University of the Sciences

IRBNet User's Guide

Instructions for On-line Submission of Research Protocols to the Research Committees - IRB, IACUC or IBC.

www.irbnet.org

If you have any questions regarding the submittal of a research protocol via IRBNet contact your appropriate Committee Administrator (e.g. IRB, IBC, IACUC).

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Section I

Instructions For Registering With IRBNet

Note: 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.

Instructions For New Project Submissions

Note: 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 (prior to April 2011), and need to submit additional information for this open project, contact your committee administrator (IBC, IACUC, or IBC 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 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. However, researchers can use this for personal use/tracking, if helpful.

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.

   Select "University of the Sciences [IBC, IACUC, or 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 relevant committee (IBC, IACUC, IRB). Repeat this step for additional forms/documents.

*Note: You may click "**Forms and Templates**" on the left bar to also access forms and guidance documents.*

   All required forms are to be downloaded to your computer, and then completed and saved to your computer. Completed forms, proposals and

other required documents for submission will be uploaded/attached into IRBNet.

To attach each document, 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**" You may attach as many documents as necessary.

Attach your documents one by one by clicking "**Add New Document**". Each 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, then click the blue "**Share**" link to grant access to this project.

   Select "University of the Sciences" from the organization box [However, this will be your default location and should be highlighted already.], 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.)

*Note: 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**".

Note: To "Share" your project with someone, they must be registered with IRBNet.

5. The Principal Investigator (PI) <u>must</u> sign the package before it is submitted. 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. Other personnel do not have to sign unless instructed to do so by the PI. (However, the project will need to be "shared" with signatories so they may have access to the project to sign it.)

Note: Research projects will not be scheduled for review if required signatures are missing.

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. [However, USciences will be your default location and should be highlighted already.] Select "University of the Sciences [IBC, IACUC, or IRB]". Then click the "**Continue**" button. In the Submission Type drop-down menu, select "**New Project**" and click "**Submit**." (The project package is locked upon submission.)

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?

If you have forgotten to add a necessary document or need to make a quick change to a recently submitted package, you may either:

a) Contact the appropriate committee administrator (IBC, IACUC, IRB) to unlock the submitted project package, or;
b) Submit what you need to add to your project as a subsequent new package by clicking on the "**Project History**" button on the left bar, and then clicking on "**Create New Package**." (See Section III)

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.

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 (prior to April 2011), please contact your committee administrator (IBC, IACUC, or IBC 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.

You may use these instructions for the following submission types:
   a) Amendments/Modifications if you are submitting amendments or revisions on an approved study.
   b) Annual reviews if you are submitting an Annual Review/Continuing Review Form on an approved study.
   c) Response/follow-up/modifications if you are responding to committee requests for modifications prior to approval.

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 [IBC, IACUC, or 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. to the appropriate committee (IBC, IACUC, IRB). Repeat this step for additional forms/documents.

   All required forms are to be downloaded to your computer, and then completed and saved to your computer. Completed forms, proposals and

other required documents for submission will be uploaded/attached into IRBNet.

To attach each document, 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**" You may attach as many documents as necessary.

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.

Note: 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, then click the blue "**Share**" link to grant access to this project.

Select "University of the Sciences" from the organization box [However, this will be your default location and should be highlighted already.], 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.)

Grant each user a level of access:

Read: User may only view project documents.

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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 (PI) <u>must</u> sign the package before it is submitted. 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.

   Note: Research projects will not be scheduled for review if required signatures are missing.

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. [However, USciences will be your default location and should be highlighted already.] Select "University of the Sciences [IBC, IACUC, 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.)

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.