

#### Researcher 2: Post-Submission Advanced Topics

## Network ® 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, and Research Coordinators. This Energizer illustrates how to:

- Perform My Projects Management
- Manage My Reminders
- Review Project Messages & Alerts
- Create a New Package for Your Project
- 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, <a href="CONTACT YOUR LOCAL BOARD">CONTACT YOUR LOCAL BOARD</a> 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.

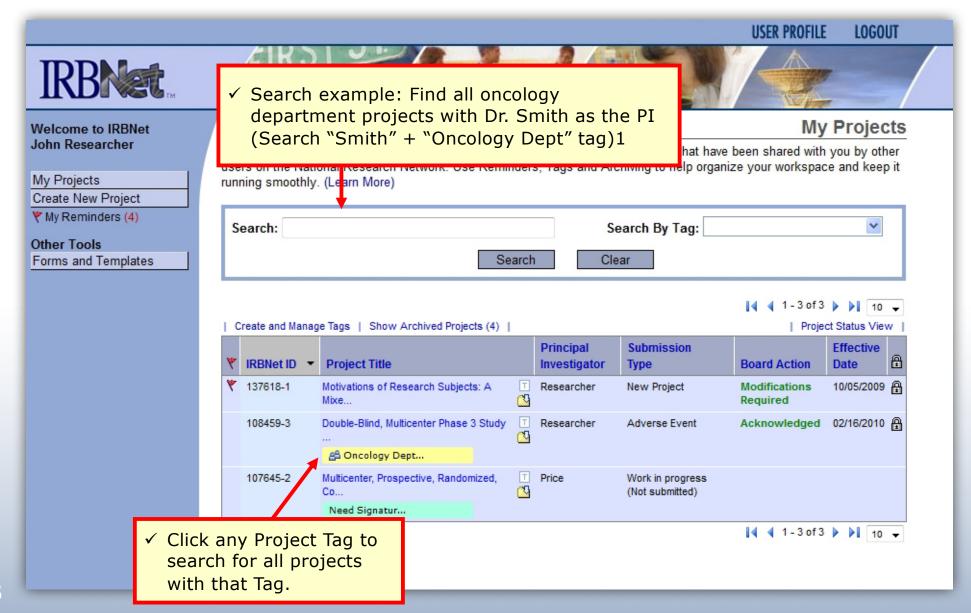
CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.



## Advanced My Projects Management IRBNet



Use the Search field combined with the Search By Tag menu to enable focused searching.

