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 In to IRBNet
• Manage projects in your My Projects page
• Build Your First Electronic Project Package
• Share with Your Research Team
• Communicate with Your Team
• Sign Your Project Package
• Submit Your Project Package for Review
• Revise Incomplete Submissions
• Access Review Decisions and Board Documentation
Log In to IRBNet

Enter your User Name and Password at: www.irbnet.org
Access My Projects

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

- NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Internal Reference Number and Sponsor.

- Access your institution’s forms and guidance documents here.
Organize your projects and manage workflow using Project Tags and Archiving.

- Create and edit Project Tags by clicking this link.
- Add any existing Project Tag as a Personal tag (only you can see it) or a Shared tag (everyone with access can see it).
- Click here to Archive projects which are no longer active.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.
Build your project package

Attach your electronic project documents.

- Drop down menu for institution-specific libraries.
- Select appropriate document and download.
- Add project documents here.
IRBNet provides two mechanisms for entering documents into the system.

- Browse your hard drive for completed documents and attach as required by your institution.
- If your institution requires the completion of an online IRBNet Document Wizard, it will be located here.

![IRBNet interface for attaching documents](image)
Complete your project package

Attach as many documents as necessary. Be sure to link any required Training & Credential (T&C) documents.

- **View**
- **Update**
- **Delete document**

**NOTE:** For information on uploading and submitting T&C documents, see the New User Registration energizer.

Click to Link any necessary T&C documents to this package.
Share with your Research Team

Give access to any colleague with whom you will be collaborating.

Almost every project requires the “Share” designation.

- **Share**: Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with Full, Write or Read access.

- **Multi-site**: Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).

- **Transfer**: Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted Full access.
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 project collaborator.

☐ Select the Institution in which your colleagues are members.

☐ The default institution highlighted is your home institution.
Set the proper level of access

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.

New Project Message


Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part of the project record and can be viewed by the Project Team and other users who have been granted access to this project as well as by Committee Members and Administrators that review this project.

Project Team:

<table>
<thead>
<tr>
<th>User</th>
<th>User Organization</th>
<th>Send Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chazaz, Francis</td>
<td>Metropolitan University, Frederick, MD</td>
<td></td>
</tr>
<tr>
<td>Paizze, Enrico</td>
<td>Metropolitan University, Frederick, MD</td>
<td></td>
</tr>
<tr>
<td>Researcher, John</td>
<td>Metropolitan University, Frederick, MD</td>
<td></td>
</tr>
</tbody>
</table>

Board Contacts:

There are no submitted packages.

Subject: IRBNet message from John Researcher


Please login to IRBNet to review this project.

Regards,
John Researcher

Send | Cancel
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 with shared access to the study may sign a study.
You may submit your package to one or more boards for review.

Submit this Package

The default board for your institution is highlighted.
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.
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.**

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.

- Indicates your Coordinator has “unlocked” the package for further revisions.
While the package is “unlocked,” you may add new documents or revise existing ones as needed.

- Indicate to your Coordinator 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.
Receive your review decision

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


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
Keywords: Incentive, Extra Credit
Sponsor: National Research Foundation

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>
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<tbody>
<tr>
<td>Metropolitan IRB, Frederick, MD</td>
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<td>Pending Review</td>
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</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>
<th>Review Details</th>
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</thead>
<tbody>
<tr>
<td>Metropolitan IRB, Frederick, MD</td>
<td>03/12/2013</td>
<td>New Project</td>
<td>Pending Review</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Shared with the following IRBNet users:

- **Chandy, Francis**
  - Organization: Zanzbar University, Frederick, MD
  - Access Type: Read
- **Palazzo, Enrico**
  - Organization: Zanzbar University, Frederick, MD
  - Access Type: Write
- **Researcher, John**
  - Organization: Zanzbar University, Frederick, MD
  - Access Type: Full

☑ Click “Review Details.”
View Review Details

Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, and 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 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.