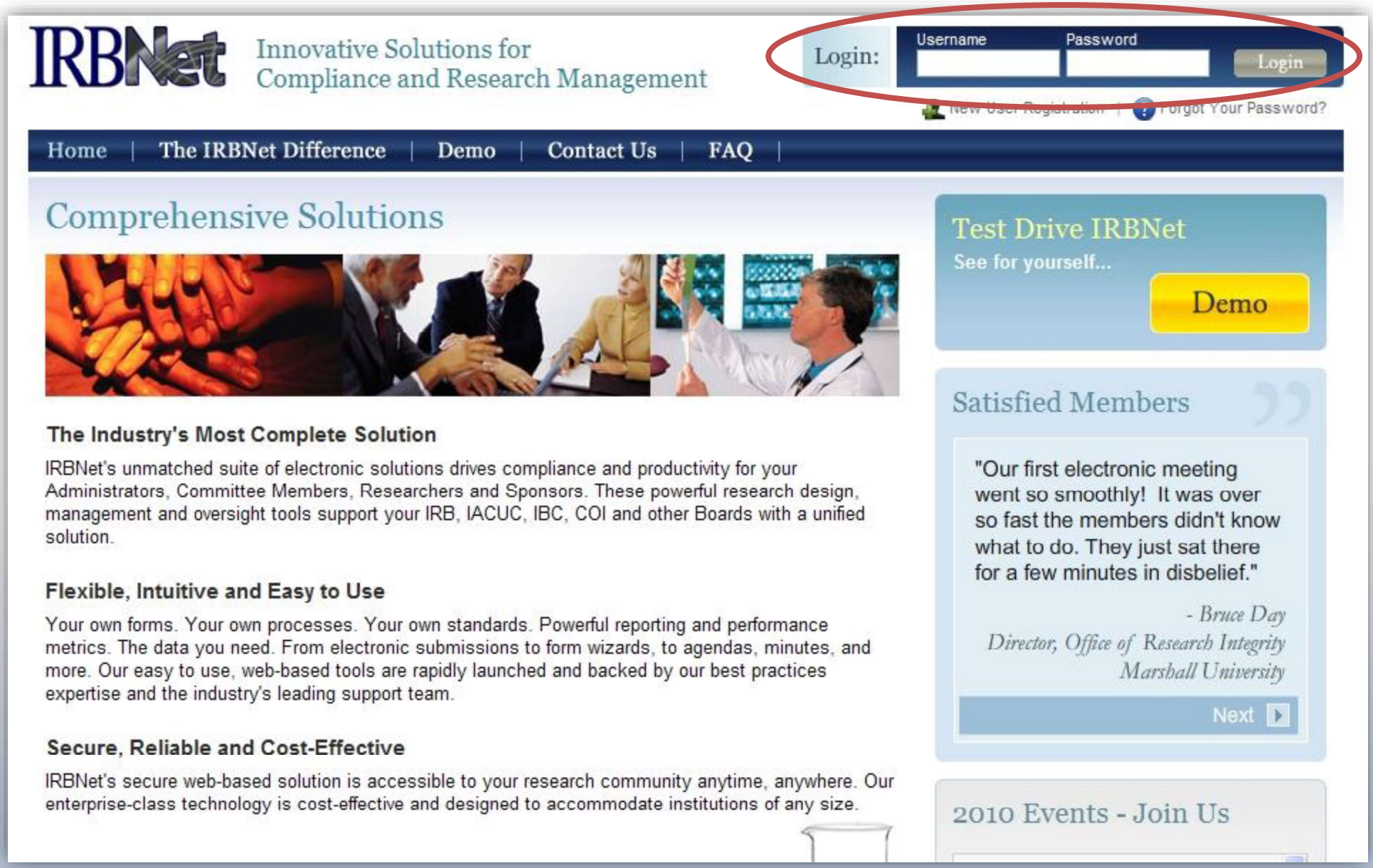
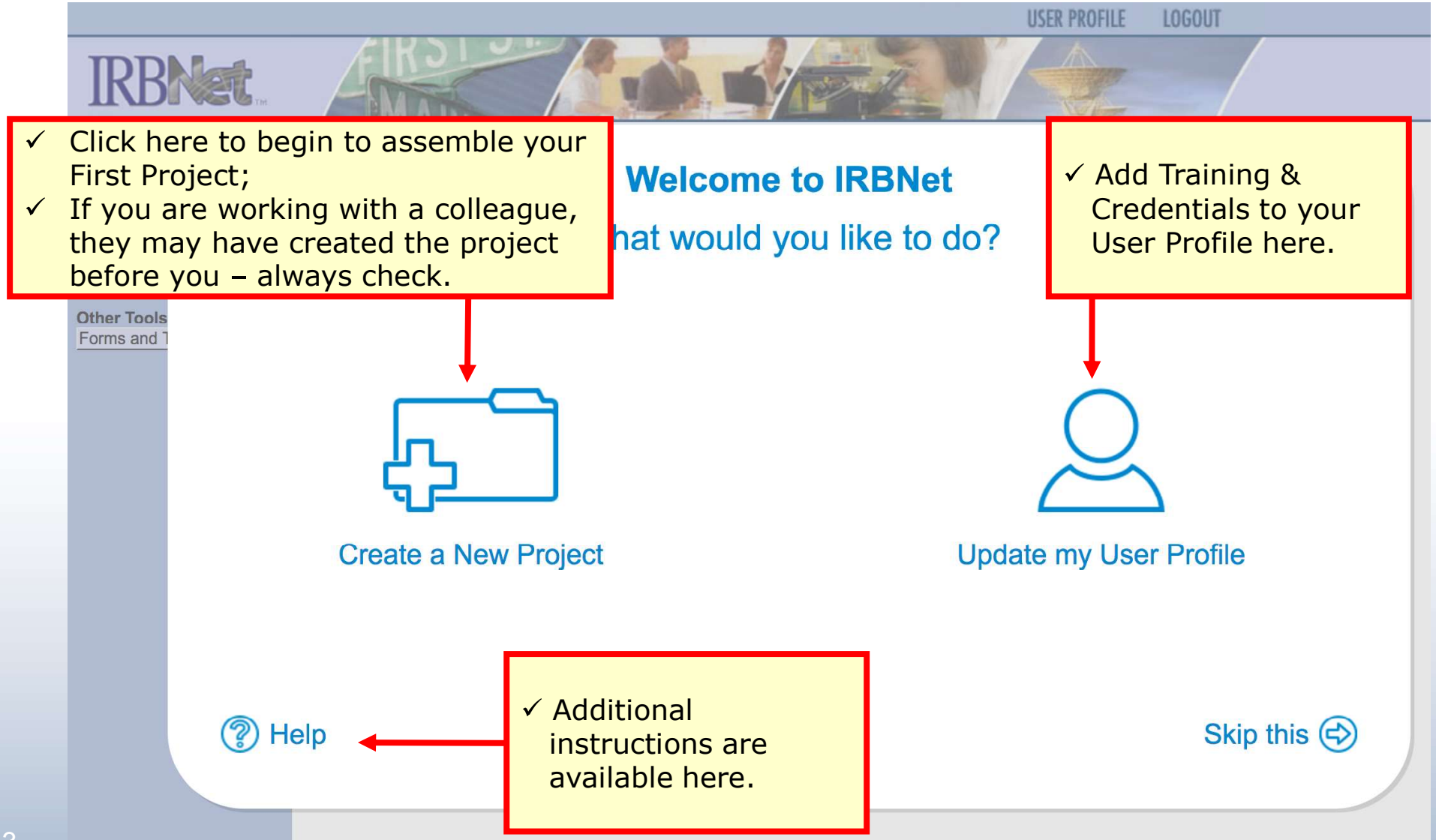
Log into IRBNet at: www.gov.irbnet.org



