## Training Energizer



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

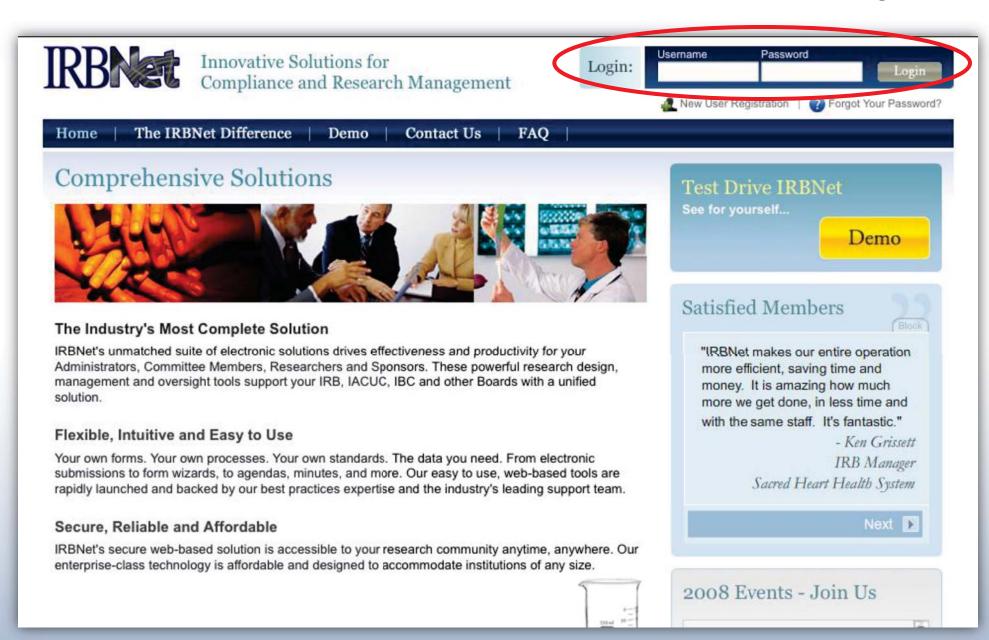




### Log In to IRBNet



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.

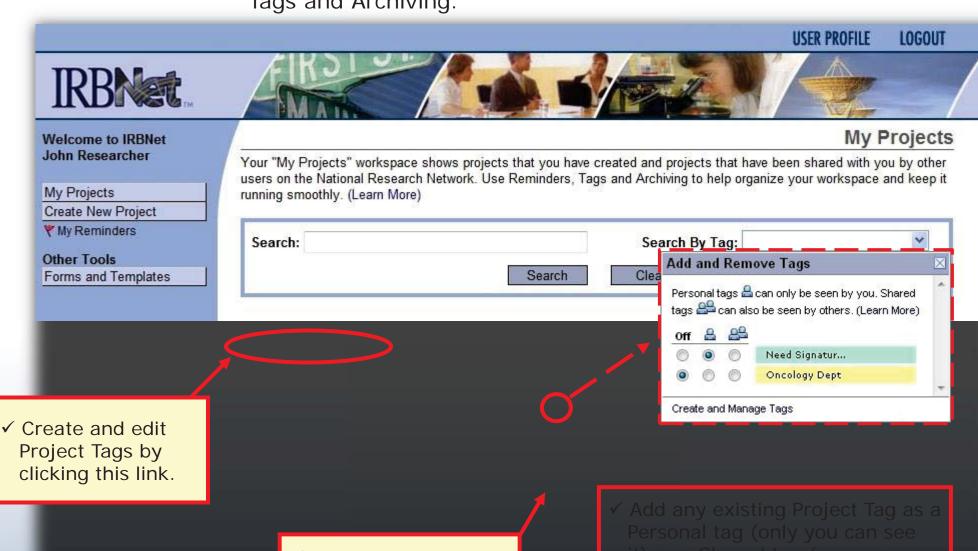




## Manage your My Projects page



Organize your projects and manage workflow using Project Tags and Archiving.



