## Network ® 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, and Research Coordinators. This Energizer illustrates 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, <a href="CONTACT YOUR LOCAL BOARD">CONTACT YOUR LOCAL BOARD</a>
<a href="COORDINATOR">COORDINATOR</a>.

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.

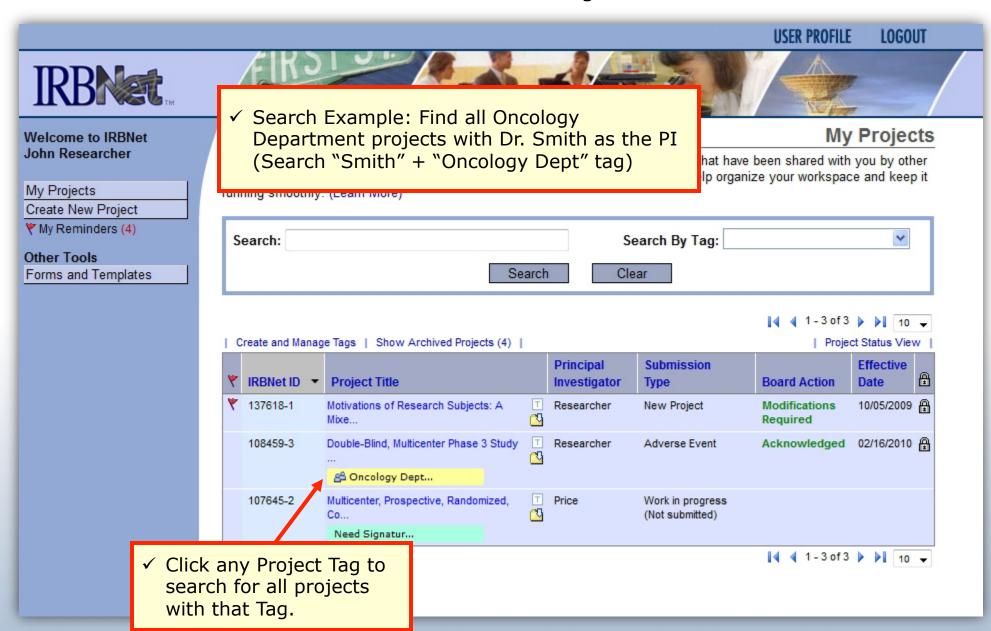
CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.