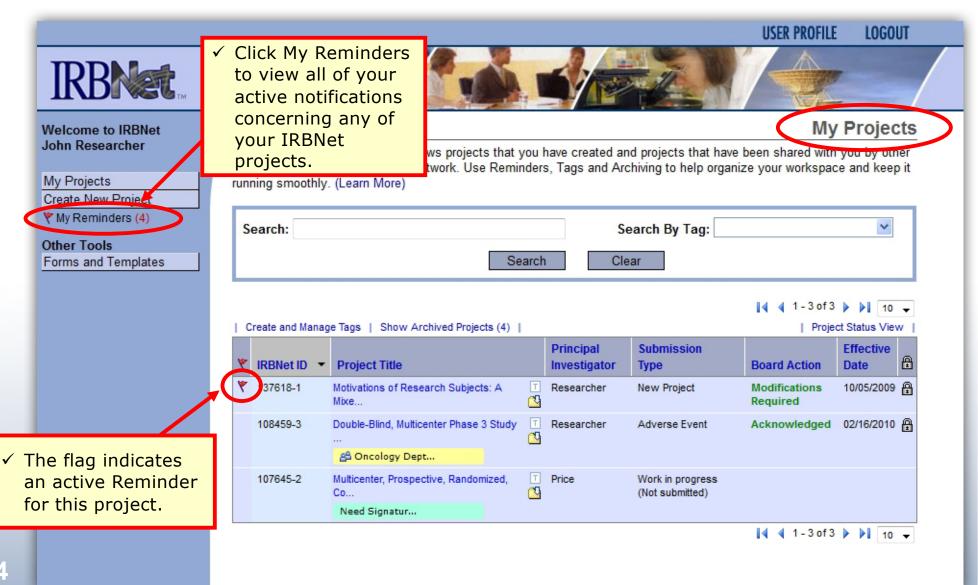




#### **Receive Notifications**



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

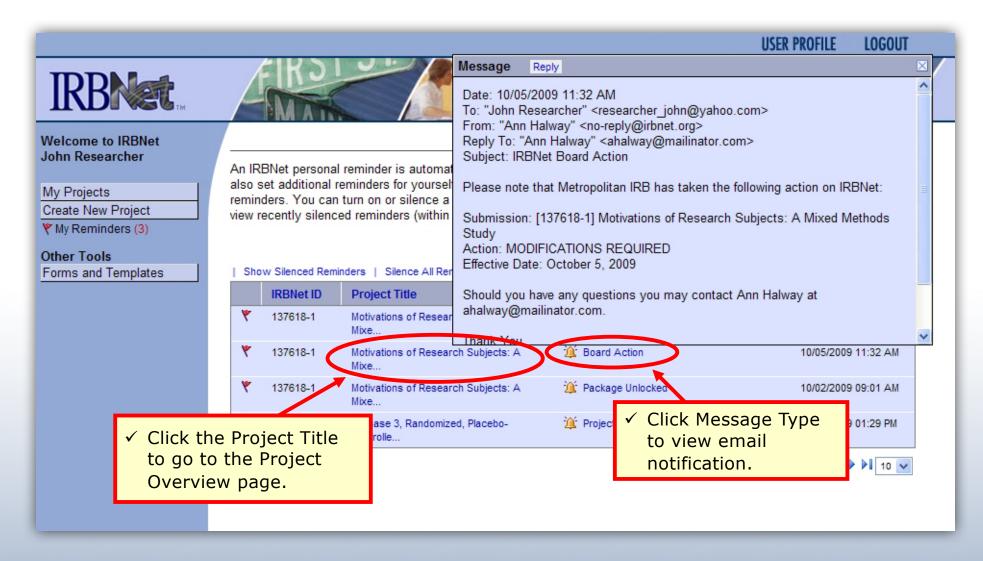




### Review My Reminders



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.

