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.

This Energizer covers advanced submission topics for Researchers, Research Managers, and Research Coordinators. This Energizer illustrates how to:

- Perform My Projects Management

- Manage My Reminders

- Review Project Messages & Alerts

- Create a New Package for Your Project

- Add and Revise Documents

- Complete and Submit Subsequent Package

Did you submit an incomplete package?

IRBNet

If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, <u>CONTACT YOUR LOCAL BOARD COORDINATOR</u>.

Responses to board requests and normal actions in the project life cycle (reportable events, continuing reviews, adverse events, study team changes, investigator - and sponsor - initiated modifications, etc.) require the creation of subsequent packages in a project. <u>CONTACT YOUR LOCAL BOARD COORDINATOR</u> if you have questions.

Use the Search field combined with the Search By Tag menu to enable focused searching.
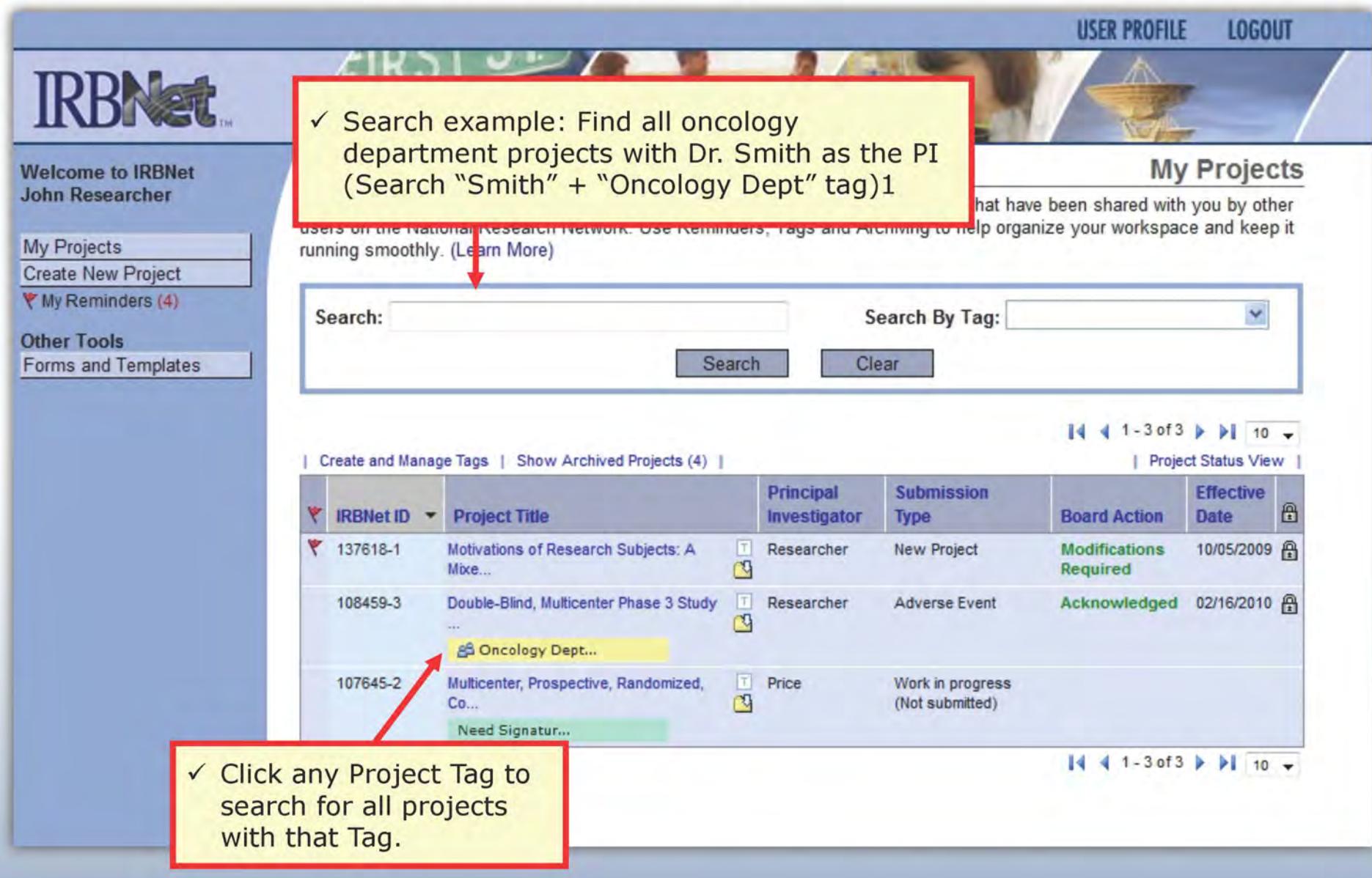
USER PROFILE   LOGOUT

IRBNet

Welcome to IRBNet
John Researcher

My Projects
Create New Project
My Reminders (4)

Other Tools
Forms and Templates

> ✓ Search example: Find all oncology department projects with Dr. Smith as the PI (Search "Smith" + "Oncology Dept" tag)1

My Projects

...hat 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]

◄◄ ◄ 1 - 3 of 3 ► ►► 10 ▼

| Create and Manage Tags | Show Archived Projects (4) | | Project Status View |

	IRBNet ID ▼	Project Title		Principal Investigator	Submission Type	Board Action	Effective Date	🔒
🚩	137618-1	Motivations of Research Subjects: A Mixe...	T 📁	Researcher	New Project	**Modifications Required**	10/05/2009	🔒
	108459-3	Double-Blind, Multicenter Phase 3 Study ... 🗂 Oncology Dept...	T 📁	Researcher	Adverse Event	**Acknowledged**	02/16/2010	🔒
	107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	T 📁	Price	Work in progress (Not submitted)			

◄◄ ◄ 1 - 3 of 3 ► ►► 10 ▼

> ✓ Click any Project Tag to search for all projects with that Tag.

