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?

IRBNet

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 COORDINATOR</u>.

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. <u>CONTACT YOUR LOCAL BOARD COORDINATOR</u> if you have questions.

Advanced My Projects Management

IRBNet

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

USER PROFILE   LOGOUT

IRBNet ™

**Welcome to IRBNet
John Researcher**

My Projects
Create New Project
🚩 My Reminders (4)

Other Tools
Forms and Templates

My Projects

...hat 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 example: Find all oncology department projects with Dr. Smith as the PI (Search "Smith" + "Oncology Dept" tag)1

Search: [   ]   Search By Tag: [▼]

[Search]   [Clear]

|◀ ◀ 1 - 3 of 3 ▶ ▶| 10 ▼

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

🚩	IRBNet ID ▼	Project Title		Principal Investigator	Submission Type	Board Action	Effective Date	🔒
🚩	137618-1	Motivations of Research Subjects: A Mixe...	T 📁	Researcher	New Project	**Modifications Required**	10/05/2009	🔒
	108459-3	Double-Blind, Multicenter Phase 3 Study ... 👥 Oncology Dept...	T 📁	Researcher	Adverse Event	**Acknowledged**	02/16/2010	🔒
	107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	T 📁	Price	Work in progress (Not submitted)			

|◀ ◀ 1 - 3 of 3 ▶ ▶| 10 ▼

✓ Click any Project Tag to search for all projects with that Tag.

Receive Notifications

IRBNet

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

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

✓ The flag indicates an active Reminder for this project.

USER PROFILE   LOGOUT

IRBNet ™

Welcome to IRBNet
John Researcher

My Projects
Create New Project
🚩 My Reminders (4)

Other Tools
Forms and Templates

My Projects

...ws projects that you have created and projects that have been shared with you by other ...twork. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search: [   ]   Search By Tag: [▼]

[Search]   [Clear]

◀◀ ◀ 1 - 3 of 3 ▶ ▶▶ 10 ▼

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

🚩	IRBNet ID ▼	Project Title		Principal Investigator	Submission Type	Board Action	Effective Date	🔒
🚩	37618-1	Motivations of Research Subjects: A Mixe...	T 📑	Researcher	New Project	Modifications Required	10/05/2009	🔒
	108459-3	Double-Blind, Multicenter Phase 3 Study ... 👥 Oncology Dept...	T 📑	Researcher	Adverse Event	Acknowledged	02/16/2010	🔒
	107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	T 📑	Price	Work in progress (Not submitted)			

◀◀ ◀ 1 - 3 of 3 ▶ ▶▶ 10 ▼

4

Review My Reminders

IRBNet

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.

✓ Click the Project Title to go to the Project Overview page.

✓ Click Message Type to view email notification.

Silence Reminders

IRBNet

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

USER PROFILE   LOGOUT

IRBNet ™

My Reminders

**Welcome to IRBNet
John Researcher**

My Projects
Create New Project
🚩 My Reminders (3)

Other Tools
Forms and Templates

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.

|◀ ◀ 1-4 of 4 ▶ ▶| 10 ▾

| 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
🚩	107645-1	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.

Review Project Messages & Alerts

IRBNet

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

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
Create a New Package
🔔 Messages & Alerts (3)

Other Tools
Forms and Templates

Project Overview

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.

|◀ ◀ 1 - 10 of 11 ▶ ▶| 10 ▾

| Silence All Reminders |

	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			09/30/2009 12:10 PM
🚩	137618-1			09/30/2009 12:06 PM
🚩	137618-1			09/30/2009 12:05 PM

◀ 1 - 10 of 11 ▶ ▶| 10 ▾

Researcher, John

Full

iration Date

| Jump ▾ |

view Details |

✓ 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 communication.

Revise Your Project: Create a New Package

IRBNet

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.

**Welcome to IRBNet
Alan Parsons**

My Projects
Create New Project

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

~~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

✓ To create a new package from an existing package, click on "Create a New Package."

Project Overview

[431446-1] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

You have Full access to this project.   (Edit)

Research Institution	Zanzibar University, Frederick, MD
Title	Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma
Principal Investigator	Jeter, Judith, MD
Sponsor	Veterans Affairs

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

Project Status as of: 04/21/2016

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Zanzibar IRB, Frederick, MD	2016-012	04/21/2016	Active - Open to Enrollment	04/20/2017

Package 431446-1 is: 🔒 **Locked**   ◄◄ ◄ Package 1 of 1 ► ►◄ | Jump ▼ |

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date		
Zanzibar IRB, Frederick, MD	04/21/2016	New Project	2016-012	Approved	04/21/2016	Review Details	View Workspace

Shared with the following users:

User	Organization	Access Type
Bird, Lawrence	Zanzibar University, Frederick, MD	Write
Mays, Zachary	Zanzibar University, Frederick, MD	Read
Parsons, Alan	Zanzibar University, Frederick, MD	Full

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Create a New Package: Alternative

IRBNet

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

✓ Click "Create New Package."