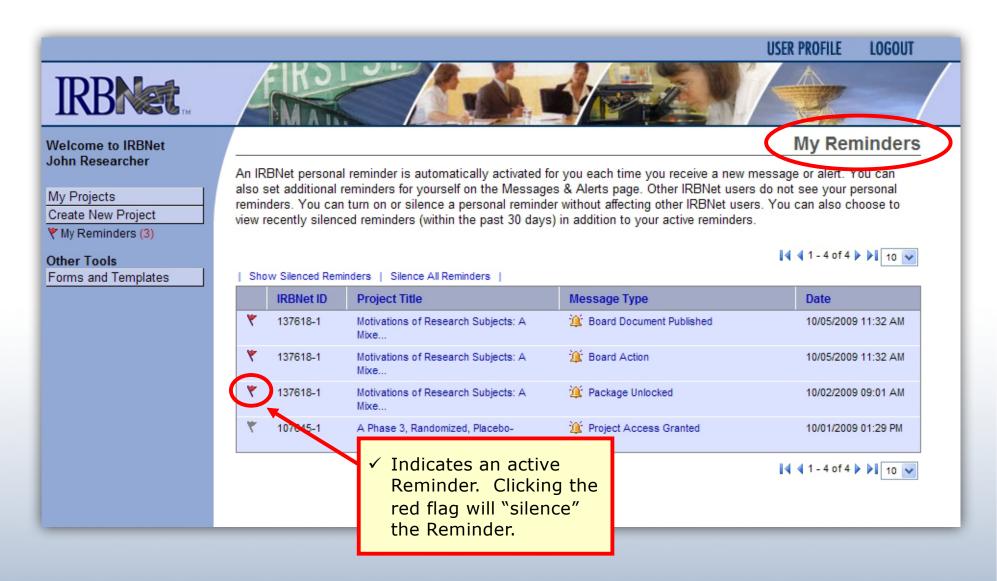




#### Silence Reminders



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





## Review Project Messages & Alerts



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

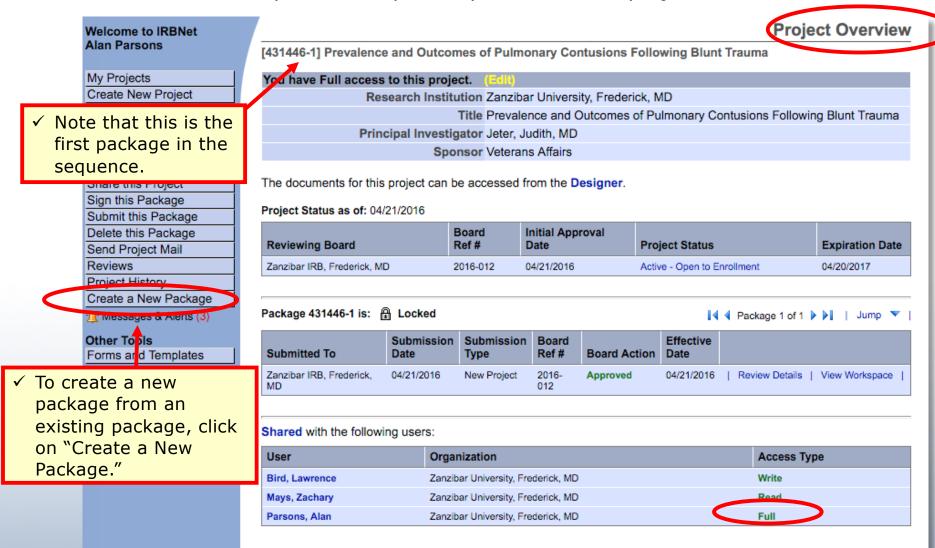




# Revise Your Project: Create a New Package



With Full Access you can easily revise their project by creating a new package. All versions of your project become a permanent part of your electronic project record.

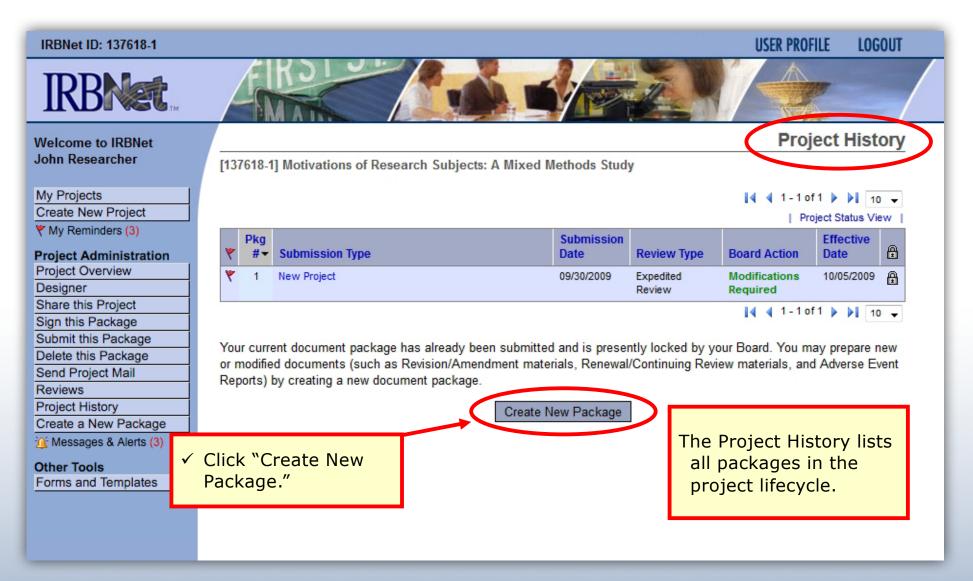




## Create a New Package: Alternative



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





### Add or Revise Project Documents

add a new document as required.



