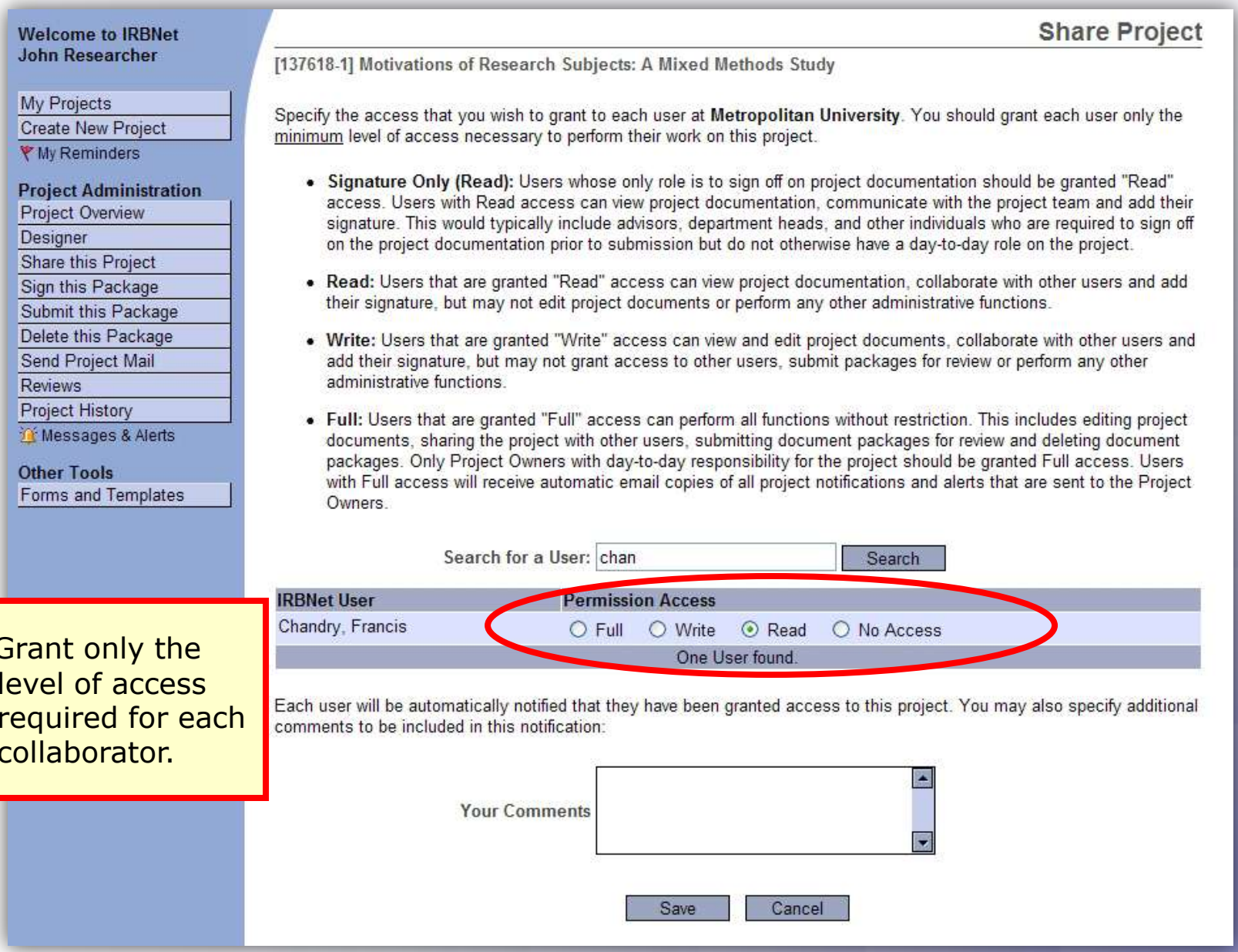
✓ Select 'Research Institution' to share with a project collaborator.

✓ Select the Institution in which your colleagues are members.

✓ The default institution highlighted is your home institution.

