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:
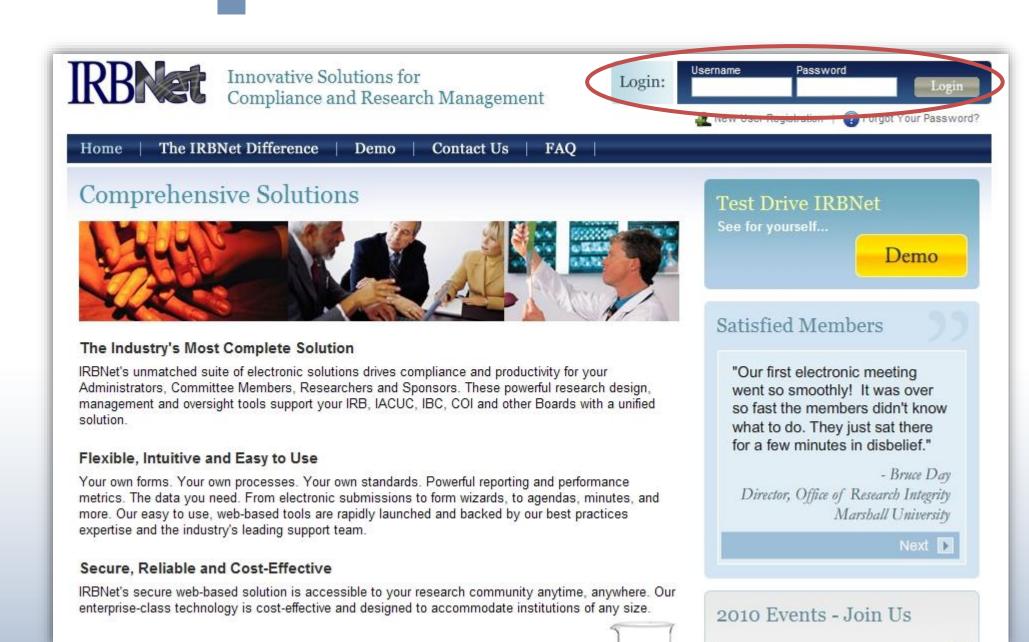
- Manage Projects from your My Projects page

- 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 for Review

- Revise Incomplete Submissions

- Access Review Decisions and Board Documentation

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.

USER PROFILE   LOGOUT

Welcome to IRBNet

What would you like to do?

Other Tools
Forms and T

- ✓ 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.

- ✓ Add Training & Credentials to your User Profile here.

Create a New Project

Update my User Profile

? Help

- ✓ Additional instructions are available here.

Skip this ⊕

3

Access My Projects

IRBNet

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

USER PROFILE   LOGOUT

IRBNet ™

**Welcome to IRBNet
Alan Parsons**

My Projects
Create New Project
🚩 My Reminders

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: [▼]

[Search]   [Clear]

✓ Access your institution's forms and instructions here.

|◀ ◀ 1 - 2 of 2 ▶ ▶| 10 ▼

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

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

|◀ ◀ 1 - 2 of 2 ▶ ▶| 10 ▼

✓ 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.

Manage your My Projects page

IRBNet

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

✓ Create and edit Project Tags by clicking this link.

✓ Click here to Archive projects which are no longer active.

✓ Add a personal tag (only you can see it) or a shared tag (everyone with access can see it) to create your personalized filing structure.

Create your New Project

Provide basic information about your project.

✓ The asterisk indicates a required field.

Assemble your Submission Package

IRBNet

Review instructions, then begin to add your project documents (attachments and document wizards) for submission purposes.

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 d...

Select a Library: Baystate Health Sponsored Programs Administration (SPA), Springfield, MA

Select a Document: Ancillary Services Worksheet   Download

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

Documents in this Package:

There are no documents in this package.

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

Start a Wizard   **OR**   Attach New Document   (Whe...

✓ Drop down menu reveals institution-specific libraries.

✓ Select appropriate document and download.

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

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

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.

Finish incomplete documentation.

IRBNet

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

Designer

Welcome to IRBNet
Alan Parsons

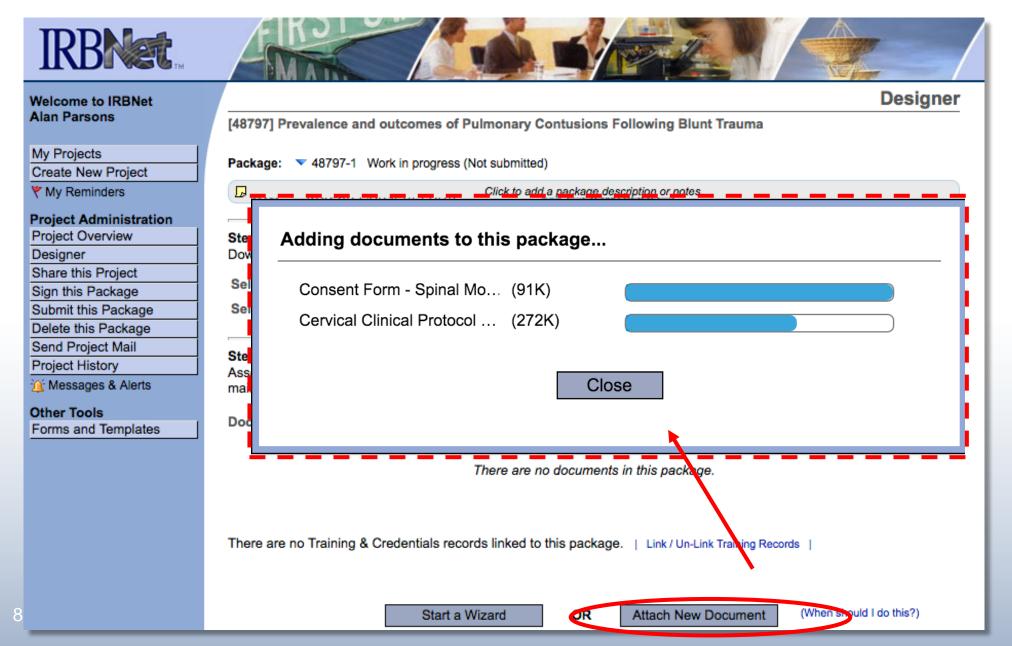[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

My Projects
Create New Pr...

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

My COI

🚩 My Reminder

> ✓ Incomplete items are indicated in (red).
> ✓ Click (please select) to choose Document Type.

Project Admin
Project Overvi...
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

...d reference materials to assist you in assem...

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

Select a Library: Documents for Researchers (Override) ⬍

Select a Document: Korean Consent Form ⬍   Download

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

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 ...27 AM	📄 🗐 ✏ ✕

There are no Training & Cred...

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

(When should I do this?)

Add relevant Training & Credentials (T&C) records, as required.

IRBNet

Be sure to link any required T&C documents, from the T&C records of any team members shared on the project.
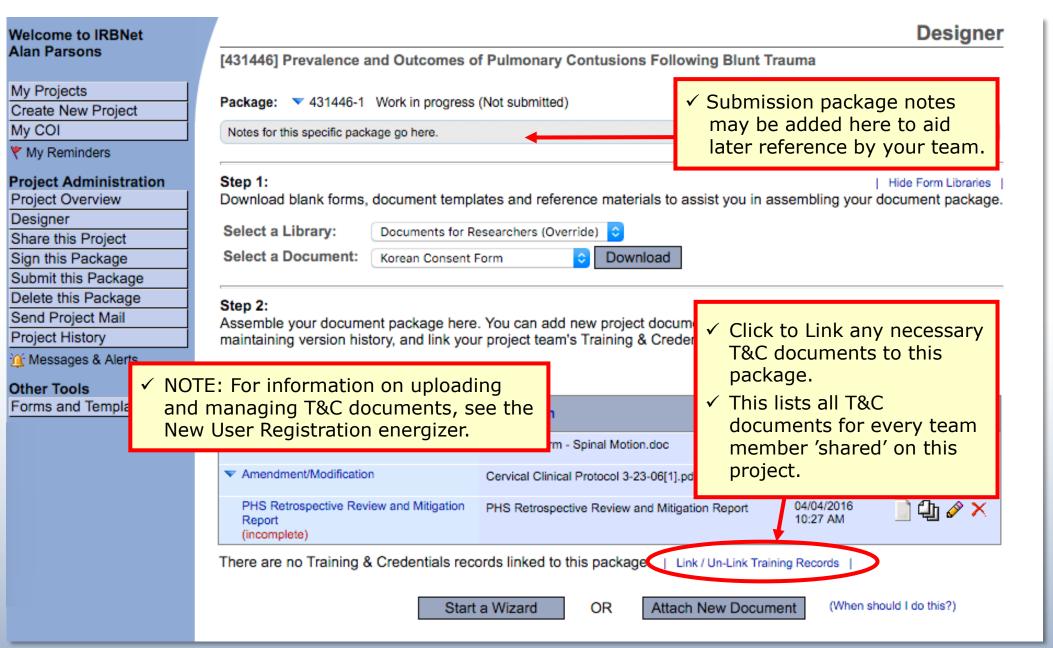

Welcome to IRBNet
Alan Parsons

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 Templa[tes]

Designer

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

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

Notes for this specific package go here.

