

National Research Network ® Researcher: Submitting to WIRB



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 into IRBNet and then:

- Manage Projects from your My Projects page
- Create Your First Electronic Project
- Design and Assemble Your First Project Submission
 - Share with Your Research Team
- Send Project Mail to Research Team Members
- Sign Your Project Package
- Submit Your Project Package to WIRB for Review
- Access Review Decisions and Board Documentation



© 2001 – 2020 Research Dataware. LLC All rights reserved.

RESEARCH DATAWARE 🧷

Innovation in Research Management





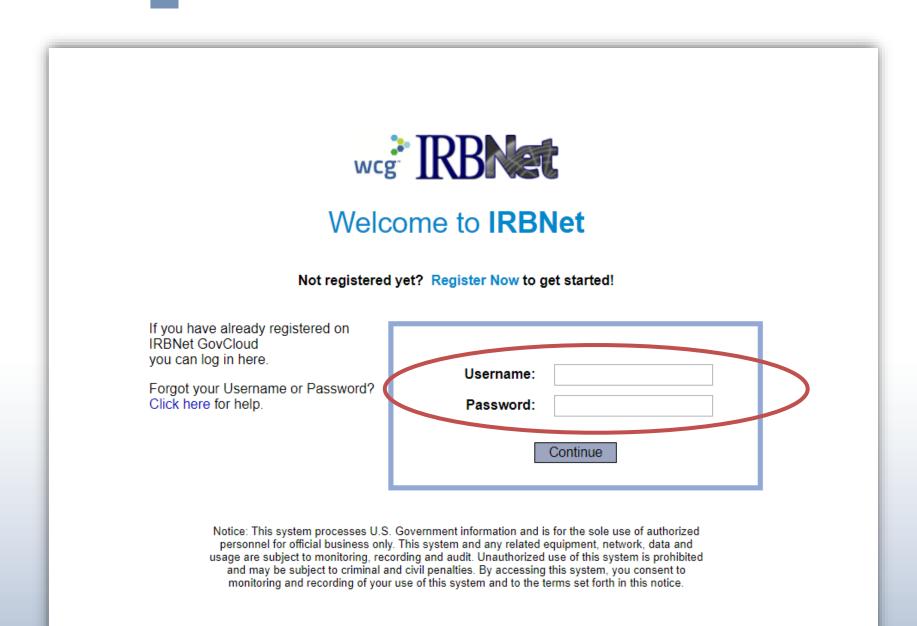
WIRB forms and templates are available here: <u>http://wirb.com/Pages/DownloadForms.aspx</u>

Contact <u>VAreliance@wirb.com</u> with any questions about the forms.



