IRBNet Guide

Instructions for Online Submission of Research Protocols to the Institutional Review Board

www.irbnet.org

For any questions or concerns regarding your submission, visit CSULB IRB or contact us at IRB@csulb.edu, (562) 985-8147

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Section 1: New User Registration

Step-by-step videos and pdf slide presentations are available at IRBNet Resources.

Use the following log-in information to access resources:

Username: csulb

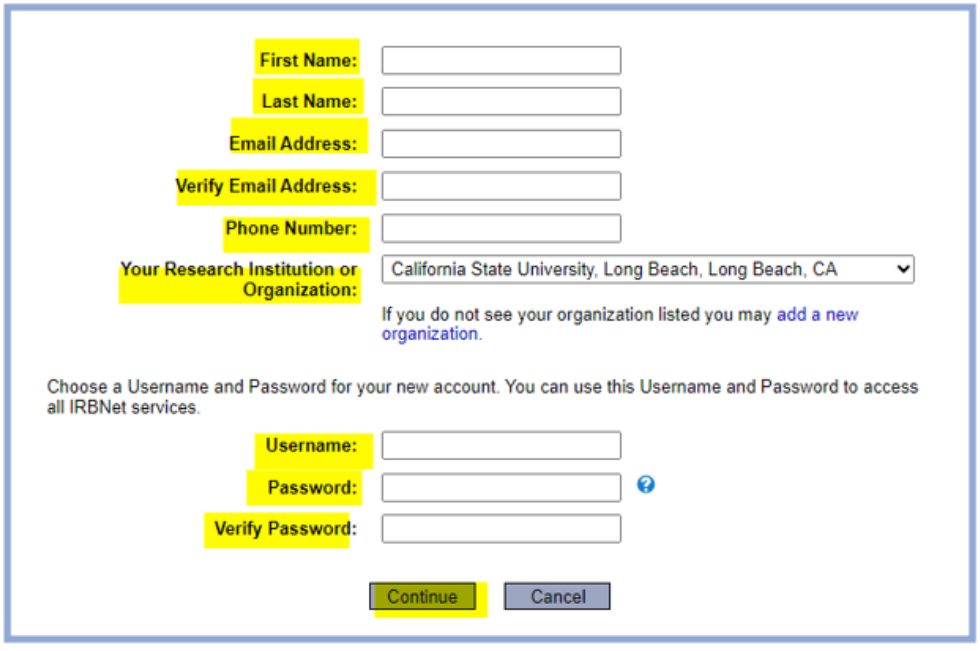
Password: training1

Registering as a New User

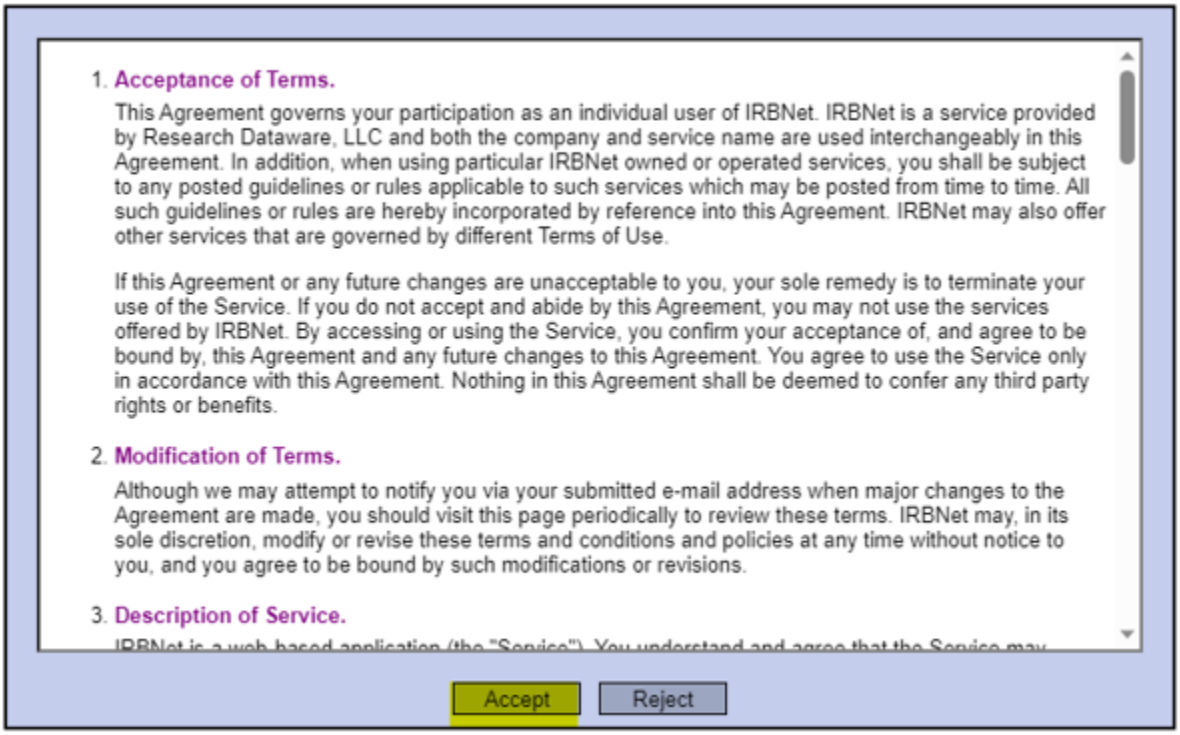
1. Go to www.irbnet.org and click the **"New User Registration"** on the top-right.