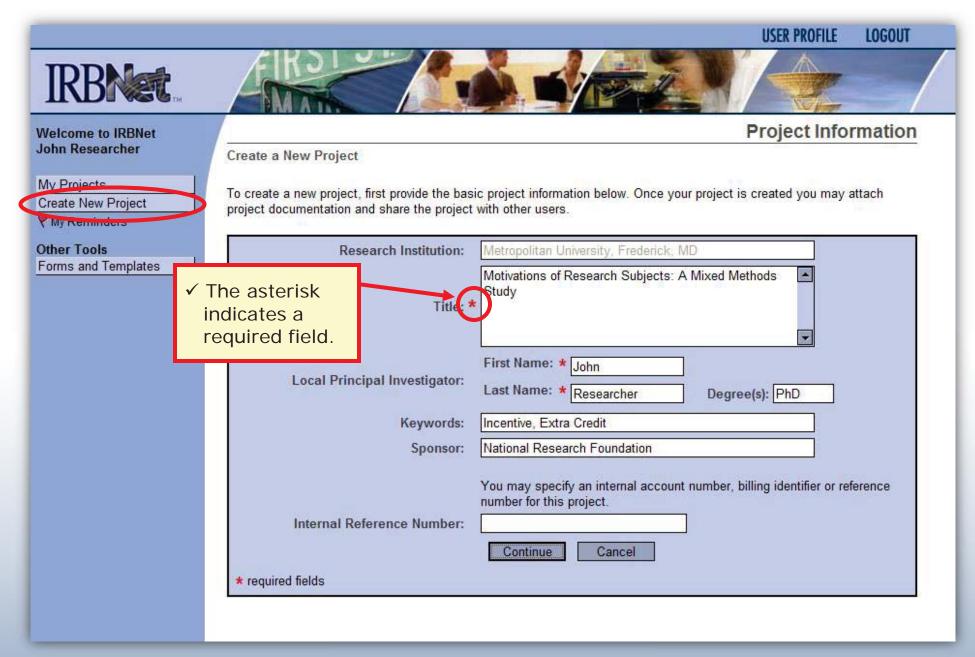
✓ Click here to Archive projects which are no longer active.



### Create your New Project



Provide basic information about your project.

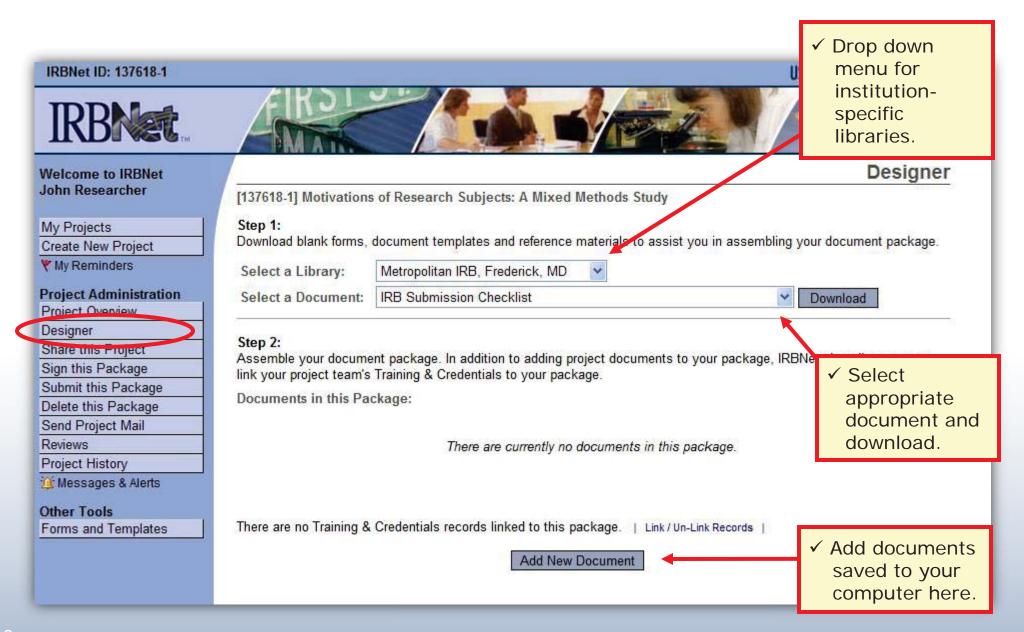




### Build your project package



Attach your electronic project documents.

