IRBNet

Department Reviewer
Quick Reference
Guide
What Does IRBNet Allow the Departmental Reviewer to Do?

IRBNet allows the Departmental Reviewers to:
- Complete departmental approvals
- Send emails to study team & IRB staff within the system
- Review packages
- Provide comments and sign review

Key Features in IRBNet

- Submission Details Page: all package submission details and documents for review
- Project Status: status of project review, risk level, approval, and expiration date
- Project Details: package information; IRBNet ID, protocol title, PI name
- My Reminders: allows you to know what you have to complete. As you complete the review, you may silence the reminder by clicking on the flag
- New and Revised Documents in the Package: any uploaded documents, which include revised or updated documents
- Project Team Tracking: displays username, training and credentials, and access type
- Package Signatures: a list of all signed documents and a list of signees
- Share: individuals whom the PI, as well as the IRB Office has shared the package with (ex: SC, Department Chairs, etc.)

IRBNet Glossary

- Package: the submissions (i.e. continuations, amendments, reportable events)
- Project: the study (i.e. parent study)
- Messages & Alerts: communication/notification regarding actions on the project
- My Reminders: email notifications or messages that require your attention
What Are My Roles and Responsibilities?

- Approve the conduct of human subjects research within the department
- Ensure the Principal Investigator has departmental support and adequate resources to conduct the study appropriately
- Disclose any real or apparent conflict of interest (COI) associated with the department approver, study and/or study team, per the GRU COI policy
- Ensure the research has scientific merit and that:
  - The research uses procedures consistent with sound research design
  - The research is designed to answer the proposed question
  - The knowledge reasonably expected to result from the research is important
  - Sufficient resources, facilities and staff to conduct the research are available

What Level of Access Will I Have To The Research Packages and/or Projects?

- Ancillary Approvers will only have ‘Read Only’ access, which means you will only be able to review the packages and sign off on them and send emails
- You are expected to sign the package upon completion of review.
How Do I Review IRB Packages Using IRBNet?

2. Login using your GRU netID username and password.
3. Click on Messages and Alerts, and click on the Message Type that states Project Access Granted.
   Look for the Project Title, which also provides the IRBNet Project Number and Package Number. Close message box.
4. Click My Projects (your inbox).
5. Select Project Title that requires review.
6. Click on Designer.
7. Review the following documents:
   - Protocol
   - Informed Consent Document (ICD)
   - