

# 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.

**This Energizer covers advanced submission topics for Researchers, Research Managers, or Research Coordinators. This Energizer will illustrate how to:**

- Manage My Reminders
- Review Project Messages & Alerts
- Create a Subsequent Package
- Add and Revise Documents
- Complete and Submit Subsequent Package



## **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.

Responses to board requests and normal actions in the project life cycle (reportable events, continuing reviews, adverse events, study team changes, investigator - and sponsor - initiated modifications, etc.) require the creation of subsequent packages in a project.  
CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.

## Receiving Notifications

Once the committee has rendered a decision you will receive an automatic e-mail notification. That notification can be found in My Reminders.

✓ Click My Reminders to view all active notifications sent to you concerning any of your projects.

My Projects

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (4)

Other Tools  
Forms and Templates

USER PROFILE LOGOUT

My Projects

Projects that you have created or that have been shared with you:

Search:  Search Clear

1 - 3 of 3 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date	
137618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Modifications Required	10/05/2009	
108459-3	Double-Blind, Multicenter Phase 3 Study ...	Researcher	Adverse Event	Acknowledged	09/21/2009	
07645-1	A Phase 3, Randomized, Placebo-Controle...	Bird	New Project	Approved	05/28/2009	

1 - 3 of 3 10

✓ The flag indicates an active Reminder for this project.

# My Reminders

All notifications sent to you across all of your projects will appear here. An e-mail will be sent to your registered e-mail address.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

Other Tools  
Forms and Templates

An IRBNet personal reminder is automatically set for you. You can also set additional reminders for yourself. You can turn on or silence a view recently silenced reminders (within 30 days).

Show Silenced Reminders | Silence All Reminders

IRBNet ID	Project Title	Action Type	Date
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Package Unlocked	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Project	10/01/2009 01:29 PM

Message Reply

Date: 10/05/2009 11:32 AM  
To: "John Researcher" <researcher\_john@yahoo.com>  
From: "Ann Halway" <no-reply@irbnet.org>  
Reply To: "Ann Halway" <ahalway@mailinator.com>  
Subject: IRBNet Board Action

Please note that Metropolitan IRB has taken the following action on IRBNet:

Submission: [137618-1] Motivations of Research Subjects: A Mixed Methods Study  
Action: MODIFICATIONS REQUIRED  
Effective Date: October 5, 2009

Should you have any questions you may contact Ann Halway at ahalway@mailinator.com.

Thank You

✓ Click the project title to go to the Project Overview page.

✓ Click action type to view message.

# Silencing Reminders

Reminders are indicated with red flags. Silencing the Reminders will remove them from this page in the future.

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

Other Tools  
Forms and Templates

USER PROFILE LOGOUT

## 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.

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Show Silenced Reminders Silence All Reminders

IRBNet ID	Project Title	Message Type	Date
137618-1	Motivations of Research Subjects: A Mixe...	Board Document Published	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Unlocked	10/02/2009 09:01 AM
107045-1	A Phase 3, Randomized, Placebo-	Project Access Granted	10/01/2009 01:29 PM

1 - 4 of 4 10

✓ Indicates an active Reminder. Clicking the red flag will "silence" the Reminder.

# Project Messages & Alerts

All project-specific notifications remain filed in the Messages & Alerts page as a permanent part of the project file.

**Project Messages & Alerts**

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

The following communications have been posted for this project. You can set an IRBNet personal reminder on any message or alert. Your personal reminders will automatically appear in your My Reminders list. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users.

Silence All Reminders | 1 - 10 of 11 | 10

IRBNet ID	Project Title	Message Type	Date
137618-1	Motivations of Research Subjects: A Mixe...	Message (IRBNet message from John Researcher)	10/06/2009 08:45 AM
137618-1	Motivations of Research Subjects: A Mixe...	Message (IRBNet message from John Researcher)	10/06/2009 08:42 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Document Published	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Revisions Complete	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Unlocked	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixe...	Submission Notification	09/30/2009 12:16 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:10 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:06 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:05 PM

1 - 10 of 11 | 10

Write

Messages & Alerts (3)

Click here to access project-specific Messages & Alerts.

- ✓ Grey flags indicate messages and alerts that are silenced, either because:
  - ✓ It was sent to another member of the team, or;
  - ✓ You have previously silenced the message.

# Revise Your Project

You can easily revise your project by creating a new package. All versions of your project become a permanent part of your electronic project record.

✓ Note that this is the first package in the sequence.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

**IRBNet™**

Welcome to IRBNet  
John Researcher

**Project Administration**

- My Projects
- Create New Project
- My Reminders (3)
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History**
- Messages & Alerts (3)

**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
Status	Modifications Required
Lock Status	Locked
Keywords	Incentive; Extra Credit
Sponsor	National Research Foundation

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

Submitted to:  
Metropolitan IRB 09/30/2009 **Modifications Required** 10/05/2009. [Review details.](#)

Shared with the following IRBNet users

	Organization	Access Type
er	Metropolitan University, Frederick, MD	Full
y	Metropolitan University, Frederick, MD	Read
	Metropolitan University, Frederick, MD	Write

✓ To create a new package from an existing package, click on "Project History."

# Create a New Package

The Project History page displays all packages in this project. From here you can create a second package.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

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  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

**Project History**

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

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
1	New Project	Modifications Required	09/30/2009	09/30/2009	10/05/2009

One Package found.

You are currently viewing this package.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

**Create New Package**

✓ Click "Create New Package."



# Access New Package

The new package has a status of Work in Progress and is editable.