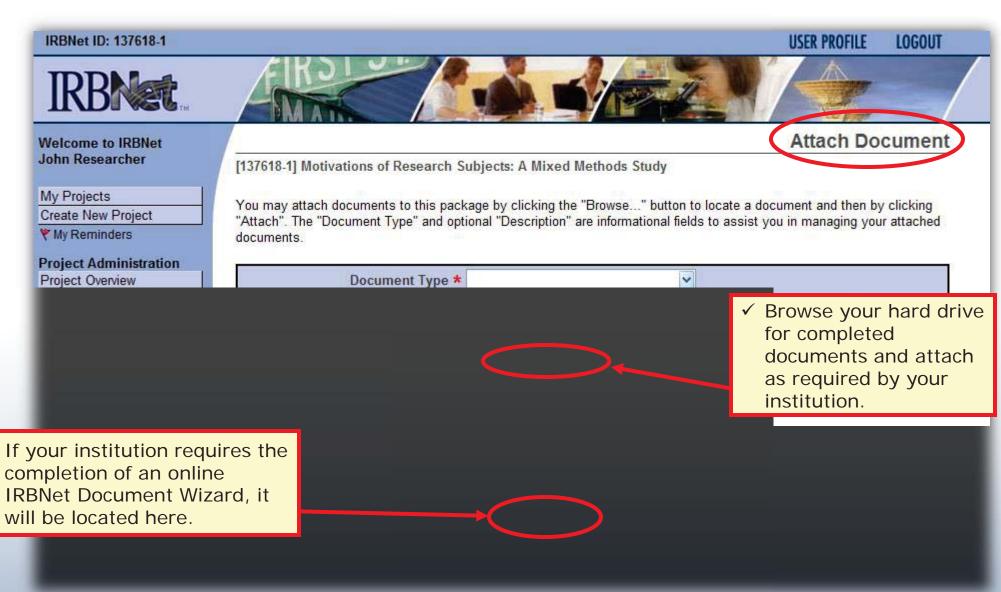




#### Attach document



IRBNet provides two mechanisms for entering documents into the system.