Log into IRBNet at: gov.irbnet.org



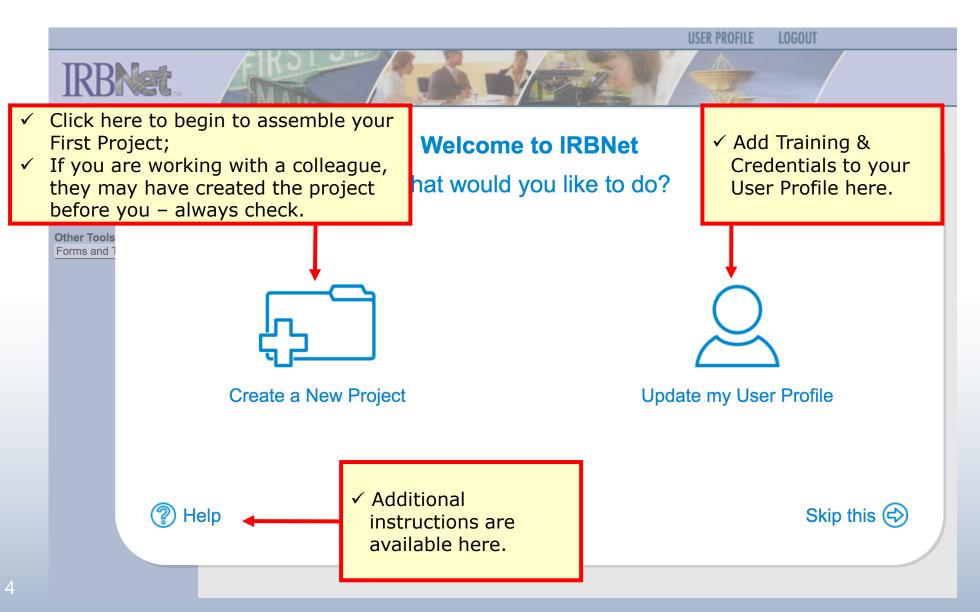




Your Help page provides an easy first experience



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.





Access My Projects



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

IRBNet	EIK2					USER PROFILE	LOGOUT
Welcome to IRBNet Alan Parsons My Projects		s" workspace shows projects that y onal Research Network. Use Remin c. (Learn More)				e been shared with	
Create New Project W Reminders Other Teels Forms and Templates	Search:	Se	arch		earch By Tag:	▲ 1-2 of 2	 In the second second
	Create and Manag	ge Tags Show Archived Projects (4)		Principal	Submission	Proje	ct Status View
 Access VA forms and templates here. 	IRBNet ID 🝷	Project Title		nvestigator	Туре	Board Action	Date
templates here.	108459-3	Double-Blind, Multicenter Phase 3 Study A Oncology Dept	F T	Researcher	Adverse Event	Acknowledged	02/16/2010 🕀
	107645-2	Multicenter, Prospective, Randomized, Co Need Signatur	T F	Price	Work in progress (Not submitted)		
L						🚺 🖣 1-2 of 2	▶ ▶1 10 -
	~	NOTE: The search fea Project Tags, as well Key Words, Internal	as f	ields su	ch as Princip	oal Investig	· · · · · ·



Create your New Project



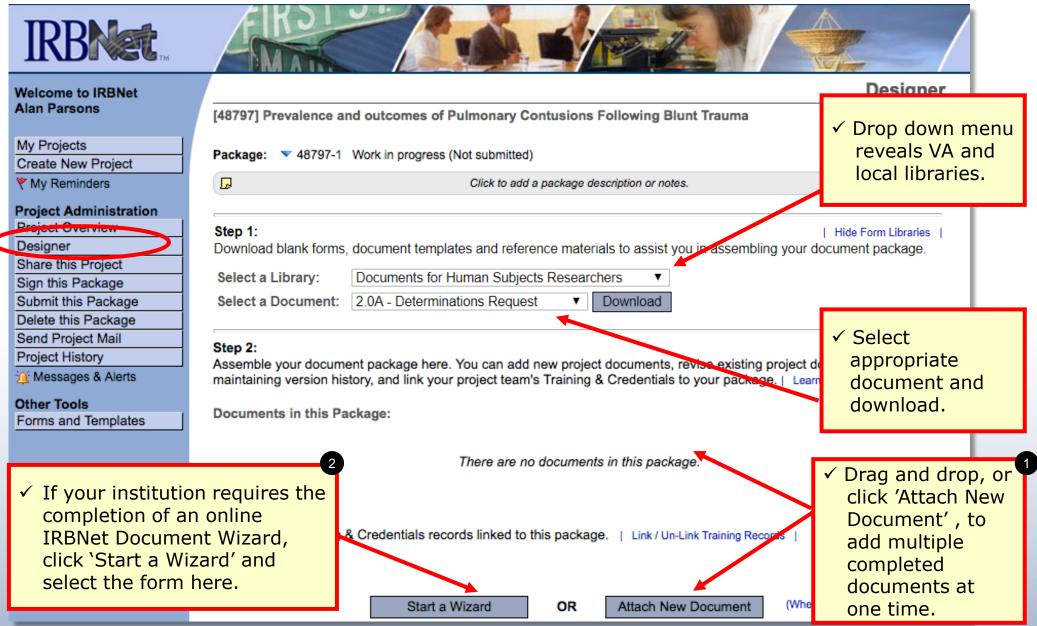
Provide basic information about your project.