Your Help page provides an easy first experience.

Your Help page appears as a default until you have an IRBNet Project. From here you may update your User Profile with Training & Credentials, Create a New Project, or review online Help.



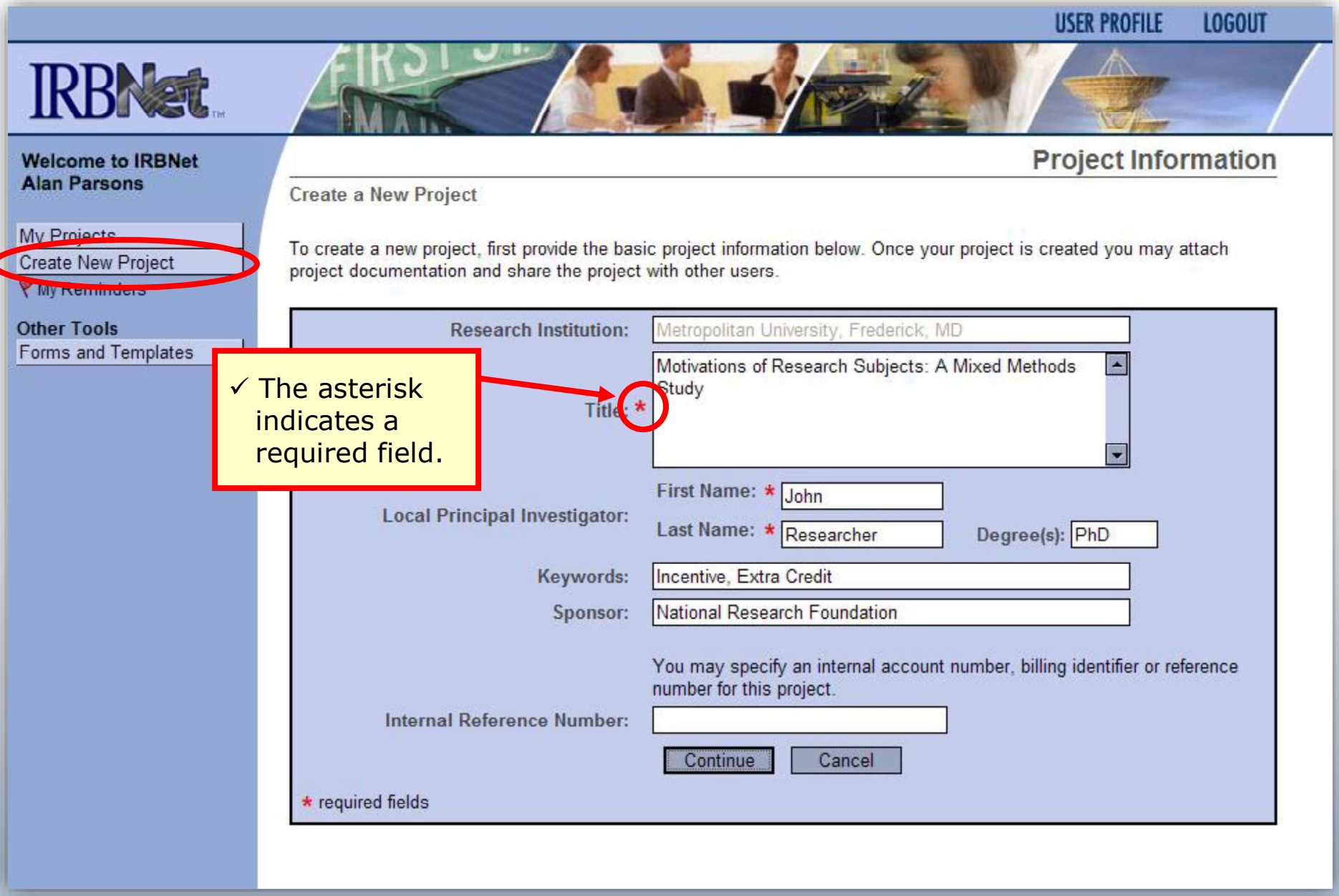
- ✓ Click here to begin to assemble your First Project;
- ✓ If you are working with a colleague, they may have created the project before you – always check.

- ✓ Add Training & Credentials to your User Profile here.

- ✓ Additional instructions are available here.

