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
Log into IRBNet at: www.irbnet.org
Access My Projects

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

Access your institution’s forms and instructions 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.
Organize your projects and manage workflow using Project Tags and Archiving.

- Create and edit Project Tags by clicking this link.
- 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.
- Click here to Archive projects which are no longer active.
Create your New Project

Provide basic information about your project.

The asterisk indicates a required field.
Review instructions, then begin to add your project documents (attachments and document wizards) for submission purposes.

- Select appropriate document and download.
- Drop down menu reveals institution-specific libraries.
- Drag and drop, or click ‘Attach New Document’, to add multiple completed documents at one time.

For more information, visit the IRBNet website or contact the IRB office.

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

If necessary, contact the IRB office for additional assistance.

Visit the IRBNet website or contact the IRB office for more information.

For assistance, contact the IRB office.
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.

Adding documents to this package...

- Consent Form - Spinal Mo... (91K)
- Cervical Clinical Protocol ... (272K)

There are no documents in this package.

There are no Training & Credentials records linked to this package.

[Options: Start a Wizard or Attach New Document]
Finish incomplete documentation.

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

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

To finish incomplete (incomplete) Smart Forms, click the (-pencil).
Add relevant Training & Credentials (T&C) records, as required.

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

- Submission package notes may be added here to aid later reference by your team.
- 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.
Almost every project requires the “Share” designation.

Give access to any team member 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 team member.
- The default organization highlighted is your home institution.
- Select the Organization in which your colleagues are members.
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 shared with access to the project may sign a study.
Submit your project’s package for review

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

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

Please select a Board:

- Only show My Default Boards

Select a Board:

- Gotham IRB, Frederick, MD
- Western Institutional Review Board (WIRB), Puyallup, WA

* required fields

The default board for your institution is highlighted.
The system enables you to send a message to your coordinator and indicate the submission type. IRBNet knows the coordinator of your committee.

Note: The package will be locked upon submission.
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 ADMINISTRATOR.

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.

- Open your project by clicking the Project Title.
- Indicates your Coordinator has “unlocked” the package for further revisions.
While the package is “unlocked,” from the Designer page you may add or revise documents, before you ‘Mark Revisions Complete’.

- 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.
- Attach additional documents here.
Receive your review decision

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

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

**Project Status as of: 03/12/2013**

<table>
<thead>
<tr>
<th>Reviewing Board</th>
<th>Initial Approval Date</th>
<th>Project Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan IRB, Frederick, MD</td>
<td></td>
<td>Pending Review</td>
<td></td>
</tr>
</tbody>
</table>

**Package 442690-1 is: Locked - Revisions Complete**

<table>
<thead>
<tr>
<th>Submitted To</th>
<th>Submission Date</th>
<th>Submission Type</th>
<th>Board Action</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan IRB, Frederick, MD</td>
<td>03/12/2013</td>
<td>New Project</td>
<td>Pending Review</td>
<td></td>
</tr>
</tbody>
</table>

**Shared with the following IRBNet users:**

<table>
<thead>
<tr>
<th>IRBNet User</th>
<th>Organization</th>
<th>Access Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chandra, Francis</td>
<td>Zanzibar University, Frederick, MD</td>
<td>Read</td>
</tr>
<tr>
<td>Palazzo, Enrico</td>
<td>Zanzibar University, Frederick, MD</td>
<td>Write</td>
</tr>
<tr>
<td>Researcher, John</td>
<td>Zanzibar University, Frederick, MD</td>
<td>Full</td>
</tr>
</tbody>
</table>
Review Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, as well as decision letters, stamped documents and other Board Documents.

- Follow the review process here.
- Board Documents and review information for all packages can be found here.
- Board documents will appear here.
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.