Set the proper level of access

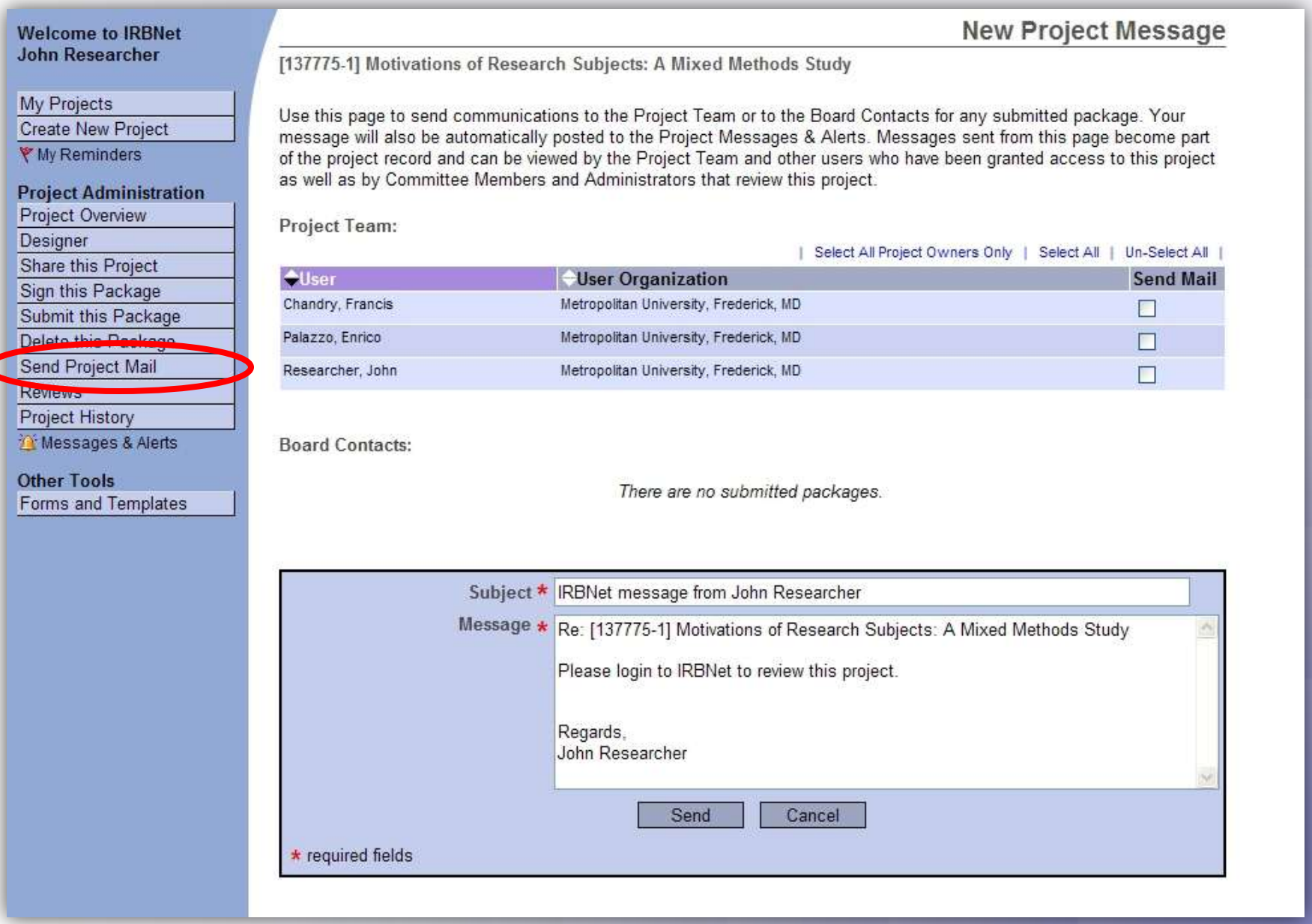
You may grant each member of your team the level of access that they require.