2. Provide your first name, last name, CSULB email, phone number, research institution, username, and password.

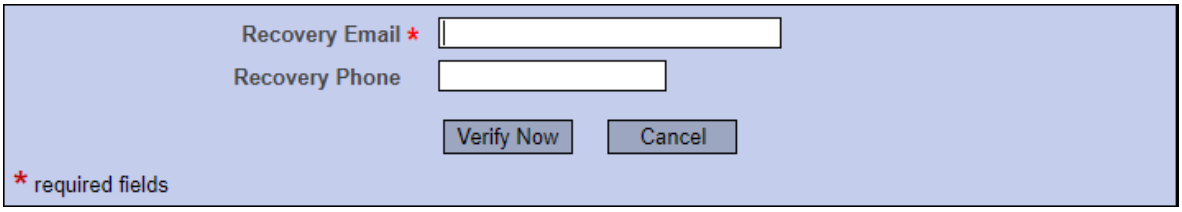
3. Ensure your **research institution or organization** is California State University, Long Beach. Select the drop-down menu, then type "California State University, Long Beach. Click **"Continue."**



4. Click **“Accept”** for the Individual User Terms of Use.



5. Provide a non-CSULB recovery email. Click **“Verify Now.”**



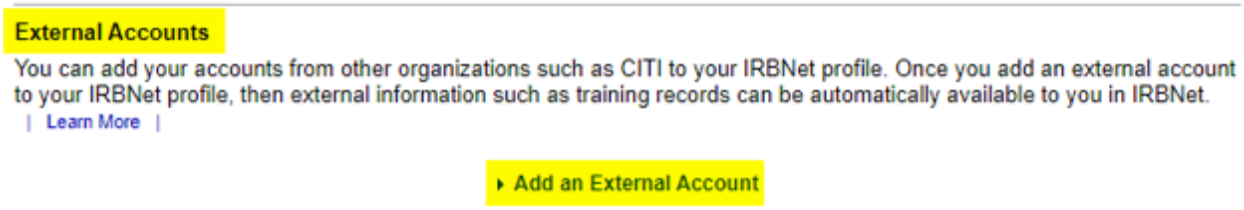
6. A verification email will be sent to your recovery email. Provide the verification code. Click **“Continue.”**

7. **A registration email will be sent to your primary email, and you will need to click on the activation link provided in the email. Once activation is complete, you will have access to IRBNet.**

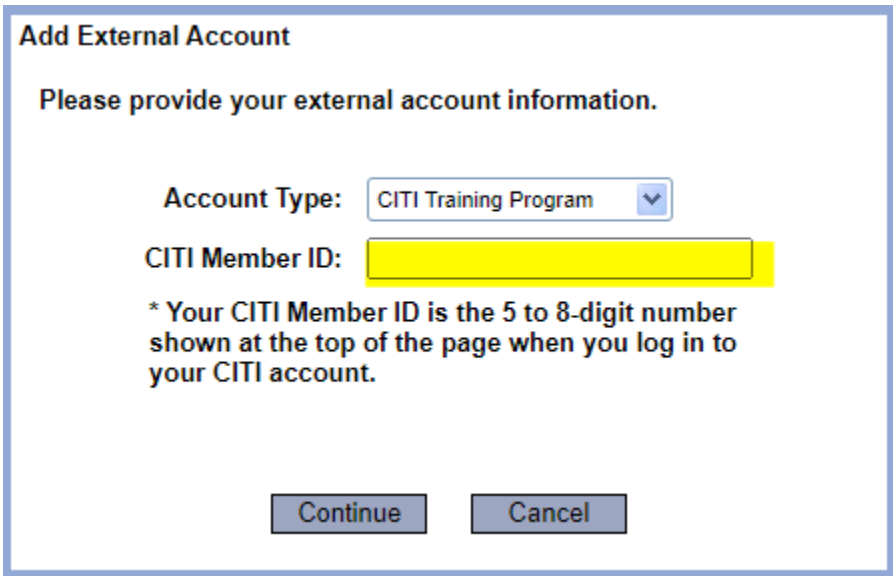
Linking CITI Account to IRBNet

1. Login to IRBNet using your username and password. Click on **"User Profile"** in the top-right corner.

2. Go to **"External Accounts."** This section is where you will be specifically linking your CITI account to IRBNet. Click **"Add an External Account."**



3. Provide your CITI Member ID # into the pop-up menu.



4. Your CITI Member ID # is located on the top-right corner of your CITI account.
   NOTE: Please do not use your Record ID.

5. Select **"Continue."** A verification email will be sent to your CSULB email address. **Please allow up to 24 hours for the verification email to arrive.**

6. Once you receive the verification email, click the verification link and you are all set.

Section 2: New Project Submission

Step-by-step videos and pdf slide presentations are available at IRBNet Resources.

Use the following log-in information to access resources:

