



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 to WIRB for Review
- Access Review Decisions and Board Documentation





WIRB forms and templates are available here:

<http://wirb.com/Pages/DownloadForms.aspx>

Contact VArelance@wirb.com with any questions about the forms.



Welcome to IRBNet

Not registered yet? [Register Now](#) to get started!

If you have already registered on IRBNet GovCloud you can log in here.

Forgot your Username or Password? [Click here](#) for help.

Username:

Password:

Notice: This system processes U.S. Government information and is for the sole use of authorized personnel for official business only. This system and any related equipment, network, data and usage are subject to monitoring, recording and audit. Unauthorized use of this system is prohibited and may be subject to criminal and civil penalties. By accessing this system, you consent to monitoring and recording of your use of this system and to the terms set forth in this notice.



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.

The screenshot shows the IRBNet user interface. At the top right, there are links for 'USER PROFILE' and 'LOGOUT'. The main heading is 'Welcome to IRBNet' followed by 'What would you like to do?'. There are three main options: 'Create a New Project' (with a folder icon and a plus sign), 'Update my User Profile' (with a person icon), and 'Help' (with a question mark icon). A 'Skip this' link with a right-pointing arrow icon is also present. Three callout boxes with red borders provide additional instructions:

- Callout 1 (left):**
 - ✓ Click here to begin to assemble your First Project;
 - ✓ If you are working with a colleague, they may have created the project before you – always check.
- Callout 2 (right):**
 - ✓ Add Training & Credentials to your User Profile here.
- Callout 3 (bottom):**
 - ✓ Additional instructions are available here.



Access My Projects

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

My Projects

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 running smoothly. ([Learn More](#))

Search: Search By Tag:

1 - 2 of 2 | 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

1 - 2 of 2 | 10

✓ Access VA forms and templates here.

✓ 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.



Create your New Project

Provide basic information about your project.

USER PROFILE LOGOUT



Welcome to IRBNet
Alan Parsons

Project Information

Create a 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.

- My Projects
- Create New Project**
- My Reminders

Other Tools
Forms and Templates

✓ The asterisk indicates a required field.

Research Institution: Metropolitan University, Frederick, MD

Title *

Motivations of Research Subjects: A Mixed Methods Study

First Name: * John

Local Principal Investigator:

Last Name: * Researcher

Degree(s): PhD

Keywords: 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.

IRBNet

Welcome to IRBNet
Alan Parsons

My Projects
Create New Project
My Reminders

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

Other Tools
Forms and Templates

Designer

[48797] Prevalence and outcomes of Pulmonary Contusions Following Blunt Trauma

Package: 48797-1 Work in progress (Not submitted)

Click to add a package description or notes.

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

Select a Library: Documents for Human Subjects Researchers

Select a Document: 2.0A - Determinations Request

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents, maintain version history, and link your project team's Training & Credentials records to your package. | Learn More

Documents in this Package:
There are no documents in this package.

& Credentials records linked to this package. | Link / Un-Link Training Records

OR (When Available)

✓ Drop down menu reveals VA and local libraries.

✓ Select appropriate document and download.

✓ Drag and drop, or click 'Attach New Document', to add multiple completed documents at one time.

✓ If your institution requires the completion of an online IRBNet Document Wizard, click 'Start a Wizard' and select the form here.



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.

The screenshot shows the IRBNet Designer interface. On the left is a navigation sidebar with sections: 'Welcome to IRBNet Alan Parsons', 'My Projects' (with sub-items: Create New Project, My Reminders), 'Project Administration' (with sub-items: Project Overview, Designer, Share this Project, Sign this Package, Submit this Package, Delete this Package, Send Project Mail, Project History), and 'Other Tools' (with sub-item: Messages & Alerts, Forms and Templates). The main content area is titled 'Designer' and shows a package named '[48797] Prevalence and outcomes of Pulmonary Contusions Following Blunt Trauma'. The package status is '48797-1 Work in progress (Not submitted)'. A modal dialog box titled 'Adding documents to this package...' is open, listing two documents: 'Consent Form - Spinal Mo... (91K)' and 'Cervical Clinical Protocol ... (272K)'. Each document has a blue progress bar. A 'Close' button is at the bottom of the dialog. A red dashed box highlights the dialog and the 'Attach New Document' button at the bottom of the page. A red arrow points from the 'Attach New Document' button to the dialog box. Below the dialog, it says 'There are no documents in this package.' At the bottom of the page, there are buttons for 'Start a Wizard', 'OR Attach New Document', and '(When should I do this?)'. The 'Attach New Document' button is circled in red.