	USER PROFILE LOGOUT
IRBNet	
Welcome to IRBNet Alan Parsons	Project Information
Alan Parsons	Create a New Project
My Projects Create 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.
Other Tools	Research Institution: Metropolitan University, Frederick, MD
i	The asterisk indicates a required field. Local Principal Investigator: Motivations of Research Subjects: A Mixed Methods
	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



Assemble your Submission Package IRBNet

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

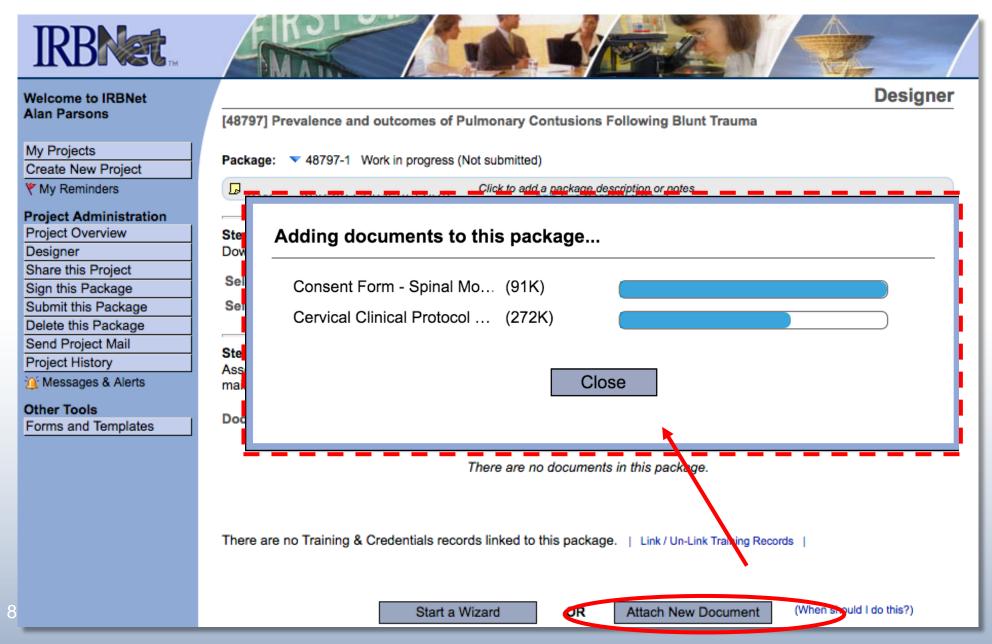




Assemble your Submission Package (continued)



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





Training Energizer

Finish incomplete documentation



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

Welcome to IRBNet			Designer		
Alan Parsons	[431446] Prevalence and Outcomes	of Pulmonary Contusions Following Blunt Tra	auma		
My Projects Create New Pr	Package: 💌 431446-1 Work in progress	s (Not submitted)			
	plete items are indicated in				
Braiget Overvie	please select) to choose nent Type.	d reference materials to assist you in as			
Share this Project		rescarchers (Override)	2 View document		
Sign this Package	Select a Document: Korean Consent	Form ᅌ Download	revision history		
Submit this Package Delete this Package			3 Update		
Send Project Mail	Step v:				
Project History		ur project team's Training & Credentials to your			
Messages & Alerts	Documents in this Package:				
Forms and Templates	Document Type	Description	Last Modified		
	▼ (please select)	Consent Form - Spinal Motion.doc	04/04/2016 10:16 AM		
	Amendment/Modification	Cervical Clinical Protocol 3-23-06[1].pdf	04/04/2016 📄 🖆 🔗 🗙		
	Libere are no Training & Cred	finish incomplete (incomplete) nart Forms, click the ()	04/04/2016 27 AM		
			(When should I do this?)		



Share with your Research Team



Give access to any team member with whom you will be collaborating.