# Advanced My Projects Management IRBNet



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

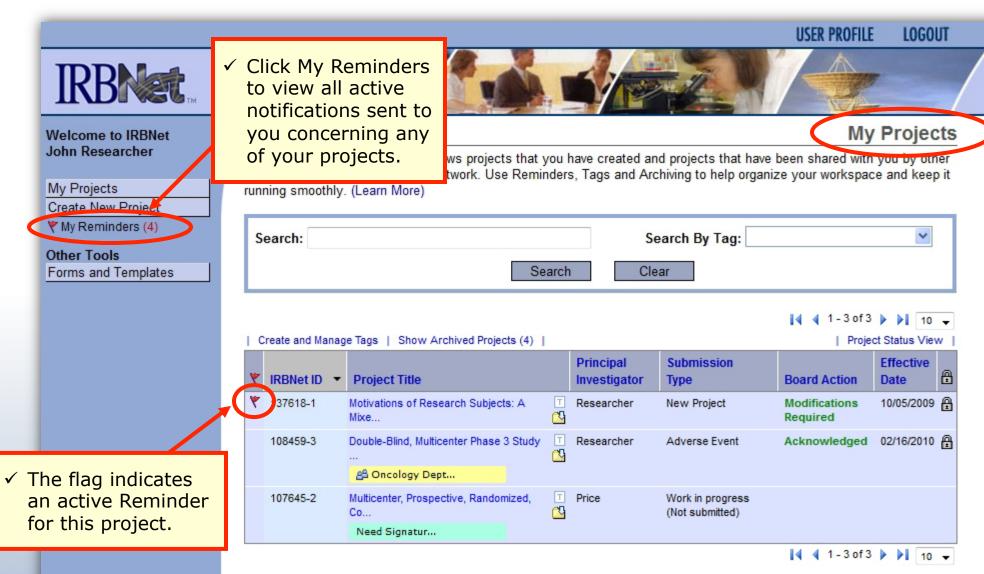




#### **Receive Notifications**



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

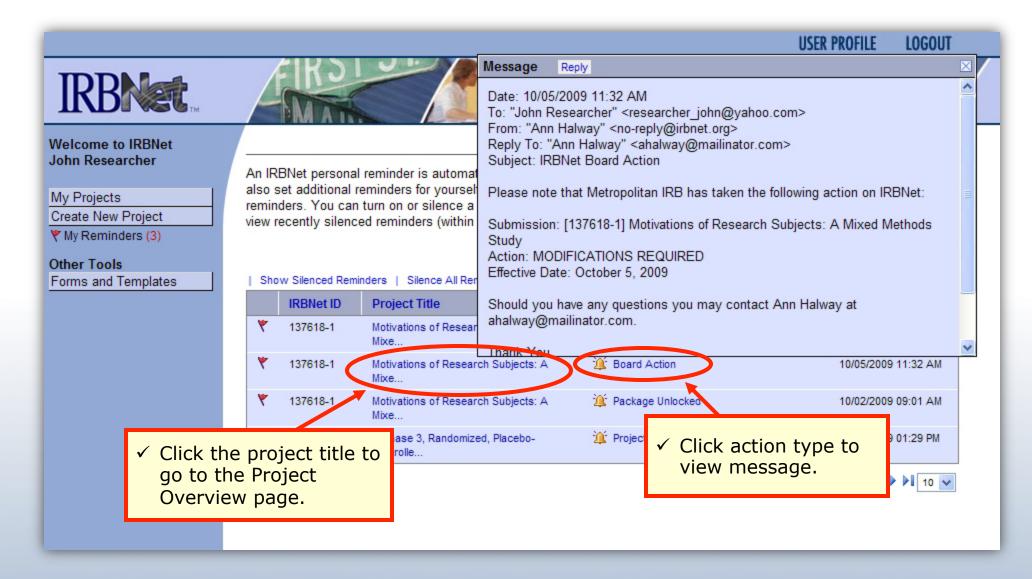




#### Review My Reminders



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.