Finish incomplete documentation

- ✓ Incomplete documentation is indicated within the Document Type field. Submission packages with incomplete items are prevented from submission.

Welcome to IRBNet
Alan Parsons

- My Projects
- Create New Project
- My COI
- My Reminders
- Project Administration
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts
- Other Tools
- Forms and Templates

Designer

[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

Package: 431446-1 Work in progress (Not submitted)

Select a Document: Korean Consent Form [Download]

Step 2:
Assemble your document package here. You can add new project documents, revise existing documents, maintain version history, and link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified	1	2	3	4
(please select)	Consent Form - Spinal Motion.doc	04/04/2016 10:16 AM				
Amendment/Modification	Cervical Clinical Protocol 3-23-06[1].pdf	04/04/2016 10:16 AM				
PHS Retrospective Review and Mitigation Report (incomplete)	PHS Retrospective Review and Mitigation Report	04/04/2016 10:27 AM				

There are no Training & Credentials for this package.

(When should I do this?)

✓ Incomplete items are indicated in (red).

✓ Click (please select) to choose Document Type.

- 1 View document
- 2 View document revision history
- 3 Update
- 4 Delete document

✓ To finish incomplete (incomplete) Smart Forms, click the (pencil) icon.



Share with your Research Team

Give access to any team member with whom you will be collaborating.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

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 current copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to download 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 ownership:** 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.



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 team member.

✓ Select the Organization in which your colleagues are members.

✓ The default organization highlighted is your home institution.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

Share Project

18-1] Motivations of Research Subjects: A Mixed Methods Study

You may share this project with other IRBNet users. Sharing a project consists of three steps:

1. Select an organization to display a list of IRBNet users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization

Organization types to display Research Institutions Boards Sponsors

Select an Organization*

- Metropolitan University, Frederick, MD
- Metsch & Metsch, P.A., Miami, FL
- Miami Children's Hospital, Miami, FL
- 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

* required fields



Set the proper level of access

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

Welcome to IRBNet
Alan Parsons

My Projects
Create New Project
My Reminders

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

Other Tools
Forms and Templates

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:

IRBNet User	Permission Access
Chandry, Francis	<input type="radio"/> Full <input type="radio"/> Write <input checked="" type="radio"/> Read <input type="radio"/> 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

✓ 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.

Welcome to IRBNet
Alan Parsons

My Projects
Create New Project
My Reminders

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

Other Tools
Forms and Templates

New Project Message

[137775-1] Motivations of Research Subjects: A Mixed Methods Study

Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part of the project record and can be viewed by the Project Team and other users who have been granted access to this project as well as by Committee Members and Administrators that review this project.

Project Team:

| Select All Project Owners Only | Select All | Un-Select All |

User	User Organization	Send Mail
Chandry, Francis	Metropolitan University, Frederick, MD	<input type="checkbox"/>
Palazzo, Enrico	Metropolitan University, Frederick, MD	<input type="checkbox"/>
Researcher, John	Metropolitan University, Frederick, MD	<input type="checkbox"/>

Board Contacts:

There are no submitted packages.

Subject * IRBNet message from John Researcher

Message * Re: [137775-1] Motivations of Research Subjects: A Mixed Methods Study

Please login to IRBNet to review this project.

Regards,
John Researcher

* required fields



Sign your project package

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

The screenshot shows the IRBNet interface. At the top, it displays 'IRBNet ID: 137618-1' and navigation links for 'USER PROFILE' and 'LOGOUT'. The main content area shows a project titled '[137618-1] Motivations of Research Subjects: A Mixed Methods Study'. Below the title, there is a text box for a signature: 'I Alan Parsons, as [dropdown menu], certify that to the best of my knowledge the information in this package is accurate and complete, has been prepared in accordance with all applicable institutional policies and procedures, and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.' A 'Sign' button is located below the text box. To the left, a sidebar menu contains options like 'My Projects', 'Create New Project', 'Project Administration', and 'Submit this Package' (which is circled in red). A yellow callout box on the right contains instructions: 'Choose your project role from the drop down menu.' and 'Sign according to your institution's requirements.' Another yellow callout box at the bottom left states: 'Anyone shared with access to the project may sign a study.' The text 'This package has not been signed.' is visible at the bottom of the main content area.