✓ You are taken to the Designer page.

- ✓ Note that a second Package (-2) is created.
- ✓ This Package is a Work in Progress.

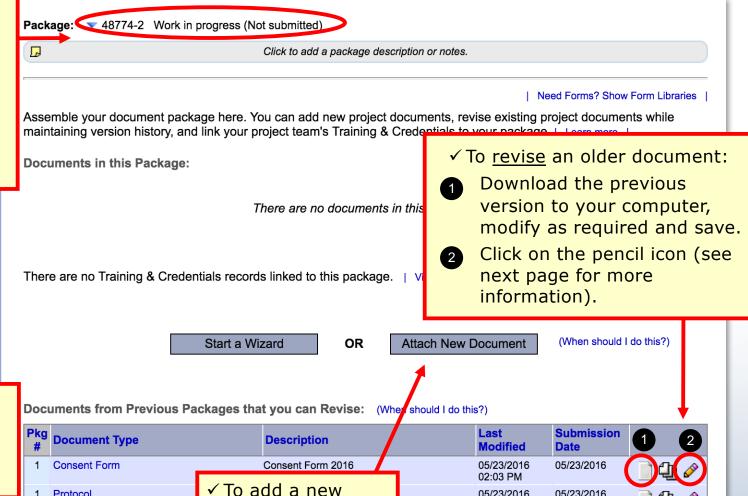
Send Project Mail Reviews **Project History** 🏌 Messages & Alerts (2) Other Tools Forms and Templates

✓ All documents from previously submitted packages are listed here.

Protocol

1 Study Plan

UMCP - IRB Initial Application



document, click

"Attach New

Document".

05/23/2016

05/23/2016

05/23/2016

02:03 PM

02:33 PM

02:03 PM

05/23/2016

05/23/2016

05/23/2016

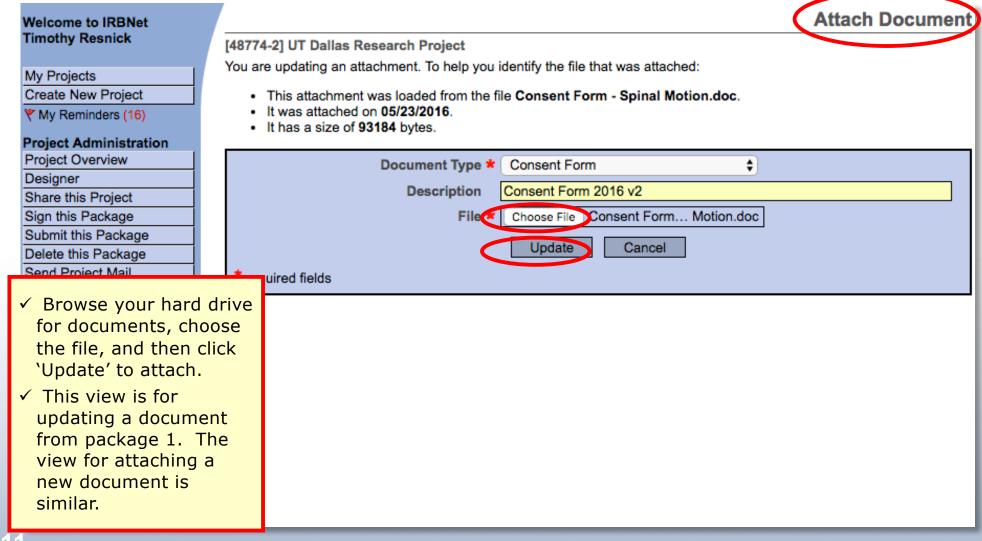
Bring forward and revise documents previously submitted, or



