

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, or Research Coordinators. This Energizer will illustrate how to:

• Manage My Reminders

RESEARCH DATAWARE

Innovation in Research Management

- Review Project Messages & Alerts
- Create a Subsequent Package
- Add and Revise Documents
- Complete and Submit Subsequent Package



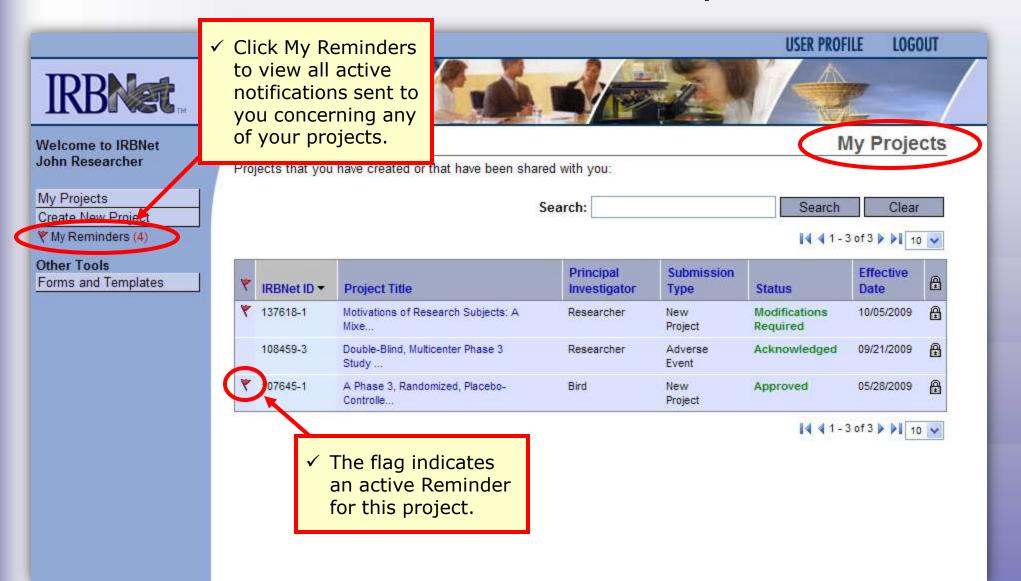
Did you submit an incomplete package?