Receive Notifications

Once the committee has rendered a decision you will receive an automatic e-mail notification, found in My Reminders.

✓ Click My Reminders to view all of your active notifications concerning any of your IRBNet projects.

✓ The flag indicates an active Reminder for this project.

Review My Reminders

All notifications sent to you across all of your projects will appear here. An e-mail will be sent to your registered e-mail address.
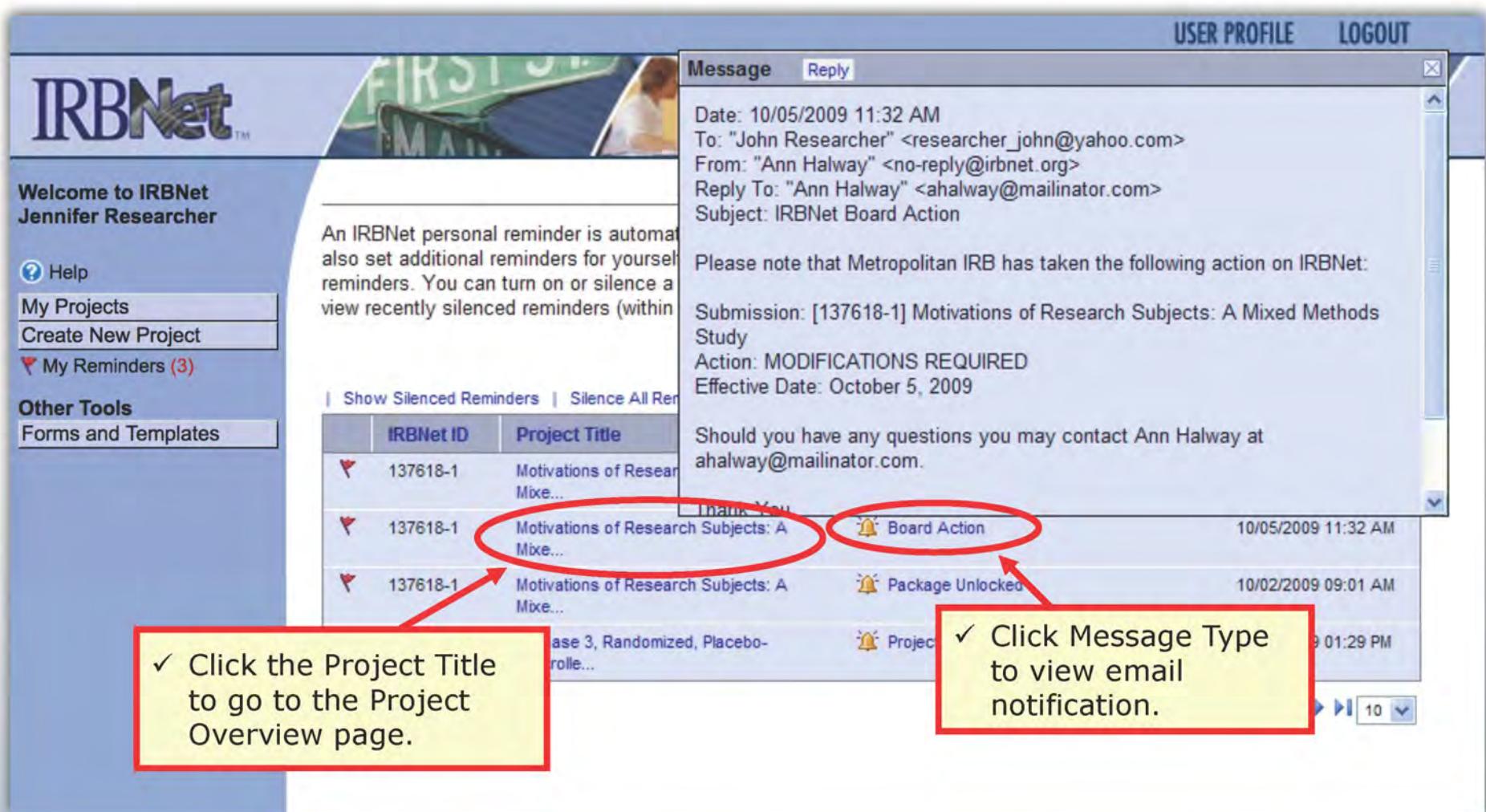
USER PROFILE   LOGOUT

Welcome to IRBNet
Jennifer Researcher

Help

My Projects
Create New Project
My Reminders (3)

Other Tools
Forms and Templates

An IRBNet personal reminder is automat... also set additional reminders for yoursel... reminders. You can turn on or silence a... view recently silenced reminders (within...

| Show Silenced Reminders | Silence All Re...

IRBNet ID	Project Title
137618-1	Motivations of Resear... Mixe...
137618-1	Motivations of Research Subjects: A Mixe...
137618-1	Motivations of Research Subjects: A Mixe...
	...ase 3, Randomized, Placebo- rolle...