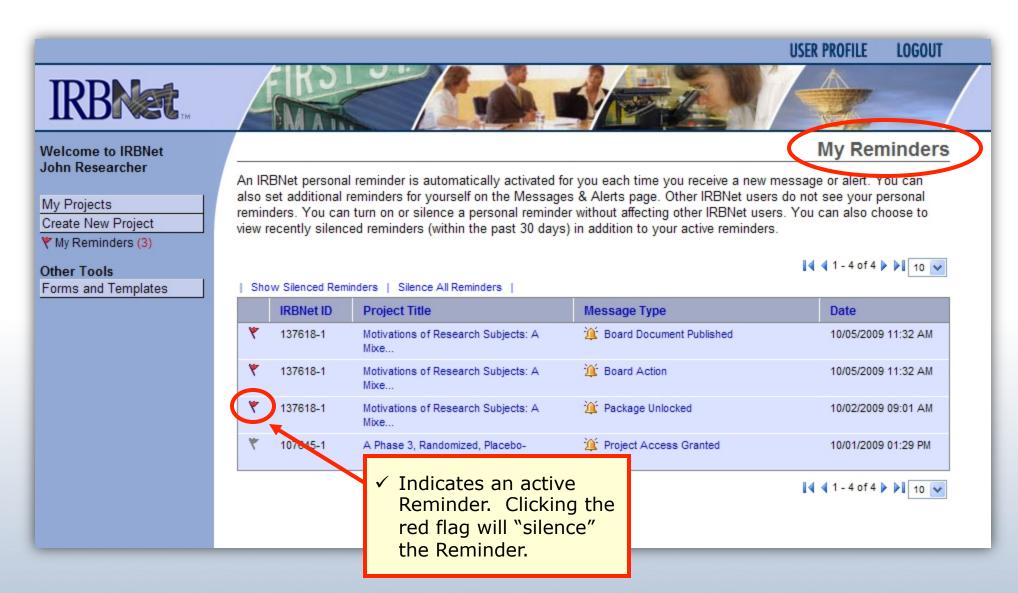




#### Silence Reminders



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

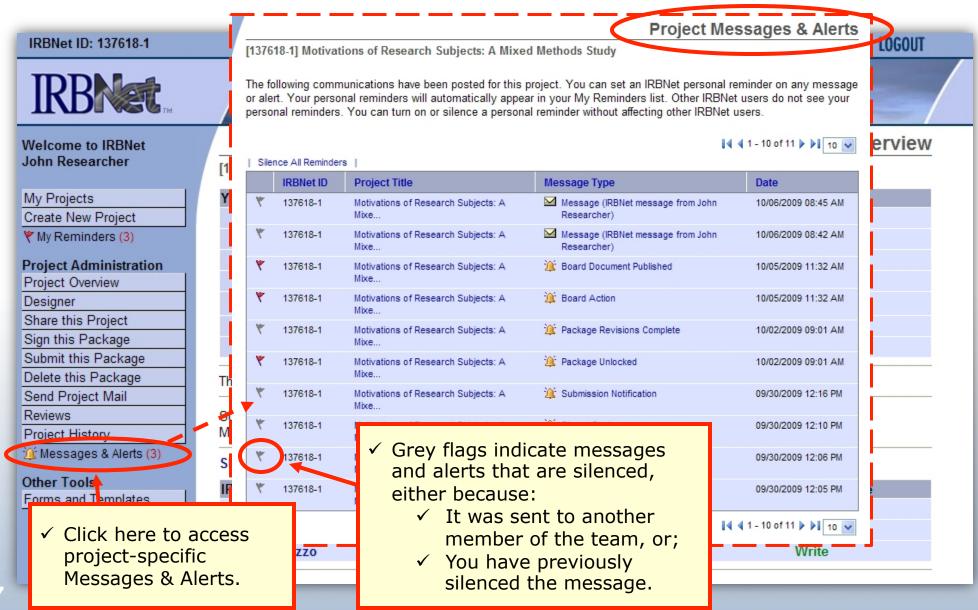




## Review Project Messages & Alerts



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





#### Revise Your Project



**Project Overview** 

■ Package 1 of 2 Jump ▼

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.

Welcome to IRBNet John Researcher

My Projects

Create New Project

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

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History Messages & Alerts (3)

Other Tools

Forms and Templates

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

You have Full access to this project.

Research Institution Zanzibar University, Frederick, MD

Title Motivations of Research Subjects: A Mixed Methods Study

Principal Investigator Researcher, John, PhD

Keywords Incentive, Extra Credit

Sponsor National Research Foundation

The documents for this project can be accessed from the Designer.

Project Status as of: 03/20/2013

Reviewing Board	Board Ref#	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD	09-497			04/03/2013

Package 137618-1 is: A Locked





Submitted To	Submission Date	Submission Type	Board Ref#	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	09/30/2009	New Project	09-497	Modifications Required	10/05/2009	Review Details

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

hared with the following IRBNet users:

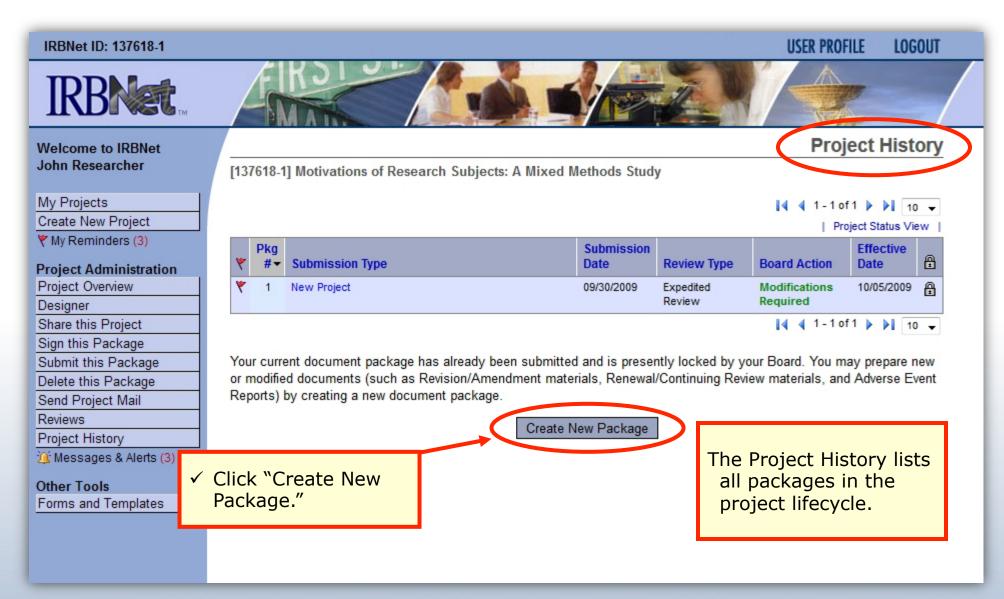
IRBNet User	Organization	Access Type
Chandry, Francis	Zanzibar University, Frederick, MD	Read
Palazzo, Enrico	Zanzibar University, Frederick, MD	Write
Researcher, John	Zanzibar University, Frederick, MD	Full