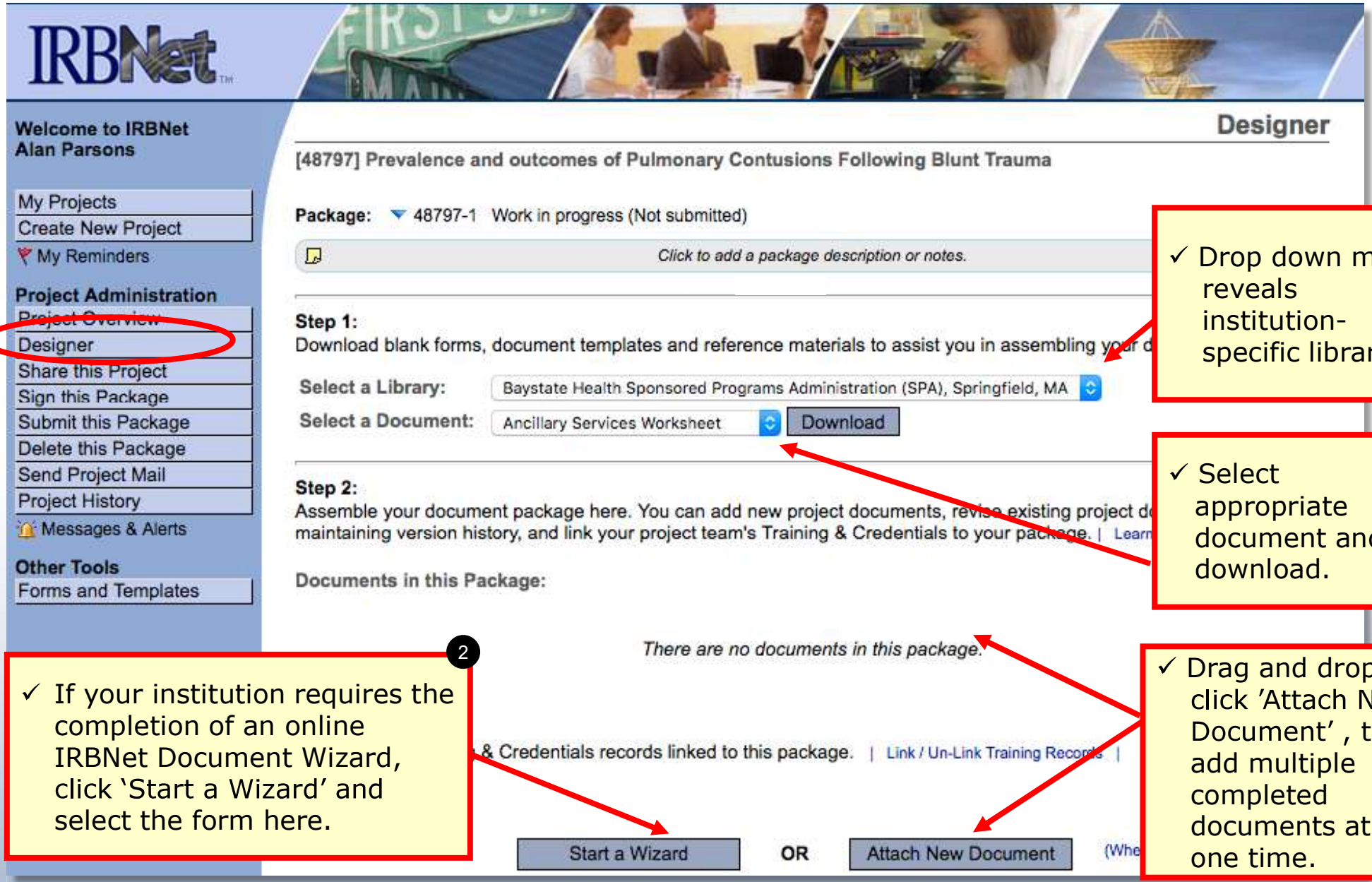
Create your New Project

Provide basic information about your project.



Assemble your Submission Package

Review instructions, then begin to add your project documents (attachments and document wizards) for submission purposes.



✓ Drop down menu reveals institution-specific libraries.

✓ Select appropriate document and download.

2

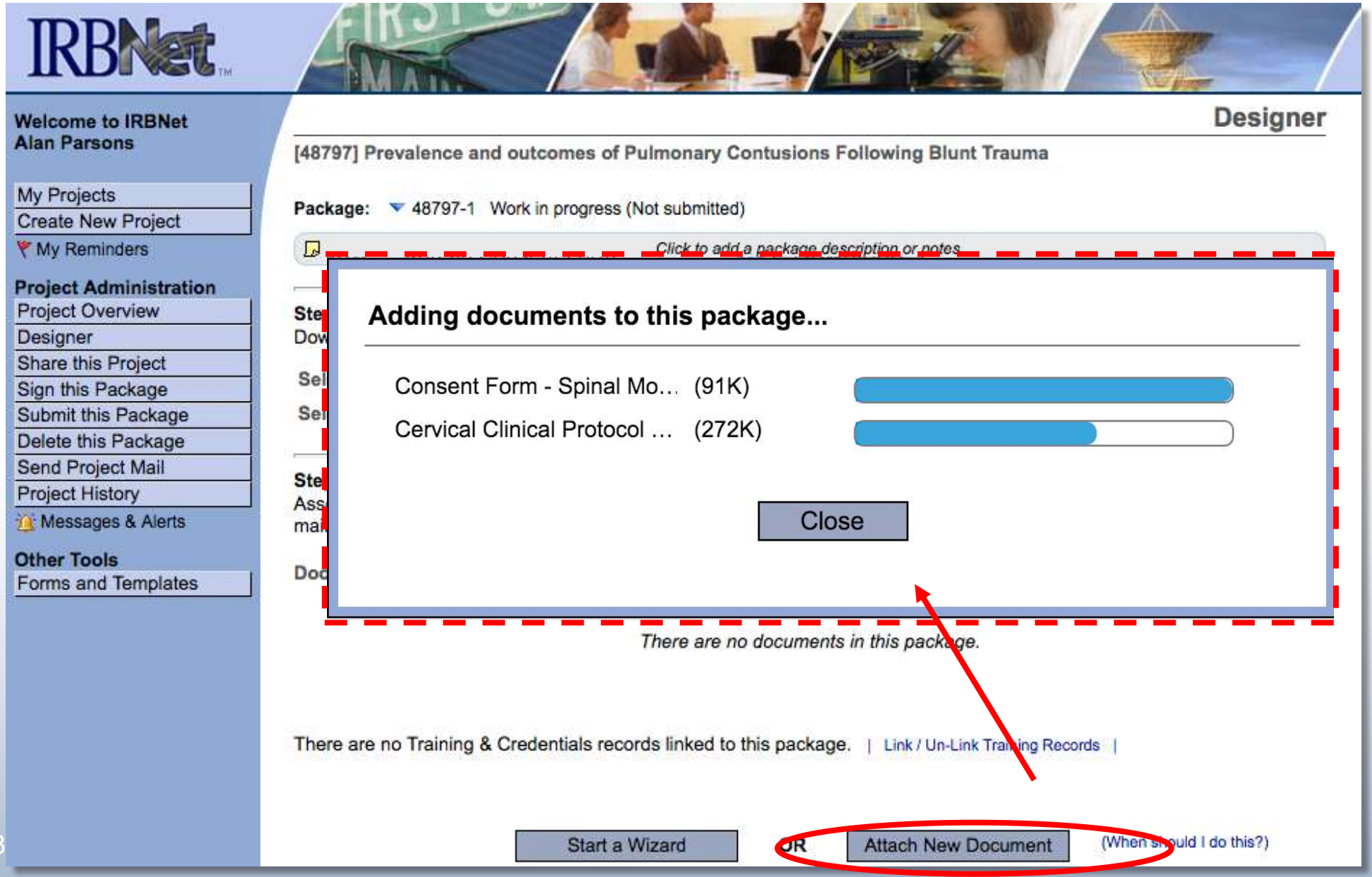
✓ If your institution requires the completion of an online IRBNet Document Wizard, click 'Start a Wizard' and select the form here.