IRBNet ID: 137618-1	USER PROFILE LOGOUT
Nelcome to IRBNet John Researcher	[137618-1] Motivations of Research Subjects: A Mixed Methods Study
Create New Project My Reminders Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package Delete this Pack Send Project M Reviews	requires . The other local Principal Investigators will also be able to monitor the progress of this project at every local are"



Select your colleague's institution

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

IRBNet ID: 137618-1	USER PROFILE LOGOUT
 Select 'Research Institution' to share with a team member. Ita-1] Motivations of Research Subjects: A Mixed Methods Study 	Share Project
My Projects Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Sharing a project consists of three steps: Yeu may share this project with other IRBNet users. Yeu may share this project with other IRBNet users. Yeu may share this project with other IRBNet users. Yeu may share this project with other IRBNet users. Yeu may share this project with other IRBNet users. Yeu may share this project with other IRBNet users. Second the access that you wish to grant each user at that organization. Save your thanges.	
Designer Share this Project Sign this Package Submit this Package Delete this Package Send Project Mail Reviews Search for an Organization types a display Metropolitan University, Frederick, MD Metsch & Metsch, P.A., Miami, FL Miami Children's Hospital , Miami, FL	
 Project History ✓ Select the Organization in which your colleagues are members. Select an Organization* Select an Organization* Miami Children's Hospital I, 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 	✓ The default organization
* required fields	highlighted is your home institution.



Training Energizer



You may grant each member of your team the level of access that they require.

Welcome to IRBNet	Share Project			
Alan Parsons	[137618-1] Motivations of Research Subjects: A Mixed Methods Study			
My Projects Create New 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. 			
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				
	Search for a User: chan Search			
	IRBNet User Permission Access			
	Chandry, Francis O Full O Write 💿 Read O No Access			
Grant only the	One User found.			
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			



Training Energizer

Communicate with your Project

Team



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

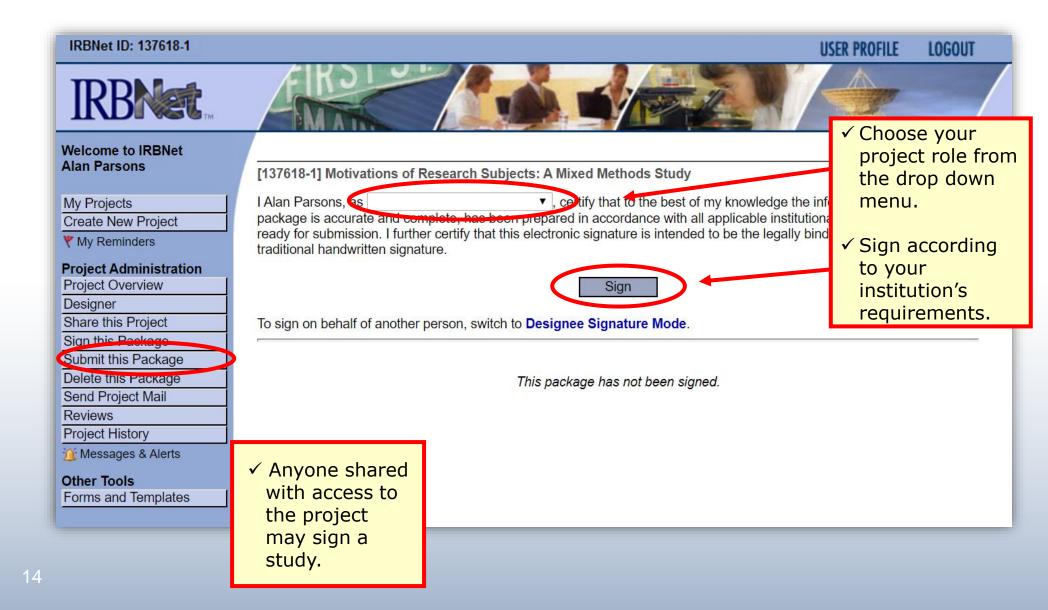
come to IRBNet		New Pro	oject Message	
an Parsons	[137775-1] Motivations of	of Research Subjects: A Mixed Methods Study		
Projects	11		- 1 1 V	
ate New Project		Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part		
ly Reminders		of the project record and can be viewed by the Project Team and other users who have been granted access to this project		
ject Administration	as well as by Committee	Members and Administrators that review this project.		
ject Overview				
signer	Project Team:			
are this Project		Select All Project Owners Only Se		
n this Package	◆User	User Organization	Send Mail	
omit this Package	Chandry, Francis	Metropolitan University, Frederick, MD		
ete this Daskage	Palazzo, Enrico	Metropolitan University, Frederick, MD		
nd Project Mail	Researcher, John	Metropolitan University, Frederick, MD		
lews				
ject History				
Messages & Alerts	Board Contacts:			
er Tools				
ms and Templates		There are no submitted packages.		
		while t * IPBNet message from John Decearcher		
		Subject * IRBNet message from John Researcher		
		Subject * IRBNet message from John Researcher essage * Re: [137775-1] Motivations of Research Subjects: A Mixed Meth	ods Study	
		essage * Re: [137775-1] Motivations of Research Subjects: A Mixed Meth	ods Study	
			ods Study	
		essage * Re: [137775-1] Motivations of Research Subjects: A Mixed Meth	ods Study	
		Re: [137775-1] Motivations of Research Subjects: A Mixed Meth Please login to IRBNet to review this project. Regards,	ods Study	
		Re: [137775-1] Motivations of Research Subjects: A Mixed Meth Please login to IRBNet to review this project.	ods Study	
		Re: [137775-1] Motivations of Research Subjects: A Mixed Meth Please login to IRBNet to review this project. Regards,	ods Study	
		Re: [137775-1] Motivations of Research Subjects: A Mixed Meth Please login to IRBNet to review this project. Regards,	ods Study	
		Re: [137775-1] Motivations of Research Subjects: A Mixed Meth Please login to IRBNet to review this project. Regards, John Researcher	ods Study	



