



National  
Research  
Network®

*Researcher 2: Post-Submission Advanced Topics*

## Training Energizer

# IRBNet

*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:

- Perform My Projects Management
- Manage My Reminders
- Review Project Messages & Alerts
- Create a New Package for Your Project
- 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, CONTACT YOUR LOCAL BOARD COORDINATOR.

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

Use the Search field combined with the Search By Tag menu to enable focused searching.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (4)

Other Tools  
Forms and Templates

My Projects

that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:  Search By Tag:  ▼

Search Clear

1 - 3 of 3 10

Create and Manage Tags | Show Archived Projects (4) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
137618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Modifications Required	10/05/2009
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

1 - 3 of 3 10

✓ Search example: Find all oncology department projects with Dr. Smith as the PI (Search "Smith" + "Oncology Dept" tag)<sup>1</sup>

✓ 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, found in My Reminders.

USER PROFILE LOGOUT



Welcome to IRBNet  
John Researcher

My Projects

Create New Project

My Reminders (4)

Other Tools

Forms and Templates

✓ Click My Reminders to view all of your active notifications concerning any of your IRBNet projects.

My Projects

Shows projects that you have created and projects that have been shared with you by other network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:  Search By Tag:

1 - 3 of 3 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
37618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Modifications Required	10/05/2009
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

✓ 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.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

Other Tools  
Forms and Templates

An IRBNet personal reminder is automatically set for you. You can also set additional reminders for yourself. You can turn on or silence a reminder. You can also view recently silenced reminders (within 30 days).

Show Silenced Reminders | Silence All Reminders

IRBNet ID	Project Title	Message Type	Date
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Package Unlocked	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Project	10/01/2009 01:29 PM

Message Reply

Date: 10/05/2009 11:32 AM  
To: "John Researcher" <researcher\_john@yahoo.com>  
From: "Ann Halway" <no-reply@irbnet.org>  
Reply To: "Ann Halway" <ahalway@mailinator.com>  
Subject: IRBNet Board Action

Please note that Metropolitan IRB has taken the following action on IRBNet:

Submission: [137618-1] Motivations of Research Subjects: A Mixed Methods Study  
Action: MODIFICATIONS REQUIRED  
Effective Date: October 5, 2009

Should you have any questions you may contact Ann Halway at ahalway@mailinator.com.

Thank You

✓ Click the Project Title to go to the Project Overview page.

✓ Click Message Type to view email notification.



# Silence Reminders

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

An IRBNet personal reminder is automatically activated for you each time you receive a new message or alert. You can also set additional reminders for yourself on the Messages & Alerts page. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users. You can also choose to view recently silenced reminders (within the past 30 days) in addition to your active reminders.

	IRBNet ID	Project Title	Message Type	Date
	137618-1	Motivations of Research Subjects: A Mixe...	Board Document Published	10/05/2009 11:32 AM
	137618-1	Motivations of Research Subjects: A Mixe...	Board Action	10/05/2009 11:32 AM
	137618-1	Motivations of Research Subjects: A Mixe...	Package Unlocked	10/02/2009 09:01 AM
	107045-1	A Phase 3, Randomized, Placebo-	Project Access Granted	10/01/2009 01:29 PM

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



# Review Project Messages & Alerts



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

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  
Create a New Package  
**Messages & Alerts (3)**

**Other Tools**  
Forms and Templates

**Project Overview**

**Project Messages & Alerts**

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

The following communications have been posted for this project. You can set an IRBNet personal reminder on any message or alert. Your personal reminders will automatically appear in your My Reminders list. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users.

1 - 10 of 11

[Silence All Reminders](#)

IRBNet ID	Project Title	Message Type	Date
137618-1	Motivations of Research Subjects: A Mixe...	Message (IRBNet message from John Researcher)	10/06/2009 08:45 AM
137618-1	Motivations of Research Subjects: A Mixe...	Message (IRBNet message from John Researcher)	10/06/2009 08:42 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Document Published	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Revisions Complete	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Unlocked	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixe...	Submission Notification	09/30/2009 12:16 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:10 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:06 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:05 PM

1 - 10 of 11

Full

Expiration Date

Jump

View Details

✓ 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 communication.



# Revise Your Project: Create a New Package



With Full Access you can easily revise their project by creating a new package. All versions of your project become a permanent part of your electronic project record.