1

✓ Drag and drop, or click 'Attach New Document' , to add multiple completed documents at one time.

Assemble your Submission Package (continued)

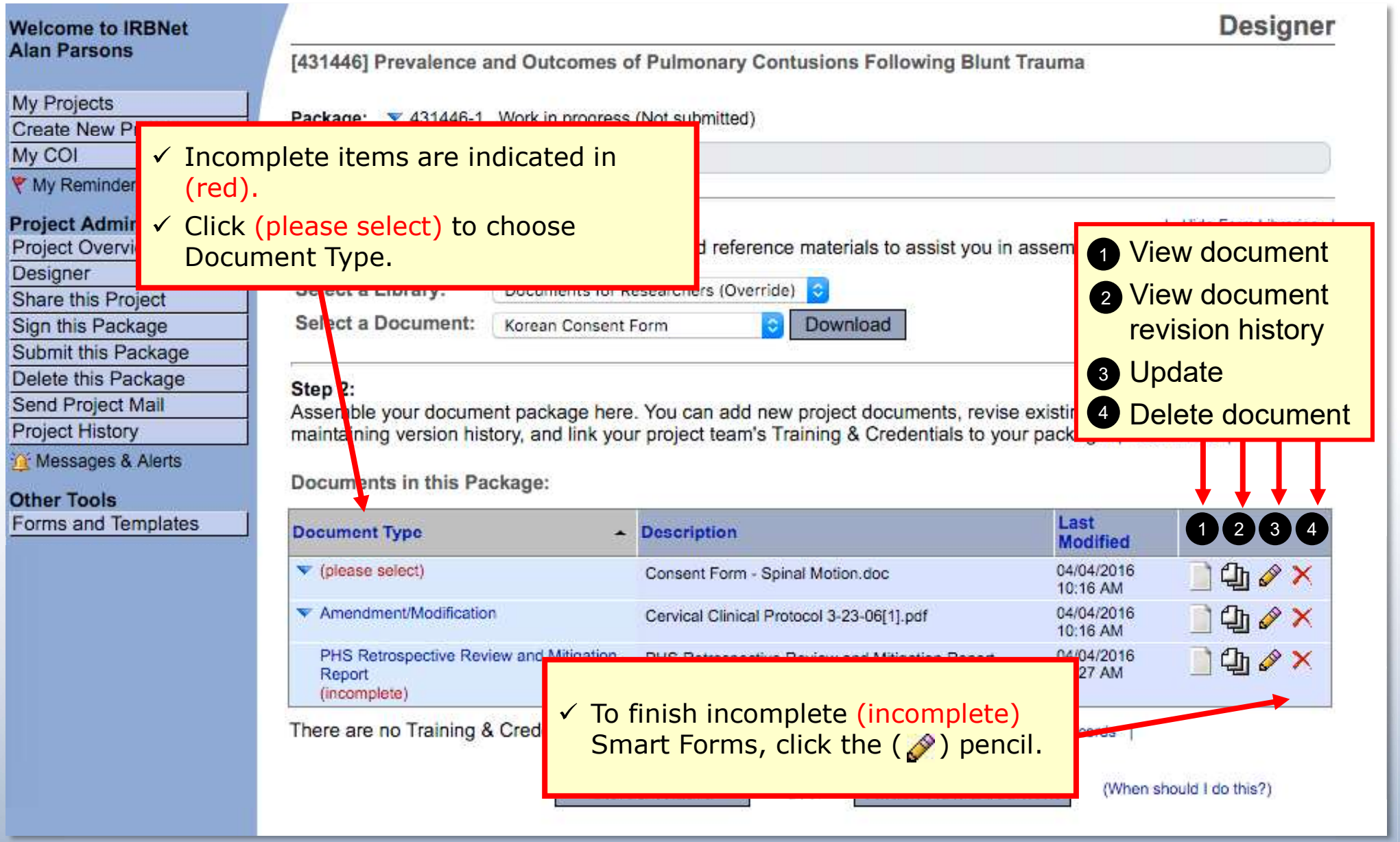
Multiple documents may be added at once by clicking 'Attach New Document', or by dragging onto the page from your desktop.



Finish incomplete documentation.