✓ Submission package notes may be added here to aid later reference by your team.

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

Select a Library: Documents for Researchers (Override) ⬍
Select a Document: Korean Consent Form ⬍ [Download]

Step 2:
Assemble your document package here. You can add new project docume[nts] maintaining version history, and link your project team's Training & Creden[tials]

✓ Click to Link any necessary T&C documents to this package.
✓ This lists all T&C documents for every team member 'shared' on this project.

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

[...]rm - Spinal Motion.doc

▼ Amendment/Modification   Cervical Clinical Protocol 3-23-06[1].pd[f]

PHS Retrospective Review and Mitigation Report
(incomplete)   PHS Retrospective Review and Mitigation Report   04/04/2016 10:27 AM

There are no Training & Credentials records linked to this package | Link / Un-Link Training Records |

[Start a Wizard]   OR   [Attach New Document]   (When should I do this?)

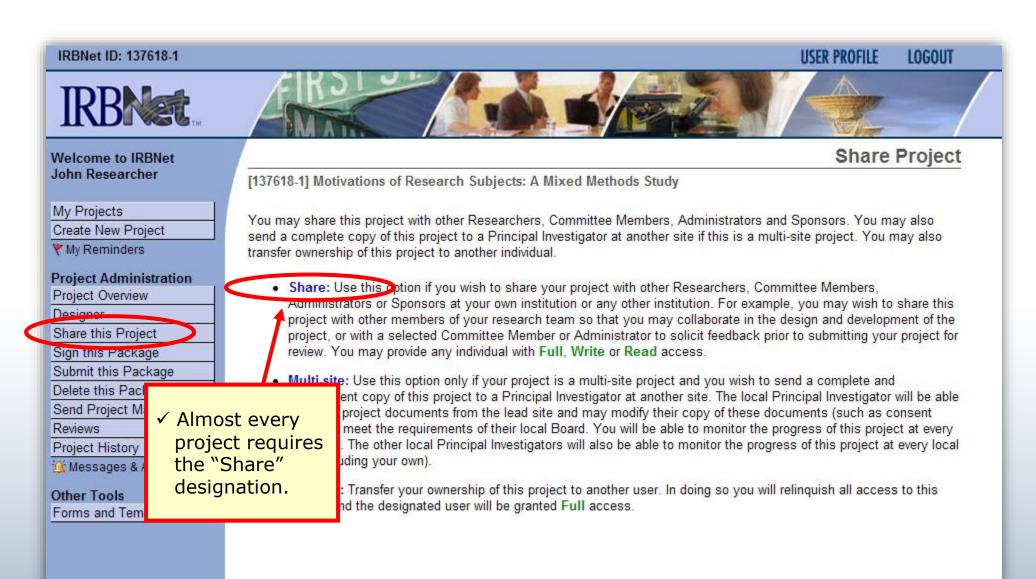# Share with your Research Team