## Create a New Package



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

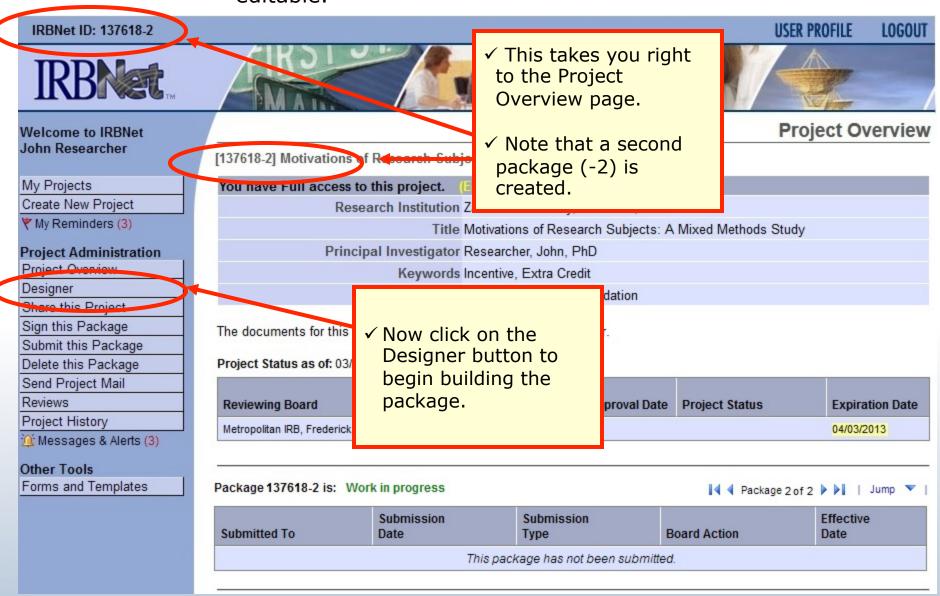




## Access New Package



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

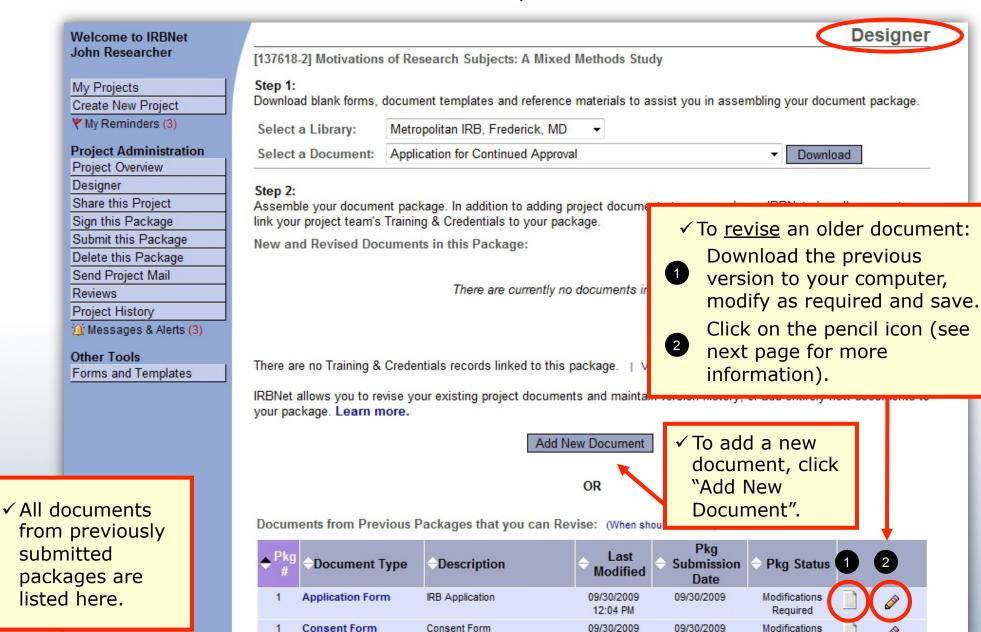




#### Add or Revise Documents



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

