



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](http://www.irbnet.org)

The screenshot displays the IRBNet website interface. At the top left is the IRBNet logo with the tagline "Innovative Solutions for Compliance and Research Management". To the right of the logo is a login section with a "Login:" label, two input fields for "Username" and "Password", and a "Login" button. Below the login fields are links for "New User Registration" and "Forgot Your Password?". A dark blue navigation bar contains links for "Home", "The IRBNet Difference", "Demo", "Contact Us", and "FAQ". The main content area features a "Comprehensive Solutions" header above a collage of images showing people in professional settings. Below the images are three sections: "The Industry's Most Complete Solution", "Flexible, Intuitive and Easy to Use", and "Secure, Reliable and Affordable", each with descriptive text. On the right side, there is a "Test Drive IRBNet" section with a "Demo" button, a "Satisfied Members" section with a quote from Ken Grissett, IRB Manager at Sacred Heart Health System, and a "Next" button. At the bottom right, there is a "2008 Events - Join Us" section.

**IRBNet** Innovative Solutions for Compliance and Research Management

Login: Username Password Login

New User Registration | Forgot Your Password?

Home | The IRBNet Difference | Demo | Contact Us | FAQ

## Comprehensive Solutions

### The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives effectiveness and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC and other Boards with a unified solution.

### Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

### Secure, Reliable and Affordable

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is affordable and designed to accommodate institutions of any size.

## Test Drive IRBNet

See for yourself...

Demo

## Satisfied Members

"IRBNet makes our entire operation more efficient, saving time and money. It is amazing how much more we get done, in less time and with the same staff. It's fantastic."

- Ken Grissett  
IRB Manager  
Sacred Heart Health System

Next

## 2008 Events - Join Us





# Access My Projects

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

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects

Create New Project

My Reminders

Other Tools

Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that 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:

Search By Tag:

Search Clear

✓ Access your institution's forms and guidance documents here.

✓ 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.





# Manage your My Projects page

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

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

Other Tools  
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that 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: [text input] Search [button] Clear [button]

Search By Tag: [dropdown]

**Add and Remove Tags**

Personal tags [icon] can only be seen by you. Shared tags [icon] can also be seen by others. (Learn More)

Off [icon] [icon] [icon]

Need Signatur... [button]  
Oncology Dept [button]

Create and Manage Tags [button]

✓ Create and edit Project Tags by clicking this link.

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

✓ Add any existing Project Tag as a Personal tag (only you can see it) or a Shared tag (everyone with access can see it).





# Create your New Project

Provide basic information about your project.

USER PROFILE LOGOUT



Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

Other Tools  
Forms and Templates

## Project Information

### Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

✓ The asterisk indicates a required field.

Research Institution: Metropolitan University, Frederick, MD

Title: \*

Motivations of Research Subjects: A Mixed Methods Study

First Name: \* John

Local Principal Investigator:

Last Name: \* Researcher

Degree(s): PhD

Keywords: Incentive, Extra Credit

Sponsor: National Research Foundation

You may specify an internal account number, billing identifier or reference number for this project.

Internal Reference Number:

Continue

Cancel

\* required fields





# Build your project package

Attach your electronic project documents.

The screenshot shows the IRBNet Designer interface for project ID 137618-1. The left sidebar contains a 'Project Administration' menu with 'Designer' highlighted. The main content area shows 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' It includes a 'Select a Library' dropdown menu (annotated with a red arrow and a callout box stating 'Drop down menu for institution-specific libraries.') and a 'Select a Document' dropdown menu (annotated with a red arrow and a callout box stating 'Select appropriate document and download.') with a 'Download' button. Below this, 'Step 2' instructions and a section for 'Documents in this Package' (currently empty) are visible. At the bottom, there is a section for 'Training & Credentials records' and an 'Add New Document' button (annotated with a red arrow and a callout box stating 'Add documents saved to your computer here.').

IRBNet ID: 137618-1

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

**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

**Other Tools**  
Forms and Templates

**Designer**

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

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

Download

**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet will allow you to link your project team's Training & Credentials to your package.

Documents in this Package:

*There are currently no documents in this package.*

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

Add New Document

✓ Drop down menu for institution-specific libraries.

✓ Select appropriate document and download.

✓ Add documents saved to your computer here.





# Attach document

IRBNet provides two mechanisms for entering documents into the system.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

Project Administration  
Project Overview

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

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type \*

**Attach Document**

✓ 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.





# Complete your project package

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

IRBNet ID: 137618-1

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

Project Administration  
Project Overview

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

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

1 View  
3 Update  
4 Delete document

IRBNet also allows you to

1 3 4

1 3 4

✓ 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.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

Project Administration

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

## 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.

- **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.

✓ Almost every project requires the "Share" designation.





## Select your colleague's institution

You may collaborate both within your Institution and across Institutions in the course of your project.

The screenshot shows the IRBNet interface for sharing a project. At the top, the header includes 'IRBNet ID: 137618-1', 'USER PROFILE', and 'LOGOUT'. Below the header is a banner image. The main content area is titled 'Share Project' and shows the project name '18-1] Motivations of Research Subjects: A Mixed Methods Study'. A sidebar on the left contains navigation links: 'My Projects', 'Create New Project', 'My Reminders', 'Project Administration', 'Project Overview', 'Designer', and 'Share this Project'. The main content area contains a list of steps for sharing a project: 1. Select an organization to display a list of IRBNet users at that organization. 2. Specify the access that you wish to grant each user at that organization. 3. Save your changes. Below the steps is a search bar labeled 'Search for an Organization' with a 'Search' button and a 'Clear' button. Three red callout boxes provide instructions: the first points to the 'Share this Project' link, the second points to the search bar, and the third points to the first step in the list.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

Share Project

18-1] Motivations of Research Subjects: A Mixed Methods Study

You may share this project with other IRBNet users. Sharing a project consists of three steps:

1. Select an organization to display a list of IRBNet users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization  Search Clear

My Projects  
Create New Project  
My Reminders  
Project Administration  
Project Overview  
Designer  
Share this 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.