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

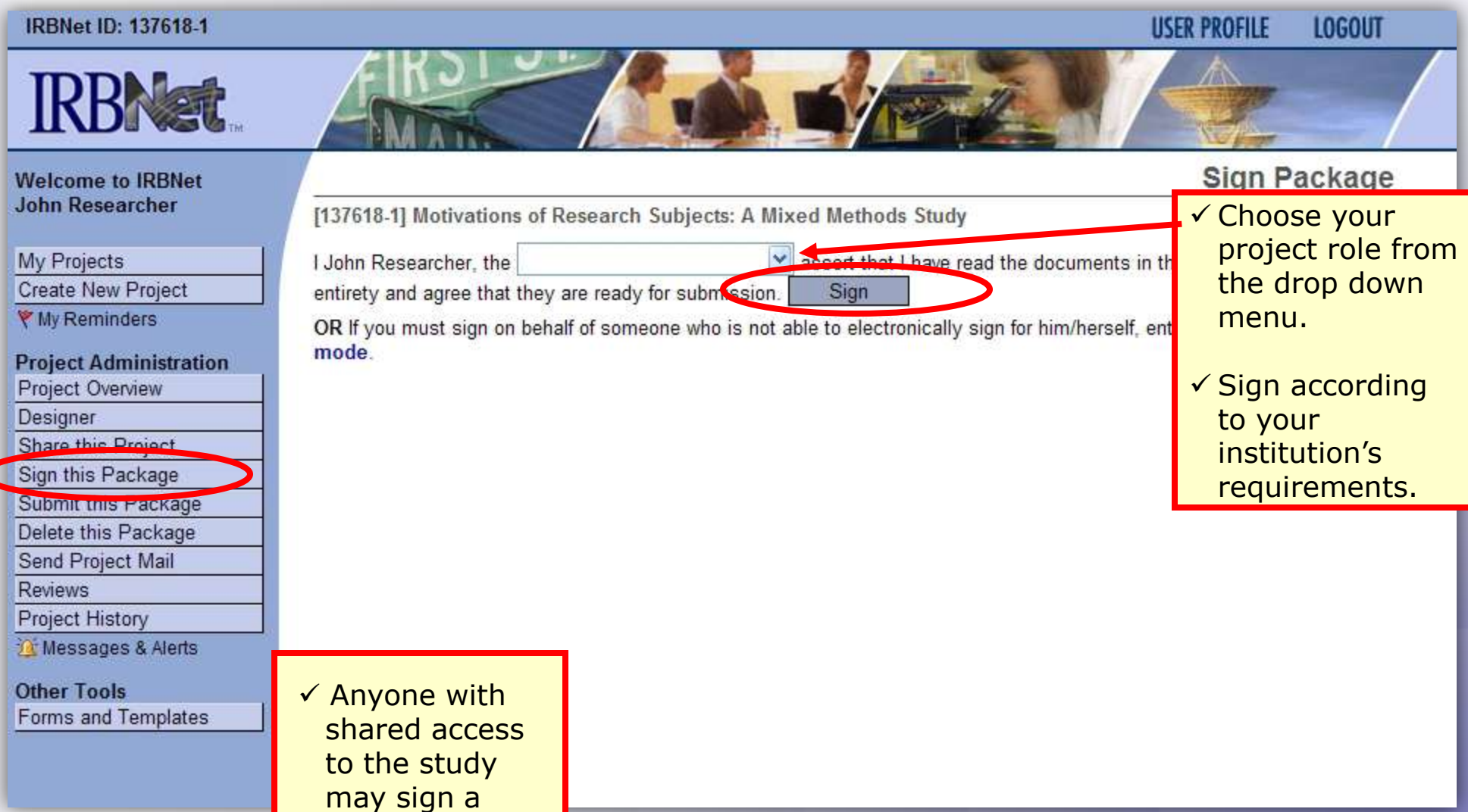
Communicate with your Project Team

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.