The screenshot shows the IRBNet user interface. At the top, the user ID is 137618-2, and there are links for 'USER PROFILE' and 'LOGOUT'. The main header features the IRBNet logo and a navigation menu with 'Project History' circled in red. Below the header, the project title is '[137618-2] Motivations of Research Subjects: A Mixed Methods Study'. A message states 'The following document packages are available in Project History:'. A table lists two packages:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
2	New Document Package	Work in progress	10/06/2009		
1	New Project	Modifications Required	09/30/2009	09/30/2009	10/05/2009

Below the table, it says '2 Packages found, displaying all Packages.' and 'You are currently viewing this package.' A red arrow points from the 'New Document Package' row to a yellow callout box. Another yellow callout box is also present.

**Project History**

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

The following document packages are available in Project History:

◆ Pkg #	Package Type	◆ Status	◆ Create Date	◆ Submission Date	◆ Review Date
▶ 2	<b>New Document Package</b>	Work in progress	10/06/2009		
1	New Project	Modifications Required	09/30/2009	09/30/2009	10/05/2009

2 Packages found, displaying all Packages.

▶ You are currently viewing this package.

✓ Note that a second package is created.

✓ The Project History lists all packages in the project lifecycle.

✓ Now click on the New Document Package to begin building the package.

# Add or Revise Documents

Bring forward and revise documents previously submitted, or add a new document as required.

Welcome to IRBNet  
John Researcher

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  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

Designer

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

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

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist Download

**Step 2:**  
Assemble your document package.

New and Revised Documents in this Package:  
*There are currently no documents in this package.*

IRBNet allows you to revise your existing project documents and maintain your package. [Learn more.](#)

Add New Document

OR

Documents from Previous Packages that you can Revise: *(When should I...)*

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	1	2
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required		
1	Consent Form	Consent Form	09/30/2009 12:04 PM	09/30/2009	Modifications Required		
1	Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required		

✓ To revise an older document:

- Download the previous version to your computer, modify as required and save.
- Click on the pencil icon (see next page for more information).

✓ To add a new document, click "Add New Document".

✓ All documents from previously submitted packages are listed here.

## Attach Document

**Browse and locate the revised or new document on your computer, and attach by clicking the Update button.**

IRBNet ID: 137618-2 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer

**Attach Document**

[137618-2] Motivations of Research Subjects: A Mixed Methods Study  
You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form.doc**.
- It was attached on **09/30/2009**.
- It has a size of **93184** bytes.

Document Type \* Consent Form  
Description Consent Form v2  
File \*  Browse...

fields

✓ Browse your hard drive for documents, and attach.

✓ This view is for updating a document from package 1. The view for attaching a new document is similar.

# Document Management Tools

IRBNet provides powerful tools to update and review project documents.

The screenshot shows the IRBNet Designer interface. On the left is a navigation menu with options like 'My Projects', 'Create New Project', 'My Reminders (3)', and 'Project Administration'. The main area is titled 'Designer' and shows a project titled '[137618-2] Motivations of Research Subjects: A Mixed Methods Study'. It includes 'Step 1' (Download blank forms, document templates and reference materials to assist you in assembling your document package) and 'Step 2' (Assemble your document package). Below this is a table of 'New and Revised Documents in this Package:' with columns for Document Type, Description, Last Modified, and icons for View, View revision history, Update, and Delete. A red box highlights these icons with numbered callouts: 1 View, 2 View revision history, 3 Update, and 4 Delete document. Below the table is a button 'Add New Document' and the text '(When should I do this?)'. Further down is a section 'Documents from Previous Packages that you can Revise:' with a table of documents from previous packages, including columns for Pkg #, Document Type, Description, Last Modified, Pkg Submission Date, and Pkg Status. A red box highlights the 'Update' and 'Delete' icons for the first two documents in this table.

1 View  
2 View revision history  
3 Update  
4 Delete document

✓ Note that after revising, the document is removed from the visible list of documents from previous packages.

Document Type	Description	Last Modified	1	2	3	4
Consent Form	Consent Form v2	10/06/2009 09:28 AM				

OR

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	1	2
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required		
1	Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required		

# Revision History

The document revision history tool reveals all versions of a document type in the project.

The screenshot shows the IRBNet Designer interface. On the left is a navigation menu with sections like 'My Projects', 'Project Administration', and 'Other Tools'. The main area displays a project titled '[137618-2] Motivations of Research Subjects: A Mixed Methods Study'. It includes 'Step 1' (Download blank forms...) and 'Step 2' (Assemble your document package). A 'New and Revised Documents in this Package:' section contains a table with columns for Document Type, Description, and Last Modified. A 'Document Revision History' dialog box is open, showing a table with columns for Pkg #, Document Type, Description, Last Modified, Pkg Submission Date, and Pkg Status. A red circle highlights the 'Pkg #' column in the dialog box, and a red arrow points from a text box to the 'Document Revision History' dialog box.

Designer

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

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

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

**Step 2:**  
Assemble your document package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified
Consent Form	Consent Form v2	10/06/2009 09:28 AM

Document Revision History

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status
2	Consent Form	Consent Form v2	10/06/2009 09:28 AM		Work in progress
1	Consent Form	Consent Form	09/30/2009 12:04 PM	09/30/2009	Modifications Required

✓ The Document Revision History lists the most recent document and every previous version submitted by package.

# Complete Submission Process

When project documentation is completely assembled, sign and submit according to your institution's SOPs.

Welcome to IRBNet  
John Researcher

- 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
- Messages & Alerts (3)
- Other Tools**
- Forms and Templates

Designer

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[137618-2] Motivations of Research Subjects: A Mixed Methods Study

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

Select a Library:

Select a Document:

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**Step 2:**  
Assemble your document package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Consent Form	Consent Form v2	10/06/2009 09:28 AM	

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

(When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required	
1	Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required	

## **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.