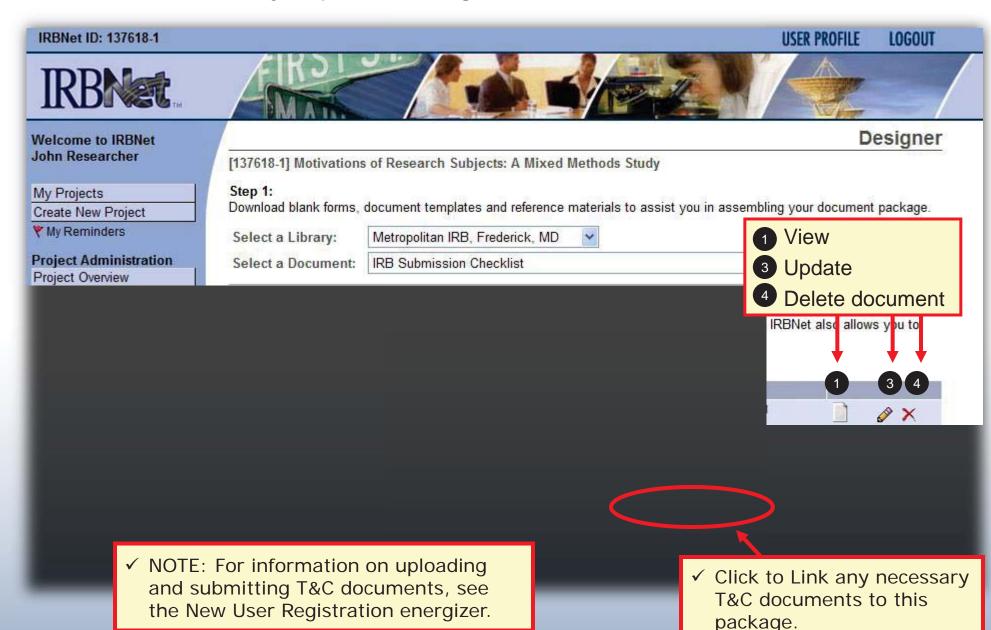




### Complete your project package



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





## Share with your Research Team



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

Welcome to IRBNet
John Researcher

Wy Projects
Create New Project

Type My Reminders

Welcome to IRBNet
John Researcher

Share Project

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

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- Project Administration
- Project Overview

Decianor

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

✓ Almost every project requires the "Share" designation.

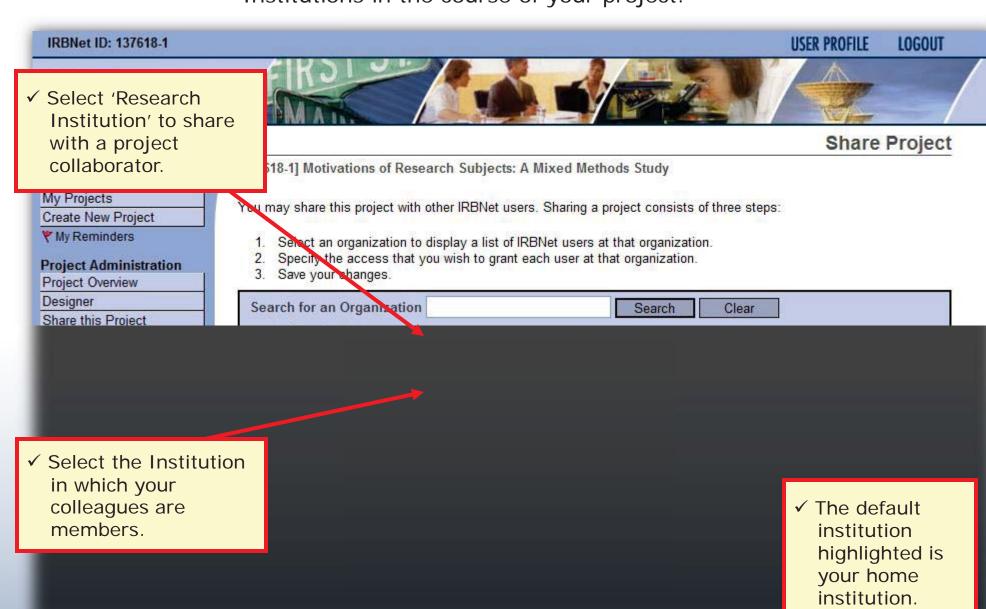
- Share: Use this option if you wish to share your project with other Researchers, Committee Members,
  Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this
  project with other members of your research team so that you may collaborate in 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.