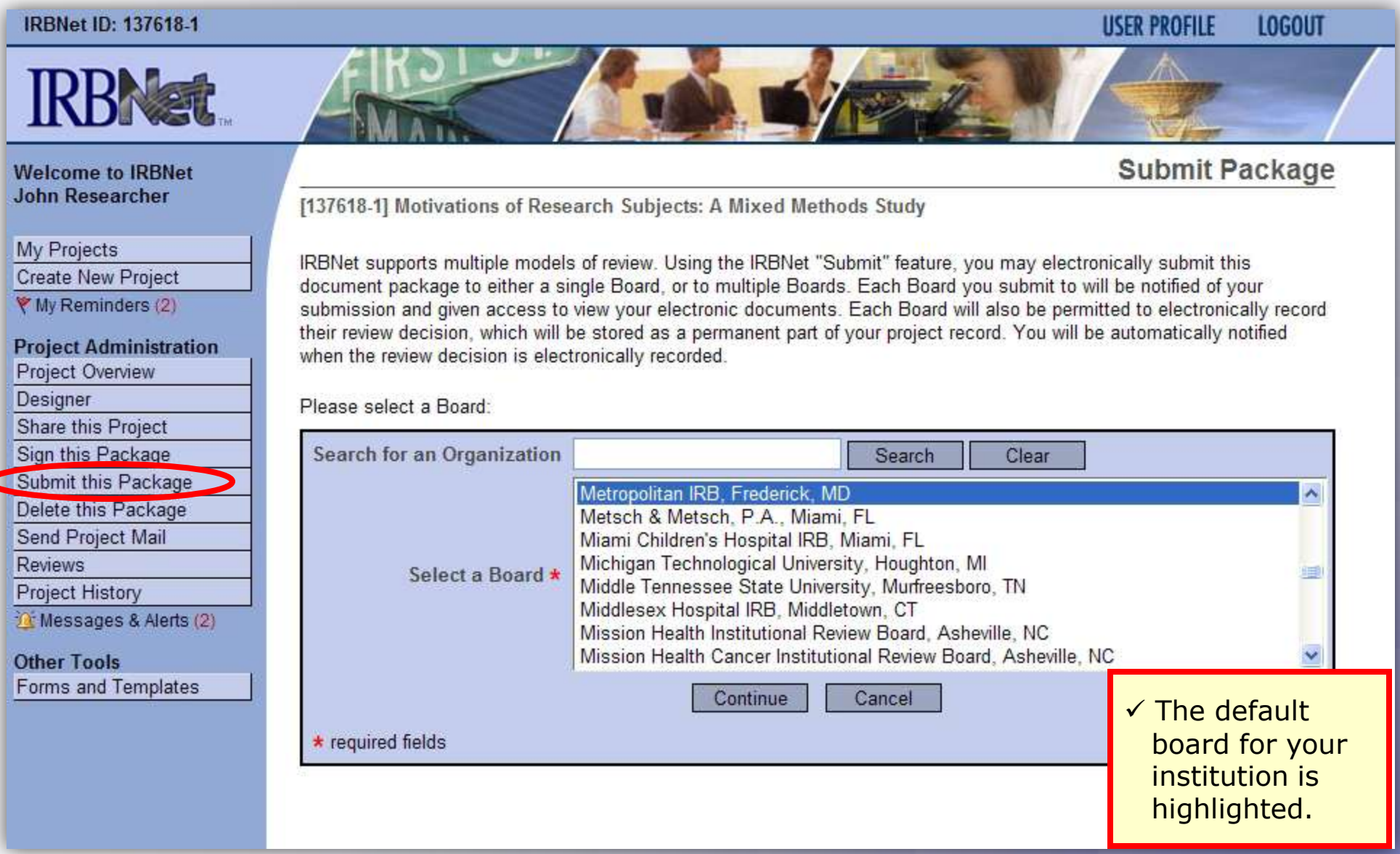


- ✓ Choose your project role from the drop down menu.
- ✓ Sign according to your institution's requirements.

