



VHA ISSO and PO

Training Energizer

IRBNet

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 an ISSO or PO, you should know how to log into IRBNet and then:

- Manage your Submission Manager workspaces
- Review project submission details and documents
- Communicate with committee administrators and members
- Add comments and reviewer documents to a submission
- Manage your review work queue





Welcome to IRBNet

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

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

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

Username:

Password:



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 top navigation bar includes 'USER PROFILE' and 'LOGOUT'. The left sidebar contains a 'Welcome to IRBNet' message for Lisa Franklin, a 'Submission Manager' button, 'Agendas and Minutes', 'My Reminders (1)', and an 'Other Tools' section with a 'Forms and Templates' button circled in red. The main content area features a 'Submission Manager' title circled in red, a search bar with a 'Search All' button, and a search filter section with a 'Search' button and a 'Clear' button. Below the search section is a table of submissions with columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Review Type, Action, Ref #, and Submission Date. A 'Special Pop.' button is visible below the first row. At the bottom, there are icons for 'Agenda' and 'Educational' documents.

✓ 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.

Search:
Search By Tag:

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

✓ 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.

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)
Other Tools
Forms and Templates

USER PROFILE LOGOUT

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

Show Agenda Item Numbers

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
13073-2	★ 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.

✓ 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.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
♥ My Reminders (1)
Other Tools
Forms and Templates

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

Show Silenced Reminders | 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

✓ 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.

✓ Project Status

✓ Package Information

✓ Documents for Review

Welcome to IRBNet
Lisa Franklin

- Submission Manager
- Agendas and Minutes
- My Reminders (5)
- Administration
- Package Signatures
- Send Project Mail
- Reviews
- Other Tools
- Forms and Templates

Submission Detail

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

Click to add Project Notes.

Project Status as of: 02/13/2020 Reviewing Board: Metropolitan IRB, Frederick, MD

Project Status: Pending Review Project Expiration Date:
Initial Approval Date: Next Report Due:
Project Risk Level:

Package Details

IRBNet ID 163073-2
Title Motivations of Research Subjects: A Mixed Methods Study
Principal Investigator Researcher, Timothy, M.D.
Lock Status **Locked**
| Unlock | Lock - Revisions Complete | View History |

Submission Details

Submission Date 02/13/2020
Submitted by Timothy Researcher
Submission Type New Project
Local Board Reference Number

Review Details:

Add Another Agenda Date

Agenda	Review Type	Action	Effective Date	Expiration Date	Report Due
01/01/2020 06:43 AM	Full Committee Review	Pending Review			

New and Revised Documents in this Package:

All Project Documents

Document Type	Description	Last Modified
Abstract/Summary	Abstract.docx	02/12/2020 10:55 AM
Budget	Budget.docx	02/12/2020 10:55 AM
Consent Form	Consent Form.docx	02/12/2020 10:55 AM
Cover Sheet	Coversheet.docx	02/12/2020 10:55 AM

Scroll down to see additional information.

New and Revised Documents in this Package: All Project Documents

★	Document Type	Description	Last Modified	
☆	▼ Abstract/ Summary	Abstract.docx	02/12/2020 10:55 AM	
★	▼ Budget	Budget.docx	02/12/2020 10:55 AM	
☆	▼ Consent Form	Consent Form.docx	02/12/2020 10:55 AM	
★	▼ Cover Sheet	Coversheet.docx	02/12/2020 10:55 AM	
☆	▼ Other	VA Form 10-250	02/12/2020 10:55 AM	
☆	▼ Protocol	Protocol.docx	02/12/2020 10:55 AM	
★	VA - Project Cover Sheet	VA - Project Cover Sheet	02/12/2020 10:52 AM	
★	Veterans Affairs - IRB Application	Veterans Affairs - IRB Application	02/12/2020 10:54 AM	

There are 6 Training & Credentials record linked to this package. [View Linked Records](#)

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

Project Team Tracking:

This Package has been Signed By:

Date	Signed By	Role
02/12/2020 10:56 AM	Timothy Researcher	Principal Investigator

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

User	Access Type	Special Designation	Share Date	Shared By
Rodriguez, Sara	Admin		Not Applicable	Not Applicable
Wayne, John	Admin		Not Applicable	Not Applicable
Franklin, Lisa	Reviewer		02/13/2020 1:47 PM	Rodriguez, Sara

[Committee Messages](#)

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

Add comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date	
<input checked="" type="checkbox"/> Rodriguez, Sara	Submission is complete and ready for review.		02/13/2020 11:00 AM	02/13/2020 11:00 AM	View

✓ Research team Training & Credentials

✓ Electronic Signatures

✓ Committee / Admin access list

✓ Reviewer comments.