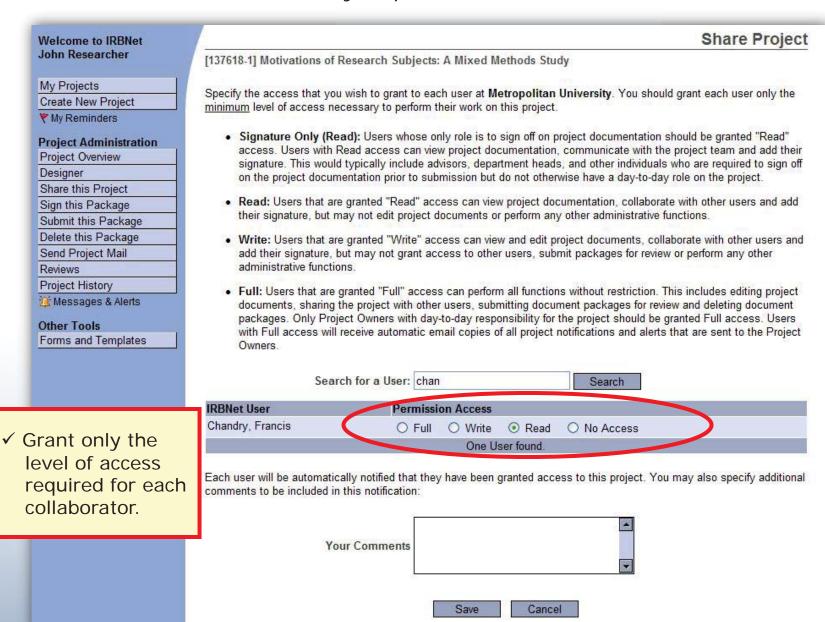




## Set the proper level of access



You may grant each member of your team the level of access that they require.

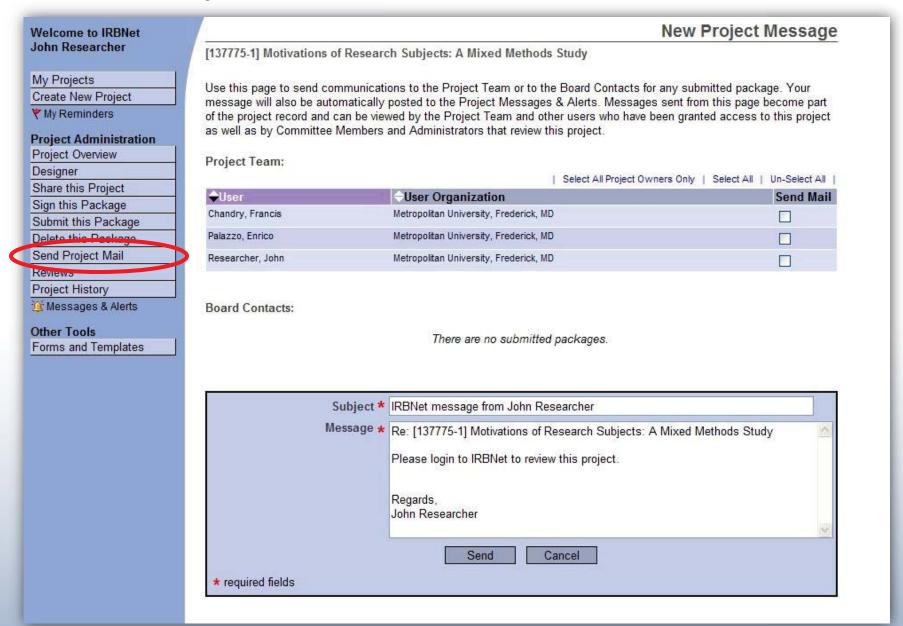




## Communicate with your Project Team



Use the Send Project Mail tool to quickly communicate with your team.