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

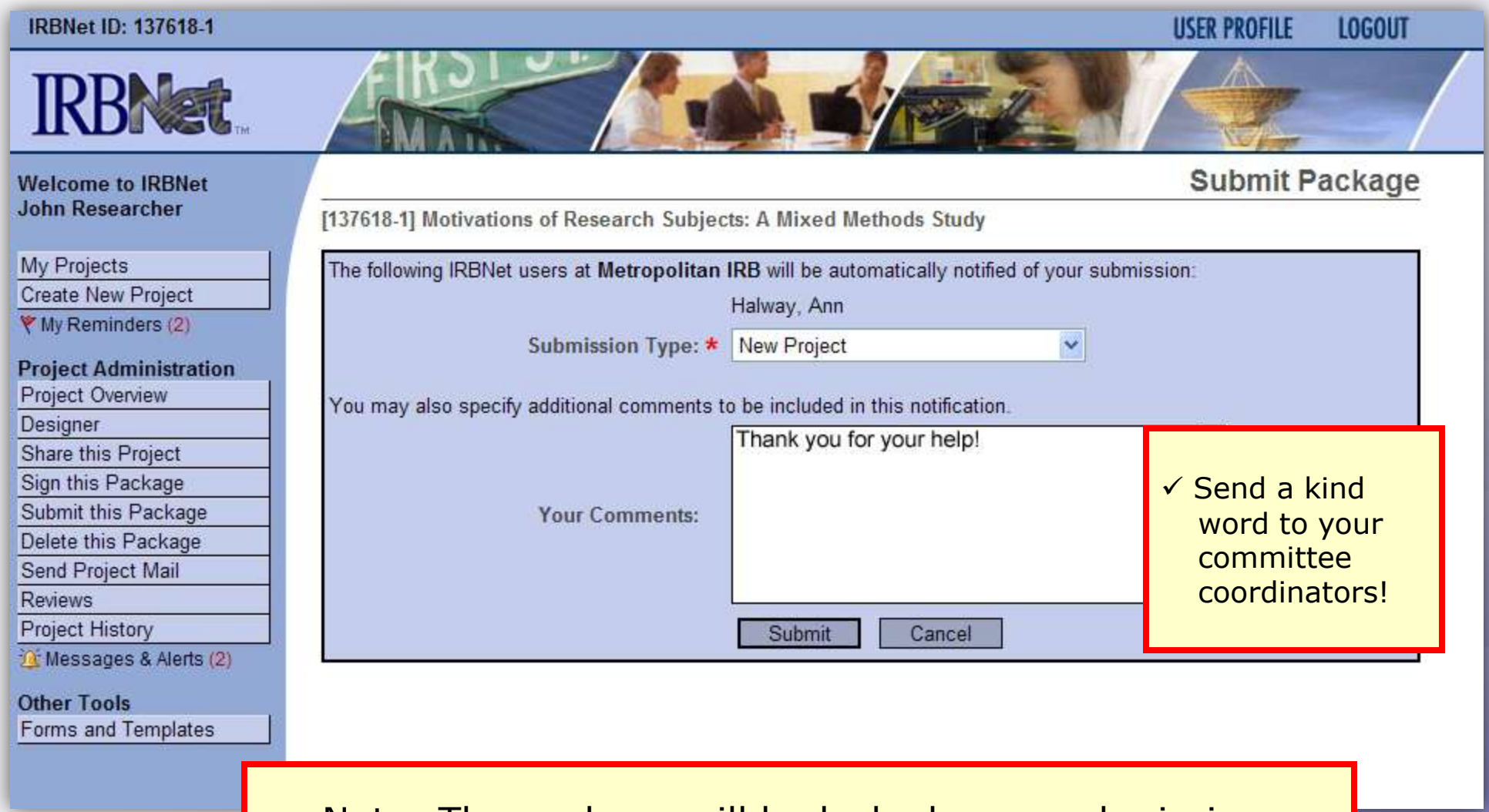
Submit your package for review

You may submit your 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 