



**Researcher 1: New Project Submission**

# Training Energizer

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
- Access My Projects
- 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

with your User Name and Password at: [www.irbnet.org](http://www.irbnet.org)

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

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.

The screenshot shows the IRBNet interface. On the left, a navigation menu includes 'My Projects', 'Create New Project', 'My Reminders', and 'Other Tools' with 'Forms and Templates' highlighted. The main content area is titled 'My Projects' and features a search bar with 'Search' and 'Clear' buttons. Below the search bar is a table of projects with columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Status, and Effective Date. Two callout boxes provide instructions: one points to the search bar and another points to the 'IRBNet ID' column header.

✓ Search feature allows you to search by fields such as Internal Reference Number and Sponsor.

✓ Click column headers to sort.

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

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
108459-3	Double-Blind, Multicenter Phase 3 Study ...	Researcher	Adverse Event	Acknowledged	09/21/2009
107645-1	A Phase 3, Randomized, Placebo-Controlle...	Bird	New Project	Approved	05/28/2009

# Create your New Project

Provide basic information about your project.

USER PROFILE LOGOUT

IRBNet™

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. On the left is a navigation menu with 'Designer' circled in red. The main content area shows 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' Below this, there are two dropdown menus: 'Select a Library:' with 'Metropolitan IRB, Frederick, MD' selected, and 'Select a Document:' with 'IRB Submission Checklist' selected. A 'Download' button is next to the second dropdown. Below this is 'Step 2: Assemble your document package.' and a section 'Documents in this Package:' which is currently empty, with the text 'There are currently no documents in this package.' at the bottom. An 'Add New Document' button is located at the bottom center. Three red arrows point from yellow callout boxes to the 'Select a Library' dropdown, the 'Download' button, and the 'Add New Document' button.

IRBNet ID: 137618-1

**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  
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

**Step 2:**  
Assemble your document package.

Documents in this Package:

*There are currently no documents in this package.*

✓ Drop down menu for institution-specific libraries.

✓ Select appropriate document and download.

✓ Add study documents 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  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews

**Attach Document**

[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 \*   
Description   
File \*

\* required fields

✓ Browse your hard drive for completed documents and attach as required by your institution.

so use the IRBNet Document Wizards to create documents on-line. Documents that you create on-line are automatically attached in PDF format.

On-Line Document

✓ If your institution requires the completion of an online IRBNet Document Wizard, it will be located here.

# Complete your project package

You may attach as many documents as is necessary.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

## IRBNet™

Welcome to IRBNet  
John Researcher

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

**Step 2:**  
Assemble your document package.

Documents in this Package:

Document Type	Description	Last Modified	1	3	4
Application Form	IRB Application	09/30/2009 12:04 PM			
Consent Form	Consent Form	09/30/2009 12:04 PM			
Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM			

Add New Document

1 View  
3 Update  
4 Delete document

# Share with your Research Team

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

The screenshot shows the IRBNet web interface. At the top left, it displays 'IRBNet ID: 137618-1'. At the top right, there are links for 'USER PROFILE' and 'LOGOUT'. The main header features the 'IRBNet' logo and a banner image. Below the header, the page is titled 'Share Project' and shows details for a project: '[137618-1] Motivations of Research Subjects: A Mixed Methods Study'. A paragraph explains that users can share projects with other researchers, committee members, administrators, and sponsors, or send a complete copy to a principal investigator at another site. A list of sharing options is provided:

- **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.

On the left side of the interface, there is a navigation menu with the following items: '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', and 'Reviews'. The 'Share this Project' option is circled in red. A red arrow points from this option to the 'Share' bullet point in the main content area. A yellow box with a red border contains the text: '✓ 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.

✓ 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.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

## Share Project

618-1] 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

Organization types to display  Research Institutions  Boards  Sponsors

Select an Organization\*

- Metropolitan University, Frederick, MD
- Metsch & Metsch, P.A., Miami, FL
- Miami Children's Hospital, Miami, FL
- Miami Children's Hospital IRB, Miami, FL
- Miami Research Associates, Miami, FL
- Miami University, Oxford, OH
- Michigan CardioVascular Institute, Midland, MI
- Michigan State University, East Lansing, MI

\* required fields

# 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.

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  
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

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

I John Researcher, the  assert that I have read the documents in their 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 name in shared mode.

