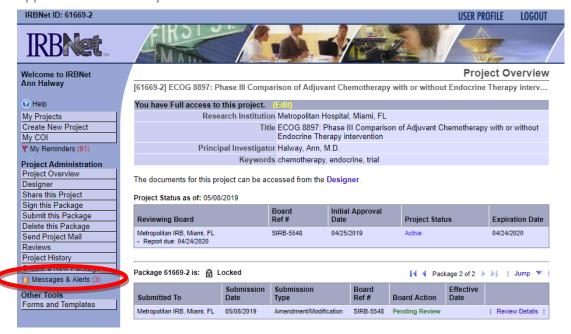


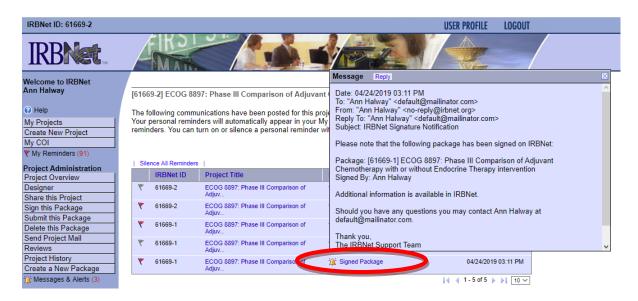
For each of your projects in IRBNet, automatic e-mail notifications are sent to alert you to actions regarding your project. These notifications, as well as messages created in the Send Project Mail tool, are also logged in the Messages & Alerts page for each project. All messages and alerts directed to you, across all of your projects, are aggregated in the My Reminders section.

Messages & Alerts

The Messages & Alerts page maintains a history of notifications and messages for each project, accessible to all users with access to that project. To view messages for a specific project, select that project from your My Projects page. The Messages & Alerts link will appear below the Project Administration buttons on the left. Click this link.



Each entry shows the title of the project, the type of action, and the date of the message. Clicking on the Message Type will display the text of the message.



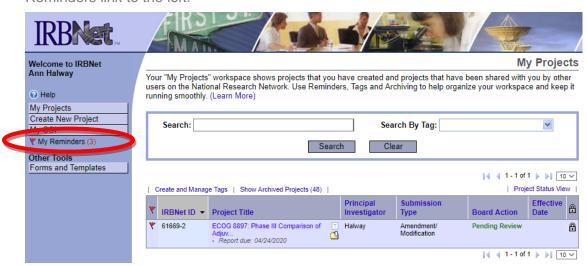
Automatic e-mail notifications are sent when:

- a project is shared
- a package is signed
- a package is submitted
- an action is taken on a submission
- a board document is posted for a submission
- an automated expiration alert is sent within IRBNet

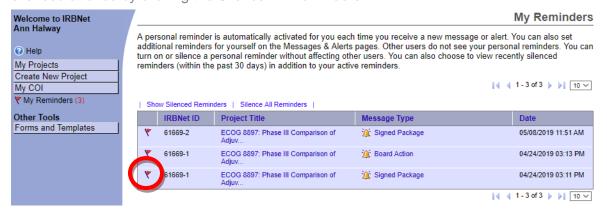
If an alert or message was sent to you, it will appear with a red flag (a Reminder), as explained below. If the message was sent to someone else, the flag will be gray. You can create a Reminder from any message or alert by clicking on the flag to turn it red.

My Reminders

E-mail notifications or messages that are sent to you regarding any project in your My Projects page will also automatically appear in the My Reminders page (with a red flag) to let you know that you have a new message or alert. Access this page by clicking the My Reminders link to the left.



This page shows a consolidated view of active Reminders across all of your projects. A red flag indicates that this is an active Reminder. Clicking the red flag will silence this Reminder and will remove the Reminder from this page in the future. To see those which have been silenced in the past 30 days, click the Show Silenced Reminders link. All Reminders can be silenced at once by clicking the Silence All Reminders link.



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