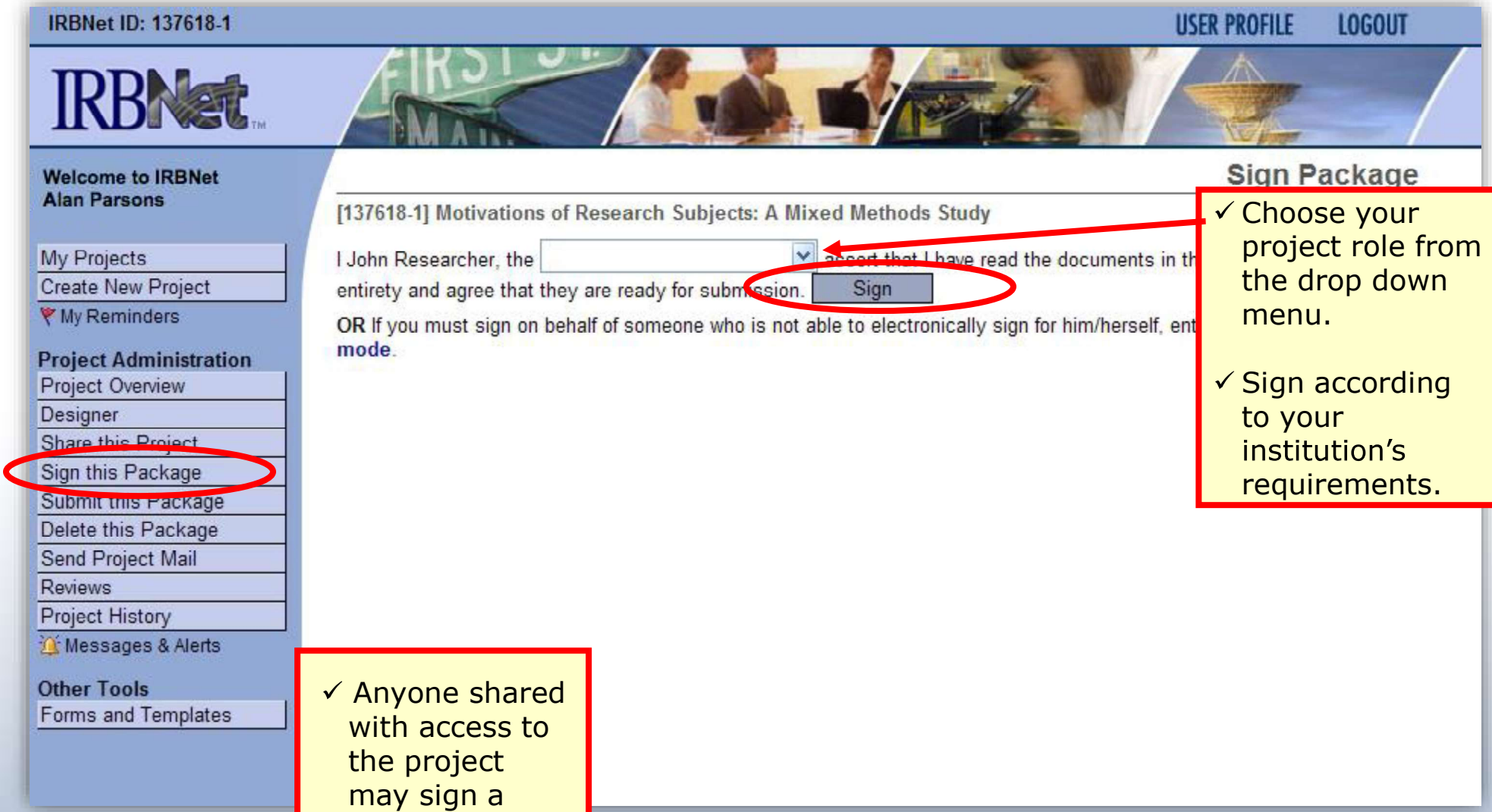
IRBNet

- ✓ Incomplete documentation is indicated within the Document Type field. Submission packages with incomplete items are prevented from submission.



Sign your project package

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

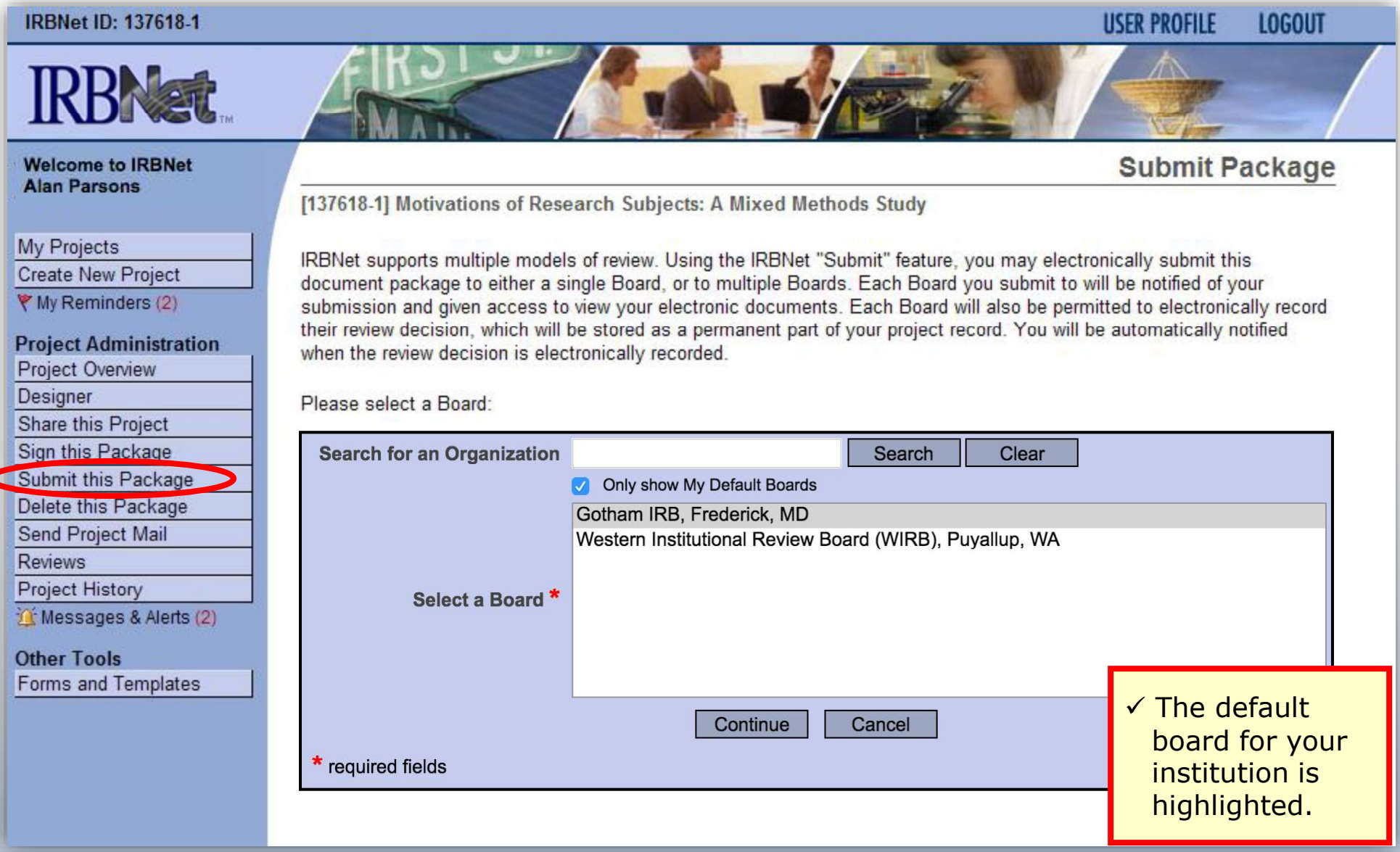


- ✓ Choose your project role from the drop down menu.
- ✓ Sign according to your institution's requirements.

- ✓ Anyone shared with access to the project may sign a study.