Message   Reply

Date: 10/05/2009 11:32 AM
To: "John Researcher" <researcher_john@yahoo.com>
From: "Ann Halway" <no-reply@irbnet.org>
Reply To: "Ann Halway" <ahalway@mailinator.com>
Subject: IRBNet Board Action

Please note that Metropolitan IRB has taken the following action on IRBNet:

Submission: [137618-1] Motivations of Research Subjects: A Mixed Methods Study
Action: MODIFICATIONS REQUIRED
Effective Date: October 5, 2009

Should you have any questions you may contact Ann Halway at ahalway@mailinator.com.

Thank You

Board Action   10/05/2009 11:32 AM
Package Unlocked   10/02/2009 09:01 AM
Proje...   9 01:29 PM

✓ Click the Project Title to go to the Project Overview page.

✓ Click Message Type to view email notification.

Silence Reminders

Reminders are indicated with red flags. Silencing the Reminders will remove them from this page in the future.
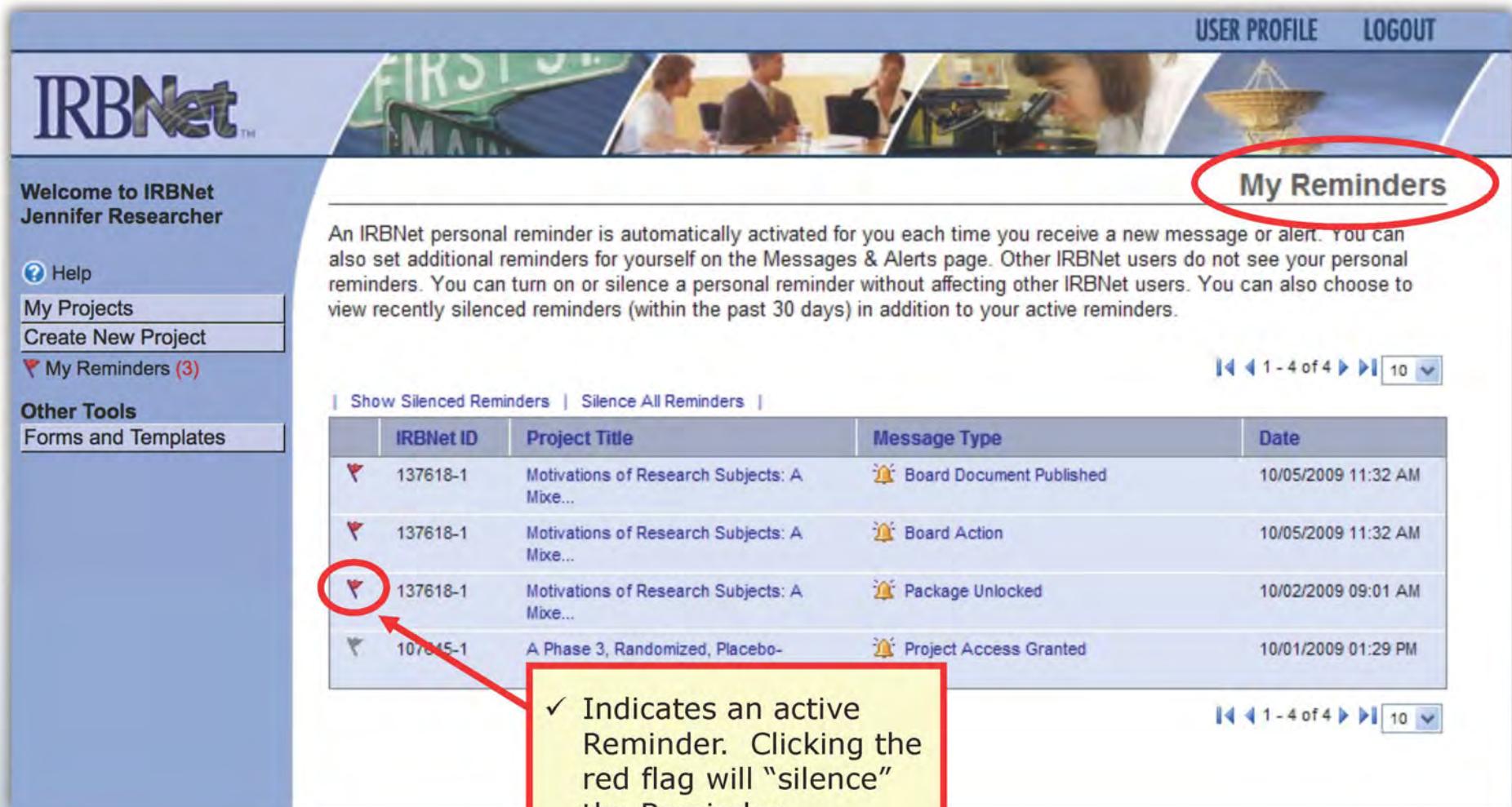
USER PROFILE   LOGOUT

My Reminders

**Welcome to IRBNet
Jennifer Researcher**

An IRBNet personal reminder is automatically activated for you each time you receive a new message or alert. You can also set additional reminders for yourself on the Messages & Alerts page. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users. You can also choose to view recently silenced reminders (within the past 30 days) in addition to your active reminders.