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

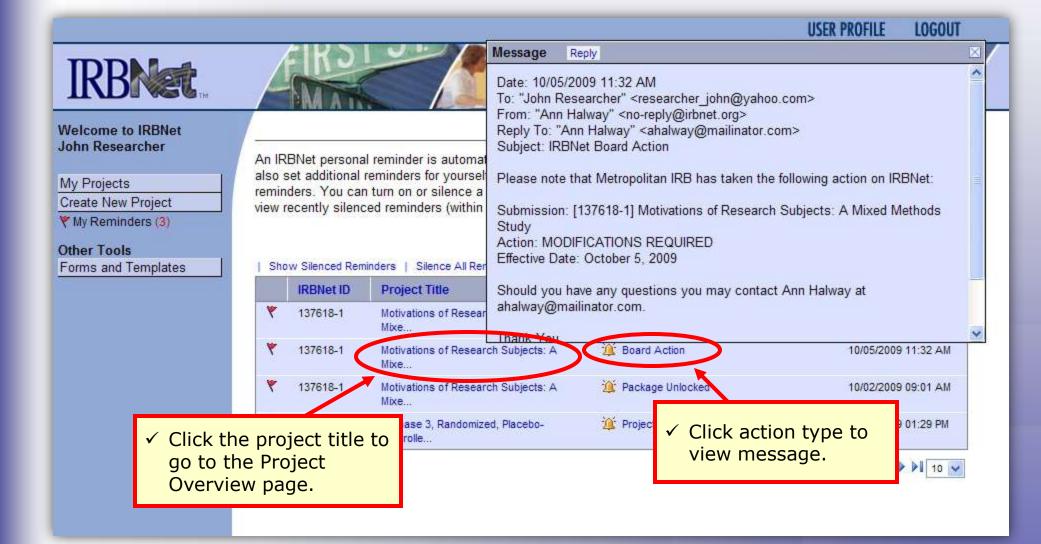
Receiving Notifications

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



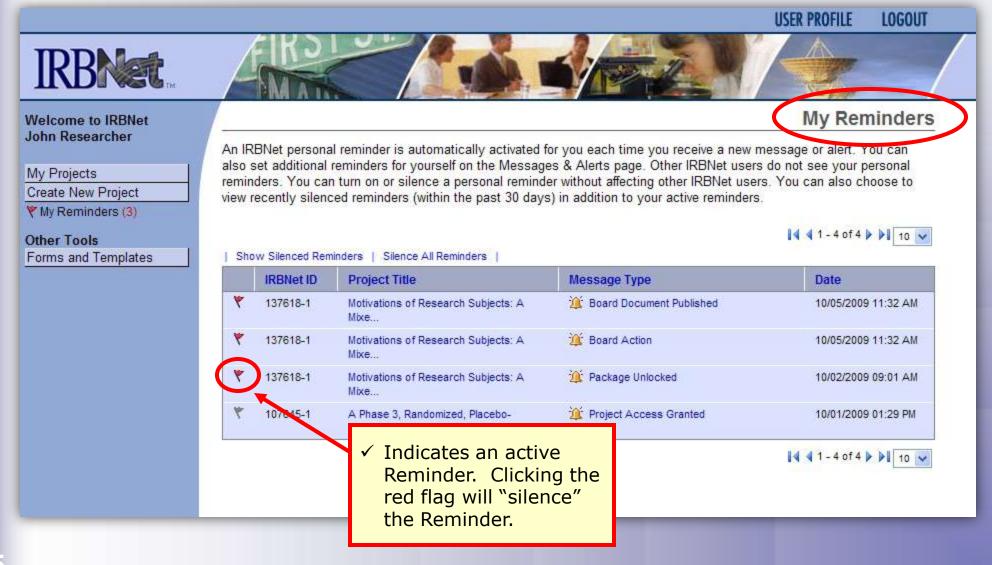
My Reminders

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.



Silencing Reminders

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



Project Messages & Alerts

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

| IRBNet ID: 137618-1 | The fo or ale | llowing comm t. Your perso | nal reminders will automatically appea | d Methods Study project. You can set an IRBNet personal r ar in your My Reminders list. Other IRBNe | et users do not see your | LOGOUT |
|----------------------------------------------|------------------|-------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------|--------|
| Velcome to IRBNet ohn Researcher | | nai reminders | | al reminder without affecting other IRBNet | | erview |
| | | IRBNet ID | Project Title | Message Type | Date | |
| My Projects Create New Project | * | 137618-1 | Motivations of Research Subjects: A Mixe | Message (IRBNet message from John Researcher) | 10/06/2009 08:45 AM | |
| My Reminders (3) | ٣ | 137618-1 | Motivations of Research Subjects: A Mixe | Message (IRBNet message from John Researcher) | 10/06/2009 08:42 AM | |
| Project Administration Project Overview | ۳ | 137618-1 | Motivations of Research Subjects: A Mixe | 🇯 Board Document Published | 10/05/2009 11:32 AM | |
| Designer | ۴ | 137618-1 | Motivations of Research Subjects: A Mixe | 🦉 Board Action | 10/05/2009 11:32 AM | |
| Share this Project Sign this Package | ٣ | 137618-1 | Motivations of Research Subjects: A Mixe | 2 Package Revisions Complete | 10/02/2009 09:01 AM | |
| Submit this Package | ٣ | 137618-1 | Motivations of Research Subjects: A | 🇯 Package Unlocked | 10/02/2009 09:01 AM | |
| Delete this Package - Send Project Mail - | * | 137618-1 | Motivations of Research Subjects: A | 🧯 Submission Notification | 09/30/2009 12:16 PM | |
| Reviews Project History | * | 137618-1 | | | 09/30/2009 12:10 PM | |
| Messages & Alerts (3) | | 137618-1 | ✓ Grey flags indiand and alerts that | - | 09/30/2009 12:06 PM | |
| Other Tools | ۴ | 137618-1 | either because | - | 09/30/2009 12:05 PM | |
| \checkmark Click here to acce | 255 | | | | ◀ 1 - 10 of 11 ▶ ▶ 1 10 💌 | |
| project-specific | | zzo | ✓ You have | of the team, or; previously | Write | |
| Messages & Alert | s. | | | the message. | | |

 Note that this is the first package in the sequence.

Revise Your Project

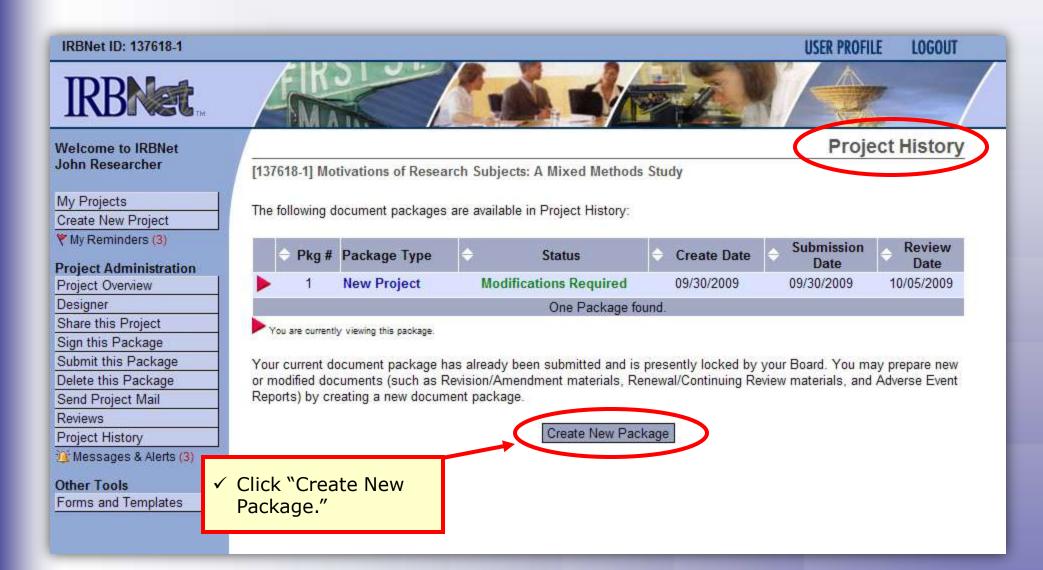
You can easily revise your project by creating a new package. All versions of your project become a permanent part of your electronic project record.

| IRBNet ID: 137618-1 | | | USER PROFILE LOGOUT |
|------------------------|-----------------------|------------------------------------------------------------|-----------------------|
| IRBNet | FIRO | | |
| Welcome to IRBNet | | | Project Overview |
| John Researcher | [137618-1] Motivatio | ns of Research Subjects: A Mixed Methods Study | |
| My Projects | You have Full acce | ss to this project. (Edl) | |
| Create New Project | 1 | Research Institution Metropolitan University, Frederick, N | MD |
| My Reminders (3) | | Title Motivations of Research Subjects: A | A Mixed Methods Study |
| Project Administration | Pi | incipal Investigator Researcher, John, PhD | |
| Project Overview | | Status Modifications Required | |
| Designer | | Lock Status 🔒 Locked | |
| Share this Project | | Keywords Incentive, Extra Credit | |
| Sign this Package | | Sponsor National Research Foundation | |
| Submit this Package | - | Sponsor National Research Foundation | |
| Delete this Package | The documents for th | is project can be accessed from the Designer. | |
| Send Project Mail | | | |
| Reviews | Submitted to: | | |
| Project History | Metropolitan IRB 09/3 | 30/2009 Modifications Required 10/05/2009. Review de | etails. |
| 🖄 Messages & Herts (3) | Shared with the follo | wing IRBNet users | |
| Othe | | Organization | Access Type |
| Forr ✓ To create a i | new er | Metropolitan University, Frederick, MD | Full |
| package fro | man y | Metropolitan University, Frederick, MD | Read |
| existing pac | | Metropolitan University, Frederick, MD | Write |
| existing put | | | |

on "Project History."

Create a New Package

The Project History page displays all packages in this project. From here you can create a second package.