The Project History lists all packages in the project lifecycle.

Add or Revise Project Documents

IRBNet

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

Package: ▼ 48774-2 Work in progress (Not submitted)

📝 *Click to add a package description or notes.*

| Need Forms? Show Form Libraries |

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

Documents in this Package:

There are no documents in this...

Send Project Mail
Reviews
Project History
⚠ Messages & Alerts (2)

Other Tools
Forms and Templates

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

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

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

Pkg #	Document Type	Description	Last Modified	Submission Date	①	②
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016	📄	✏
1	Protocol		05/23/2016 02:03 PM	05/23/2016	📄	✏
1	Study Plan		05/23/2016 02:33 PM	05/23/2016	📄	✏
1	UMCP - IRB Initial Application		05/23/2016 02:03 PM	05/23/2016	📄	✏

Callout (top left):
- ✓ You are taken to the Designer page.
- ✓ Note that a second Package (-2) is created.
- ✓ This Package is a Work in Progress.

Callout (right):
- ✓ To revise an older document:
- ① Download the previous version to your computer, modify as required and save.
- ② Click on the pencil icon (see next page for more information).

Callout (bottom left):
- ✓ All documents from previously submitted packages are listed here.

Callout (bottom center):
- ✓ To add a new document, click "Attach New Document".

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Attach a Document

IRBNet

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

Welcome to IRBNet
Timothy Resnick

My Projects
Create New Project
🏴 My Reminders (16)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail

Attach Document

[48774-2] UT Dallas Research Project
You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form - Spinal Motion.doc**.
- It was attached on **05/23/2016**.
- It has a size of **93184** bytes.

Document Type * [Consent Form ▲▼]
Description [Consent Form 2016 v2]
File * [Choose File] Consent Form... Motion.doc
[Update] [Cancel]

* Required fields

✓ Browse your hard drive for documents, choose the file, and then click 'Update' to attach.

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

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Document Management Tools

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

Welcome to IRBNet

Designer

[48774] UT Dallas Research Project

Package: ▼ 48774-2 Work in progress (Not submitted)

- ✓ The Package Navigator enables rapid jumping between submission packages.
- ✓ Package Notes are readily visible.
- ✓ You may view all Project Documents at one time: click 'All Documents'.

📄 Updated co

48774-2
(1) Work in progress (Not submitted)
Updated consent for review

48774-1
(4) New Project 🔒
My first submission

(5) All Documents

➕ Create a New Package

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

Assemble you... ...ld new project documents, revise e...
maintaining ve... ...m's Training & Credentials to your...

Document Ty	...n	Last Modified	① ② ③ ④
▼ Consent Fo	...orm 2016 v2	10/28/2016 11:17 AM	📄 📑 ✏️ ✖️

🔔 Messages & Alerts (2)

Other Tools

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

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

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

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

Pkg #	Document Type	Description	Last Modified	Submission Date	
1	Protocol	ASM981 C2439 Protocol	05/23/2016 02:03 PM	05/23/2016	📄 📑 ✏️
1	Study Plan	Study Plan	05/23/2016	05/23/2016	📄 📑 ✏️

1

Document Revision History

IRBNet

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

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 (2)

Other Tools

| Forms and Templates |

| Need Forms? Show Form Libraries |

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

Documents in this Package:

Document Type ▲	Description	Last Modified	
▼ Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM	🗐 ✏️ ✕

There are r...   Records |

Document Revision History | Help | ✕

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM		📄
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016	📄

ould I do this?)

Documents

Pkg #	Docu...				
1	Protoc...				✏️
1	Study Plan	Study Plan	05/23/2016 02:33 PM		✏️
1	UMCP - IRB Initial Application - Part 1	IRB Application	05/23/2016 02:03 PM	05/23/2016	📄 🗐 ✏️

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

All Documents view

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.

✓ Attach any new T&C documents to this package as necessary.

Submit your package for review

IRBNet

Submit your package to your committee of record.

Submit to your Board

IRBNet

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

✓ Send a kind word to your committee coordinators!

Note: The package will be locked upon submission.

Access Current Project Overview

IRBNet

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

✓ This takes you right to the Project Overview page.

✓ Note that a second package (-2) is created.

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.