⑦ Help
My Projects
Create New Project
🚩 My Reminders (3)

Other Tools
Forms and Templates

|◀ ◀ 1 - 4 of 4 ▶ ▶| 10 ▾

| Show Silenced Reminders | Silence All Reminders |

	IRBNet ID	Project Title	Message Type	Date
🚩	137618-1	Motivations of Research Subjects: A Mixe...	🔔 Board Document Published	10/05/2009 11:32 AM
🚩	137618-1	Motivations of Research Subjects: A Mixe...	🔔 Board Action	10/05/2009 11:32 AM
🚩	137618-1	Motivations of Research Subjects: A Mixe...	🔔 Package Unlocked	10/02/2009 09:01 AM
🚩	107645-1	A Phase 3, Randomized, Placebo-	🔔 Project Access Granted	10/01/2009 01:29 PM

|◀ ◀ 1 - 4 of 4 ▶ ▶| 10 ▾

> ✓ Indicates an active Reminder. Clicking the red flag will "silence" the Reminder.

All project-specific emails remain filed in the Messages & Alerts page as a permanent part of the Project.

Welcome to IRBNet Jennifer Researcher

? Help
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

Project Messages & Alerts

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

The following communications have been posted for this project. You can set an IRBNet personal reminder on any message or alert. Your personal reminders will automatically appear in your My Reminders list. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users.

⏮ ◀ 1 - 10 of 11 ▶ ▶▏ 10 ▼

| Silence All Reminders |

	IRBNet ID	Project Title	Message Type	Date
⚑	137618-1	Motivations of Research Subjects: A Mixe...	✉ Message (IRBNet message from John Researcher)	10/06/2009 08:45 AM
⚑	137618-1	Motivations of Research Subjects: A Mixe...	✉ Message (IRBNet message from John Researcher)	10/06/2009 08:42 AM
⚑	137618-1	Motivations of Research Subjects: A Mixe...	🏛 Board Document Published	10/05/2009 11:32 AM
⚑	137618-1	Motivations of Research Subjects: A Mixe...	🏛 Board Action	10/05/2009 11:32 AM
⚑	137618-1	Motivations of Research Subjects: A Mixe...	📋 Package Revisions Complete	10/02/2009 09:01 AM
⚑	137618-1	Motivations of Research Subjects: A Mixe...	📋 Package Unlocked	10/02/2009 09:01 AM
⚑	137618-1	Motivations of Resea... Mixe...		10/01/2009 ... 16 PM
⚑	137618-1	Motivations of Resea... Mixe...		...10 PM
⚑	137618-1	Motivations of Resea... Mixe...		...06 PM
⚑	137618-1	Motivations of Resea... Mixe...		...05 PM

Researcher, John

Project Overview

ration Date

| Jump ▼ |

iew Details |

10 ▼

✓ **Click here to access project-specific Messages & Alerts.**

✓ **Grey flags indicate Messages and Alerts that are silenced, either because:**
  ✓ **It was sent to another member of the team, or;**
  ✓ **You have previously silenced the communication.**

Revise Your Project: Create a New Package

IRBNet

With Full Access you can easily revise their project by creating a new package. All versions of your project become a permanent part of your electronic project record.

Welcome to IRBNet
Jennifer Researcher

- ? Help
- My Projects

✓ Note that this is the first package in the sequence.

- 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

✓ To create a new package from an existing package, click on "Create a New Package."

Project Overview

[431446-1] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

You have Full access to this project. (Edit)

Research Institution	Zanzibar University, Frederick, MD
Title	Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma
Principal Investigator	Jeter, Judith, MD
Sponsor	Veterans Affairs

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

Project Status as of: 04/21/2016

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Zanzibar IRB, Frederick, MD	2016-012	04/21/2016	Active - Open to Enrollment	04/20/2017

Package 431446-1 is: 🔒 **Locked**   ◀◀ ◀ Package 1 of 1 ▶ ▶▶ | Jump ▼ |

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date		
Zanzibar IRB, Frederick, MD	04/21/2016	New Project	2016-012	Approved	04/21/2016	Review Details	View Workspace

Shared with the following users:

User	Organization	Access Type
Bird, Lawrence	Zanzibar University, Frederick, MD	Write
Mays, Zachary	Zanzibar University, Frederick, MD	Read
Parsons, Alan	Zanzibar University, Frederick, MD	Full