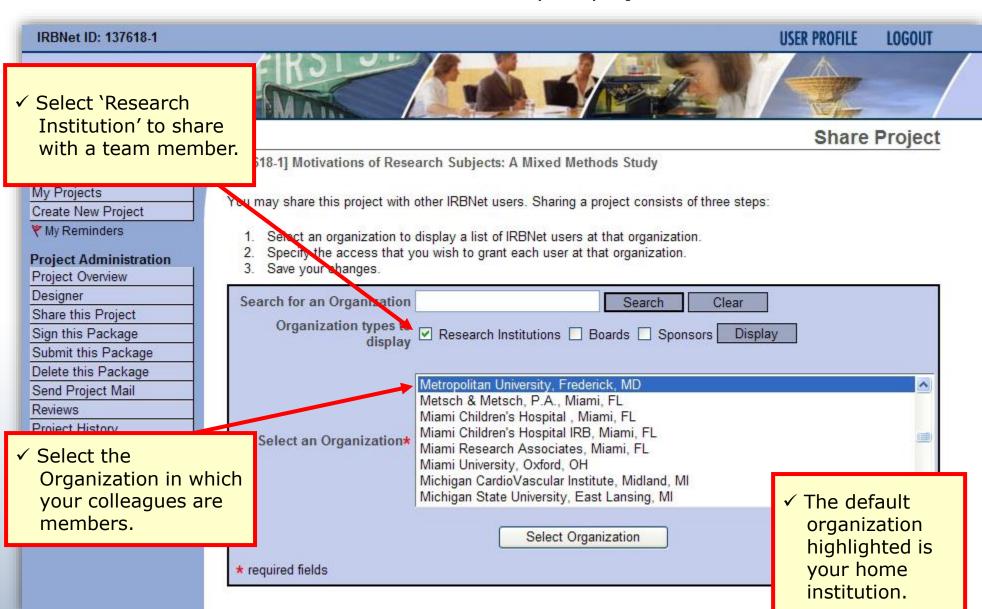Give access to any team member with whom you will be collaborating.

Select your colleague's institution

IRBNet

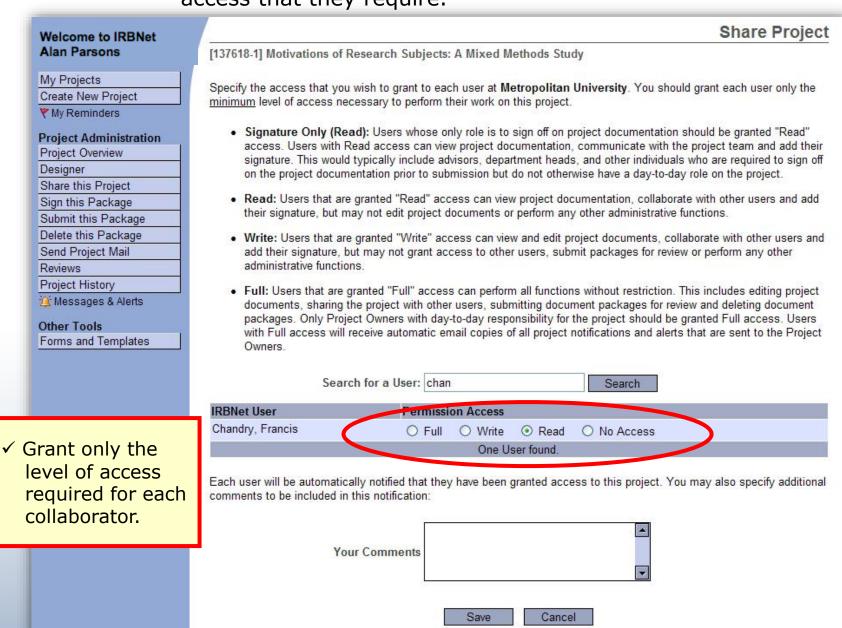You may collaborate both within your Institution and across Institutions in the course of your project.

✓ 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.

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

**Welcome to IRBNet
Alan Parsons**

My Projects
Create New Project
🏳 My Reminders

Project Administration
Project Overview
Designer
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Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
⚠ Messages & Alerts

Other Tools
Forms and Templates

Specify the access that you wish to grant to each user at **Metropolitan University**. You should grant each user only the <u>minimum</u> 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.

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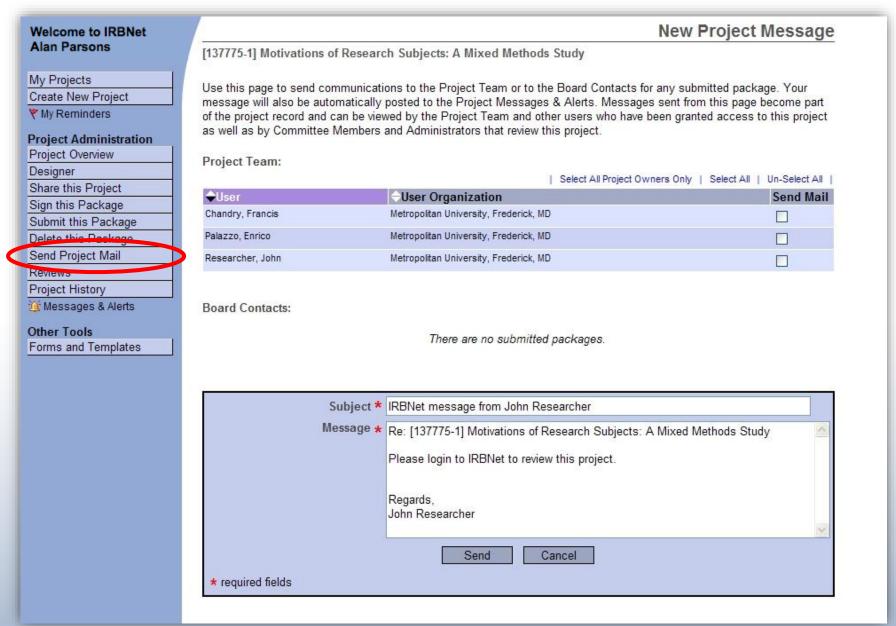
Communicate with your Project Team