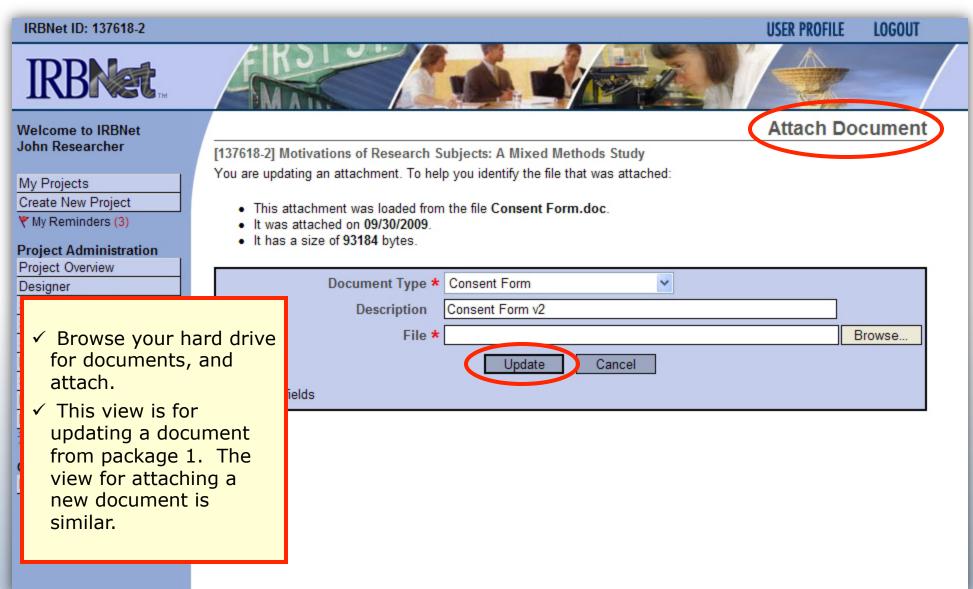




#### Attach a Document



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

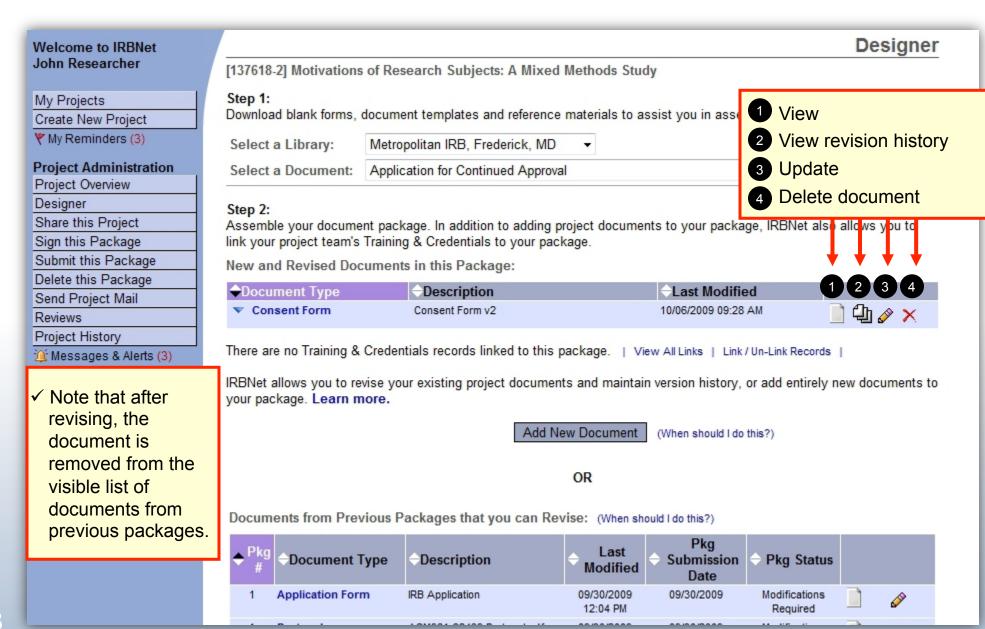




### **Document Management Tools**



IRBNet provides powerful tools to update and review project documents.