Create a New Package: Alternative

IRBNet

The Project History page displays all packages in this project. From here you may also create a second package.
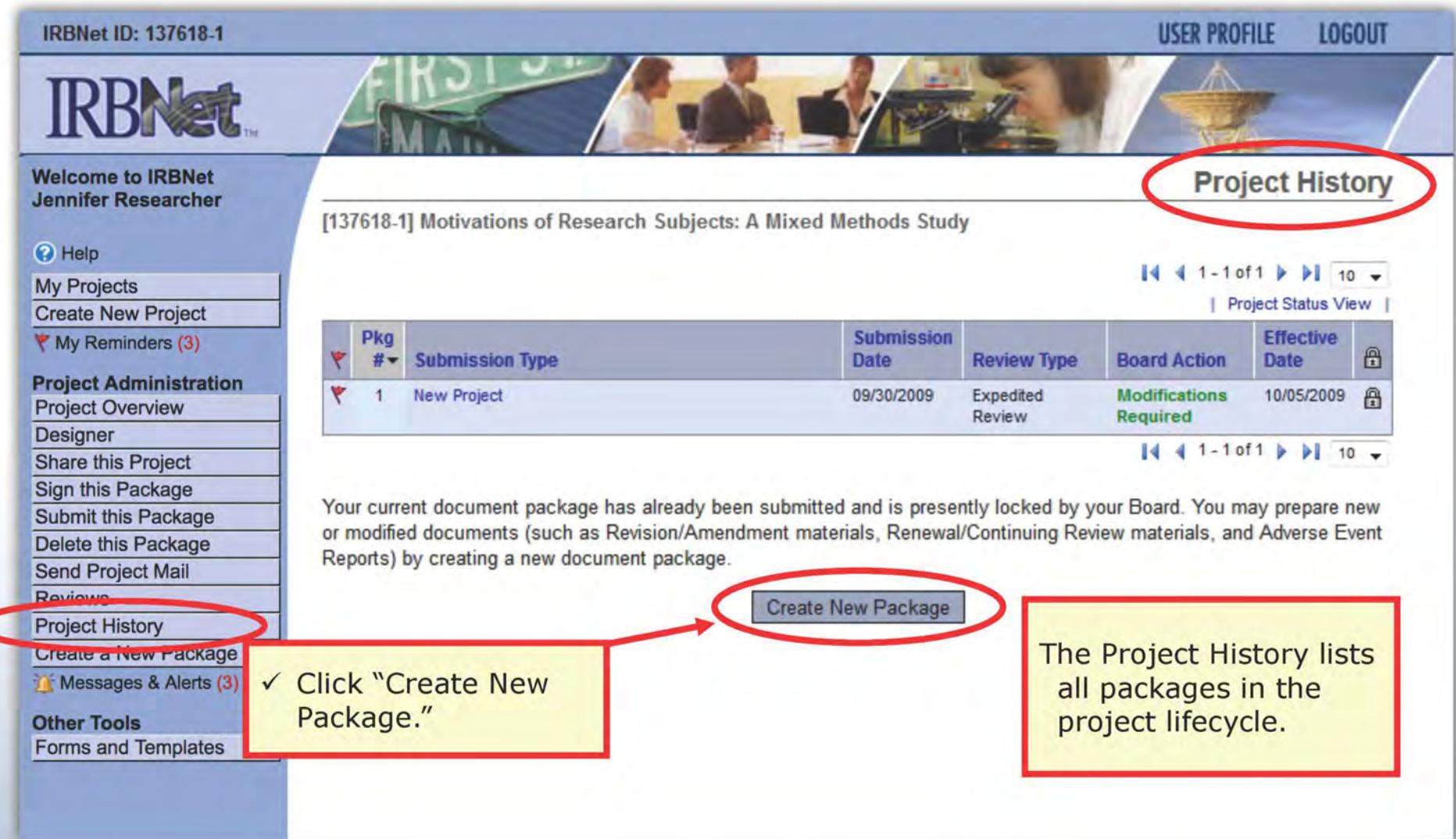
IRBNet ID: 137618-1

USER PROFILE   LOGOUT

IRBNet™

Welcome to IRBNet
Jennifer Researcher

? Help

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 History

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

◄◄ ◄ 1 - 1 of 1 ► ►► 10 ▼

| Project Status View |

⚑	Pkg #▼	Submission Type	Submission Date	Review Type	Board Action	Effective Date	🔒
⚑	1	New Project	09/30/2009	Expedited Review	Modifications Required	10/05/2009	🔒

◄◄ ◄ 1 - 1 of 1 ► ►► 10 ▼

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

✓ Click "Create New Package."

The Project History lists all packages in the project lifecycle.

9

Add or Revise Project Documents

IRBNet

Bring forward and revise documents previously submitted, or add a new document as required.

✓ You are taken to the Designer page.

✓ Note that a second Package (-2) is created.

✓ This Package is a Work in Progress.

Package: ▼ 48774-2 Work in progress (Not submitted)

📄 *Click to add a package description or notes.*

| Need Forms? Show Form Libraries |

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining 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

Send Project Mail
Reviews
Project History
⚠ Messages & Alerts (2)
Other Tools
Forms and Templates

There are no Training & Credentials records linked to this package. | Vi

✓ To **revise** an older document:

1. Download the previous version to your computer, modify as required and save.

2. Click on the pencil icon (see next page for more information).

[Start a Wizard] **OR** [Attach New Document] *(When should I do this?)*

✓ All documents from previously submitted packages are listed here.

Documents from Previous Packages that you can Revise: *(When should I do this?)*

✓ To add a new document, click "Attach New Document".

Pkg #	Document Type	Description	Last Modified	Submission Date	1	2
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016	📄 🗐	✏
1	Protocol		05/23/2016 02:03 PM	05/23/2016	📄 🗐	✏
1	Study Plan		05/23/2016 02:33 PM	05/23/2016	📄 🗐	✏
1	UMCP - IRB Initial Application		05/23/2016 02:03 PM	05/23/2016	📄 🗐	✏

10

Attach a Document

IRBNet

Browse and locate the revised or new document on your computer, and attach by clicking the Update button.

Welcome to IRBNet

Attach Document

[774-2] UT Dallas Research Project

are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form - Spinal Motion.doc**.
- It was attached on **05/23/2016**.
- It has a size of **93184** bytes.

> ✓ Browse your hard drive for documents, choose the file, and then click 'Update' to attach.
>
> ✓ This view is for updating a document from package 1. The view for attaching a new document is similar.

