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.

- Log in to IRBNet
- Access Your Submission Manager
- View Submission Details, including submission documents
- Communicate with committee coordinators and members
- Add Comments and Reviewer Documents to a Submission
- Manage Your Review Work Queue
Log in to IRBNet with your User Name and Password at: www.irbnet.org
Access your Submission Manager

The Submission Manager provides you with quick access to all submissions that have been shared with you, as well as administrative meeting documents such as agendas and minutes.

Access reviewer templates, checklists, and committee guidance documents here.

Advanced search tools allow you to search within agenda dates by keywords and Tags. You may also search all agenda dates at once using the “Search All” tool.

Agenda documents and Minutes can be found here.
Manage your work queue

Your default view is the next upcoming agenda date. Use the Submission Manager to manage the reviews you have been assigned for the next meeting.

The flag indicates an active reminder, which may be read in the My Reminders page.

One Star indicates you are the primary reviewer.

Coordinator-defined Tags allow custom organization of submissions. Clicking the Tag will display all submissions with that Tag.
View My Reminders

Notifications sent to you across all of your submissions will appear here. An email will be sent to your registered email address.

- Click the Project Title to go to the Submission Detail page.
- Click the Project Title to go to the Submission Detail page.
- Click here to view the message.

✓ Indicates an active Reminder.
View Submission Details

Click on the title of a submission to access the Submission Detail page and associated information about the project.

- Project Status
- Package Information
- Package Documents
Committee Member
Training Energizer

View Submission Details (continued)
Scroll down to see additional information.

- Electronic Signatures
- Committee / Admin access list
- Reviewer comments. The check indicates the user has completed their review.
- Click here to send a message to any member with whom the submission has been shared.

---

*Browse the complete list of project documents, and access historical documents, on the Designer.*

This package has been signed by:

<table>
<thead>
<tr>
<th>Date</th>
<th>Message</th>
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<tbody>
<tr>
<td>03/30/2010 08:06:15</td>
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<tr>
<td>03/30/2010 08:04:49</td>
<td>Signed by Trent Researcher as Reviewer</td>
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This submission is currently shared with the following Committee Members:

<table>
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**Committee Messages (1)**

- **Send Committee Mail** to Members and Administrators.

Add comments and reviewer documents to this submission.

<table>
<thead>
<tr>
<th>Reviewer</th>
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Copyright © 2002-2010 Research Datasare. All Rights Reserved.
Send Committee Mail

Send messages to other committee members shared on the submission. This tool will allow you to easily communicate with your coordinator.

*All committee members with access to the submission are listed here.*

*An e-mail will be sent to users’ registered e-mail address.*
Committee Member Training Energizer

Start your review process
Click on a document to open the document for viewing, downloading, or printing.

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)

Project Administration
Project Overview
Designer
Sign this Package
Send Project Mail
Reviews
Project History
Messages & Alerts

Other Tools
Forms and Templates

✓ Open any submitted document by clicking the blue link.

Submission Detail

Metropolitan IRB

Project Status as of: 03/30/2010
Project Status: Active - Open to Enrollment
Project Risk Level: Minimal Risk
Project Expiration Date: 02/17/2011
Initial Approval Date: 02/18/2010

Package Details
IRBNet ID 163073-2
Title Motivations of Research Subjects: A Mixed Methods Study
Principal Investigator: Researcher, Trent, PhD
Lock Status: Locked

Submission Details
Submission Date: 03/30/2010
Submitted by: Trent Researcher
Submission Type: Revision
Local Board Reference Number: 10-15

Review Details:

<table>
<thead>
<tr>
<th>Agenda</th>
<th>Review Type</th>
<th>Action</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/16/2010 07:00 AM</td>
<td>EXP</td>
<td>Pending Review</td>
<td></td>
<td></td>
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New and Revised Documents in this Package:

<table>
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<td>Consent Form</td>
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<td>Training/Certification</td>
<td>Training Certification - Murray Rogers</td>
<td>03/30/2010 08:02 AM</td>
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Committee Member
Training Energizer

View project details
Project Administration buttons (on left) allow complete read-only access to historical project information as seen by the investigator.

- Designer: review all documents submitted in previous packages.
- Reviews: view historical review details for all packages, decision letters, and other board documents.
- Project History: view the complete submission history.

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)

Project Administration
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Project History

View project details

Document Type | Description | Last Modified | Pkg Submission Date | Pkg Status
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Documents from Previous Packages:

- IRB Basic Application Part 1
- Protocol

New and Revised Documents in this Package:

- Get stamped documents, approval letters and other board documents, and track reviews for this package.

Review details.

Submission Detail
Metropolitan IRB
[163073.2] Motivations of Research Subjects: A Mixed Methods Study

This package is:  Locked

Get stamped documents, approval letters and other board documents, and track reviews for this package: Review details.

New and Revised Documents in this Package:

- Amendment/Modification
- Consent Form
- Training/Certification

Documents from Previous Packages:

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Revised Documents in this Package:

- Amendment/Modification
- Consent Form
- Training/Certification
Committee Member
Training Energizer

View instructions

Your coordinators may provide you with instructions and reviewer worksheets for completion.

* Browse the complete list of project documents, and access historical documents, on the Designer.

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View instructions and any attached documents by clicking “View”.

Committee Messages (1)
Complete worksheets

Download any provided reviewer worksheets. These may also be found in your Committee Library.

✔ View your Coordinator’s full comment.

✔ Committee guidance documents, worksheets and other materials may be found here.

✔ You Coordinator may choose to provide additional submission-specific documentation here.
Add reviewer comments/documents

You may record your review comments and attach documentation such as reviewer worksheets.

Browse the complete list of project documents, and access historical documents, on the Designer.

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Committee Messages (1)

- Click “Add” to record reviewer comments
- View comments here

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Note: Administrator / reviewer comments are private and may not be accessed by researchers.
Add comments

Use this page to record any comments you have regarding this submission.

✓ Record your comments in the rich text editor.

✓ Be sure to save your comments first before doing anything else.

✓ You may attach completed reviewer worksheets, edited consent forms and other documents here.
Committee Member
Training Energizer

Attach worksheets and more...

Attach completed reviewer worksheets, edited consent forms and other documents here.

If your institution uses a reviewer checklist wizard, it will be located here.
"Electronically Sign" your review

Checking the "Mark my personal review as complete" box will allow others to see completed reviews on the Submission Detail page. It will also help you track your work on your Submission Manager.

- **Step 1:** Record your recommendation for this submission here.
- **Step 2:** When your review is complete, be sure to check this box.
- **Step 3:** Save and exit when finished.

Note: Accomplishing steps 1, 2, and 3 verifies you have completed your review.
Complete your review

Once you have completed your review, use Committee Messages as a checklist.

- Your comments are recorded.
- Committee Messages will display all notifications for this submission (including important messages from your Coordinator).
- If you are performing an expedited review, use the Send Committee Mail tool to tell your Coordinator you have completed your review.
Committee Messages & Alerts

All messages from your administrator relating to this submission are filed in the Messages & Alerts page as a permanent part of the audit trail.

- The red number will decrease every time a message is “silenced.”
- Click the red flag and “silence” the message as an easy way to keep track of completed reviews.
Track your progress

Your Submission Manager will show you which submissions you have completed your review on.

- "Check mark" indicates you have completed your review.

- The filter tool hides your completed reviews.
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.