#### Attach a Document



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

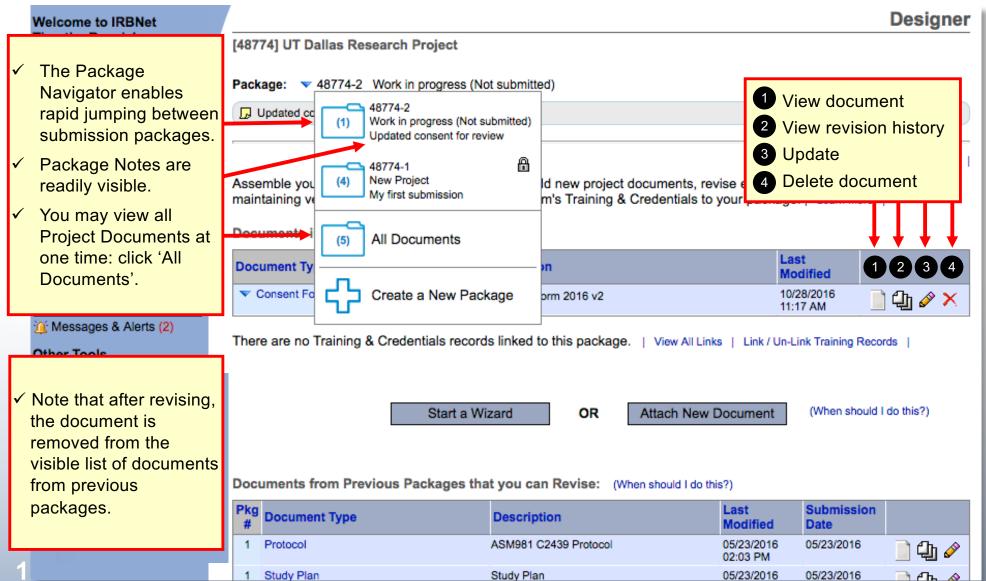




### **Document Management Tools**



IRBNet provides powerful Submission Package navigation tools to update and review project documents, and to navigate your Project Documents.

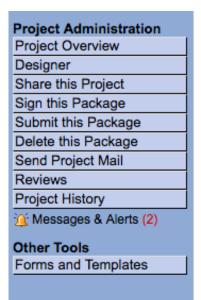


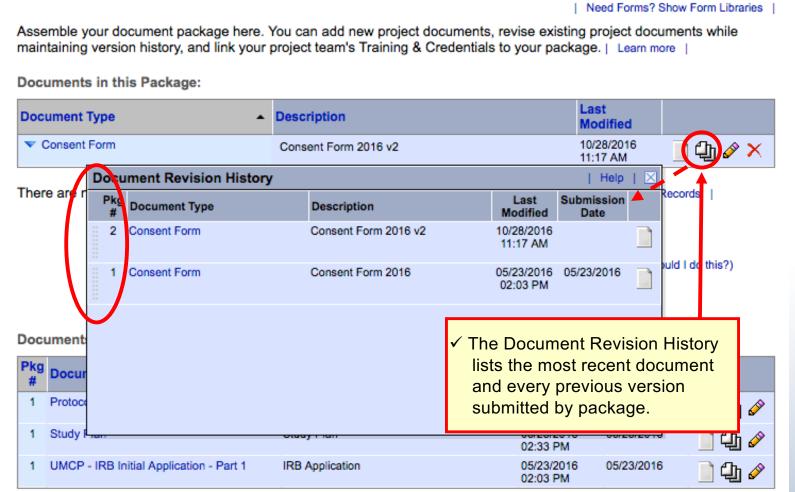


### **Document Revision History**



The Document Revision History tool reveals all document versions for each given Document Type within the project.





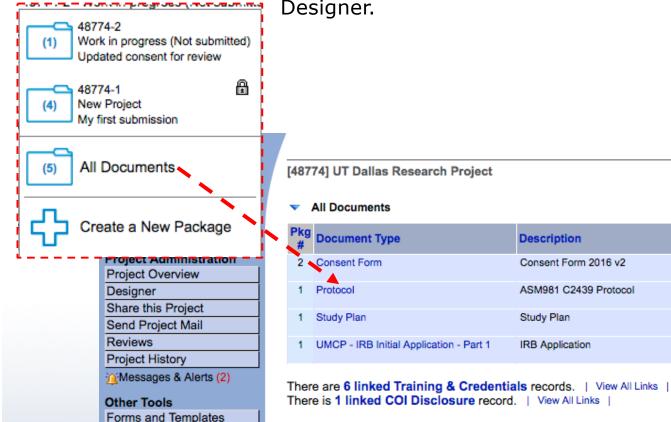


#### All Documents view



Designer

Selecting 'All Documents' form the Package Navigator reveals a comprehensive list of all documents assembled in the Designer.