Document Type *	Consent Form ⬍
Description	Consent Form 2016 v2
File *	Choose File Consent Form... Motion.doc
	Update Cancel

required fields

Reviews

Project History

⚠ Messages & Alerts (2)

Other Tools

Forms and Templates
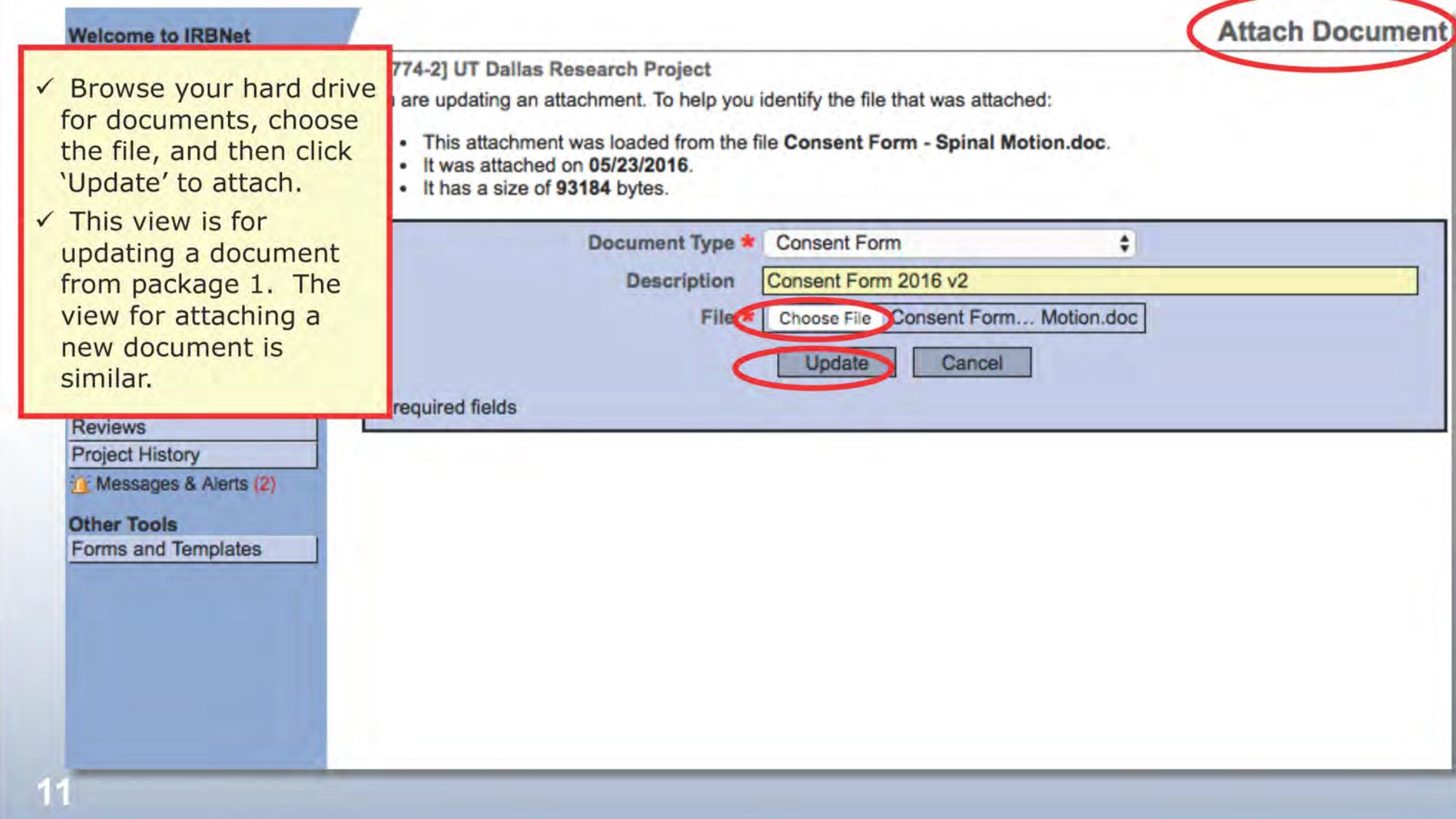
Document Management Tools

IRBNet

IRBNet provides powerful Submission Package navigation tools to update and review project documents, and to navigate your Project Documents.

Welcome to IRBNet

Designer

[48774] UT Dallas Research Project

- ✓ The Package Navigator enables rapid jumping between submission packages.
- ✓ Package Notes are readily visible.
- ✓ You may view all Project Documents at one time: click 'All Documents'.

Package: ▼ 48774-2 Work in progress (Not submitted)

📁 Updated co

(1) 48774-2
Work in progress (Not submitted)
Updated consent for review

(4) 48774-1
🔒
New Project
My first submission

(5) All Documents

➕ Create a New Package

Assemble you... ...ld new project documents, revise e...
maintaining ve... ...m's Training & Credentials to your...

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

Document Ty...	...n	Last Modified	1 2 3 4
▼ Consent Fo...	...rm 2016 v2	10/28/2016 11:17 AM	📄 🗐 ✏️ ✗

🔔 Messages & Alerts (2)

Other Tools

- ✓ Note that after revising, the document is removed from the visible list of documents from previous packages.

There are no Training & Credentials records linked to this package. | View All Links | Link / Un-Link Training Records |

Start a Wizard OR **Attach New Document** (When should I do this?)