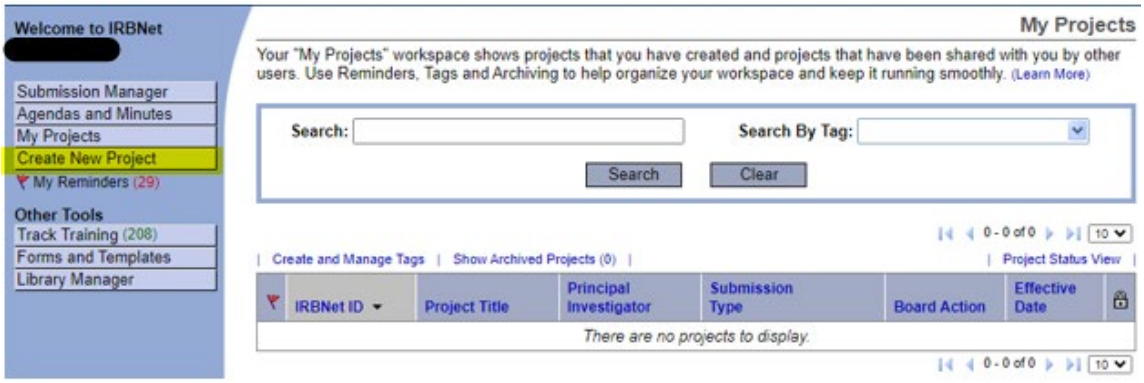
Username: csulb

Password: training1

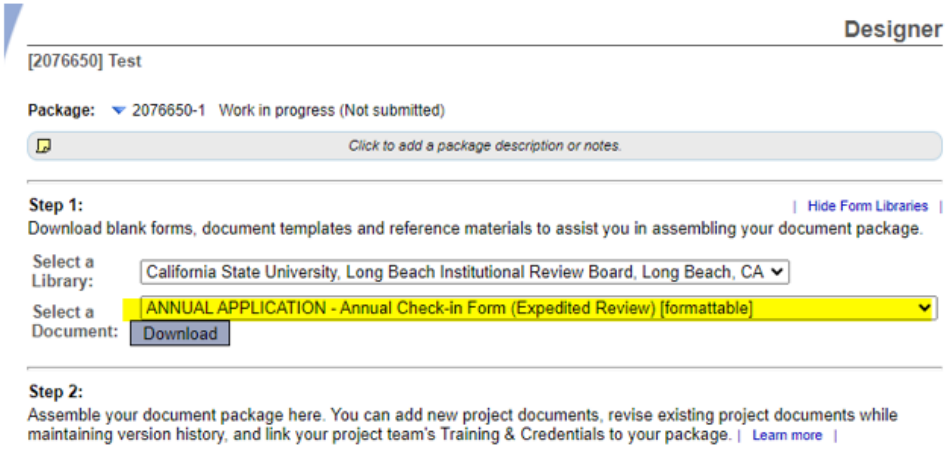
Creating a New Project

1. Log-in to IRBNet (If you are a first-time user, refer to section 1).

2. On the left side, click **"Create New Project."** Fill in the relevant information, then click **"Continue."** For new project title, capitalize the first word and subsequent nouns. Fields with a red asterisk are required.

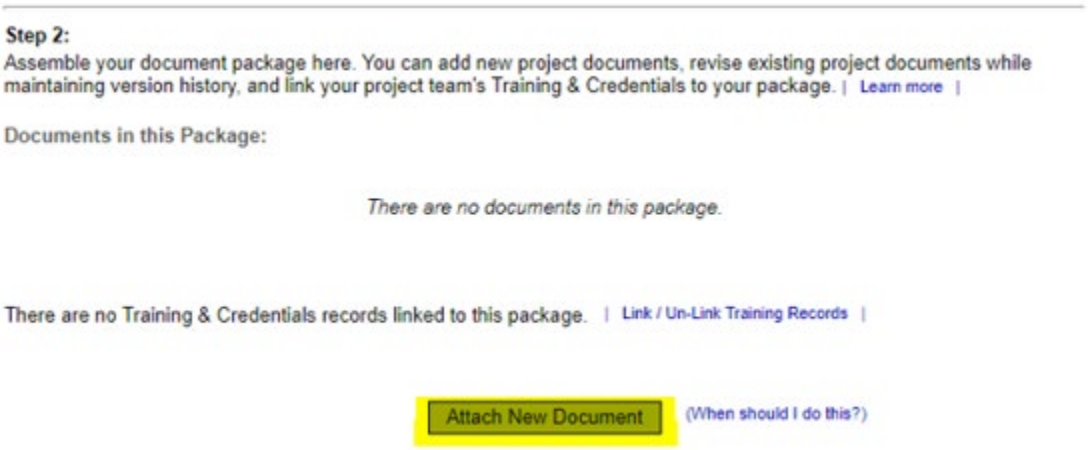


3. The **"Designer"** page will appear. Use the drop-down menu to find the IRB application and templates for the faculty advisor (FA) letter, informed consent, permission letter, and recruitment flyer. Click **"Download."**

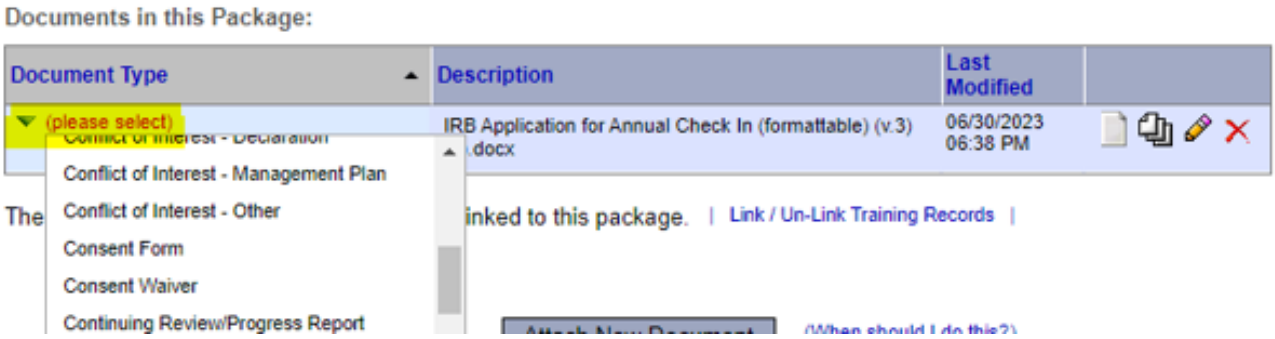


Adding Application and Supporting Documents

1. Click **"Attach New Document"** to upload IRB application, project materials (e.g., FA letter, informed consent, etc), and training documents (i.e., CITI training).