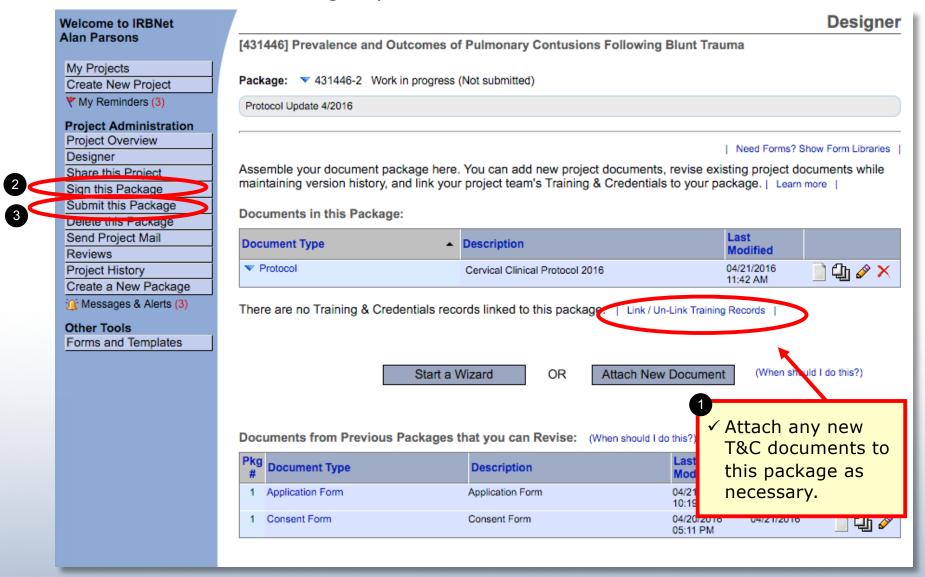




### **Complete Submission Process**



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

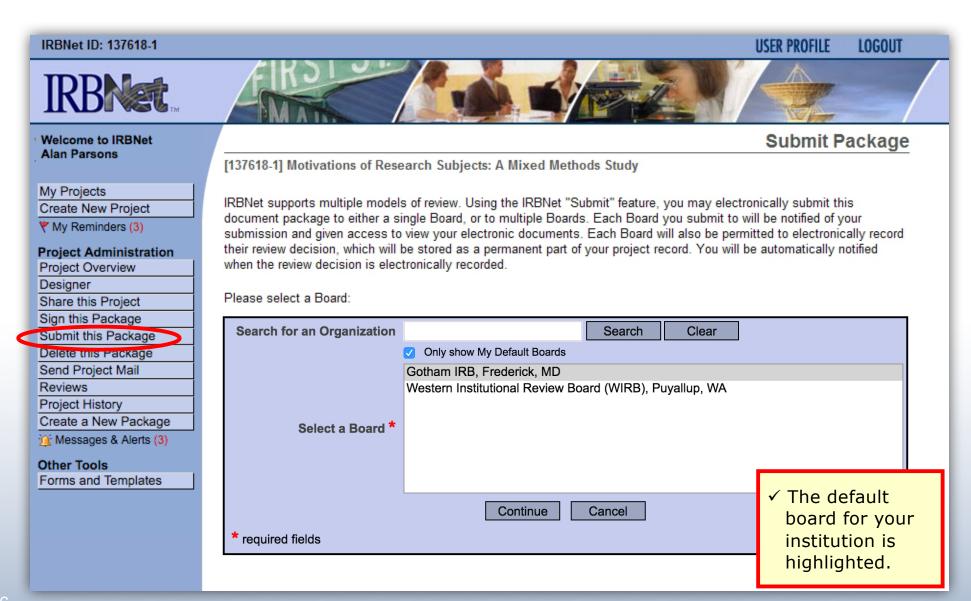




### Submit your package for review



Submit your package to your committee of record.

