



National  
Research  
Network®

## Researcher 1: New Project Submission Training Energizer

# IRBNet

*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 for Review
- Revise Incomplete Submissions
- Access Review Decisions and Board Documentation





Innovative Solutions for  
Compliance and Research Management

Login:

Username

Password

Login

[New User Registration](#) | [Forgot Your Password?](#)

[Home](#) | [The IRBNet Difference](#) | [Demo](#) | [Contact Us](#) | [FAQ](#)

## Comprehensive Solutions



### The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

### Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. 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 Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

### Test Drive IRBNet

See for yourself...

Demo

### Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day

Director, Office of Research Integrity  
Marshall University

Next

### 2010 Events - Join Us



# Access My Projects



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

**My Projects**

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](#))

Search:  Search By Tag:

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

1 - 2 of 2

10

✓ Access your institution's forms and instructions here.

✓ NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Principal Investigator, Key Words, InternalReference Number and Sponsor.



# Manage your My Projects page

Organize your projects and manage workflow using Project Tags and Archiving.

**My Projects**

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](#))

Search:  Search By Tag:

[Create and Manage Tags](#) | [Show Archived Projects \(4\)](#)

IRBNet ID	Project Title	Principal Investigator
108459-3	Double-Blind, Multicenter Phase 3 Study Oncology Dept...	Researcher
107645-2	Multicenter, Prospective, Randomized, Co...	Price

**Add and Remove Tags**

Personal tags can only be seen by you. Shared tags can also be seen by others. ([Learn More](#))

Off

Need Signatur...

Oncology Dept

Create and Manage Tags

✓ Create and edit Project Tags by clicking this link.

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

✓ Add a personal tag (only you can see it) or a shared tag (everyone with access can see it) to create your personalized filing structure.



# Create your New Project

Provide basic information about your project.

**USER PROFILE** **LOGOUT**

**IRBNet™**

Welcome to IRBNet  
Alan Parsons

**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.

My Projects  
**Create New Project**  
My Reminders

Other Tools  
Forms and Templates

Research Institution: Metropolitan University, Frederick, MD

Title: \* Motivations of Research Subjects: A Mixed Methods Study

Local Principal Investigator:  
First Name: \* John  
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:

\* required fields



# Assemble your Submission Package **IRBNet**

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

**Designer**

[48797] Prevalence and outcomes of Pulmonary Contusions Following Blunt Trauma

Package: ▼ 48797-1 Work in progress (Not submitted)

Click to add a package description or notes.

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Baystate Health Sponsored Programs Administration (SPA), Springfield, MA

Select a Document: Ancillary Services Worksheet

**Step 2:**  
Assemble your document package here. You can add new project documents, revise existing project documents, delete documents, and maintain version history, and link your project team's Training & Credentials to your package. | [Learn More](#)

Documents in this Package:  
There are no documents in this package.

& Credentials records linked to this package. | [Link / Un-Link Training Records](#) | [Learn More](#)

OR  (When you click this button, you will be prompted to select a document to attach to this package.)

✓ Drop down menu reveals institution-specific libraries.

✓ Select appropriate document and download.

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

✓ 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.

The screenshot shows the IRBNet Designer interface. On the left is a navigation menu with sections: 'Welcome to IRBNet Alan Parsons', 'My Projects' (with sub-items: 'Create New Project', 'My Reminders'), 'Project Administration' (with sub-items: 'Project Overview', 'Designer', 'Share this Project', 'Sign this Package', 'Submit this Package', 'Delete this Package', 'Send Project Mail', 'Project History', 'Messages & Alerts'), and 'Other Tools' (with sub-item: 'Forms and Templates'). The main content area is titled 'Designer' and shows a package named '[48797] Prevalence and outcomes of Pulmonary Contusions Following Blunt Trauma'. The package status is '48797-1 Work in progress (Not submitted)'. A modal window titled 'Adding documents to this package...' is open, listing two documents: 'Consent Form - Spinal Mo... (91K)' and 'Cervical Clinical Protocol ... (272K)'. Each document has a progress bar. A 'Close' button is at the bottom of the modal. Below the modal, a message states 'There are no documents in this package.' At the bottom of the page, there are buttons for 'Start a Wizard', 'OR Attach New Document', and '(When should I do this?)'. A red dashed box highlights the modal window, and a red arrow points from the 'Attach New Document' button to the modal.



# Finish incomplete documentation.

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

Welcome to IRBNet  
Alan Parsons

My Projects

Create New P

My COI

My Reminder

**Project Admin**

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

**Other Tools**

Forms and Templates

**System Administration**

Designer

[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

Package: 431446-1 Work in progress (Not submitted)

and reference materials to assist you in assembling your document package.

Select a Library: Documents for Researchers (Override)

Select a Document: Korean Consent Form Download

**Step 2:**  
Assemble your document package here. You can add new project documents, revise existing documents, maintain version history, and link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified	1	2	3	4
(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 10:16 AM				
PHS Retrospective Review and Mitigation Report (incomplete)	PHS Retrospective Review and Mitigation Report	04/04/2016 10:27 AM				

There are no Training & Credentials for this package.

(When should I do this?)

✓ Incomplete items are indicated in (red).

✓ Click (please select) to choose Document Type.

- 1 View document
- 2 View document revision history
- 3 Update
- 4 Delete document

✓ To finish incomplete (incomplete) Smart Forms, click the ( ) pencil.