Use the Send Project Mail tool to quickly communicate with your team.

Sign your project package

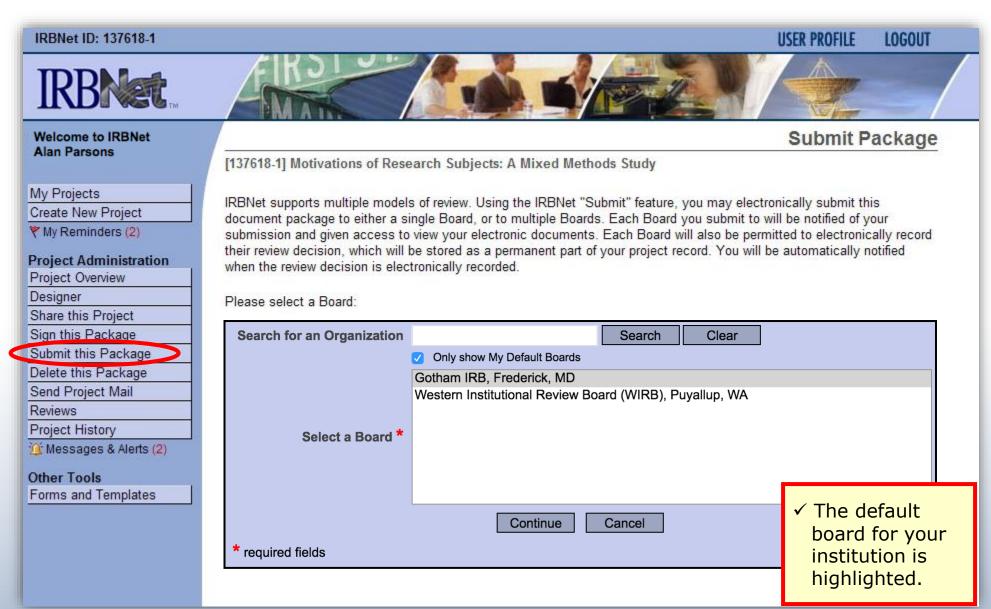Electronic signatures become a permanent part of your electronic audit trail.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

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

Sign Package

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

I John Researcher, the [dropdown] 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 shared with access to the project may sign a study.

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Submit your project's package for review

IRBNet

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

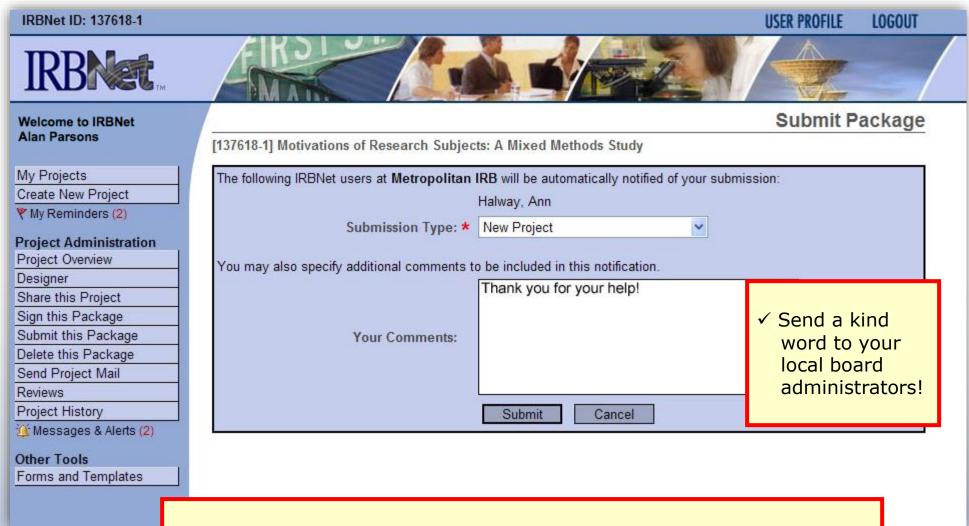✓ The default board for your institution is highlighted.