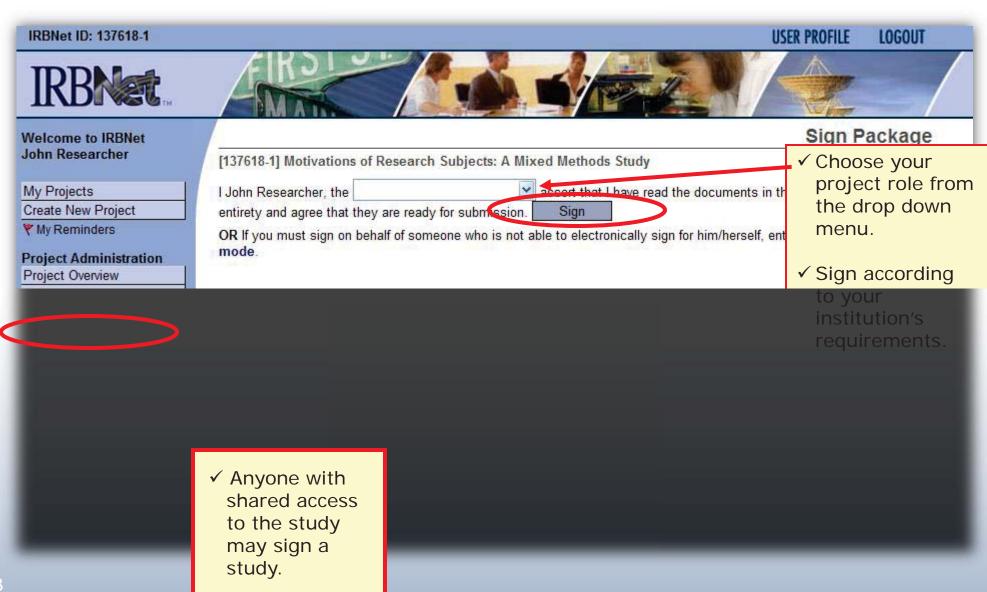




## Sign your project package



Electronic signatures become a permanent part of your electronic audit trail.

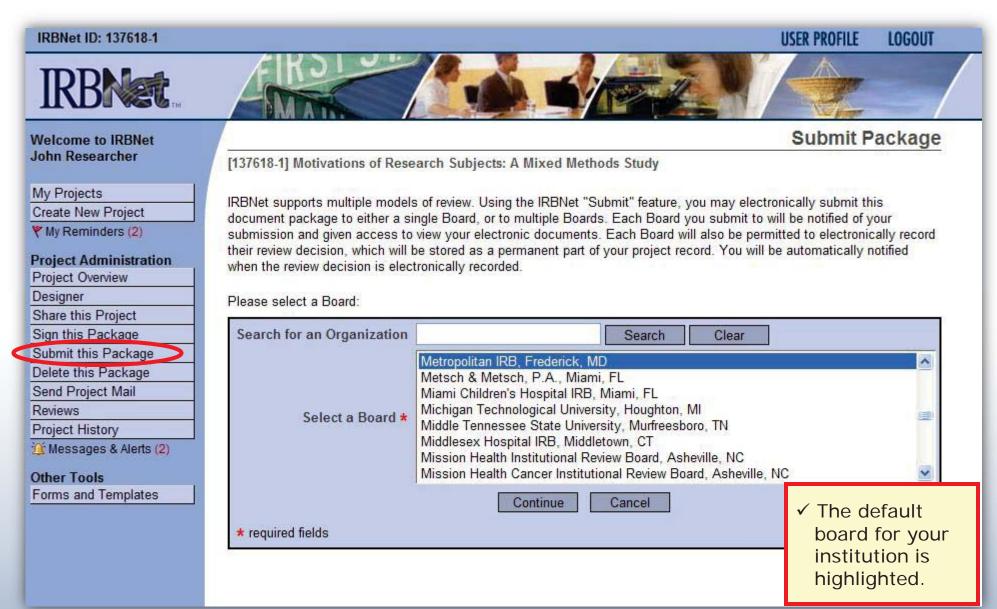




### Submit your package for review



You may submit your package to one or more boards for review.