Access New Package

The new package has a status of Work in Progress and is editable.

| IRBNet ID: 137618-2 | | | U | SER PROFILE LOGOUT |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------|-------------------------|
| IRBNet | ARD C | | | |
| Velcome to IRBNet John Researcher | [137618-2] Motivations of Research Subje | ects: A Mixed Methods Study | | Project History |
| My Projects Create New Project | The following document packages are availa | ble in Project History: | | |
| My Reminders (3) Project Administration Project Overview | Pkg # Package Type 2 New Document Package | Status Work in progress | Create Date | Submission Date Date |
| Designer Share this Project | 1 New Project | Modifications Required | 09/30/2009 09 | 9/30/2009 10/05/2009 |
| Sign this Package Submit this Package Delete this Package | You are currently viewing this package. | ckages found, displaying all P | ackages. | 1. |
| Send Project Mail Reviews Project History Messages & Alerts (3) Other Tools Forms and Templates | ✓ Note that a second package is created. ✓ The Project History | Documer | c on the New It Package to Ilding the | |
| | lists all packages in the project lifecycle. | package. | • | |

Add or Revise Documents

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

| Welcome to IRBNet | Designer |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| John Researcher | [137618-2] Motivations of Research Subjects: A Mixed Methods Study |
| My Projects Create New Project | Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package. |
| Y My Reminders (3) | Select a Library: Metropolitan IRB, Frederick, MD |
| Project Administration Project Overview | Select a Document: IRB Submission Checklist 💟 Download |
| Designer | |
| Share this Project | Step 2: Assemble your document package. ✓ To <u>revise</u> an older document: |
| Sign this Package | Download the previous |
| Submit this Package | New and Revised Documents in this Package: |
| Delete this Package | |
| Send Project Mail | There are currently no documents in the modify as required and save. |
| Reviews | Click on the pencil icon (see |
| Project History | ² next page for more |
| 🎒 Messages & Alerts (3) | information). |
| Other Tools | IRBNet allows you to revise your existing project documents and maintain v |
| Forms and Templates | your package. Learn more. |
| | Add New Document (₩h ✓ To add a new document, click "Add New |
| All documents | Documents from Previous Packages that you can Revise: (When should I c Document". |
| from previously submitted | Pkg # Document Type Obscription Obscription A Last Modified Cast Modified Obscription Obscriptin Obscription Obscription Obscription |
| packages are listed here. | 1 Application Form IRB Application 09/30/2009 09/30/2009 Modifications |
| | 1 Consent Form Consent Form 09/30/2009 09/30/2009 Modifications |
| | 1 Protocol ASM981 C2439 Protocol.pdf 09/30/2009 09/30/2009 Modifications 🛣 🔗 |

Attach Document

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

| IRBNet ID: 137618-2 | | | | | USER PROFILE | LOGOUT |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------|------------------|---------------------|--------|
| IRBNet | A KA | | | | | |
| Welcome to IRBNet John Researcher My Projects Create New Project ♥ My Reminders (3) Project Administration Project Overview Designer ✓ Browse your had for documents, a attach. ✓ This view is for updating a docu from package 1. view for attachin new document is similar. | You are updatin This atta It was at It has a rd drive and iele ment The ng a | File * | p you identify the file th the file Consent Form | at was attached: | Attach Dod | Cument |
| | | | | | | |

Document Management Tools

IRBNet provides powerful tools to update and review project documents.

| Welcome to IRBNet | | | | Designer | | | | |
|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------|-----------------------------------------------------------|--|--|--|--|
| John Researcher | [137618-2] Motivations of Research Subjects: A Mixed Methods Study | | | | | | | |
| My Projects Create New Project | Step 1: Download blank forms, | document templates and reference r | 1 View | | | | | |
| Y My Reminders (3) | Select a Library: | Metropolitan IRB, Frederick, MD | * | View revision history Update | | | | |
| Project Administration Project Overview | Select a Document: | | | | | | | |
| Designer Share this Project Sign this Package Submit this Package | Assemble your document package. New and Revised Documents in this Package: | | | | | | | |
| Delete this Package | Document Type | Description | Last Modified | 1234 | | | | |
| Send Project Mail | Consent Form | Consent Form v2 | 10/06/2009 09:28 AM |) 🗘 🖉 🗙 | | | | |
| Reviews Project History | IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documen your package. Learn more. | | | | | | | |
| ✓ Note that after revising, the | Add New Document (When should I do this?) | | | | | | | |
| document is removed from the | OR Documents from Previous Packages that you can Revise: (When should I do this?) | | | | | | | |
| visible list of | | | | | | | | |
| documents from previous packages. | $\mathbf{r}_{\#}^{Pkg}$ $\mathbf{r}_{\#}^{Pkg}$ | ype Description | ← Last Modified → Submission Date | | | | | |
| | 1 Application F | orm IRB Application | 09/30/2009 09/30/2009 12:04 PM | Modifications 📄 🔗 | | | | |
| | 1 Protocol | ASM981 C2439 Protocol.pdf | 09/30/2009 09/30/2009 12:04 PM | Modifications 📆 🔗 | | | | |