**Sign Package**

- ✓ 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

## Submit Package

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (2)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
**Submit this Package**  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (2)

**Other Tools**  
Forms and Templates

[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

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

\* 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** **Submit Package**

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

[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.

The screenshot shows the IRBNet user interface. The top navigation bar includes 'USER PROFILE' and 'LOGOUT'. The left sidebar contains 'Welcome to IRBNet John Researcher', 'My Projects' (with sub-links for 'Create New Project' and 'My Reminders (3)'), and 'Other Tools' (with sub-link for 'Forms and Templates'). The main content area is titled 'My Projects' and displays a list of projects. A search bar and pagination controls are visible above the table. The table has columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Status, and Effective Date. The first project, 'Motivations of Research Subjects: A Mixe...', is highlighted in blue and has a red padlock icon with a white 'E' inside, indicating it is unlocked. A red arrow points from a text box to this icon.

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date	
137618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Pending Review		
108459-3	Double-Blind, Multicenter Phase 3 Study ...	Researcher	Adverse Event	Acknowledged	09/21/2009	
107645-1	A Phase 3, Randomized, Placebo-Controle...	Bird	New Project	Approved	05/28/2009	

✓ 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

**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.

**Step 2:**  
Assemble your document package.

Documents in this Package:

Document Type	Description	Last Modified			
Application Form	IRB Application	09/30/2009 12:04 PM			
Consent Form	Consent Form	09/30/2009 12:04 PM			
Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM			

[Add New Document](#)

# Receive your review decision

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

IRBNet ID: 137618-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

**Project Administration**

- My Projects
- Create New Project
- My Reminders (3)
- 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
Status	Pending Review
Lock Status	<b>Locked - Revisions Complete</b>
Keywords	Incentive, Extra Credit
Sponsor	National Research Foundation

The documents for this project can be accessed from the [Designer](#).

Submitted to:  
Metropolitan IRB 09/30/2009 **Pending Review**. [Review details.](#)

Shared with the following IRBNet users

IRBNet User	Organization	Access Type
<a href="#">John Researcher</a>	Metropolitan University, Frederick, MD	<b>Full</b>
<a href="#">Francis Chandry</a>	Metropolitan University, Frederick, MD	<b>Read</b>
<a href="#">Enrico Palazzo</a>	Metropolitan University, Frederick, MD	<b>Write</b>

## View Review Details

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

The screenshot shows the IRBNet web interface. At the top, the user's IRBNet ID is 137618-1, and there are links for 'USER PROFILE' and 'LOGOUT'. The main header features the IRBNet logo and a banner image. On the left, a navigation menu includes 'Welcome to IRBNet John Researcher', 'My Projects', 'Create New Project', 'My Reminders (3)', 'Project Administration' (with sub-links like Project Overview, Designer, Share this Project, Sign this Package, Submit this Package, Delete this Package, Send Project Mail, Reviews, Project History), and 'Other Tools' (with a link for Messages & Alerts (3)). The 'Reviews' link is circled in red. The main content area is titled 'Review Details' and shows information for a submission: '[137618-1] Motivations of Research Subjects: A Mixed Methods Study' from the 'Metropolitan IRB, Frederick, MD'. A 'Submission Details' section lists: Submitted To Metropolitan IRB, Frederick, MD; Submitted by John Researcher; Submission Date 09/30/2009; Submission Type New Project; and Local Board Reference Number 09-497. A red box with a checkmark and the text 'Follow the review process here.' points to the 'Review Details' section. Below this is a table with the following data:

Agenda	Review Type	Status	Effective Date	Expiration Date
10/16/2009 08:00 AM	Expedited Review	Pending Review		

Below the table is a 'Board Documents' section with the text: 'There are currently no documents from Metropolitan IRB'. A red box with a checkmark and the text 'Board documents will appear here.' points to this section. Another red box with a checkmark and the text 'Board Documents and review information for all packages can be found here.' points to the 'Reviews' link in the navigation menu.

## **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.