# Add relevant Training & Credentials (T&C) records, as required.

Be sure to link any required T&C documents, from the T&C records of any team members shared on the project.

Welcome to IRBNet  
Alan Parsons Designer

**[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma**

Package: ▼ 431446-1 Work in progress (Not submitted)

Notes for this specific package go here. ✓ Submission package notes may be added here to aid later reference by your team.

**Step 1:** | Hide Form Libraries |  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Documents for Researchers (Override) ▼

Select a Document: Korean Consent Form ▼ Download

**Step 2:**  
Assemble your document package here. You can add new project documents, maintaining version history, and link your project team's Training & Credentials records to this package.

✓ NOTE: For information on uploading and managing T&C documents, see the New User Registration energizer.

▼ Amendment/Modification	Cervical Clinical Protocol 3-23-06[1].pdf		
PHS Retrospective Review and Mitigation Report (incomplete)	PHS Retrospective Review and Mitigation Report	04/04/2016 10:27 AM	<span style="border: 2px solid red; border-radius: 50%; padding: 2px;">Link / Un-Link Training Records</span>

✓ Click to Link any necessary T&C documents to this package.  
 ✓ This lists all T&C documents for every team member 'shared' on this project.

There are no Training & Credentials records linked to this package

Start a Wizard
OR
Attach New Document
(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

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**IRBNet** Share Project

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 Materials

Reviews

Project History

Messages & Alerts

**Other Tools**

Forms and Templates

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

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **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 accurate copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to download 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 Ownership:** 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.

✓ 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 team member.

✓ Select the Organization in which your colleagues are members.

✓ The default organization highlighted is your home institution.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

**Share Project**

18-1] 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.

**Welcome to IRBNet**  
**Alan Parsons**

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

**Share Project**

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

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.

Search for a User:

IRBNet User	Permission Access
Chandry, Francis	<input type="radio"/> Full <input type="radio"/> Write <input checked="" type="radio"/> Read <input type="radio"/> No Access

One User found.

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:

✓ 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**  
Alan Parsons

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

\* required fields



# Sign your project package



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

## Sign Package

- ✓ 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.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

## Submit Package

[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**

Only show My Default Boards

- Gotham IRB, Frederick, MD
- Western Institutional Review Board (WIRB), Puyallup, WA

**Select a Board \***

\* 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 the submission type. IRBNet knows the coordinator of your committee.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

## Submit Package

[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 local board administrators!**

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.

USER PROFILE LOGOUT



Welcome to IRBNet  
Alan Parsons

## My Projects

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)

Search:

Search By Tag:

Search

Clear

✓ Open your project by clicking the Project Title.

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date	
137618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Pending Review		
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010	
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...					

✓ Indicates your Coordinator has "unlocked" the package for further revisions.



# Make necessary revisions

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

Welcome to IRBNet  
Alan Parsons

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Create a New Package  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

**Designer**

[431358] My Fancy New Project

(When should I do this?)  
Unlocked - Revisions Pending

Pa he  
 Ge d have hover text. Sorts are arbitrary  
 board documents, and track reviews for this package: [Review details](#).

Assemble your document package here. You can add new project documents, maintain version history, and link your project team's Training & Credentials records.

**Documents in this Package:**

Document Type	Description	Last Modified	
Application Form	Application Form: New Submission	03/23/2016 02:48 PM	
Study Plan	Study Plan	03/23/2016 02:47 PM	

There is 1 **Training & Credentials record** linked to this package. | [View All Links](#) | [Link / Un-Link Training Records](#) |

(When should I do this?)

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

Mark Revisions Complete

View History

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

✓ Attach additional documents here.

OR Attach New Document



# Receive your review decision

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

**Welcome to IRBNet**  
Alan Parsons

My Projects

Create New Project

My Reminders (3)

**Project Administration**

**Project Overview**

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

Create a New Package

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
Keywords	Incentive, Extra Credit
Sponsor	National Research Foundation

The documents for this project can be accessed from the **Designer**.

**Project Status as of: 03/12/2013**

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD		Pending Review	

---

Package 442690-1 is: 🔒 Locked - Revisions Complete ⏪ Package 1 of 1 ⏩ | Jump ▾ |

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	03/12/2013	New Project	Pending Review		<a href="#">Review Details</a>

---

**Shared** with the following IRBNet users:

IRBNet User	Organization	Access Type
Chandry, Francis	Zanzibar University, Frederick, MD	Read
Palazzo, Enrico	Zanzibar University, Frederick, MD	Write
Researcher, John	Zanzibar University, Frederick, MD	Full



# Review 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
USER PROFILE LOGOUT

**Welcome to IRBNet**  
Alan Parsons

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews**
- Project History
- Create a New Package
- Messages & Alerts (3)

## Review Details

[137618-1] Motivations of Research Subjects: A Mixed Methods Study  
**Metropolitan IRB, Frederick, MD**

Submission Details	
Submitted To	Metropolitan IRB, Frederick, MD
Submitted by	John Researcher
Submission Date	09/30/2009
Submission Type	New Project
Local Board Reference Number	09-497

**Review Details:**

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

**Board Documents:**

There are currently no documents from Metropolitan IRB

✓ Follow the review process here.

✓ Board Documents and review information for all packages can be found here.

✓ Board documents will appear here.



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.