**Project Overview**

[431446-1] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

You have Full access to this project. <a href="#">(Edit)</a>	
Research Institution Zanzibar University, Frederick, MD	
Title Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma	
Principal Investigator Jeter, Judith, MD	
Sponsor Veterans Affairs	

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 04/21/2016

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Zanzibar IRB, Frederick, MD	2016-012	04/21/2016	Active - Open to Enrollment	04/20/2017

Package 431446-1 is: Locked

Package 1 of 1 | Jump

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date
Zanzibar IRB, Frederick, MD	04/21/2016	New Project	2016-012	Approved	04/21/2016

Shared with the following users:

User	Organization	Access Type
Bird, Lawrence	Zanzibar University, Frederick, MD	Write
Mays, Zachary	Zanzibar University, Frederick, MD	Read
Parsons, Alan	Zanzibar University, Frederick, MD	Full

Welcome to IRBNet  
Alan Parsons

- My Projects
- Create New Project
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Create a New Package
- Messages & Alerts (3)
- Other Tools
- Forms and Templates

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

✓ To create a new package from an existing package, click on "Create a New Package."





# Create a New Package: Alternative



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

IRBNet ID: 137618-1 USER PROFILE LOGOUT

---

**Project History**

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

1 - 1 of 1 | 10

Project Status View

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date
1	New Project	09/30/2009	Expedited Review	Modifications Required	10/05/2009

1 - 1 of 1 | 10

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

✓ Click "Create New Package."

Create New Package

The Project History lists all packages in the project lifecycle.



# Add or Revise Project Documents

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

- ✓ You are taken to the Designer page.
- ✓ Note that a second Package (-2) is created.
- ✓ This Package is a Work in Progress.

Package: **48774-2 Work in progress (Not submitted)**

[Click to add a package description or notes.](#)

[Need Forms? Show Form Libraries](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

### Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [View](#)

- ✓ 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).

- ✓ All documents from previously submitted packages are listed here.

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

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

Pkg #	Document Type	Description	Last Modified	Submission Date	1	2
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016		
1	Protocol		05/23/2016 02:03 PM	05/23/2016		
1	Study Plan		05/23/2016 02:33 PM	05/23/2016		
1	UMCP - IRB Initial Application		05/23/2016 02:03 PM	05/23/2016		

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



# Attach a Document

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

Welcome to IRBNet  
Timothy Resnick

My Projects  
Create New Project  
My Reminders (16)

Project Administration  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail

[48774-2] UT Dallas Research Project

You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form - Spinal Motion.doc**.
- It was attached on **05/23/2016**.
- It has a size of **93184** bytes.

Document Type \* Consent Form

Description Consent Form 2016 v2

File \* Choose File Consent Form... Motion.doc

Update Cancel

\* Required fields

**Attach Document**

- ✓ Browse your hard drive for documents, choose the file, and then click 'Update' to 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 Submission Package navigation tools to update and review project documents, and to navigate your Project Documents.

Welcome to IRBNet

Designer

[48774] UT Dallas Research Project

Package: 48774-2 Work in progress (Not submitted)

- Updated consent for review (1) 48774-2 Work in progress (Not submitted) Updated consent for review
- Assemble your submission (4) 48774-1 New Project My first submission
- Document (5) All Documents
- Document Type Consent Form
- Create a New Package

- 1 View document
- 2 View revision history
- 3 Update
- 4 Delete document

- ✓ The Package Navigator enables rapid jumping between submission packages.
- ✓ Package Notes are readily visible.
- ✓ You may view all Project Documents at one time: click 'All Documents'.

Document Type	Description	Last Modified	1	2	3	4
Consent Form	Form 2016 v2	10/28/2016 11:17 AM				

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

Start a Wizard

OR

Attach New Document

(When should I do this?)

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

Pkg #	Document Type	Description	Last Modified	Submission Date	
1	Protocol	ASM981 C2439 Protocol	05/23/2016 02:03 PM	05/23/2016	
1	Study Plan	Study Plan	05/23/2016	05/23/2016	

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





# Document Revision History

The Document Revision History tool reveals all document versions for each given Document Type within the project.




### 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 (2)
- Other Tools
- Forms and Templates

[Need Forms? Show Form Libraries](#)



Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#)

### Documents in this Package:







Document Type	Description	Last Modified	
Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM	  

### Document Revision History

There are 2 records.

