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.

As a Researcher, Research Manager, or Research Coordinator, you should know how to log into IRBNet and then:

- Manage Projects from your My Projects page
- Create Your First Electronic Project
- Design and Assemble Your First Project Submission
- Share with Your Research Team
- Send Project Mail to Research Team Members
- Sign Your Project Package
- Submit Your Project Package for Review
- Revise Incomplete Submissions
- Access Review Decisions and Board Documentation
Log into IRBNet at: www.irbnet.org
Your Help page provides an easy first experience.

Your Help page appears as a default until you have an IRBNet Project. From here you may update your User Profile with Training & Credentials, Create a New Project, or review online Help.

- Click here to begin to assemble your First Project;
- If you are working with a colleague, they may have created the project before you – always check.

Welcome to IRBNet

What would you like to do?

- Create a New Project
- Update my User Profile
- Add Training & Credentials to your User Profile here.

- Additional instructions are available here.
The My Projects page provides you with access to all of your research projects.

✓ Access your institution’s forms and instructions here.

✓ NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Principal Investigator, Key Words, Internal Reference Number and Sponsor.
Organize your projects and manage workflow using Project Tags and Archiving.

✓ Create and edit Project Tags by clicking this link.
✓ Add a personal tag (only you can see it) or a shared tag (everyone with access can see it) to create your personalized filing structure.
✓ Click here to Archive projects which are no longer active.

Your "My Projects" workspace shows projects that you have created and 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)
Create your New Project

Provide basic information about your project.

- The asterisk indicates a required field.

- Title: * Metropolitan University, Frederick, MD
- Motivations of Research Subjects: A Mixed Methods Study
- First Name: * John
- Last Name: * Researcher
- Degree(s): PhD
- Keywords: Incentive, Extra Credit
- Sponsor: National Research Foundation
- Internal Reference Number: [optional]

You may specify an internal account number, billing identifier or reference number for this project.

* required fields
Assemble your Submission Package

Review instructions, then begin to add your project documents (attachments and document wizards) for submission purposes.

1. If your institution requires the completion of an online IRBNet Document Wizard, click ‘Start a Wizard’ and select the form here.

2. Drop down menu reveals institution-specific libraries.

3. Select appropriate document and download.

4. Drag and drop, or click ‘Attach New Document’, to add multiple completed documents at one time.
Assemble your Submission Package (continued)

Multiple documents may be added at once by clicking ‘Attach New Document’, or by dragging onto the page from your desktop.

There are no documents in this package.

There are no Training & Credentials records linked to this package.

Start a Wizard  Attach New Document
Finish incomplete documentation.

- Incomplete documentation is indicated within the Document Type field. Submission packages with incomplete items are prevented from submission.

- Incomplete items are indicated in (red).
- Click (please select) to choose Document Type.

- To finish incomplete (incomplete) Smart Forms, click the (✏️) pencil.
Add relevant Training & Credentials (T&C) records, as required.

Be sure to link any required T&C documents, from the T&C records of any team members shared on the project.

✓ Submission package notes may be added here to aid later reference by your team.

✓ Click to Link any necessary T&C documents to this package.

✓ This lists all T&C documents for every team member ‘shared’ on this project.

✓ NOTE: For information on uploading and managing T&C documents, see the New User Registration energizer.
Almost every project requires the “Share” designation.
You may collaborate both within your Institution and across Institutions in the course of your project.

- Select ‘Research Institution’ to share with a team member.
- Select the Organization in which your colleagues are members.
- The default organization highlighted is your home institution.
Set the proper level of access

You may grant each member of your team the level of access that they require.

- Signature Only (Read): Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team, and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- Read: Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- Write: Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- Full: Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

✔ Grant only the level of access required for each collaborator.
Communicate with your Project Team

Use the Send Project Mail tool to quickly communicate with your team.
Sign your project package

Electronic signatures become a permanent part of your electronic audit trail.

- Choose your project role from the drop down menu.
- Sign according to your institution’s requirements.
- Anyone shared with access to the project may sign a study.
You may submit your project’s package to one or more boards for review.

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*

Continue Cancel

* required fields

✓ The default board for your institution is highlighted.
The system enables you to send a message to your coordinator and indicate the submission type. IRBNet knows the coordinator of your committee.

**Submit to your Board**

Note: The package will be locked upon submission.
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 ADMINISTRATOR.

For advanced topics, such as submitting subsequent packages (for reportable events, continuing reviews, modifications, etc.), please refer to the R2 Training Energizer. CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.
Managing unlocked packages

If revisions are needed before your submission is reviewed, your coordinator may unlock the package for you to revise. Unlocked projects can easily be managed from the My Projects page.

☑ Indicates your Coordinator has “unlocked” the package for further revisions.

Open your project by clicking the Project Title.
While the package is “unlocked,” from the Designer page you may add or revise documents, before you ‘Mark Revisions Complete’.

- Indicate to your board administrator you have completed your revisions. This will “re-lock” the package.
- View complete audit trail of package locking and unlocking. Instructions from your Coordinator may be found here.
- Attach additional documents here.
Receive your review decision

Review decisions are available in real time from your Project Overview.

[Image of IRBNet interface showing project details]

✓ Click here to access review decision documentation for this package.
Check Review Details, including decisions and board documentation

Review Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, as well as decision letters, stamped documents and other Board Documents.

- Board Documents and review information for all packages can be found here.

- Follow the review process here.

- Board documents will appear here.
Your local 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.