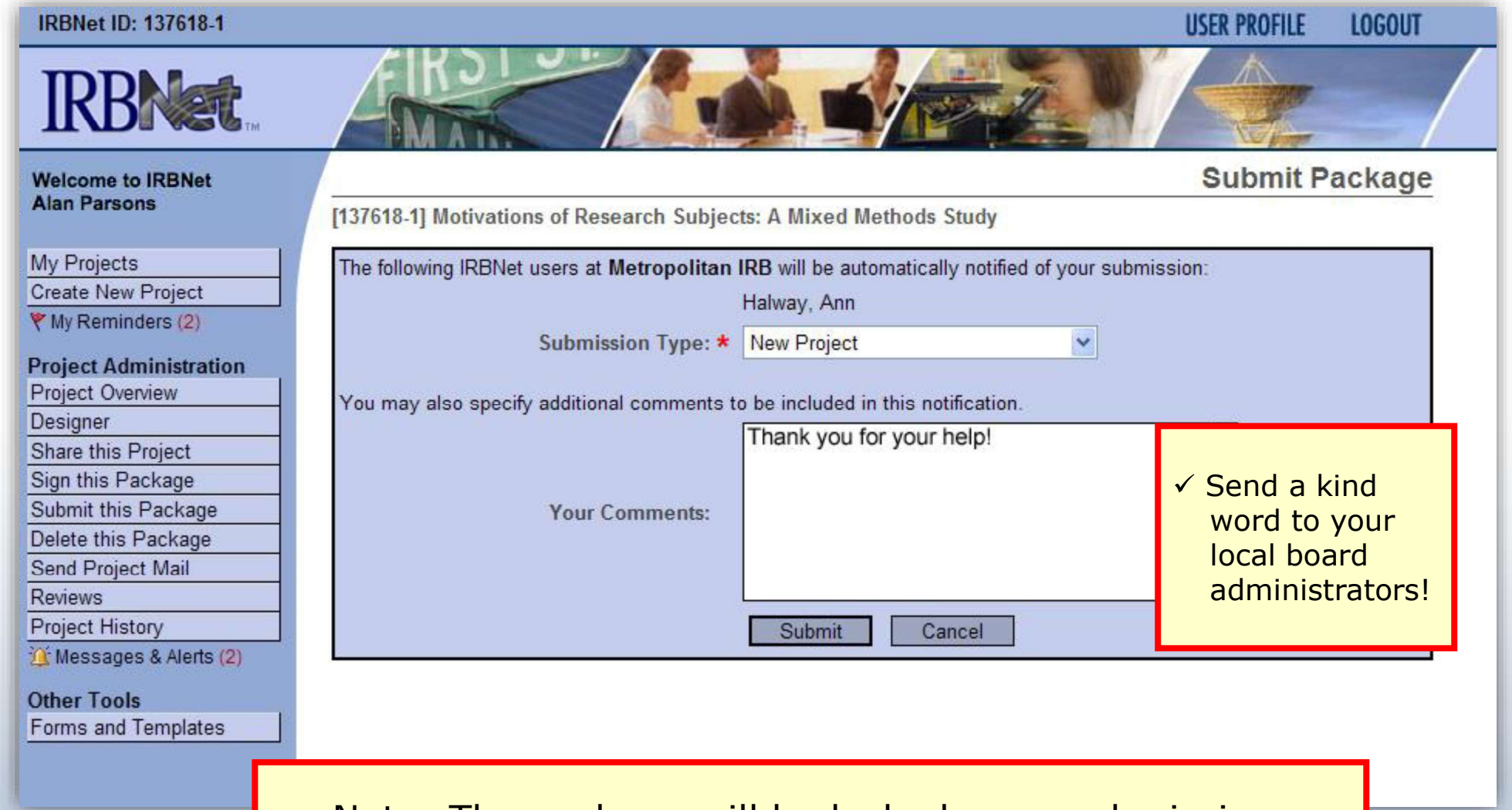
Submit your project's package for review

You may submit your project's 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 the submission type. IRBNet knows the coordinator of your committee.



Note: The package will be locked upon submission.

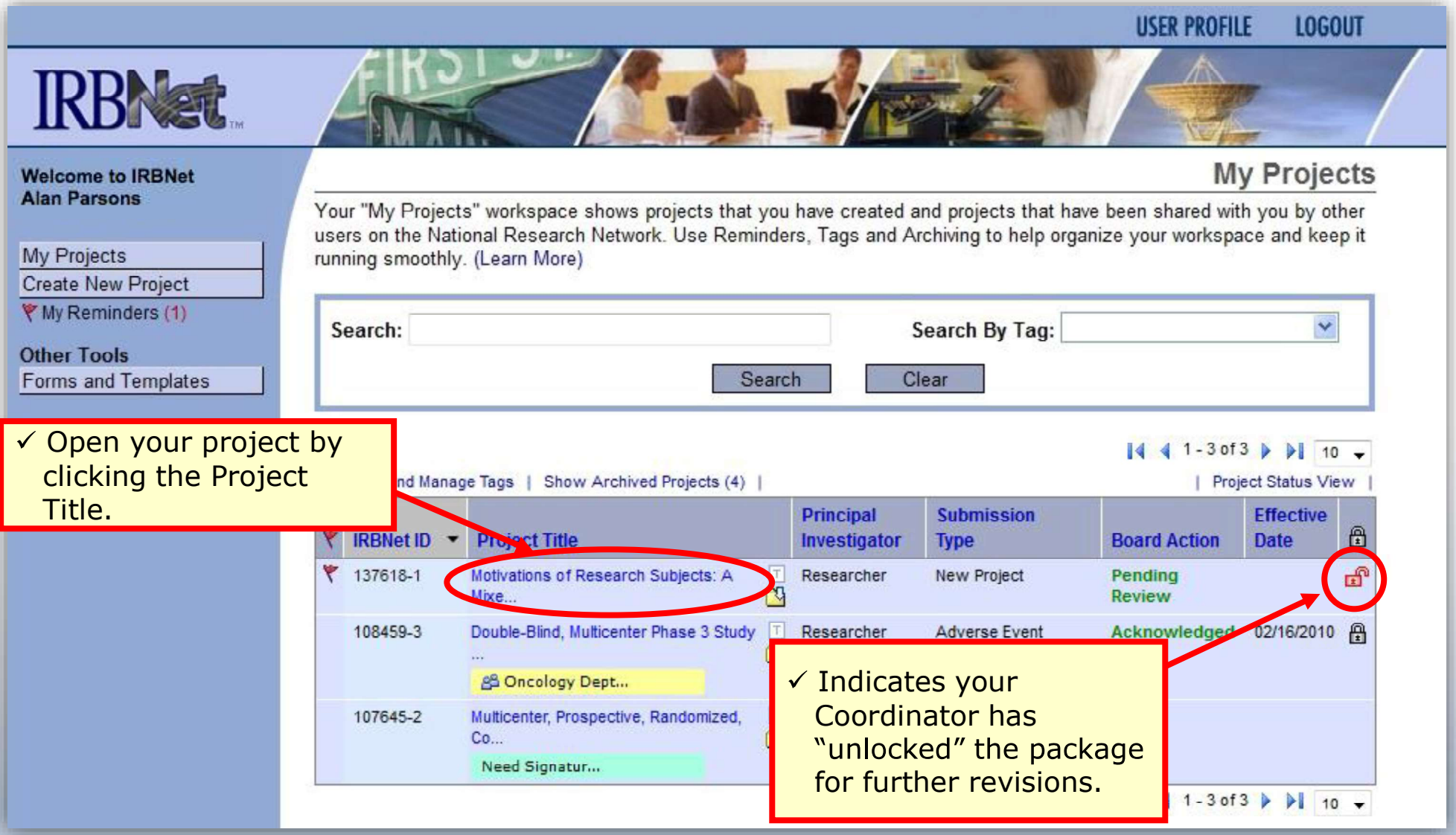
Did you submit an incomplete package?

