Training Energizer

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:

- Advanced My Projects Management
- Manage My Reminders
- 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 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.

Advanced My Projects Management

Using the Search field combined with the Search By Tag menu enables focused searching.

✓ Search Example: Find all Oncology Department projects with Dr. Smith as the PI (Search "Smith" + "Oncology Dept" tag)

✓ 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. That notification can be found in My Reminders.

✓ Click My Reminders to view all active notifications sent to you concerning any of your projects.
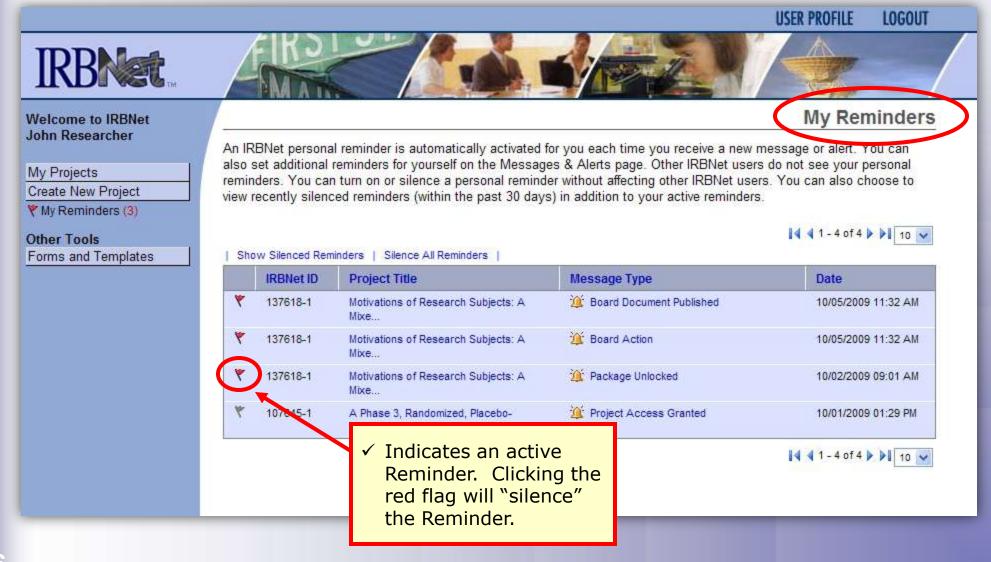
✓ The flag indicates an active Reminder for this project.

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.

✓ Click the project title to go to the Project Overview page.

✓ Click action type to view message.

Silence Reminders

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

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

Review Project Messages & Alerts

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

✓ 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 message.
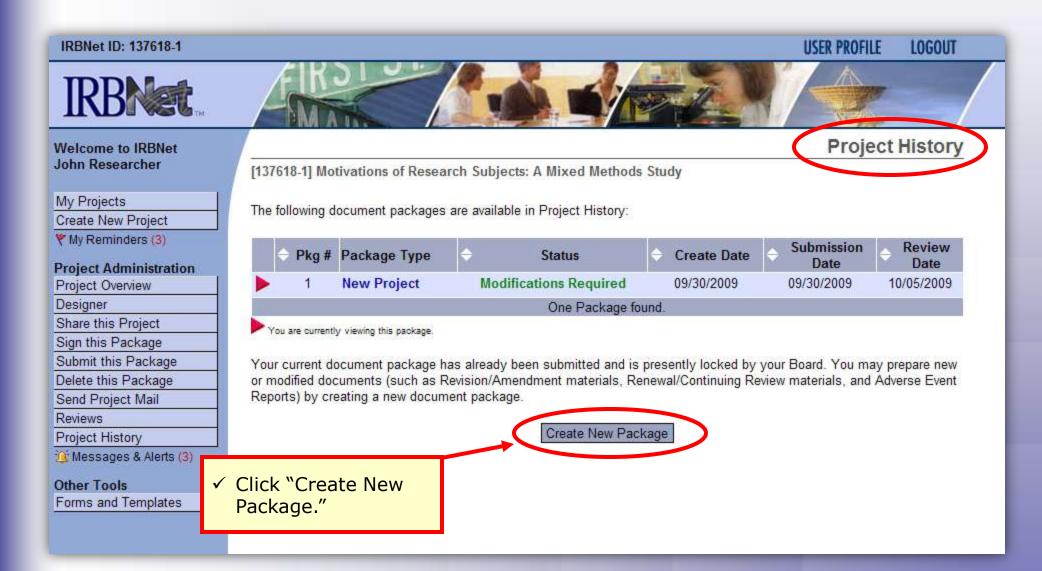
Revise Your Project

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.

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

> ✓ To create a new package from an existing package, click on "Project History."

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Create a New Package

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

✓ Click "Create New Package."

Access New Package

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

✓ Note that a second package is created.

✓The Project History lists all packages in the project lifecycle.

✓ Now click on the New Document Package to begin building the package.

Add or Revise Documents

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

✓ 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).

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

✓ All documents from previously submitted packages are listed here.

Attach a Document

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

- ✓ Browse your hard drive for documents, and attach.
- ✓ This view is for updating a document from package 1. The view for attaching a new document is similar.

Document Management Tools

IRBNet provides powerful tools to update and review project documents.

Welcome to IRBNet
John Researcher

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)

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

Designer

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

Step 1:
Download blank forms, document templates and reference materials to assist you in asse

Select a Library: Metropolitan IRB, Frederick, MD
Select a Document: Application for Continued Approval

1 View
2 View revision history
3 Update
4 Delete document

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	1 2 3 4
Consent Form	Consent Form v2	10/06/2009 09:28 AM	

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

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. **Learn more.**

Add New Document (When should I do this?)

OR

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

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status		
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required		
1	Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required		

Revision History

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

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

Complete Submission Process

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

✓ View T&C documents linked to any package within this project.

✓ Attach T&C documents to this package is necessary.

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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.