



IRBNet User's Guide

Instructions for On-line Submission of Research Protocols to the
Institutional Review Board (IRB)

www.irbnet.org

If you have any questions regarding the submission of an IRB protocol contact:

Kimberly Logan - 215-596-7490/ k.logan@usciences.edu / McNeil 206

Instructions For Registering With IRBNet



Step-by-step instructional videos and pdf slide presentations are available at

www.irbnetresources.org/tresources/training.html

To access use the following log-in information:

user name: usp

password: training01

- 1 Go to <http://www.irbnet.org>.
- 2 Click on the “**New User Registration**” link in the upper right-hand corner of the screen.
- 3 Create your username and password. Fill out the required information. Your password must contain 8 characters. Click “**Continue**”.
- 4 Read and accept the Individual User Terms of Use.
- 5 To add your organization, type the word “Sciences” into the “**Search for an Organization**” box. Ensure only “Research Institutions” is checked. Click “**Display**” or “**Search**”. Select “**University of the Sciences**” from the organization box. [Or you may scroll down to “University of the Sciences” and click on it.] Then click “**Continue**”.
- 6 Enter your contact information. Enter the email address you would like to receive communications through the IRBNet system. (e.g. notification of committee decisions, communications from your research team or committee administrator). Click “**Continue**”.
- 7 Review your provided information and edit as necessary. When you are satisfied, click “**Register**”.

An email will be sent to the address you provided in Step 6 with “IRBNet Activation Required” in the subject line. You will need to click on the link provided in this registration email in order to activate your account.

Clicking on the link will take you to the IRBNet homepage.

Training & Credentials

- 8 Log- in
Click on “**User Profile**” (top right corner)
Scroll down to “**Training & Credentials**”
Click “Add New Record” and upload your proof of human subjects training.
(To complete the training go to: <http://phrp.nihtraining.com/users/login.php>)

Proof of completion of training is a required document for protocol submissions to the IRB. ALL PERSONNEL listed on the proposal MUST provide proof.

Section II

Instructions For New Project Submissions



Step-by-step instructional videos and pdf slide presentations are available at

www.irbnetresources.org/tresources/training.html

To access, use the following log-in information:

user name: usp

password: training01



** If you have an ongoing research project that was **NOT** submitted through IRBNet (i.e. prior to March 16, 2011) and need to submit additional information for this open project, contact your IRB administrator. The original research project will need to be uploaded into IRBNet. Then you may add packages (submissions) to the project. Do not create a new project. See Section III of this Guide.*

Instructions for Creating a New Project:

1. “**Log-in**” to <http://www.irbnet.org/> using your username and password. (First time users must register in IRBNet. See Section I)

The default page will be “My Projects,” where you will have access to all of the projects you have created or that have been shared with you from other researchers.

2. Click “**Create New Project**” button on the left bar, fill in the relevant information about your project, and click “**Continue**”. Asterisk fields are required to be completed.

An Internal Reference number is not needed, this section is for administrative use only.

3. You will now be on the Designer page where you will download forms and any guidance documents needed to help assemble a new project package.

There are 5 REQUIREMENTS for acceptance of your submission:

1. *Protocol Form*
2. *Consent Form and/or HIPPA Form (if applicable)*
3. *Proof of human subjects training for ALL project team members***
4. *Electronic signature of the PI*
5. *Electronic signature of the chair person (faculty advisor for student protocols)*

***Certificates may be uploaded to your user profile and linked to projects to avoid repetitive upload for each submission.*

Select “University of the Sciences IRB” from the “**Select a Library**” drop down menu. Select a document and then click “**Download**.” Open and/or save to your computer file or desktop. Complete the form(s) required for submitting a research protocol to the IRB. Repeat this step for additional forms/documents.



You may also click “Forms and Templates” on the left bar to access forms and guidance documents.

To attach your documents click “**Add New Document**” from the Designer Page, select the appropriate Document Type, add a description of the document (the document description should be a helpful description). Click “**Browse**” to look for the document where it is saved on your computer. Click on the document, click “open” so the file is moved into the “file” field. Then click “**Attach.**”



Your attached document will appear under “Step 2” on the “Designer” page. The icons to the right side of the attached document allow you to view the document, update the document by replacing it with a new version, or delete the document. (See Section III)

4. You may Share this project with your research team. Click the “**Share this Project**” button on the left bar, and then click the blue “**Share**” link to grant access to this project.

Select “University of the Sciences” from the organization box. Click “**Select Organization**” and search for registered users with whom you’d like to share this project (e.g., co-investigators, research assistants, faculty advisor, department head, collaborative researcher from another institution, etc.)



To “Share” your project with someone, they must be registered with IRBNet. You may enter the person’s name with whom you would like to share your project in the “Search for a User” box. You can do this by typing all or part of their first or last name and clicking “Search.” You can search for multiple names by inserting a comma between names.