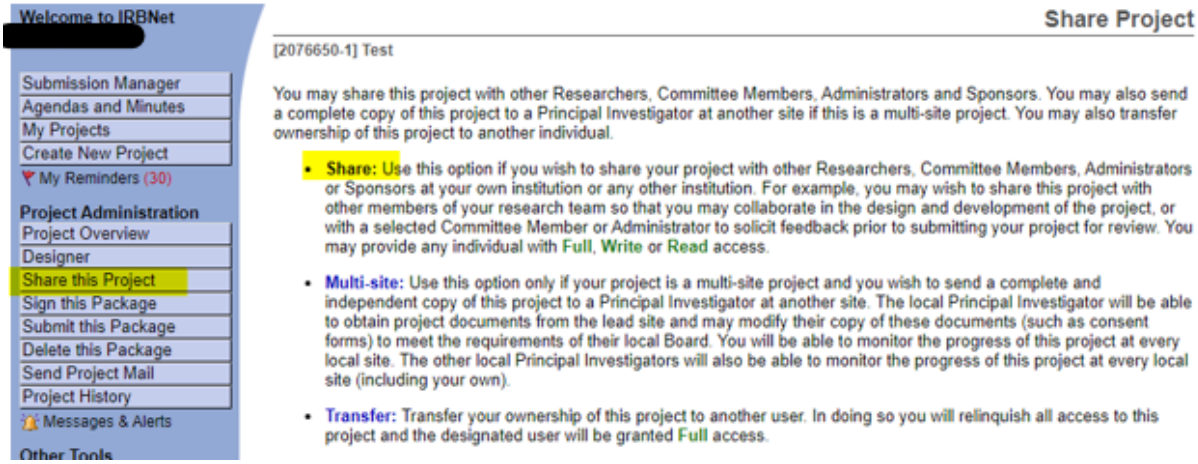
2. Once your application or supporting documents have been uploaded, provide the **"Document type"** using the drop-down menu.



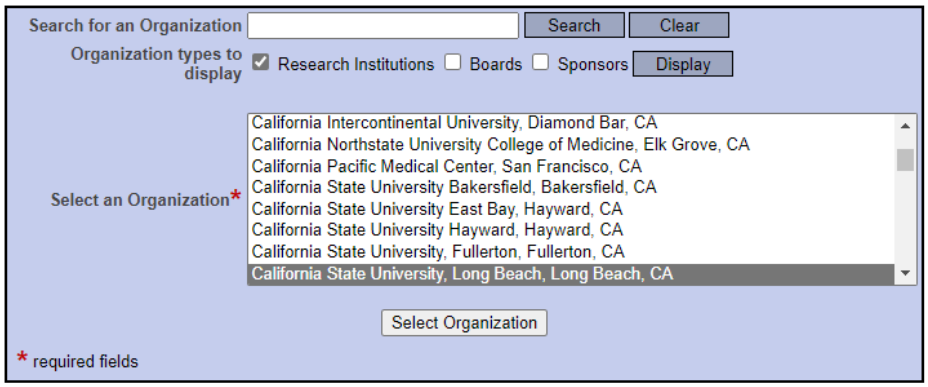
3. Edit or delete the document using the tools to the right. Refer to Appendix A: Icon Key for description of tools.

Sharing Your Package with Faculty Advisor/Mentor or with Other Researcher

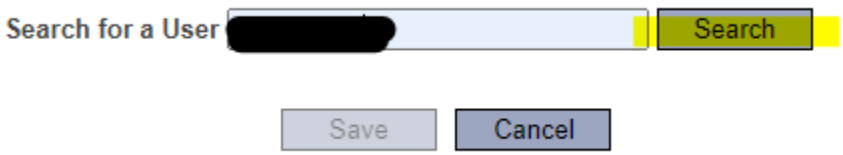
1. On the left side and under **"Project Administration,"** click **"Share this Project."** Then click **"Share"** shortly to its right. The FA/Mentor is not required to sign shared package.



2. Select "California State University, Long Beach" in the **"Select an Organization"** box. Click **"Select Organization."**



3. Search for your FA/Mentor or (Other Researcher) in the search bar, click **"Search."**

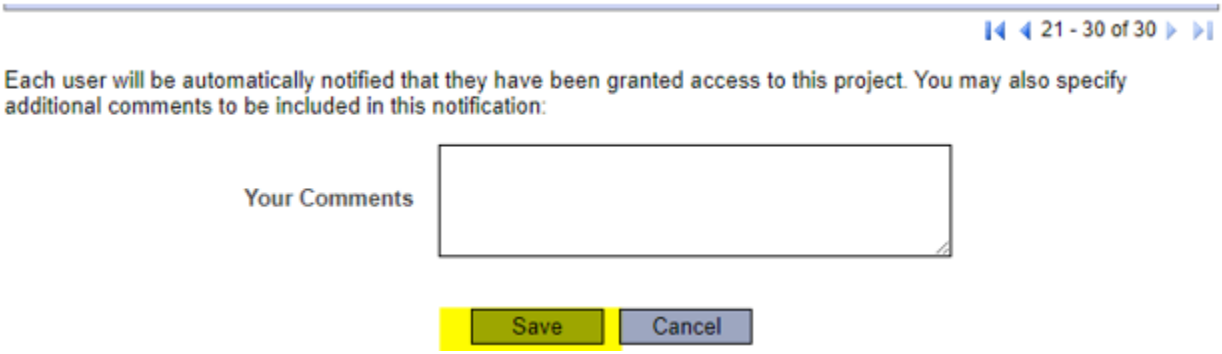


4. Once you find your FA/Mentor, you must give them “Full” access. ***Selected users will be notified automatically via email that a project has been shared with them.***

   Once you find the Other Researcher, you can give them the level of access appropriate to the research.

   Access Levels
   Read – only view submission documents primarily for other researchers assisting.
   Write – view and edit submission documents for other research collaborators.
   Full – view, edit and share submission documents for FA/Mentors & some Co-PIs.