Sign your project package



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





Submit your project's package to WIRB for review



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

IRBNet ID: 137618-1	USER PROFILE LOGOUT
Welcome to IRBNet Alan Parsons	Submit Package [137618-1] Motivations of Research Subjects: A Mixed Methods Study
My Projects Create New Project ♥ My Reminders (37) Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package Send Project Mail Reviews Project Hist Messages Other Tools Forms and 1	



Submit to WIRB



The system enables you to send a message to WIRB Client Services and indicate the submission type.

IRBNet ID: 137618-1	USE	R PROFILE LOGOUT
IRBNet		
Welcome to IRBNet	S	Submit Package
Alan Parsons	[137618-1] Motivations of Research Subjects: A Mixed Methods Study	
My Projects Create New Project My Reminders (37) Project Administration Project Overview Designer Share this Project Sign this Package Submit this Package Delete this Package Send Project Mail Reviews	The following users at Western Institutional Review Board (WIRB) will be automatically notified of WIRB Client Services Submission Type: * New Project You may also specify additional comments to be included in this notification. Thank you for your help! Your Comments:	your submission: ✓ Send any needed comments to WIRB Client Services.
Project History	Submit Cancel	
Other Tools Forms and Templates		

Note: The package will be locked upon submission.



17

Researcher: WIRB Training Energizer

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	FIRST STATE		
Welcome to IRBNet			My Projects
Alan Parsons	Your "My Projects" workspace shows projects that		
My Projects	users on the National Research Network. Use Remin running smoothly. (Learn More)	nders, Tags and Archiving to help or	ganize your workspace and keep it
Create New Project			
♥ My Reminders (1)	Search:	Search By Tag:	×
Other Tools Forms and Templates	Se	arch Clear	
✓ Open your project clicking the Project			I I → I - 3 of 3 I II → I Project Status View
Title.	▼ IRBNet ID ▼ Project Title	Principal Submission Investigator Type	Effective Board Action Date
	Y 137618-1 Motivations of Research Subjects: A Nixe	Researcher New Project	Pending Review
	108459-3 Double-Blind, Multicenter Phase 3 Study B Oncology Dept 107645-2 Multicenter, Prospective, Randomized,	■ Researcher Adverse Event ✓ Indicates WIRB hat	
	Co Need Signatur	"unlocked" the pac for further revisior	
			1-3 of 3 🕨 🔰 🛛 👻