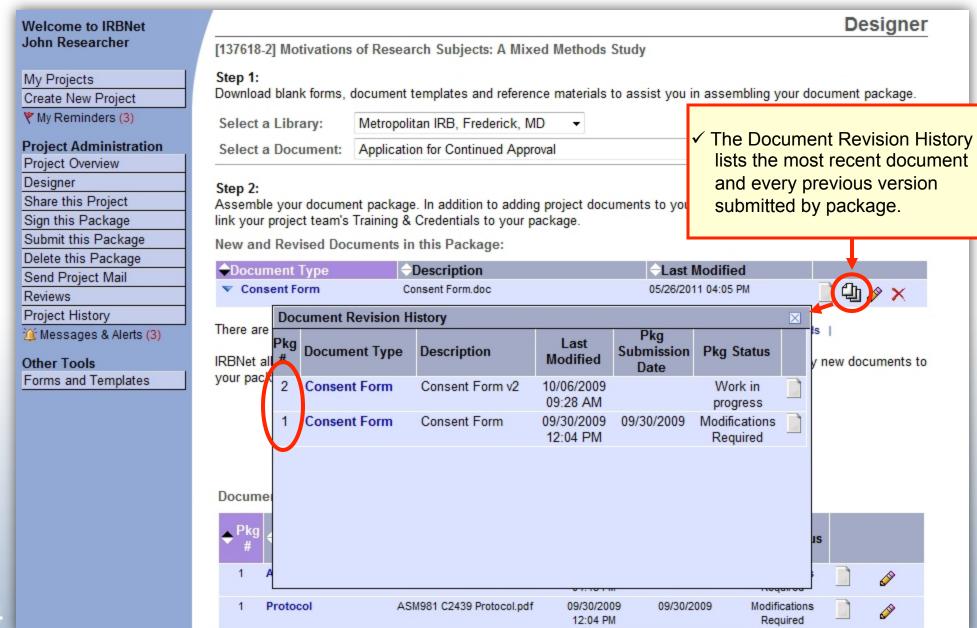




#### **Revision History**



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

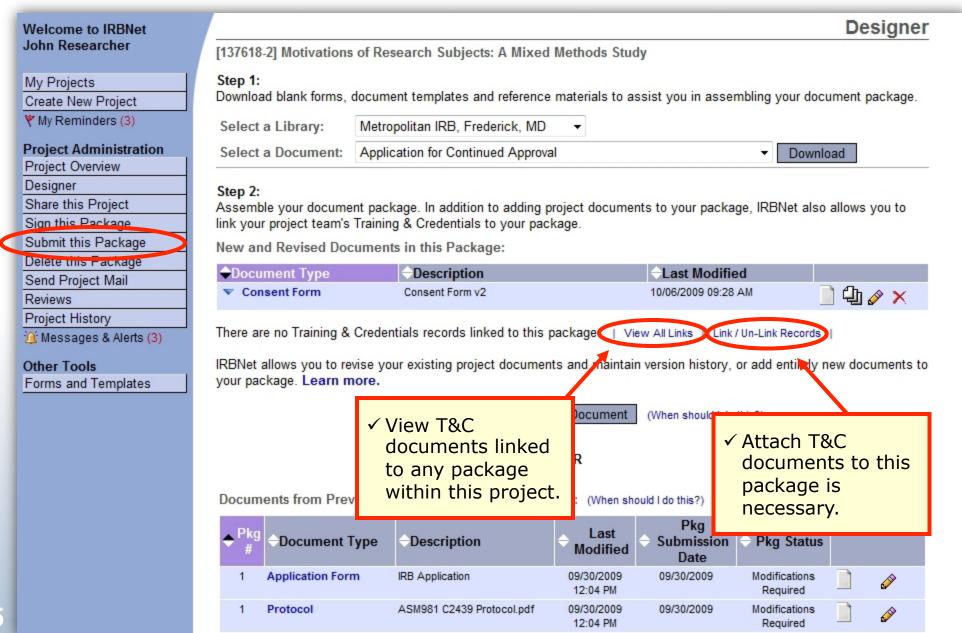




#### Complete Submission Process



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



#### 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.