Grant each user a level of access:

Read: User may only view project documents.

Write: User may add/delete/edit project documents, collaborate with other users, add their signatures; but cannot grant access to other users, submit the project or perform any other administrative functions.

Full: User may perform all functions without restrictions, add/edit/delete project documents, grant access to other users, and submit the project. Individuals with full access to a project will receive auto-notifications when an action has been taken regarding the project. [It is recommended that only project owners with day to day responsibility be granted full access.



Selected users will be notified automatically via email that a project has been shared with them. You may also enter comments in the comment box to be included within the email.

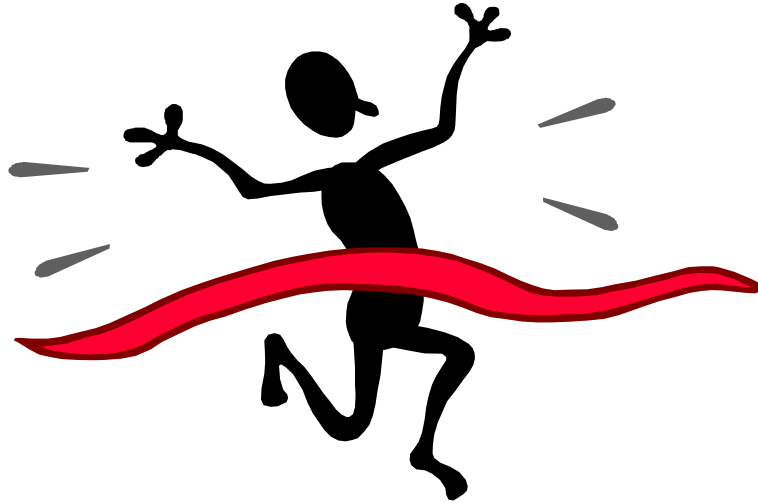
Click “**Save.**”

5. There are **(2) two required signatures** before the packet is submitted. The Principal Investigator **AND** their department head **MUST** sign before the IRB will accept your submission. Click the **“Sign This Package”** button on the left bar. Choose your project role from the drop down menu by clicking the arrow on the box. Then click the **“Sign”** button. (*Packet must be shared to acquire chair signatures*)



Research projects will not be scheduled for review if required signatures are missing. All submissions will require the approval of the chair, supervisor, or faculty advisor.

6. Click **“Submit This Package”** button on the left bar. Select “University of the Sciences” or type all or part of University of the Sciences in the **“Search for Organization”** box. Select **“University of the Sciences IRB”**. Then click the **“Continue”** button. In the Submission Type drop-down menu, select **“New Project”** and click **“Submit.”**



Note: The IRBNet “Submit” feature allows you to electronically submit your study to either a single committee, or to multiple committees.

Once a decision letter is formulated, an automatic email will be sent to everyone who has full access and the letter and any supporting documents can be printed. (See Section IV)



Did you submit an incomplete package?

The project package is locked upon submission. If you need access to this package for additions or revisions prior to board review, please contact the IRB administrator:

Kimberly Logan: k.logan@uscience.edu or 215-596-7490

HELPFUL TIPS!



- When submissions are incomplete you will receive an email that will list what is missing. Please follow the instructions in that email to complete your submission.
- The My Projects screen can be found by clicking on “My Projects” on the left bar. This will show you the list of studies to which you have access.
- Clicking on the Title of any project will take you to the “Project Overview” for the selected project which contains project details. On the Project Overview page you may click on “Review Details” to see more about the status of your project, including Board Decision documents. (See Section IV)
- Projects which have not been “Submitted” to a committee are labeled “Work in Progress” in the Status column.
- An automatic email message will be sent to everyone with full access to the project when someone has signed the submission.
- To Un-Share a project with someone, follow the same steps in “Share This Project” and click on “No Access”
- You may click “Send Project Mail” on the left bar to send communications to your Project Team or Committee Contacts for any submitted package. Your message will also be automatically posted to “Messages and Alerts.” Messages sent from this page become part of the project record and can be viewed by the Project Team, other users granted access, committee members and committee administrators.
- **Print and keep handy all INSTRUCTIONAL documents found in the IRBNet document library.**



Step-by-step instructional videos and pdf slide presentations are available at

www.irbnetresources.org/tresources/training.html

To access, use the following log-in information:

user name: usp

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Section III

Instructions for Submitting a Subsequent Package in a Project (Amendments, Renewals, Revisions, etc.)



***If you are submitting an amendment, annual review, renewal, etc. for an open or ongoing project that was not submitted through IRBNet (i.e. prior to March 16, 2011), please contact your IRB administrator. The original research project will need to be uploaded into IRBNet. Then you may add packages (submissions) to the project. Do not create a new project.**

Use these instructions for the following submission types:

- a) Amendments/Modifications for an approved study.
- b) Annual continuing reviews for or termination of an approved study.
- c) Response/follow-up/modifications to IRB committee request for revisions.