submission type. IRBNet knows the coordinator of your committee.



Note: The package will be locked upon submission.

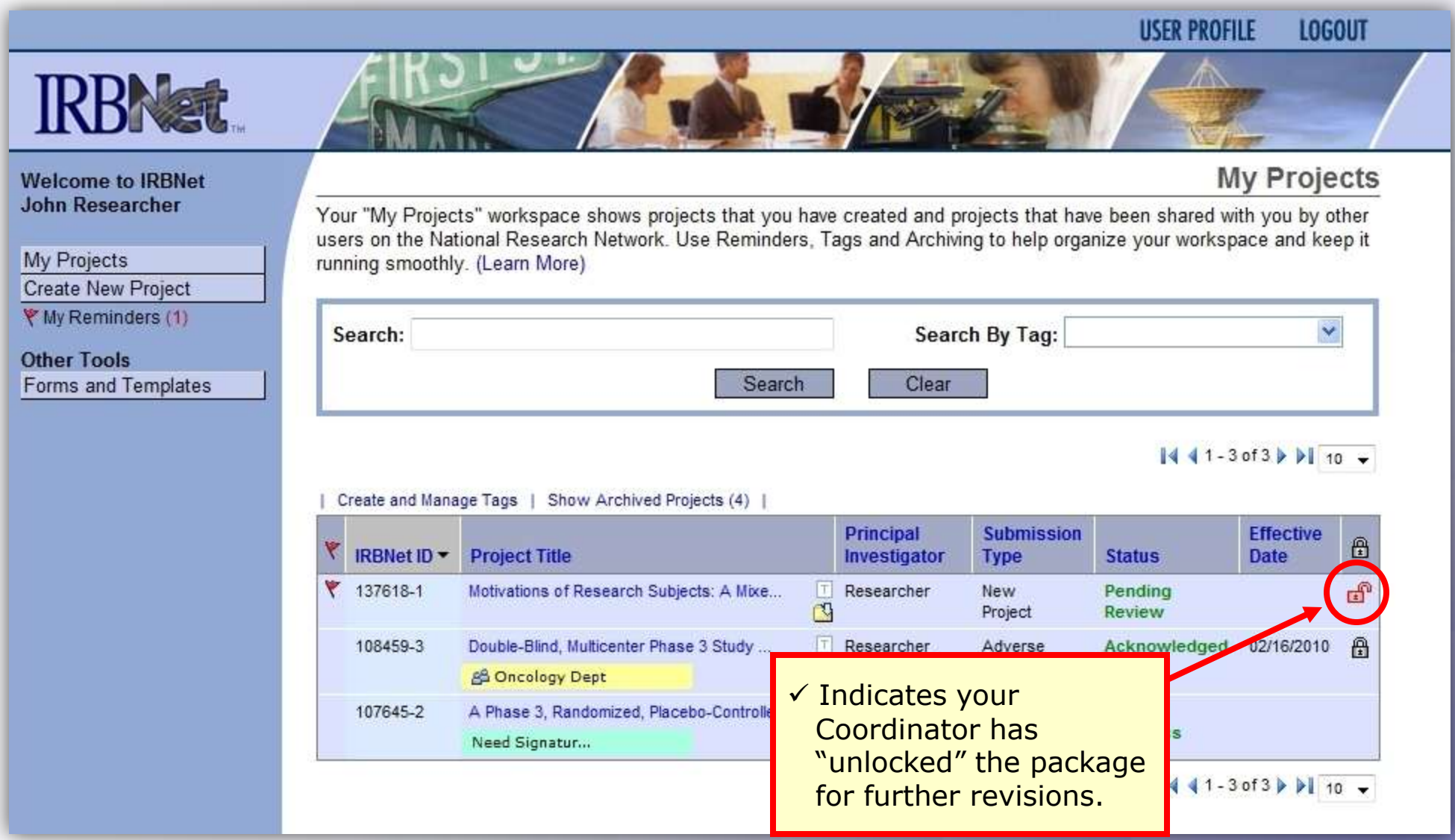
Did you submit an incomplete package?