5. Scroll down to the bottom and click **“Save.”**



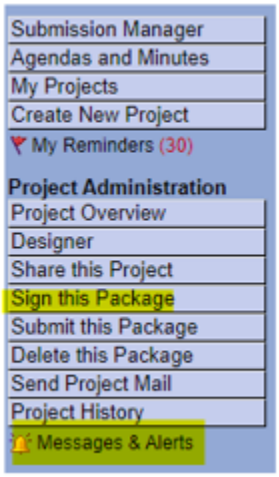
Signing Your Package

Faculty Advisors/Mentors are not required to sign packages. All PIs are required to sign packages including student PIs.

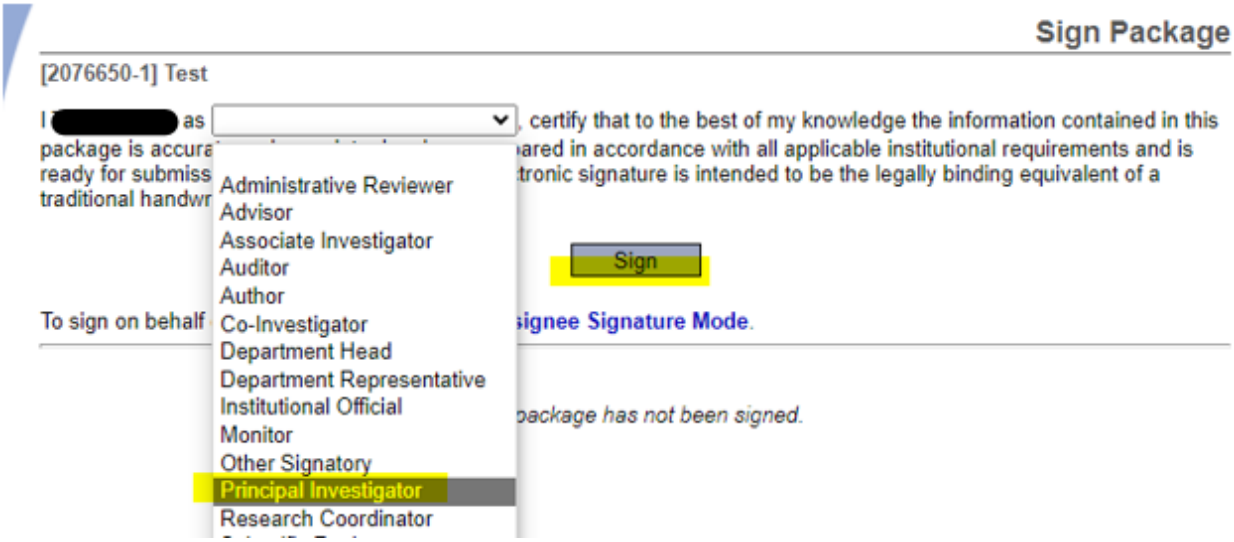
1. Login to IRBNet.

2. Select the package, identified by the title and/or IRB package number. Click **"Sign this Package."**

NOTE: Projects can also be found under **"Messages & Alerts,"** which is on the left side.



3. Use the drop-down menu to select your affiliation with your project. Click **"Sign."** Enter your IRBNet login information to sign your package.

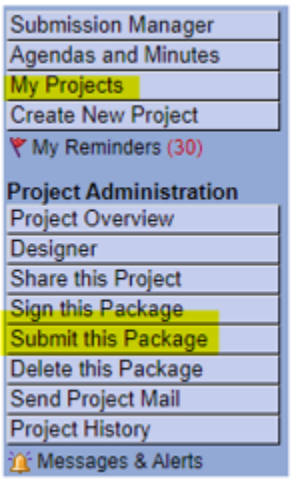


Submitting a Package

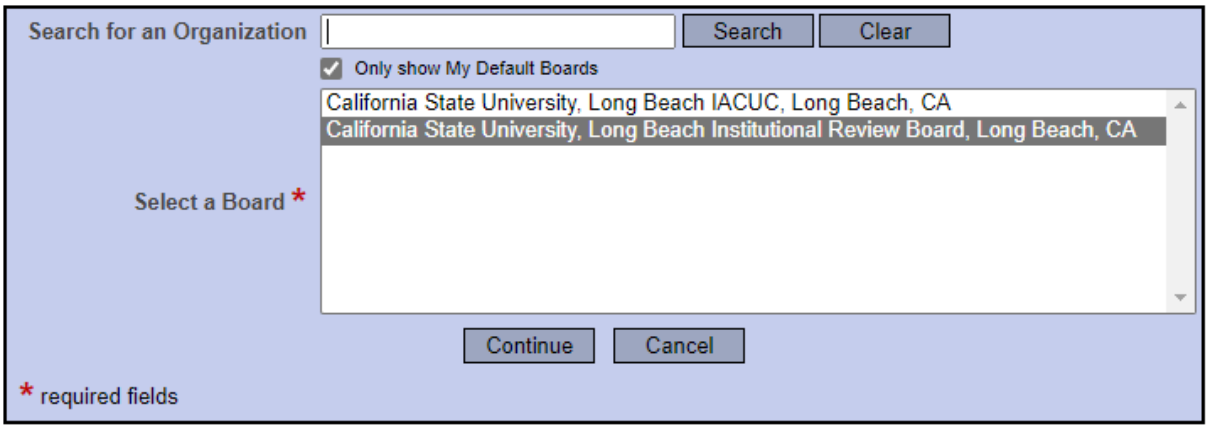
When application, training documents, and required signatures are uploaded and completed, you must submit your package.

STUDENTS: DO NOT submit your package until you are certain you have uploaded all documents.