✓ The check indicates the user has completed their review.

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

Start Your Review Process

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

✓ Open any submitted document by clicking the blue link.

✓ Red, blue and yellow Stars indicate document priority, as established by your committee and local SOP.

New and Revised Documents in this Package: | All Project Documents |

★	Document Type	Description	Last Modified	
☆	▼ Abstract/Summary	Abstract.docx	02/12/2020 10:55 AM	
★	▼ Budget	Budget.docx	02/12/2020 10:55 AM	
☆	▼ Consent Form	Consent Form.docx	02/12/2020 10:55 AM	
★	▼ Cover Sheet	Coversheet.docx	02/12/2020 10:55 AM	
☆	▼ Other	VA Form 10-250	02/12/2020 10:55 AM	
☆	▼ Protocol	Protocol.docx	02/12/2020 10:55 AM	
★	VA - Project Cover Sheet	VA - Project Cover Sheet	02/12/2020 10:52 AM	
★	Veterans Affairs - IRB Application	Veterans Affairs - IRB Application	02/12/2020 10:54 AM	

✓ Download project documents that require your review.

There are 6 [Training & Credentials record](#) linked to this package. | [View Linked Records](#) |

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

Project Team Tracking: | [Show Project Team Tracking](#) |

This Package has been Signed By:

Date	Signed By	Role	
02/12/2020 10:56 AM	Timothy Researcher	Principal Investigator	Details

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

User	Access Type	Special Designation	Share Date	Shared By
Rodriguez, Sara	Admin		Not Applicable	Not Applicable
Wayne, John	Admin		Not Applicable	Not Applicable
Franklin, Lisa	Reviewer		02/13/2020 1:47 PM	Rodriguez, Sara

View Project Details

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

Submission Detail
Designer

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

Package: 163073-2 New Project Locked | [View History](#)

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

Documents in this Package:

Document Type	Description	Last Modified	
Abstract/Summary	Abstract.docx	02/14/2020 10:55 AM	
Budget	Budget.docx	02/14/2020 10:55 AM	
Consent Form	Consent Form.docx	02/14/2020 10:55 AM	
Cover Sheet	Coversheet.docx	02/14/2020 10:55 AM	
Other	VA Form 10-250	02/14/2020 10:55 AM	
Protocol	Protocol.docx	02/14/2020 10:55 AM	
VA - Project Cover Sheet	VA - Project Cover Sheet	02/14/2020 10:52 AM	
Veterans Affairs - IRB Application	Veterans Affairs - IRB Application	02/14/2020 10:54 AM	

There are 6 [Training & Credentials](#) record linked to this package. | [View All Links](#)

Documents from Previous Packages:

Pkg #	Document Type	Description	Last Modified	Submission Date	
1	Abstract/Summary	Abstract.docx	02/05/2020 02:23 AM	02/05/2020	
1	Other	VA Form 10-250	02/05/2020 08:21 PM	02/05/2020	

2020 06:43 AM Full Committee Review Pending Review

Revised Documents in this Package: | [All Project Documents](#)

Document Type	Description	Last Modified	
Abstract/Summary	Abstract.docx	02/12/2020 10:55 AM	
Budget	Budget.docx	02/12/2020 10:55 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.



Add Reviewer Comments and Documents



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

☆	Other	VA Form 10-250	02/12/2020 10:55 AM	
☆	Protocol	Protocol.docx	02/12/2020 10:55 AM	
★	VA - Project Cover Sheet	VA - Project Cover Sheet	02/12/2020 10:52 AM	
★	Veterans Affairs - IRB Application	Veterans Affairs - IRB Application	02/12/2020 10:54 AM	

There are 6 **Training & Credentials** record linked to this package. | [View Linked Records](#) |

* Browse the complete list of project documents, and access historical documents, on the **Designer**.

Project Team Tracking:

| [Show Project Team Tracking](#) |

This Package has been Signed By:

Date	Signed By	Role
02/12/2020 10:56 AM	Timothy Researcher	Principal Investigator

✓ View comments by administrators and other members.

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

User	Access Type	Special Designation	Share Date	Shared By
Rodriguez, Sara	Admin		Not Applicable	Not Applicable
Wayne, John	Admin		Not Applicable	Not Applicable
Franklin, Lisa	Reviewer		02/13/2020 1:47 PM	Rodriguez, Sara

[Committee Messages](#)

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

✓ Click "Add" to record reviewer comments

Add comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date	
✓ Rodriguez, Sara	Submission is complete and ready for review.		02/13/2020 11:00 AM	02/13/2020 11:00 AM	View



Add Your Comments

Use this page to record comments on this submission.

✓ Record your comments in the rich text editor. You may also use the editor tools to cut/paste.