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Submission Date	
1	Protocol	ASM981 C2439 Protocol	05/23/2016 02:03 PM	05/23/2016	📄 🗐 ✏️
1	Study Plan	Study Plan	05/23/2016	05/23/2016	📄 🗐 ✏️

Document Revision History

IRBNet

The Document Revision History tool reveals all document versions for each given Document Type within the project.

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 (2)

Other Tools
- Forms and Templates

| Need Forms? Show Form Libraries |

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more |

Documents in this Package:

Document Type	Description	Last Modified	
▼ Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM	📑 ✏️ ✗

Document Revision History | Help | ☒

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM		📄
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016	📄

✓ The Document Revision History lists the most recent document and every previous version submitted by package.

Document

Pkg #	Docu				
1	Protoc				✏️
1	Study Plan	Study Plan	02:33 PM		📑 ✏️
1	UMCP - IRB Initial Application - Part 1	IRB Application	05/23/2016 02:03 PM	05/23/2016	📄 📑 ✏️

13

All Documents view

IRBNet

Selecting 'All Documents' form the Package Navigator reveals a comprehensive list of all documents assembled in the Designer.
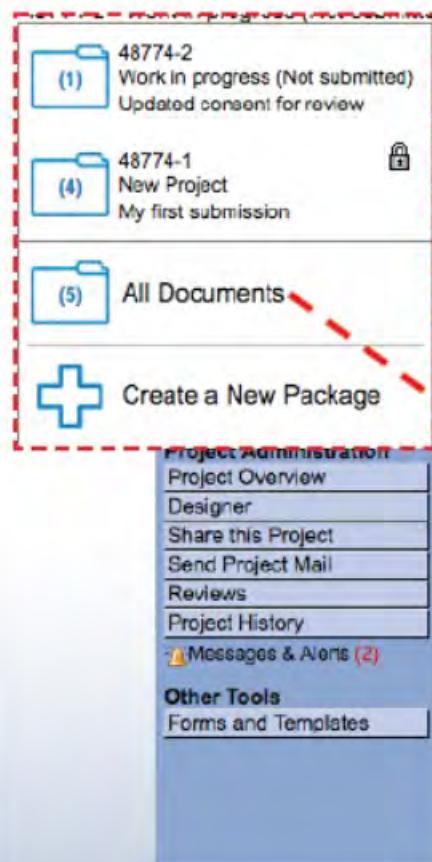
(1) 48774-2
Work in progress (Not submitted)
Updated consent for review

(4) 48774-1
New Project
My first submission

(5) All Documents

Create a New Package

Project Administration
Project Overview
Designer
Share this Project
Send Project Mail
Reviews
Project History
⚠ Messages & Alerts (2)

Other Tools
Forms and Templates

Designer

[48774] UT Dallas Research Project

▼ **All Documents** | Show All Versions | As Of Package 48774-2 ▼ |

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM		
1	Protocol	ASM981 C2439 Protocol	05/23/2016 02:03 PM	05/23/2016	
1	Study Plan	Study Plan	05/23/2016 02:33 PM	05/23/2016	
1	UMCP - IRB Initial Application - Part 1	IRB Application	05/23/2016 02:03 PM	05/23/2016	

There are **6 linked Training & Credentials** records. | View All Links |
There is **1 linked COI Disclosure** record. | View All Links |

Complete Submission Process

When project documentation is assembled, sign and submit according to your institution's SOPs.

Designer

Welcome to IRBNet
Jennifer Researcher

? Help
My Projects
Create New Project
🚩 My Reminders (3)

Project Administration
Project Overview
Designer
Share this Project
2 Sign this Package
3 Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
🔔 Messages & Alerts (3)

Other Tools
Forms and Templates

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

Package: ▼ 431446-2 Work in progress (Not submitted)

Protocol Update 4/2016

| Need Forms? Show Form Libraries |

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more |

Documents in this Package:

Document Type	▲	Description	Last Modified	
▼ Protocol		Cervical Clinical Protocol 2016	04/21/2016 11:42 AM	📄 🗐 ✏️ ✖️

There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records |

[Start a Wizard] OR [Attach New Document] (When should I do this?)

1 ✓ Attach any new T&C documents to this package as necessary.

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Mod...	
1	Application Form	Application Form	04/21 10:19	
1	Consent Form	Consent Form	04/20/2016 05:11 PM	04/21/2016 📄 🗐 ✏️

Submit your package to your committee of record.

IRBNet™

Welcome to IRBNet
Jennifer Researcher

Submit Package

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

- ? Help
- 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
- 🔔 Messages & Alerts (3)

Other Tools
- Forms and Templates

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		Search	Clear

☑ Only show My Default Boards

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

Select a Board *

Continue   Cancel

* required fields

✓ The default board for your institution is highlighted.

Submit to your Board

IRBNet

The system enables you to send a message to your coordinator, and indicate submission type. IRBNet knows the coordinator of your committee.

IRBNet ID: 137618-1   USER PROFILE   LOGOUT

IRBNet™

Welcome to IRBNet
Jennifer Researcher

- ? Help
- 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
- 🔔 Messages & Alerts (3)

Other Tools
- Forms and Templates

Submit Package

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

The following users at **Gotham IRB** will be automatically notified of your submission:

Administrator, Tanya

Submission Type: * Amendment/Modification

You may also specify additional comments to be included in this notification.