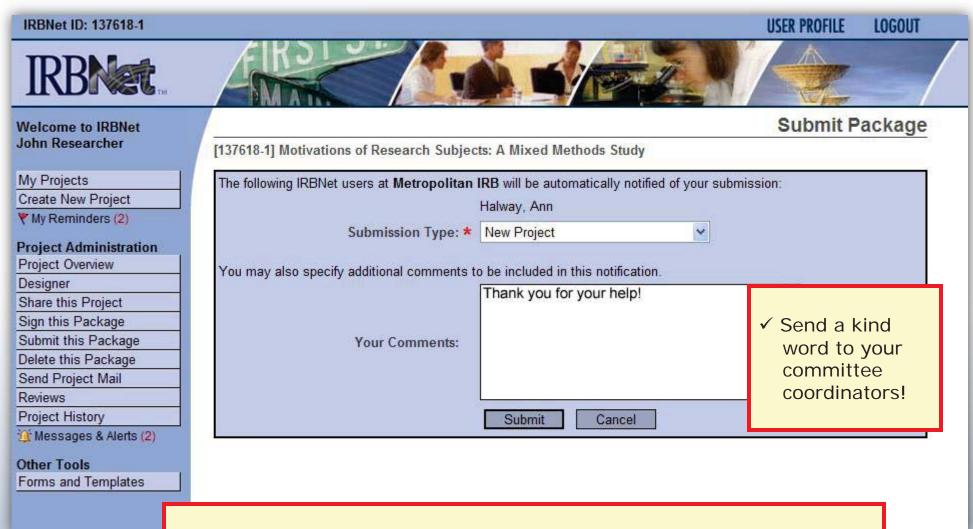




### Submit to your Board



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.



# 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">COORDINATOR</a>.

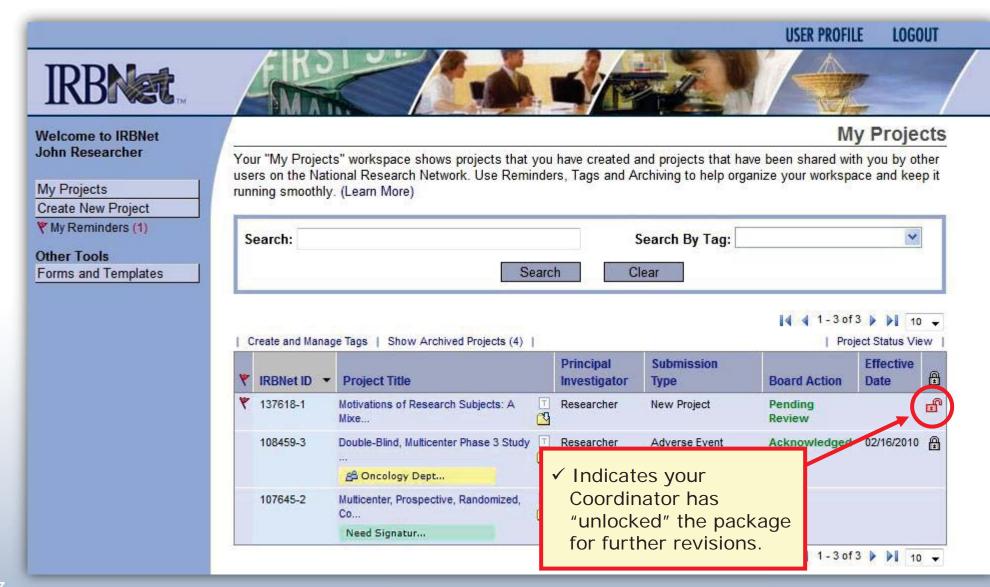
For advanced topics, such as submitting subsequent packages (for reportable events, continuing reviews, modifications, etc.), please refer to the R2 Training Energizer. <u>CONTACT YOUR LOCAL BOARD</u> <u>COORDINATOR</u> if you have questions.



### 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.

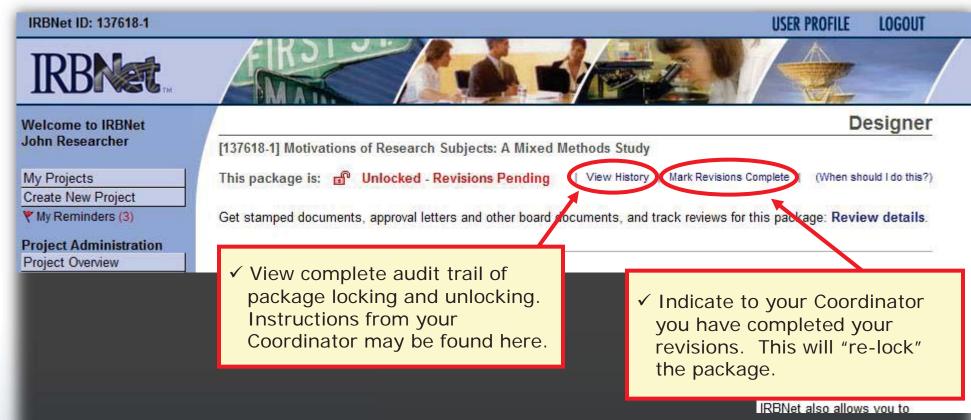




### Make necessary revisions



While the package is "unlocked," you may add new documents or revise existing ones as needed.