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

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



Submit your project's package to WIRB for review



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

IRBNet ID: 137618-1 USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Alan Parsons

My Projects
Create New Project
My Reminders (37)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages

Other Tools
Forms and T

Submit Package

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

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

Please select a Board:

Search for an Organization Western Institutional

Only show My Default Boards

Western Institutional Review Board (WIRB), Puyallup, WA

Select a Board *

fields

1 ✓ Uncheck "Only show my Default Boards"

2 ✓ Type all or part of "Western Institutional Review Board (WIRB)" and click Search



Submit to WIRB

The system enables you to send a message to WIRB Client Services and indicate the submission type.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

IRBNet **Submit Package**

Welcome to IRBNet
Alan Parsons

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

The following users at **Western Institutional Review Board (WIRB)** will be automatically notified of your submission:

WIRB Client Services

Submission Type: *

You may also specify additional comments to be included in this notification.

Your Comments:

Thank you for your help!

✓ Send any needed comments to WIRB Client Services.

Note: The package will be locked upon submission.



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™

Welcome to IRBNet
Alan Parsons

My Projects
Create New Project
My Reminders (1)

Other Tools
Forms and Templates

My Projects

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 running smoothly. (Learn More)

Search: Search By Tag:

1 - 3 of 3 10

and Manage Tags | Show Archived Projects (4) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
137618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Pending Review	
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...				

1 - 3 of 3 10

✓ Open your project by clicking the Project Title.

✓ Indicates WIRB has "unlocked" the package for further revisions.



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
Alan Parsons

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
Create a New Package

Messages & Alerts (3)

Other Tools
Forms and Templates

Designer

[431358] My Fancy New Project

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

Mark Revisions Complete (When should I do this?)

Unlocked - Revisions Pending

View History

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

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

Assemble your document package here. You can add new project documents, maintaining version history, and link your project team's Training & Credentials records.

Documents in this Package:

Document Type	Description	Last Modified	
Application Form	Application Form: New Submission	03/23/2016 02:48 PM	
Study Plan	Study Plan	03/23/2016 02:47 PM	

There is 1 Training & Credentials record linked to this package. | [View All Links](#) | [Link / Un-Link Training Records](#) |

✓ Attach additional documents here.

OR

Attach New Document (When should I do this?)



Receive your review decision



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

Welcome to IRBNet
Alan Parsons

- 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
- Create a New Package
- Messages & Alerts (3)
- Other Tools**
- Forms and Templates

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
Keywords	Incentive, Extra Credit
Sponsor	National Research Foundation

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

Project Status as of: 03/12/2013

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Western Institutional Review Board (WIRB), Puyallup, WA		Pending Review	

Package 442690-1 is: 🔒 Locked - Revisions Complete Package 1 of 1 | Jump ▾

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Western Institutional Review Board (WIRB), Puyallup, WA	03/05/2020	New Project	Pending Review		Review Details

Shared with the following IRBNet users:

IRBNet User	Organization
Chandry, Francis	Zanzibar University, Frederick, MD
Palazzo, Enrico	Zanzibar University, Frederick, MD
Researcher, John	Zanzibar University, Frederick, MD

✓ Click here to access review decision documentation for this package.





Check Review Details, including decisions and board documentation



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 USER PROFILE LOGOUT

Welcome to IRBNet
Alan Parsons

My Projects
Create New Project
My Reminders (37)

Project Administration

- Project Overview
- Designer
- Package Signatures
- Submit this Package
- Send Project Mail
- Reviews**
- Project History
- Create a New Package
- Messages & Alerts (1)

Review Details

[137618-1] Motivations of Research Subjects: A Mixed Methods Study
Western Institutional Review Board (WIRB), Puyallup, WA

Submission Details	
Submitted To	Western Institutional Review Board (WIRB), Puyallup, WA
Submitted by	Alan Parsons
Submission Date	03/05/2020
Submission Type	New Project
Local Board Reference Number	

Review Details:

Agenda	Review Type	Board Action	Effective Date	Project Status	Expiration Date
03/08/2020 12:00 PM	Full Committee Review	Pending Review			

Board Documents:

There are currently no documents from Western Institutional Review Board (WIRB).

✓ Follow the review process here.

Reviews

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

✓ Board documents will appear here.



Your local VA R&D Committee can offer you assistance on how to comply with local SOPs as you use IRBNet.

Contact WIRB at VAreliance@wirb.com with any questions about your submission.