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

## 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

## Other Tools

Forms and Templates

## Share Project

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

Specify the access that you wish to grant to each user at **Metropolitan University**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User: chan

Search

### IRBNet User

Chandry, Francis

### Permission Access

☐ Full ☐ Write ☒ Read ☐ No Access

One User found.

✓ Grant only the level of access required for each collaborator.

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments

Save

Cancel





# Communicate with your Project Team

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

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

## 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

## Other Tools

Forms and Templates

## New Project Message

[137775-1] Motivations of Research Subjects: A Mixed Methods Study

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:

Select All Project Owners Only | Select All | Un-Select All

User	User Organization	Send Mail
Chandry, Francis	Metropolitan University, Frederick, MD	<input type="checkbox"/>
Palazzo, Enrico	Metropolitan University, Frederick, MD	<input type="checkbox"/>
Researcher, John	Metropolitan University, Frederick, MD	<input type="checkbox"/>

### Board Contacts:

*There are no submitted packages.*

Subject \* IRBNet message from John Researcher

Message \* Re: [137775-1] Motivations of Research Subjects: A Mixed Methods Study

Please login to IRBNet to review this project.

Regards,  
John Researcher

Send

Cancel

\* required fields





# Sign your project package

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

IRBNet ID: 137618-1

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders

**Project Administration**  
Project Overview

**Sign Package**

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

I John Researcher, the  assert that I have read the documents in the entirety and agree that they are ready for submission.

OR If you must sign on behalf of someone who is not able to electronically sign for him/herself, enter mode.

✓ 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.





# Submit your package for review

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

IRBNet ID: 137618-1

USER PROFILE

LOGOUT

Welcome to IRBNet  
John Researcher

My Projects

Create New Project

My Reminders (2)

**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

## Submit Package

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

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Search

Clear

Select a Board \*

Metropolitan IRB, Frederick, MD

Metsch & Metsch, P.A., Miami, FL

Miami Children's Hospital IRB, Miami, FL

Michigan Technological University, Houghton, MI

Middle Tennessee State University, Murfreesboro, TN

Middlesex Hospital IRB, Middletown, CT

Mission Health Institutional Review Board, Asheville, NC

Mission Health Cancer Institutional Review Board, Asheville, NC

Continue

Cancel

\* required fields

✓ The default board for your institution is highlighted.





## 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.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (2)

**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

**Submit Package**

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

The following IRBNet users at **Metropolitan IRB** will be automatically notified of your submission:  
Halway, Ann

Submission Type: \*

You may also specify additional comments to be included in this notification.

Your Comments:

✓ Send a kind word to your committee coordinators!

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, 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.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (1)  
Other Tools  
Forms and Templates

My Projects



Your "My Projects" workspace shows projects that you have created and projects that 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:  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...	Researcher	New Project	Pending Review		
108459-3	Double-Blind, Multicenter Phase 3 Study Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010	
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...					

1 - 3 of 3 10

✓ Indicates your Coordinator has "unlocked" the package for further revisions.





## Make necessary revisions

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

IRBNet ID: 137618-1

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

Project Administration  
Project Overview

Designer

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

This package is: **Unlocked - Revisions Pending** | [View History](#) | [Mark Revisions Complete](#) (When should I do this?)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

✓ View complete audit trail of package locking and unlocking. Instructions from your Coordinator may be found here.

✓ Indicate to your Coordinator you have completed your revisions. This will “re-lock” the package.

IRBNet also allows you to





# Receive your review decision

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

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

🔔 Messages & Alerts (3)

Other Tools

Forms and Templates

## Project Overview

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

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

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD		Pending Review	

Package 442690-1 is: Locked - Revisions Complete

Package 1 of 1 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	03/12/2013	New Project	Pending Review		<a href="#">Review Details</a>

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
Chandry, Francis	Zanzibar University, Frederick, MD	Read
Palazzo, Enrico	Zanzibar University, Frederick, MD	Write
Researcher, John	Zanzibar University, Frederick, MD	Full

✓ Click "Review Details."





## View Review Details

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

The screenshot shows the IRBNet web application interface. At the top, the header includes the IRBNet ID (137618-1), a 'USER PROFILE' link, and a 'LOGOUT' link. The main navigation bar features the IRBNet logo and a 'Welcome to IRBNet John Researcher' message. On the left, a sidebar contains links for 'My Projects', 'Create New Project', 'My Reminders (3)', and 'Project Administration' (with sub-links for 'Project Overview', 'Designer', and 'Share this Project'). The main content area is titled 'Review Details' and displays the project title '[137618-1] Motivations of Research Subjects: A Mixed Methods Study' and the institution 'Metropolitan IRB, Frederick, MD'. Below this, a 'Submission Details' table lists the following information:

Submission Details	
Submitted To	Metropolitan IRB, Frederick, MD
Submitted by	John Researcher
Submission Date	09/30/2009
Submission Type	New Project
Local Board Reference Number	00-107

✓ Follow the review process here.

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

✓ Board documents 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.