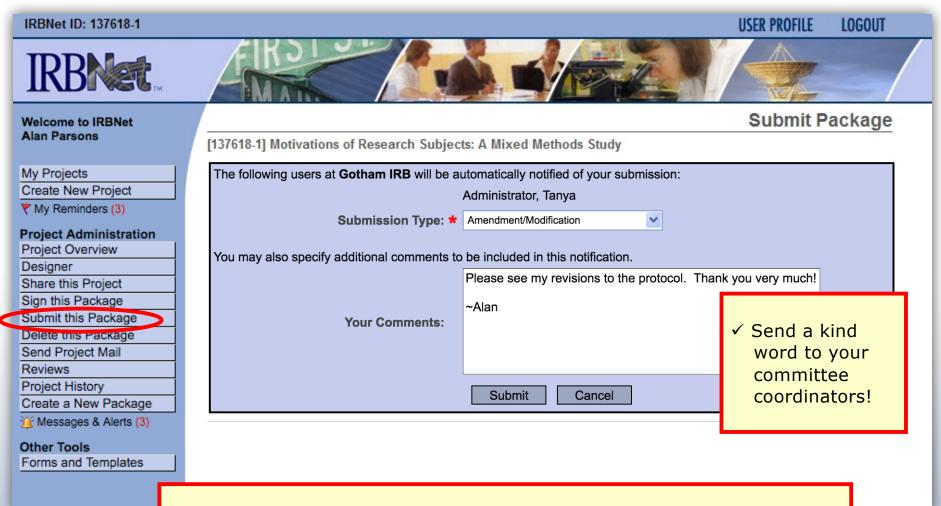




## Submit to your Board



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



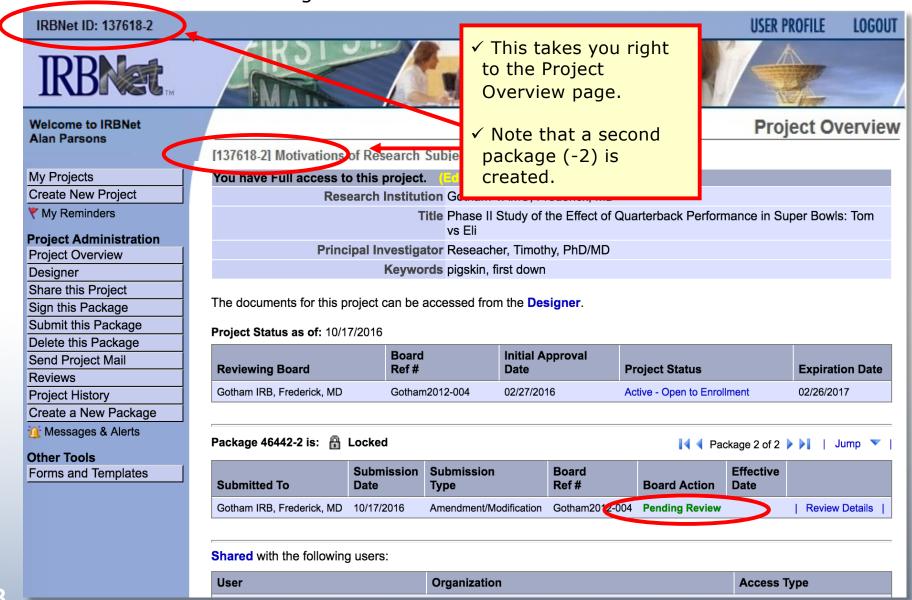
Note: The package will be locked upon submission.



### Access Current Project Overview



The newly-submitted package (xxxxxx-2) has a status of Pending Review.





#### 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.