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 ADMINISTRATOR.

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.

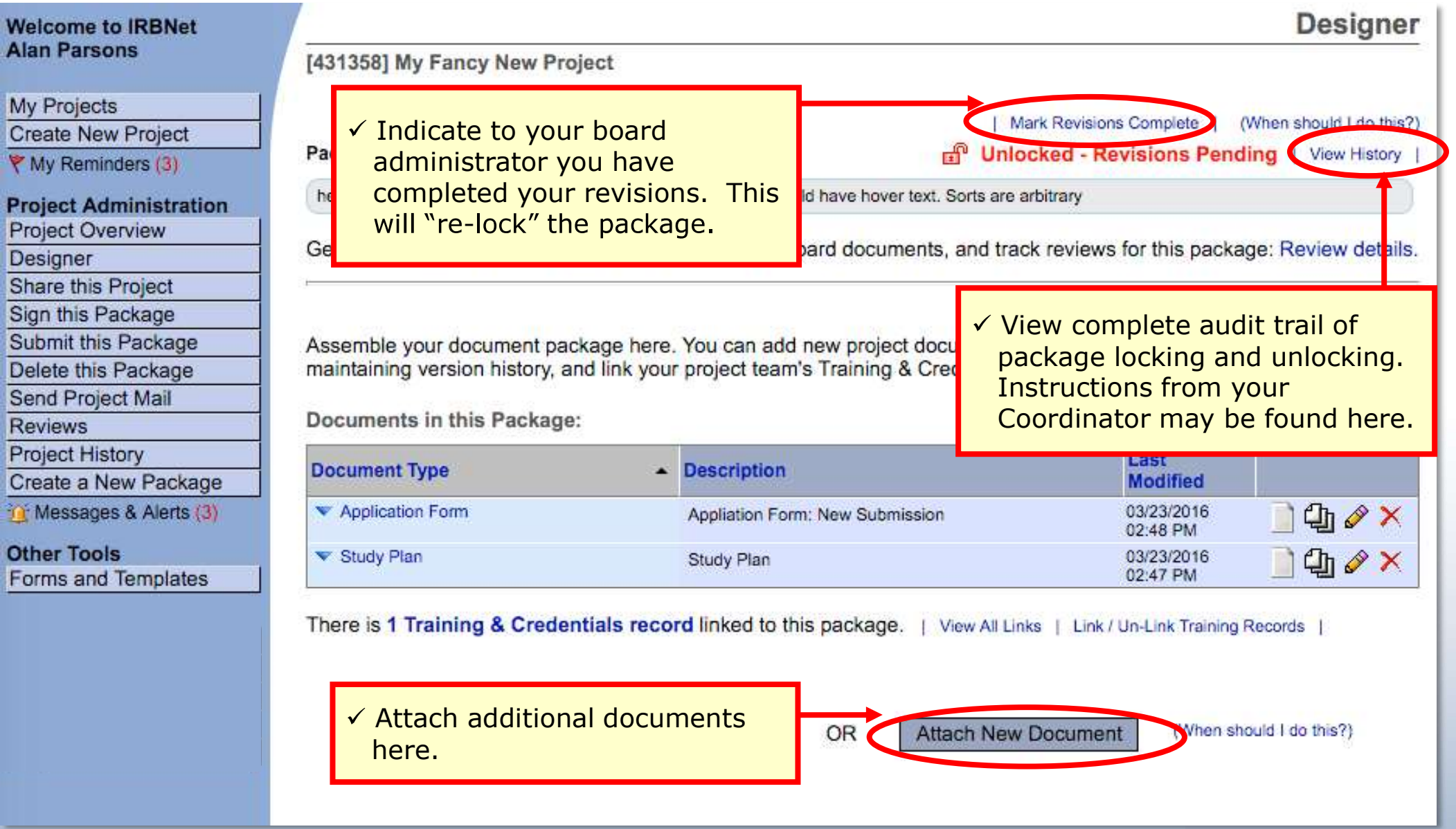
Managing unlocked packages

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.



Make necessary revisions

While the package is "unlocked," from the Designer page you may add or revise documents, before you 'Mark Revisions Complete'.