Submit to your Board

IRBNet

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

✓ Send a kind word to your local board administrators!

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, <u>CONTACT YOUR LOCAL BOARD ADMINISTRATOR</u>.

For advanced topics, such as submitting subsequent packages (for reportable events, continuing reviews, modifications, etc.), please refer to the R2 Training Energizer. <u>CONTACT YOUR LOCAL BOARD COORDINATOR</u> if you have questions.

Managing unlocked packages

IRBNet

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.

✓ Open your project by clicking the Project Title.

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

Make necessary revisions

IRBNet

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

| Mark Revisions Complete | (When should I do this?)

🔓 **Unlocked - Revisions Pending**   View History |

Pa[...]   [...]ld have hover text. Sorts are arbitrary

Ge[...]   [...]ard documents, and track reviews for this package: Review details.

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

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

Assemble your document package here. You can add new project docu[...] maintaining version history, and link your project team's Training & Cre[...]

Documents in this Package:

Document Type	Description	Last Modified	
▼ Application Form	Appliation 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

IRBNet

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
Metropolitan IRB, Frederick, MD		Pending Review	

Package 442690-1 is: 🔒 Locked - Revisions Complete   ⏮ ◀ Package 1 of 1 ▶ ⏭ | Jump ▼ |

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	03/12/2013	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.
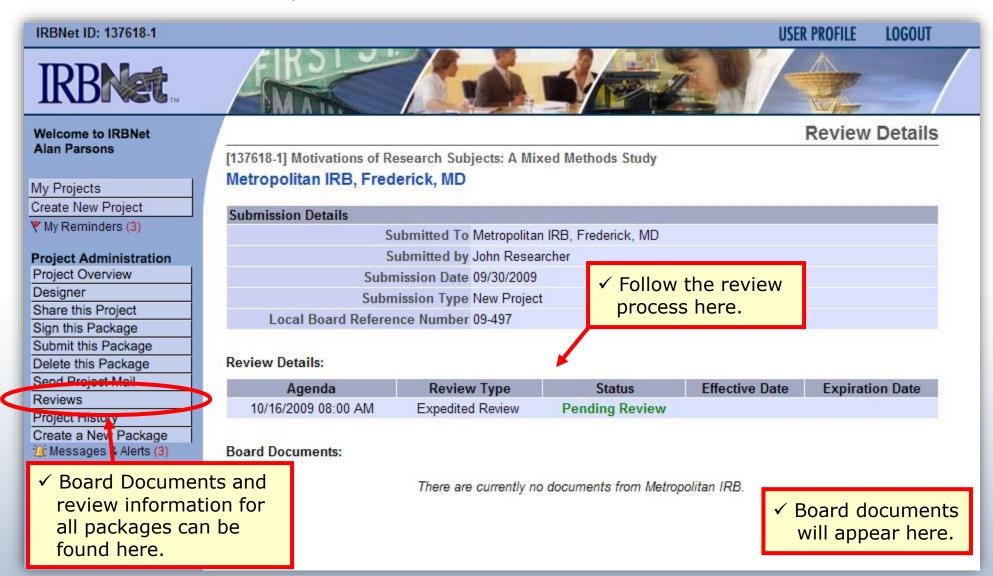
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Check Review Details, including decisions and board documentation

IRBNet

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

IRBNet™

**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)

Review Details

[137618-1] Motivations of Research Subjects: A Mixed Methods Study
Metropolitan IRB, Frederick, MD

Submission Details

Submitted To	Metropolitan IRB, Frederick, MD
Submitted by	John Researcher
Submission Date	09/30/2009
Submission Type	New Project
Local Board Reference Number	09-497

✓ Follow the review process here.

Review Details:

Agenda	Review Type	Status	Effective Date	Expiration Date
10/16/2009 08:00 AM	Expedited Review	Pending Review		

Board Documents:

There are currently no documents from Metropolitan IRB.

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

✓ Board documents will appear here.

Where to Get Help...

IRBNet

Your local 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.