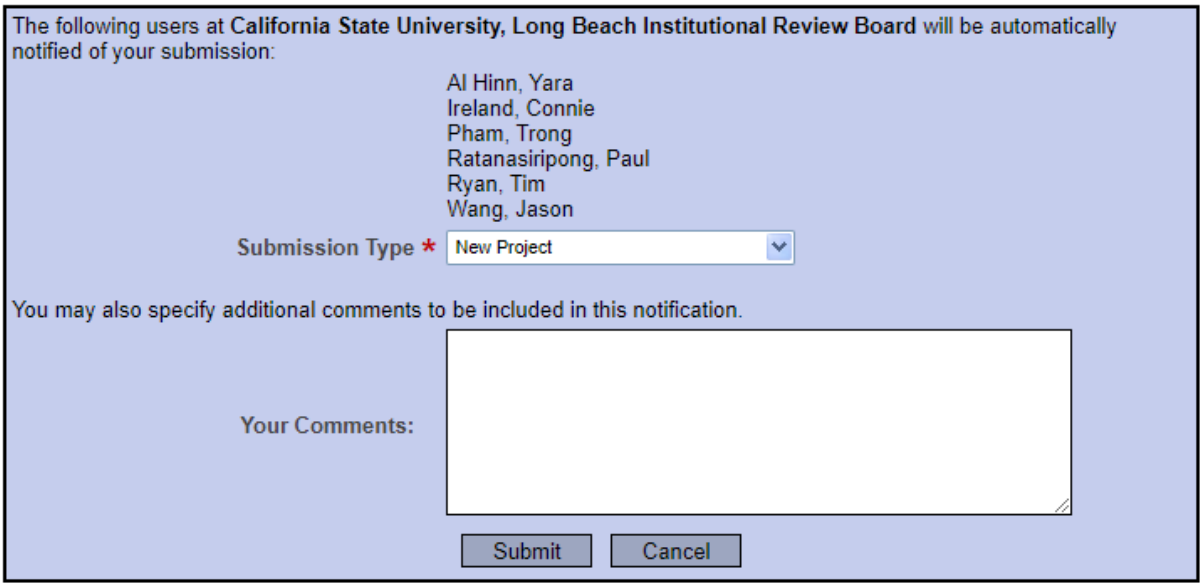
1. Click **"My Projects,"** then select the research project you wish to submit. Click **"Submit this Package."**



2. Select California State University, Long Beach." Click **"Continue."**



3. Select the **"Submission Type."** For new research project, select **"New Project."** For updates or continuation of previously approved research project, see Section 3.



4. Click **"Submit."**

STUDENTS: DO NOT submit your package until you are certain you have uploaded all documents. Projects are locked upon submission. If you need access to this package after submission, please contact IRB Administrative Support at IRB@csulb.edu.

Section 3: Subsequent Packages: Submitting Continuing Review/Annual Check-In and Modifications

Step-by-step videos and pdf slide presentations are available at IRBNet Resources.

Use the following log-in information to access resources:

Username: csulb

Password: training1

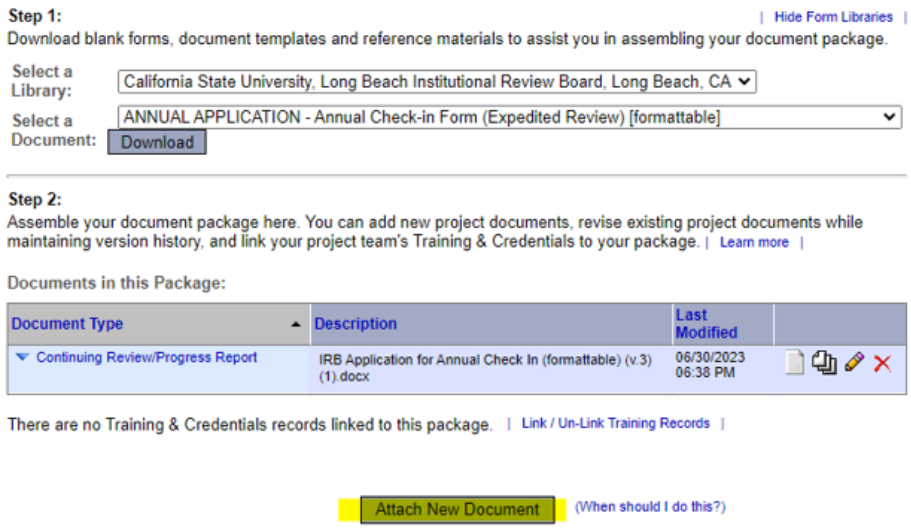
Creating a Subsequent Package

1. Login to IRBNet. Click on the title of the research project to extend/modify.
2. Click **"Project History"** on the left side.
3. Click **"Create a New Package"** in the middle of the page.
4. This will create a new package number using the same IRB number. For example: Original project is 123456**-1**, and new project will become 123456**-2.**

Adding/Updating Documents to Your Package

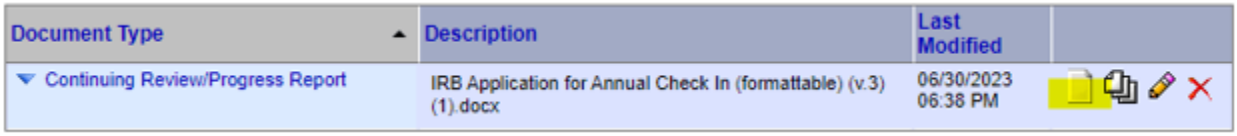
1. Click on the new package to access the **"Designer"** page.
2. Upload any new supporting documents by clicking **"Attach New Document."**

NOTE: Refer to Section 2 "Adding Application and Supporting Documents." Refer to Appendix A: Icon Key for description of tools.



3. At the bottom of the page, include all unchanged supporting documents from the previous package in the subsequent package.