If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, 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.

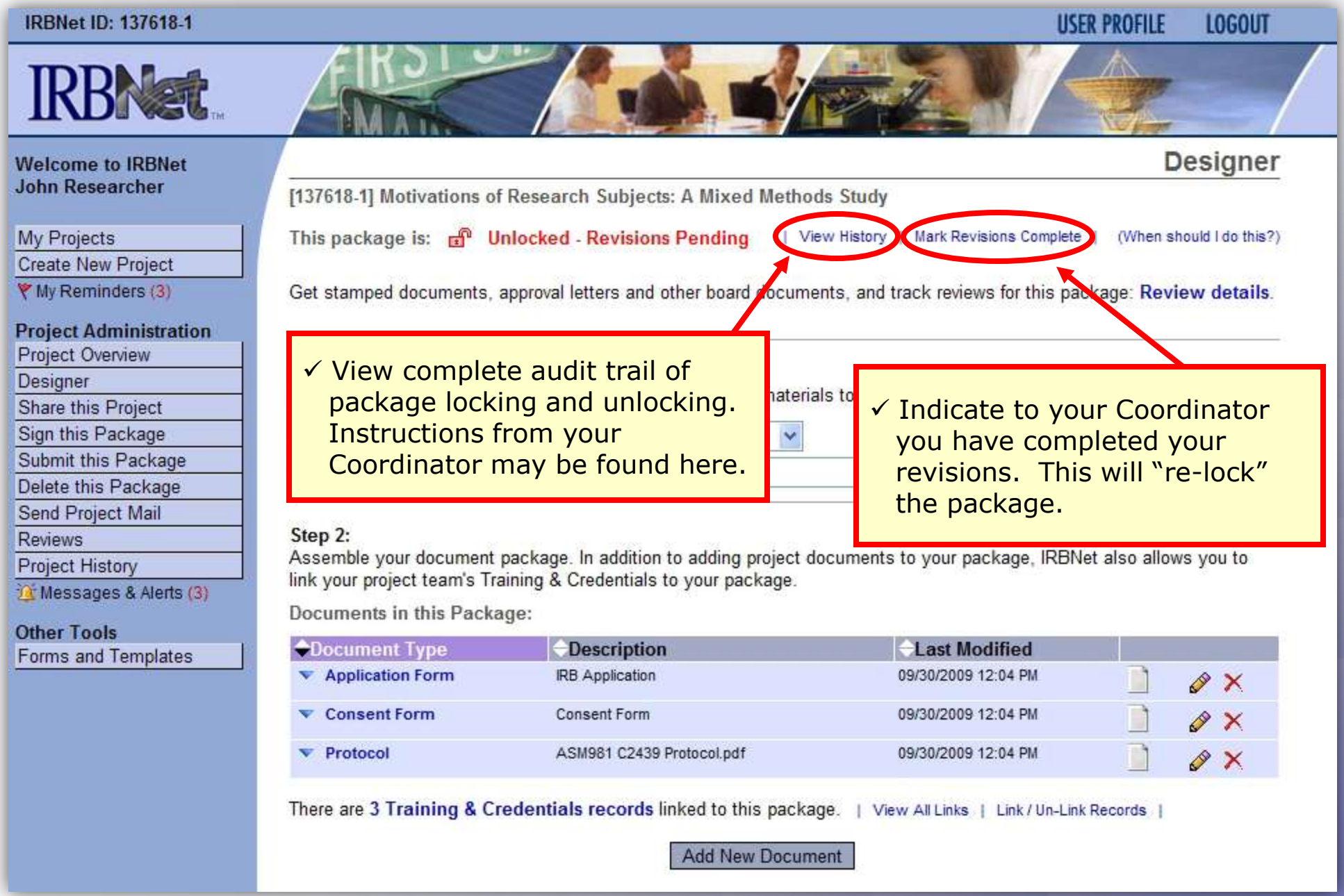
Managing unlocked packages

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.