Make necessary revisions



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

My Projects Create New Project Par ✓ Indicate to WIRB that you	Mark Revisions Complete (When should Lide this?)
Wy Reminders (3) Project Administration Project Overview Id have completed your revisions. This will "re-lock" the package.	Unlocked - Revisions Pending View History Invertext. Sorts are arbitrary ocuments, and track reviews for this package: Review details.
Sign this Package Submit this Package Delete this Package Send Project Mail Reviews Documents in this Package:	
Project History Create a New Package Document Type Description Description	Last Modified
Messages & Alerts (3) Application Form Appliation Form: New	Submission 03/23/2016 02:48 PM
Other Tools Study Plan Forms and Templates Study Plan There is 1 Training & Credentials record linked to this pace	03/23/2016 02:47 PM D I I I I I I I I I I I I I I I I I I

✓ Attach additional documents here.

Attach New Document

When should I do this?)



Training Energizer

Receive your review decision



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

Project Overview Welcome to IRBNet Alan Parsons [137618-1] Motivations of Research Subjects: A Mixed Methods Study My Projects You have Full access to this project. Create New Project Research Institution Metropolitan University, Frederick, MD Wy Reminders (3) Title Motivations of Research Subjects: A Mixed Methods Study Principal Investigator Researcher, John, PhD Project Administration Project Overview Keywords Incentive, Extra Credit Designet Sponsor National Research Foundation Share this Project Sign this Package The documents for this project can be accessed from the Designer. Submit this Package Delete this Package Project Status as of: 03/12/2013 Send Project Mail Initial Approval Date **Expiration Date Reviewing Board Project Status** Reviews Project History Pending Review Western Institutional Review Board (WIRB), Puvallup, WA Create a New Package Messages & Alerts (3) Package 442690-1 is: 🔒 Locked - Revisions Complete 🛿 🖣 Package 1 of 1 🕨 🔰 🔰 Jump 🔻 Other Tools Forms and Templates Submission Submission Effective Submitted To Date Туре **Board Action** Date Review Details Western Institutional Review Board (WIRB), Puyallup, WA 03/05/2020 New Project **Pending Review** Shared with the following IRBNet users:

IRBNet User	Organization	✓ Click here to access review
Chandry, Francis	Zanzibar University, Frederick, MD	decision documentation for
Palazzo, Enrico	Zanzibar University, Frederick, MD	this package.
Researcher, John	Zanzibar University, Frederick, MD	run



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.

IRBNet ID: 137618-1	FIKST			1.			USER PROFILE	LOGOUT	
Welcome to IRBNet Alan Parsons	[137618-1] Motivations	of Research Su	Ibjects: A Mixed M	ethods Stu	ıdy		Review	v Details	
My Projects Create New Project	Western Institution	nal Review B	oard (WIRB), P	uyallup,	WA				
 My Reminders (37) Project Administration Project Overview Designer Package Signatures Submit this Package Sond Project Mail Reviews 	Submission Details Submitted To Western Institutional Review Board (WIRB). Puvallup, WA Submission Date O3/05/2020 Follow the review process here. Submission Type New Project Local Board Reference Number Vestern Institutional Review Board (WIRB). Puvallup, WA Review Details: Submission Type								
Project History Create a New Package Messages & Alerts (1)	Agenda Review Type		Board Action Pending Review		Effective Date	Project State	s	Expiration Date	
Board Documents and eview information for all packages can be ound here.	iew information for Board Documents: packages can be There are currently no documents from Western Institutional Review Board (WIRB).								
20							✓ Board d will app	ocuments ear here.	





Your local VA R&D Committee can offer you assistance on how to comply with local SOPs as you use IRBNet.

Contact WIRB at <u>VAreliance@wirb.com</u> with any questions about your submission.



© 2001 – 2020 Research Dataware. LLC All rights reserved.