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- Click here to Archive projects which are no longer active.

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)
Create your New Project

Provide basic information about your project.

The asterisk indicates a required field.
Attach your electronic project documents.

1. **Drop down menu for institution-specific libraries.**

2. **Select appropriate document and download.**

3. **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.
**Complete your project package**

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

**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.
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.
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.**

Set the proper level of access

**Share Project**

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.
Communicate with your Project Team

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

```
<table>
<thead>
<tr>
<th>User</th>
<th>User Organization</th>
<th>Send Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chauzy, 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

Message:

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

Please login to IRBNet to review this project.

Regards,
John Researcher

* required fields
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.
Submit your package for review

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

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.
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.

✓ 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.

- 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.

Make necessary revisions
Receive your review decision

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

- Click “Review Details.”
Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, and Board Documents.

- Board documents will appear here.
- Follow the review process here.
- Board Documents and review information for all packages can be found 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.