1 Log-in to www.irbnet.org. This will take you to the “**My Projects**” page. This is where all of the projects that you have access to will be housed.

2 Click on the **Title** of the project that you would like to amend, renew, etc. (If the project is not listed on your My Projects page then you should contact your committee administrator.) Then click on “**Project History**”.

3 Click on the “**Create New Package**” button to add a second package to your IRBNet project. (The second package will have a -2 number, such as 116011-2) Then click on “**New Document Package**”

You will now be in the “Designer” page where you can work on documents for the new package via two methods, described below:

a) **You may attach (add) a new document** (*Use this option when the document you are adding is **NOT** a revised or updated version of an existing project document*):

Select “University of the Sciences IRB” from the “**Select a Library**” drop down menu. Select a document and then click “**Download**.” Open and/or save to your computer file or desktop. Complete the form(s) required for submitting an amendment, renewal, etc. Repeat this step for additional forms/documents.

All required forms are to be downloaded, completed and saved to your computer. Completed forms, proposal and other documents should then be “UPLOADED” into your IRBNet packet.

To attach your documents, click “**Add New Document**” from the Designer Page, select the appropriate Document Type, add a description of the document (the document description should be a helpful description). Click “**Browse**” to look for the document where it is saved on your computer. Click on the document, click “open” so the file is moved into the “file” field. Then click “**Attach.**”

b) **You may revise a previously submitted document** (*Use this option when you want to add or create a new version of an existing project document*):

At the bottom of the “Designer” page, first download the document by clicking on the Document Type or the paper icon to the right.

Make necessary changes and save the revised document to your computer file or desktop.

Click on the “pencil” icon of the document. Click “**Browse**” to look for the document in your computer file or desktop.

Click on the document and click “open” so the file is moved into the “file” field. Make appropriate changes in the Document Type and Description Fields.

Click the “**Update**” button. When you click Update, the revised document will appear in the “New and Revised Documents in this Package” Section of the Designer Page.



All versions of the document may be viewed by clicking on the stack of paper icons (Revision History).

4. You may Share this project with your research team. Click the “**Share this Project**” button on the left bar, click the blue “**Share**” link to grant access to this project.

Select “University of the Sciences” from the organization box. Click “**Select Organization**” and search for registered users with whom you’d like to share this project (e.g. co-investigators, research assistants, faculty advisor, department head, collaborative researcher from another institution, etc.)

Read: User may only view project documents.

Write: User may add/delete/edit project documents, collaborate with other users, add their signatures; but cannot grant access to other users, submit the project or perform any other administrative functions.

Full: User may perform all functions without restrictions, add/edit/delete project documents, grant access to other users, and submit the project. Individuals with full access to a project will receive auto-notifications when an action has been taken regarding the project. [It is recommended that only project owners with day to day responsibility be granted full access.



Selected users will be notified automatically via email that a project has been shared with them. You may also enter comments in the comment box to be included within the email.

Click **“Save.”**

***Note:** To “Share” your project with someone, they must be registered with IRBNet.*

5. The Principal Investigator **is required to sign** before the IRB will accept your submission. *(If the PI is a student, the faculty advisor must also sign)* Click the **“Sign This Package”** button on the left bar. Choose your project role from the drop down menu by clicking the arrow on the box. Then click the **“Sign”** button. *(Packet must be shared to acquire chair signatures)*



Research projects will not be scheduled for review if required signatures are missing. All student submissions will require the approval of the faculty advisor.

6. Click **“Submit This Package”** button on the left bar. Select “University of the Sciences” or type all or part of University of the Sciences in the **“Search for Organization”** box. Select “University of the Sciences or IRB”. Then click the **“Continue”** button. In the Submission Type drop-down menu, select the appropriate Submission Type (e.g. Response/Follow-up, Revision, Modification/Amendment, etc.) and click **“Submit.”**

The project package is locked upon submission. If you need access to this package for additions or revisions prior to board review, please contact the IRB administrator:

Kimberly Logan: k.logan@uscience.edu or 215-596-7490

Section IV

Instructions For Locating Your Committee Decision Letters and Documents

- 1 Log-in to www.irbnet.org. This will take you to the “My Projects” page.
- 2 Click on the **Title** of the project for which you would like to retrieve the decision letter or documents.
- 3 Click on “**Project History**” and then click the Package Type of the specific submission.
- 4 Click on “**Review Details**” at the top right of the screen. The decision letters or documents are located in the “Board Documents” section at the bottom of the page.
- 5 Click on the Document Type or the paper icon to open and read/save.