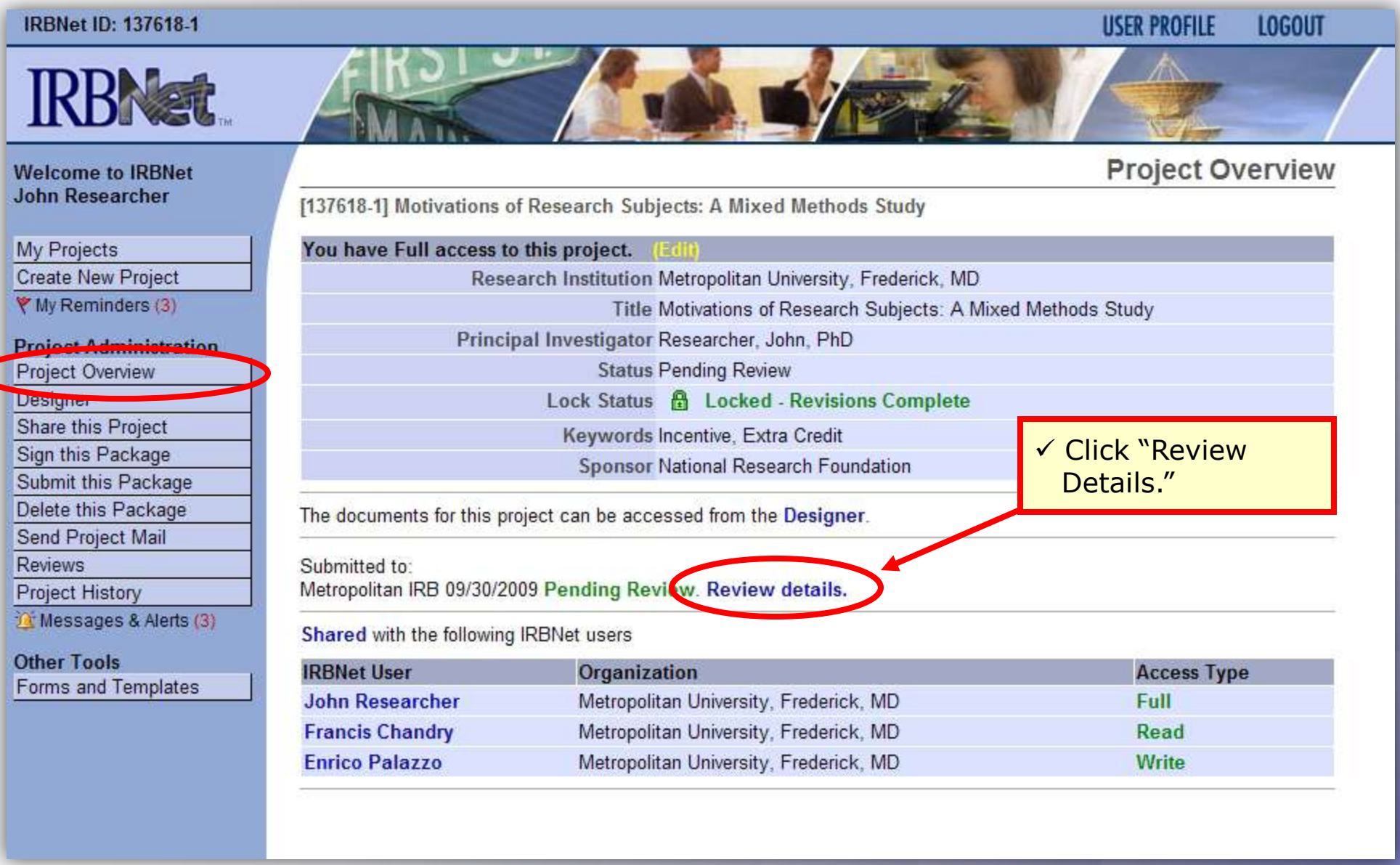
Make necessary revisions

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



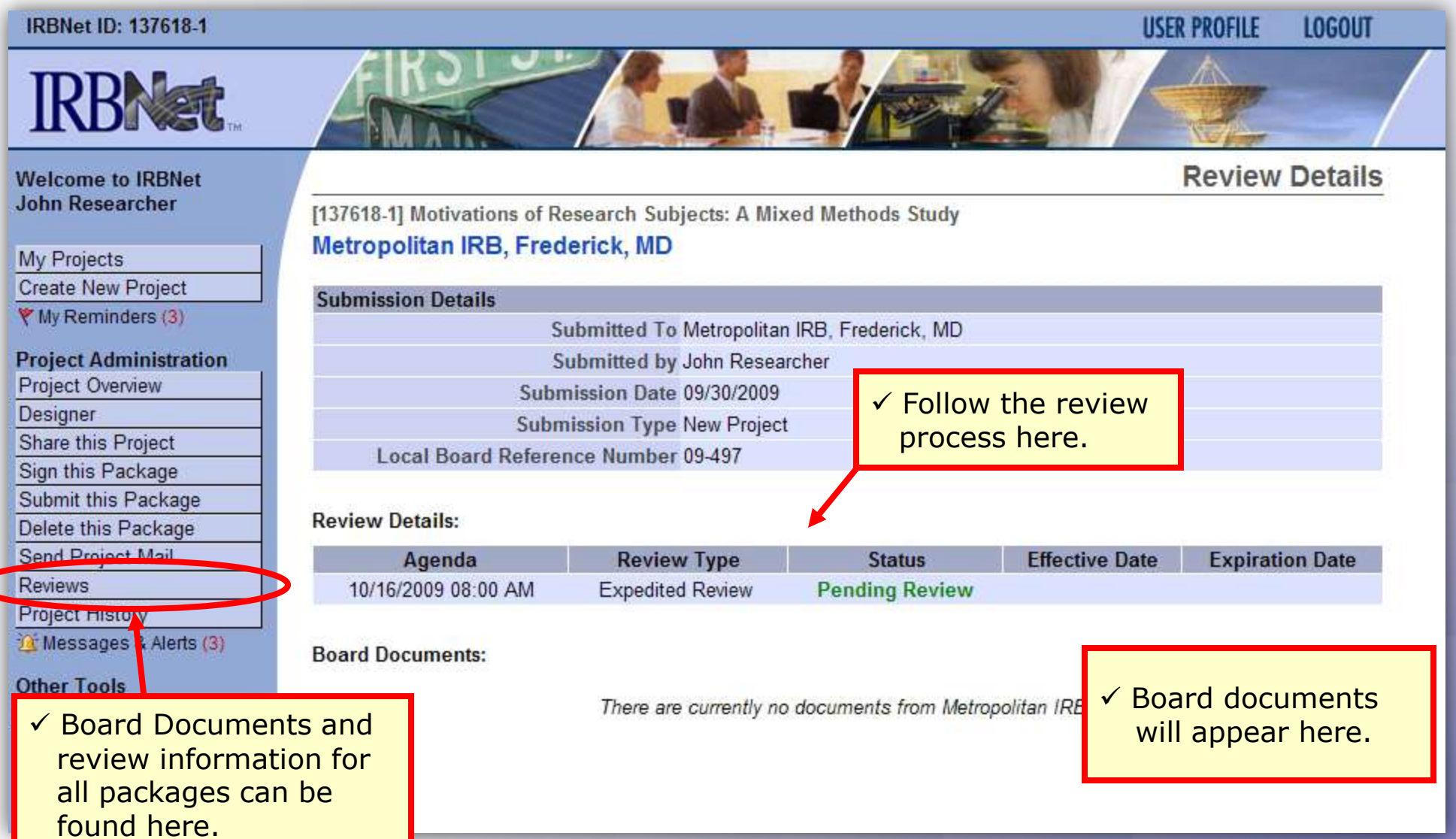
Receive your review decision

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



View Review Details

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



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.

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