NOTE: Click the image of a piece of paper to download and edit a previous document.

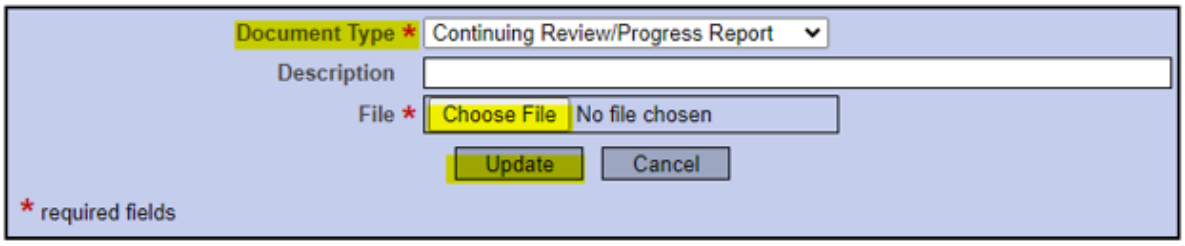


4. Click the image of a pencil to replace a previously submitted document with a new document.

5. Select the “Document Type” of the new document.

6. Click “Choose File” to upload the new document.

7. Click “Update” to submit the new document.



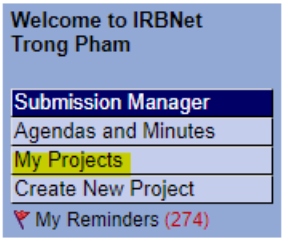
Sharing, Signing, and Submitting Your Package

STUDENTS: Share your package with your FA/Mentor and ensure you, as the PI, sign the package. When you have uploaded your application, you may submit your package. For instructions on how to share and submit your package, refer to Section 2, page 7. Additionally, for instructions on how to sign your package, refer to page 11.

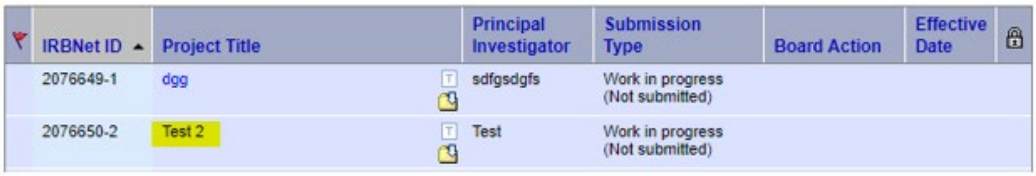
STUDENTS: DO NOT submit your package until you are certain you have uploaded all documents. Projects are locked upon submission. If you need access to this package, please contact IRB Administrative Support at IRB@csulb.edu.

Updating Project Title

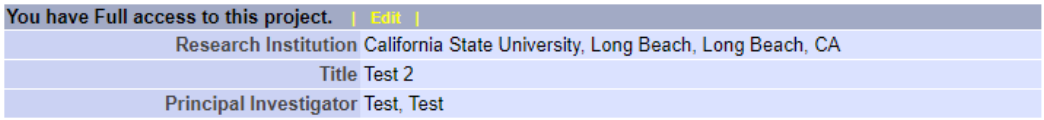
1. Login to IRBNet. Click on **"My Projects".**



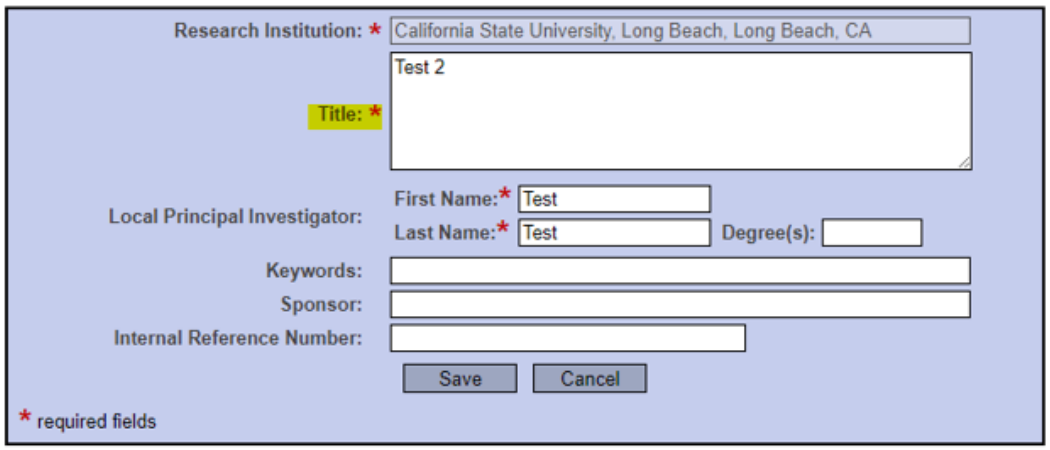
2. Click on your project title.



3. The **"Project Overview"** page will appear. Click on the yellow **"Edit".**



4. The "Project Information" page will appear. Update your project title under **"Title".**



5. Click **"Save".**

   NOTE: Project title can only be edited in a package that is unlocked or has not yet been submitted. To unlock your package, please submit a request to IRB@csulb.edu.

   Only personnel with "Full" or "Write" access to the package can edit the project title. For giving "Full" or "Write" access, please refer to Section 1, page #9.

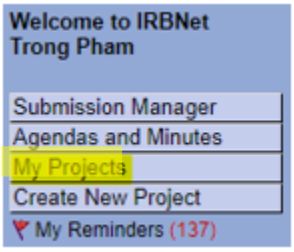
   The project title change will be reflected in subsequent packages.