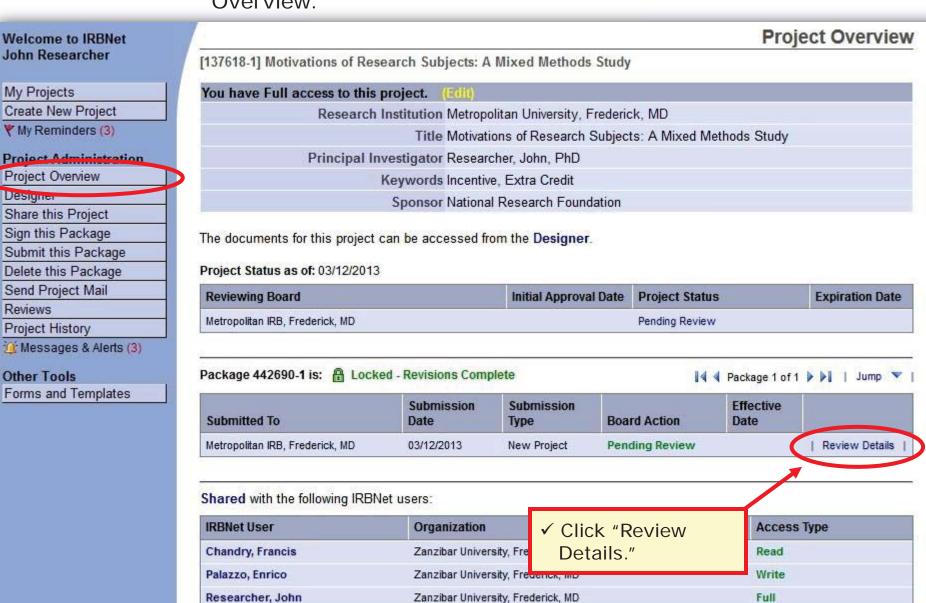


Reviews

## Receive your review decision



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

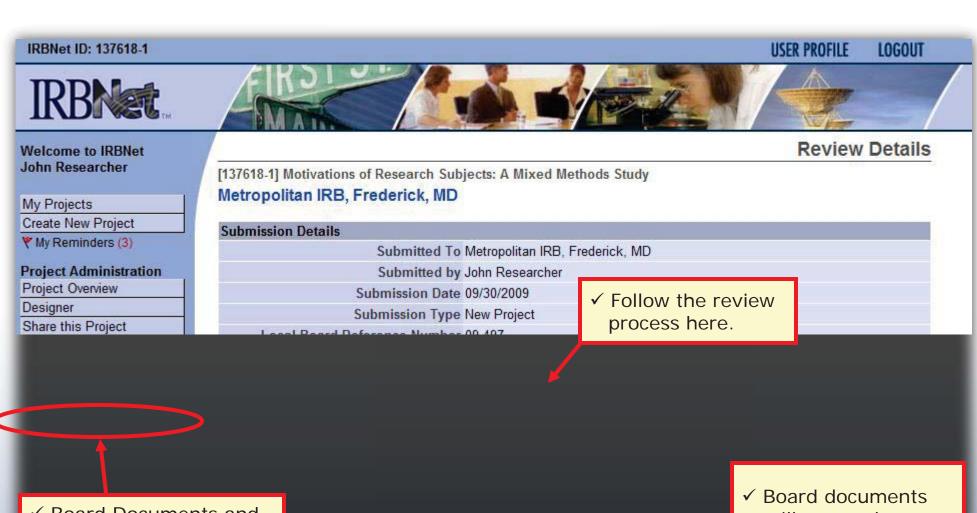




### View Review Details



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



✓ Board Documents and review information for all packages can be found here.

will appear here.

### 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.