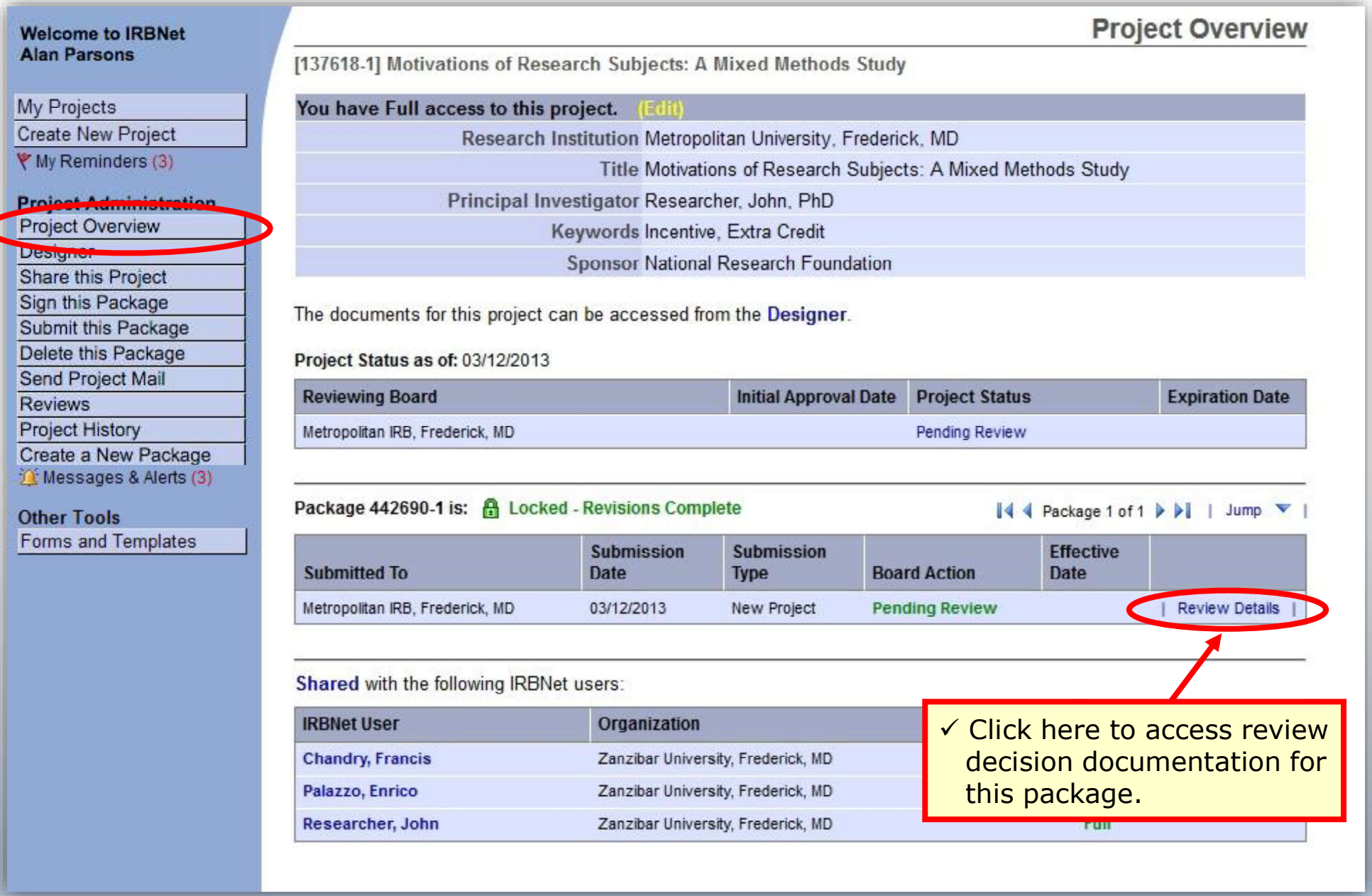
✓ Indicate to your board administrator you have completed your revisions. This will "re-lock" the package.

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

✓ Attach additional documents here.

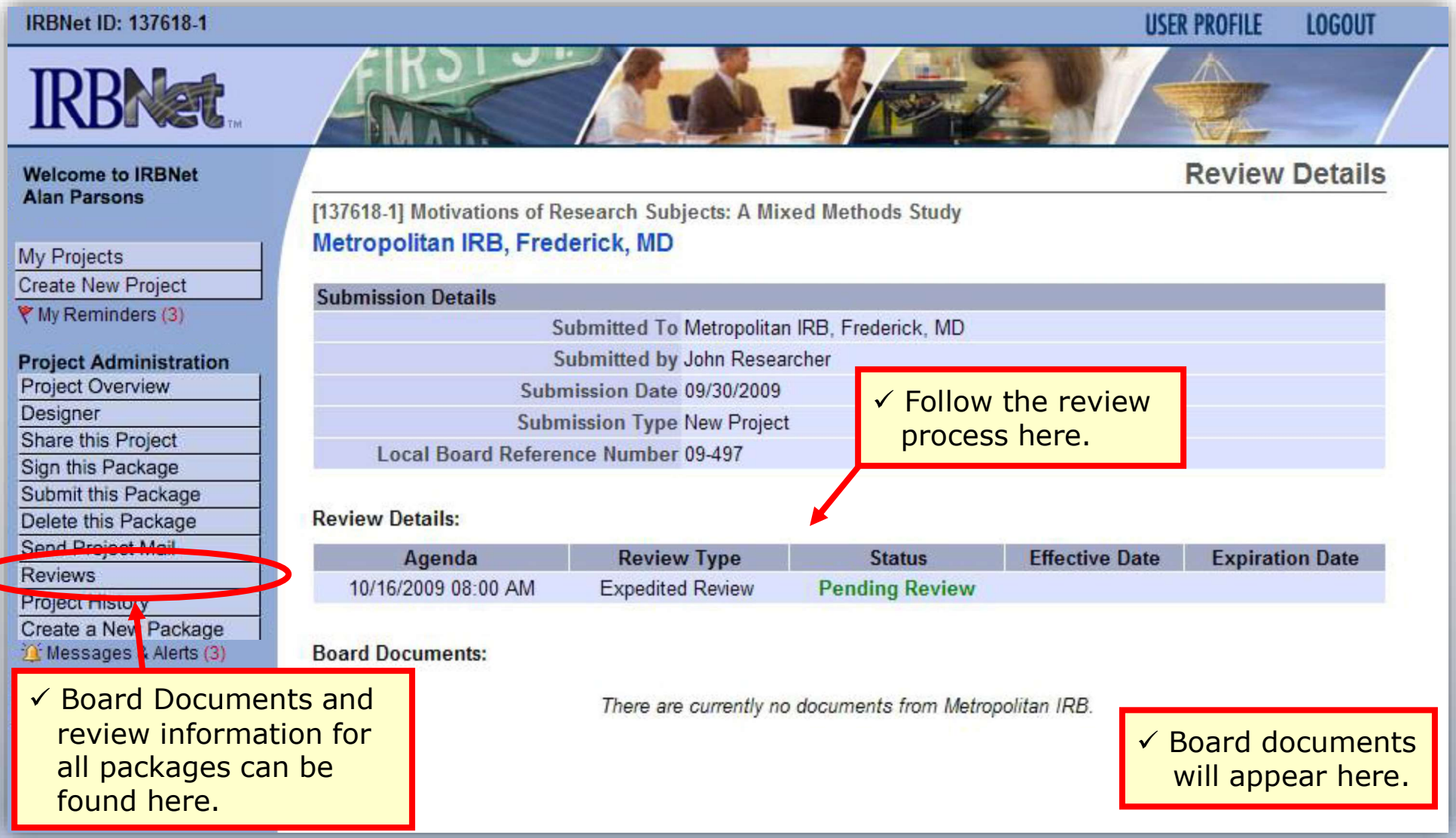
Receive your review decision

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



Check Review Details, including decisions and board documentation

Review Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, as well as decision letters, stamped documents and other Board Documents.



Where to Get Help...

Your local 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.

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