Section 4: Accessing Your Package

Responding to Modifications Required Letter

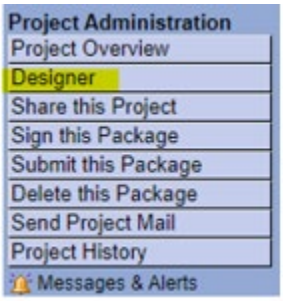
If the submission needs modifications as suggested by the reviewer, the PI will receive a "Modifications Required Letter" by email.

1. Login to IRBNet. Click **"My Projects,"** and select your package.

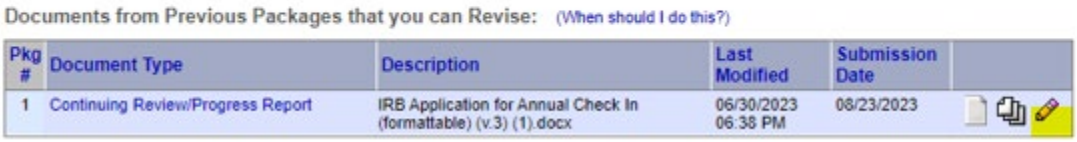


2. The **"Project Overview"** page will appear. Click the **"Modifications Required Letter"** document. Review the letter and prepare the requested documents.

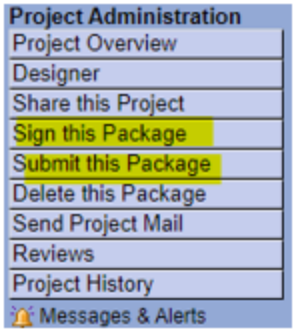
3. Click **"Designer"** to upload the requested documents.



4. For uploading requested documents, click "**Attach New Document**". For editing documents, click on the image of **a pencil**.



5. When the requested documents are uploaded, click **"Sign this Package"** and **"Submit this Package".**



Responding to Administrative Review Letter

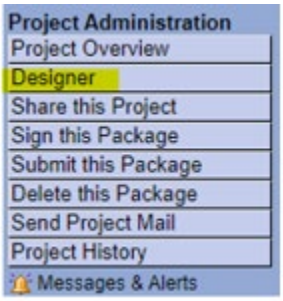
If the submission needs minor changes as suggested by the reviewer, the PI will receive an administrative review letter labeled as "[Package #] AR" on their package. The PI will be notified through email that their package is unlocked, so they may upload any revised documents or upload missing documents. Once the PI has finalized their submission, they will lock the package for IRB review.

1. Login to IRBNet. In **"My Projects,"** select the package that has been unlocked, identified by an icon of a red opened lock.

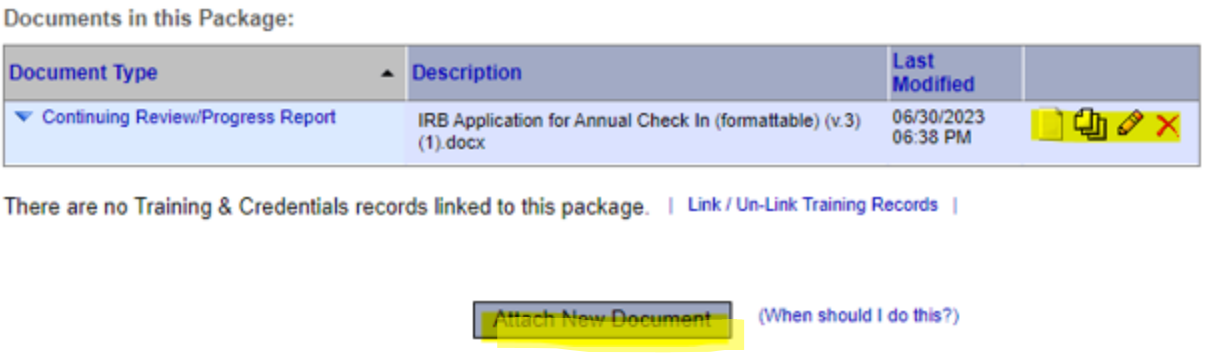
2. The **"Project Overview"** page will appear. Click **"Review Details."**

3. Click the **"[Package #] AR"** document. Review the document.

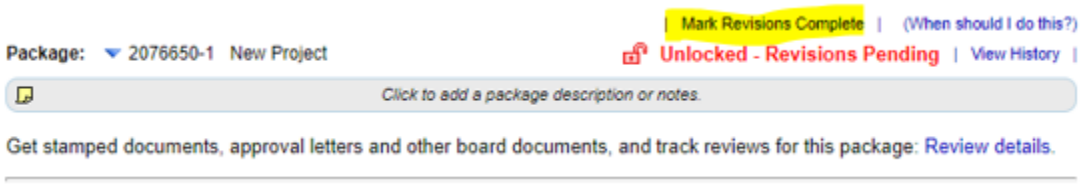
4. Click **"Designer"** to upload any revised and requested documents.



5. For uploading requested documents, click **"Attach New Document".** For removing previous documents, click on the **red X.** For editing documents, click on the image of a **pencil.**



6. When you have finalized your submission, please **lock** the package by clicking **"Mark Revisions Complete."**

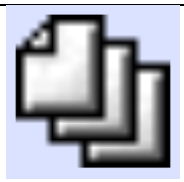
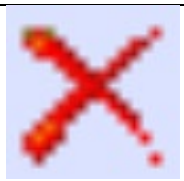


Retrieving Approval Letter

Upon IRB approval, the PI will receive an "Approval Letter" attached to the package.

1. Login to IRBNet. The "Board Action" for the project will now state **"Approved."**
2. Click the title of the project to access the **"Project Overview."**
3. Click **"Reviews"** on the left side.
4. Under **"Board Documents"** there will be an "Approval Letter." Feel free to download the letter for your own records.

Appendix A: Icon Key

Icon	Description
	Download and view this document.
	Document revision history.
	Update/Edit this document.
	Delete this document.