✓ Always save your comments.

✓ You may attach completed reviewer worksheets, edited consent forms and other documents by clicking 'Add New Document'.

Welcome to IRBNet
Lisa Franklin

Submission Manager
Minutes
ers (3)
Submission Detail
Administration
View
atures
Mail
ry

Messages & Alerts (1)

Other Tools
Forms and Templates

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

Reviewer Comments:

B I U S [List Icons] Formats Font Family Font Sizes

I have completed my review of the submission, and have confirmed that reasonable and appropriate security controls are in place to protect private and sensitive information.

Recommendation: Approve

Last Updated:

Mark my personal review as complete.

Completed Date:

Save & Exit Save Cancel

Reviewer Documents:

There are no reviewer documents attached.

Add New Document



Attach Worksheets and More...

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (3)
Back to Submission Detail

Project Administration
Project Overview
Designer
Package Signatures
Send Project Mail
Reviews
Project History
Messages & Alerts
Other Tools
Forms and Templates

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

Reviewer Comments:

B *I* U ~~S~~ [List Icons] Formats Font Family Font Sizes

[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 * [Dropdown]
Description [Text Field]
File * Choose File No file chosen
Attach Cancel

required fields

You may also use the 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

Reviewer Documents:
There are no reviewer documents attached.

Add New Document

✓ Attach completed reviewer worksheets and other documents here.



Electronically Sign Your Review

Checking the “Mark my personal review as complete” box will indicate a completed review on the Submission Detail page. It will also help you track your work on your Submission Manager.

- Agendas and Minutes
- My Reminders (3)
- Back to Submission Detail
- Project Administration**
 - Project Overview
 - Designer
 - Package Signatures
 - Send Project Mail
 - Reviews
 - Project History
- Messages & Alerts (1)
- Other Tools**
 - Forms and Templates

Reviewer Comments:

Rich text editor toolbar with options: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Source Code, Text Color, Background Color, and Spell Check (ABC).

I have completed my review of the submission, and have confirmed that reasonable and appropriate security controls are in place to protect private and sensitive information.

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

✓ 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.

Recommendation: Approve

Last Updated:

Mark my personal review as complete.

Completed Date:

Buttons: Save & Exit Save Cancel

Reviewer Documents:

Document Type	Description	Last Modified	View	Update	Delete
▼ Reviewer Worksheet	My Reviewer Worksheet	02/13/2020 03:23 PM		Update	Delete

Complete Your Review Documentation

Once you have completed your review, your comments will be available for other committee staff and reviewers.

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

Committee Members and Administrators.

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

User	Access Type	Special Designation	Share Date	Shared By
Rodriguez, Sara	Admin		Not Applicable	Not Applicable
Wayne, John	Admin		Not Applicable	Not Applicable
Franklin, Lisa	Reviewer		02/13/2020 01:47 PM	Rodriguez, Sara

[Committee Messages](#)

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

Update your comments and reviewer documents.

Reviewer	Comment	Recommend	Last Updated	Completed Date	
Franklin, Lisa	I have completed my review of the submission, and have confirmed that reasonable and appropriate security controls are in place to protect private and sensitive information.	Approve	02/13/2020 03:39 PM	02/13/2020 03:39 PM	View

✓ Your comments are recorded.



Committee Messages & Alerts



All messages from your administrator relating to this submission are filed in the Committee 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
Designer
Sign this Package
Send Project Mail
Reviews
Project History
Messages & Alerts

Committee Messages & Alerts

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

The following reminder on [163073-2] Motivations of Research Subjects: A Mixed Methods Study was posted for this submission. You can set an IRBNet personal reminder on [163073-2] Motivations of Research Subjects: A Mixed Methods Study. Other IRBNet users will automatically appear in your My Reminders list. Other IRBNet users will turn on or silence a personal reminder without affecting other communications between the project team and the board can be viewed in the [163073-2] Motivations of Research Subjects: A Mixed Methods Study.

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

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 with Assigned Reviews



Your Submission Manager will show you submissions for which you have completed reviews.

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 you to review. You can click on a submission to view information about the submission and to access project documents.

This checkbox filters out your completed reviews.

Search: Search All

Agenda: 04/16/2010 07:00 AM

Only show submissions awaiting Board Action.

Only show submissions not marked Review Completed.

Search By Tag:

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	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010
164613-1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> ECOG 8897: Phase III Comparison of Adjuvant C... HUD Study	Wilson	New Project	FULL	Pending Review	10-19	03/30/2010

1 - 2 of 2 10

Agenda, Minutes and other Administrative Documents for this Meeting:

Agenda Educational

✓ “Check mark” indicates you have completed your review.



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.