Your Comments:
Please see my revisions to the protocol. Thank you very much!

~Alan

[Submit] [Cancel]

✓ Send a kind word to your committee coordinators!

Note: The package will be locked upon submission.

Access Current Project Overview

IRBNet

The newly-submitted package (xxxxxx-2) has a status of Pending Review.

IRBNet ID: 137618-2

USER PROFILE   LOGOUT

IRBNet

✓ This takes you right to the Project Overview page.

✓ Note that a second package (-2) is created.

Project Overview

Welcome to IRBNet
Jennifer Researcher
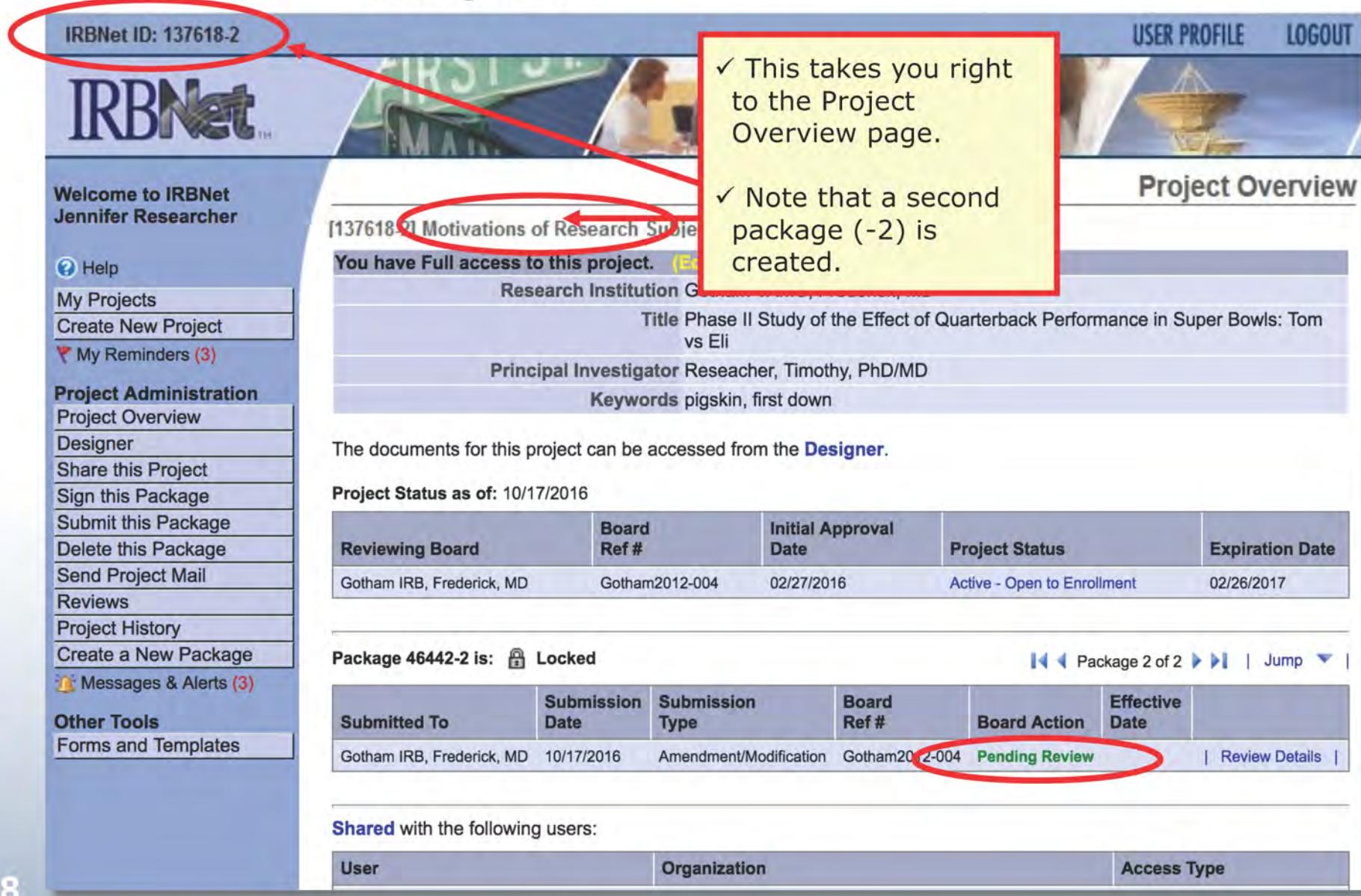
[137618-2] Motivations of Research Subje...

You have Full access to this project. (Ed...

? Help

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

Research Institution Gotham IRB, Frederick, MD

Title Phase II Study of the Effect of Quarterback Performance in Super Bowls: Tom vs Eli

Principal Investigator Reseacher, Timothy, PhD/MD

Keywords pigskin, first down

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

Project Status as of: 10/17/2016

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Gotham IRB, Frederick, MD	Gotham2012-004	02/27/2016	Active - Open to Enrollment	02/26/2017

Package 46442-2 is: 🔒 Locked   ◀◀ ◀ Package 2 of 2 ▶ ▶▶ | Jump ▼ |

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
Gotham IRB, Frederick, MD	10/17/2016	Amendment/Modification	Gotham2012-004	Pending Review		| Review Details |

Shared with the following users:

User	Organization	Access Type

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.