Revision History

The document revision history tool reveals all versions of a document type in the project.

| Welcome to IRBNet | | | | | | | | Designer | |
|--------------------------------------------|-----------------------|------------|------------------------|------------------------|--------------------|------------------------------------------|----------|------------------|-------|
| John Researcher | [137618-2] Motivation | s of Resea | rch Subjects: A Mix | ed Methods | s Study | | | | - 1 |
| My Projects | Step 1: | 7 | | | | 8 - 19 - 19 - 19 - 19 - 19 - 19 - 19 - 1 | 4 | | - 1 |
| Create New Project | Download blank forms, | document | templates and refere | nce materials | s to assist you | n accombling v | our door | mont package | _ |
| Wy Reminders (3) | Select a Library: | Metropoli | itan IRB, Frederick, N | ND 🔽 | | ✓ The Dod | cumer | nt Revision His | storv |
| Project Administration Project Overview | Select a Document: | IRB Subr | mission Checklist | | | lists the | most | recent docum | nent |
| Designer | | | | | | | ••• | evious version | l i |
| Share this Project | Step 2: | | 14 | | | submitt | ed by | package. | |
| Sign this Package | Assemble your docume | | | | | | | | |
| Submit this Package | New and Revised Do | cuments ir | n this Package: | | | | | 1 | |
| Delete this Package | Document Type | | Description | | Last Modified | | | | |
| Send Project Mail | Consent Form | | Consent Form v2 | 1(| 0/06/2009 09:28 | AM | 1 | Ì ∰ ≫ 🗙 | |
| Reviews | Document | Revision H | listory | | | | × | | |
| Project History | IRBNet all | | liocory | 2 | Pkg | | | iew documents to | |
| Messages & Alerts (3) | your pack Pkg Docum | ent Type | Description | Last Modified | Submission Date | Pkg Status | | | |
| Other Tools Forms and Templates | 2 Conser | nt Form | Consent Form v2 | 10/06/2009 09:28 AM |) | Work in progress | | | |
| | 1 Conser | nt Form | Consent Form | 09/30/2009 12:04 PM | | Modifications Required | | | |
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| | 1 A | | | | | | IS | | |
| | 1 P | | | 12:04 | 4 PM | Req | uired | 12 🖉 | |

Protocol

Complete Submission Process

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

Modifications

Required

D

| Welcome to IRBNet | | | | | De | signer | | |
|-----------------------------------------------------|--------------------------------------|-----------------------------------------------------|------------------------|--------------------------------|--------------------|-------------------------|--|--|
| John Researcher | [137618-2] Motivations | of Research Subjects: A Mix | xed Methods Study | | | | | |
| My Projects Create New Project | Step 1: Download blank forms, d | ocument templates and refere | nce materials to ass | ist you in assembling | j your document j | p <mark>ackag</mark> e. | | |
| Y My Reminders (3) | Select a Library: | Select a Library: Metropolitan IRB, Frederick, MD 💙 | | | | | | |
| Project Administration Project Overview | | IRB Submission Checklist | | | | | | |
| Designer Share this Project Sign this Package | Step 2: Assemble your documer | t package. Iments in this Package: | | | | | | |
| Submit this Package Delete this Package | 1 | | CLast M | | | | | |
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| Reviews | | | | | <u> </u> | | | |
| Project History | | ise your existing project docu | ments and maintain v | version history, or add | d entirely new doc | uments to | | |
| 🛈 Messages & Alerts (3) | your package. Learn m | ore. | | | | | | |
| Other Tools Forms and Templates | | Ad | d New Document | (When should I do this?) | | | | |
| | | | OR | | | | | |
| | Documents from Previ | ous Packages that you can | Revise: (When shoul | ld I do this?) | | | | |
| | $e^{\frac{Pkg}{\#}}$ e Document Ty | pe Description | ⇔ Last Modified | Pkg Submission 🔶 Pl Date | kg Status | | | |
| | 1 Application Fo | rm IRB Application | 09/30/2009 12:04 PM | | difications | ø | | |

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Where to Get Help...

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.



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