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM		
1	Consent Form	Consent Form 2016	05/23/2016 02:03 PM	05/23/2016	

### Document

Pkg #	Docur				
1	Protoc				 
1	Study Plan	Study Plan	05/23/2016 02:33 PM	05/23/2016	 
1	UMCP - IRB Initial Application - Part 1	IRB Application	05/23/2016 02:03 PM	05/23/2016	 

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



# All Documents view

Selecting 'All Documents' from the Package Navigator reveals a comprehensive list of all documents assembled in the Designer.

48774-2  
(1) Work in progress (Not submitted)  
Updated consent for review

48774-1  
(4) New Project  
My first submission

(5) All Documents

Create a New Package

**Project Administration**

- Project Overview
- Designer
- Share this Project
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (2)

**Other Tools**

- Forms and Templates

**Designer**

[48774] UT Dallas Research Project

▼ All Documents | Show All Versions | As Of Package 48774-2 ▼ |

Pkg #	Document Type	Description	Last Modified	Submission Date	
2	Consent Form	Consent Form 2016 v2	10/28/2016 11:17 AM		
1	Protocol	ASM981 C2439 Protocol	05/23/2016 02:03 PM	05/23/2016	
1	Study Plan	Study Plan	05/23/2016 02:33 PM	05/23/2016	
1	UMCP - IRB Initial Application - Part 1	IRB Application	05/23/2016 02:03 PM	05/23/2016	

There are **6 linked Training & Credentials** records. | [View All Links](#) |  
 There is **1 linked COI Disclosure** record. | [View All Links](#) |



# Complete Submission Process

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

Welcome to IRBNet  
Alan Parsons

Designer

[431446] Prevalence and Outcomes of Pulmonary Contusions Following Blunt Trauma

Package: 431446-2 Work in progress (Not submitted)

Protocol Update 4/2016

[Need Forms? Show Form Libraries](#)

Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
Protocol	Cervical Clinical Protocol 2016	04/21/2016 11:42 AM	

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

Start a Wizard

OR

Attach New Document

[\(When should I do this?\)](#)

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

Pkg #	Document Type	Description	Last Mod	
1	Application Form	Application Form	04/21/2016 10:19 AM	
1	Consent Form	Consent Form	04/20/2016 05:11 PM	

2

3

1

✓ Attach any new T&C documents to this package as necessary.



# Submit your package for review



Submit your package to your committee of record.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

---

**Welcome to IRBNet**  
Alan Parsons

- 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
- Create a New Package
- Messages & Alerts (3)
- Other Tools**
- Forms and Templates

## Submit Package

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

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

**Search for an Organization**

Only show My Default Boards

Gotham IRB, Frederick, MD

Western Institutional Review Board (WIRB), Puyallup, WA

**Select a Board \***

\* required fields

✓ The default board for your institution is highlighted.





# Submit to your Board



The system enables you to send a message to your coordinator, and indicate submission type. IRBNet knows the coordinator of your committee.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

## Submit Package

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

The following users at **Gotham IRB** will be automatically notified of your submission:

- Administrator, Tanya

**Submission Type:** \* Amendment/Modification

You may also specify additional comments to be included in this notification.

**Your Comments:**  
Please see my revisions to the protocol. Thank you very much!  
~Alan

✓ Send a kind word to your committee coordinators!

Note: The package will be locked upon submission.



# Access Current Project Overview



The newly-submitted package (xxxxxx-2) has a status of Pending Review.

IRBNet ID: 137618-2

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
Alan Parsons

My Projects  
Create New Project  
My Reminders

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Create a New Package  
Messages & Alerts

**Other Tools**  
Forms and Templates

[137618-2] Motivations of Research Subjects

You have Full access to this project. (Edit)

Research Institution Gotham IRB, Frederick, MD

Title Phase II Study of the Effect of Quarterback Performance in Super Bowls: Tom vs Eli

Principal Investigator Reseacher, Timothy, PhD/MD

Keywords pigskin, first down

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 10/17/2016

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Gotham IRB, Frederick, MD	Gotham2012-004	02/27/2016	Active - Open to Enrollment	02/26/2017

Package 46442-2 is: Locked

Package 2 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date
Gotham IRB, Frederick, MD	10/17/2016	Amendment/Modification	Gotham2012-004	Pending Review	

Shared with the following users:

User	Organization	Access Type
------	--------------	-------------



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.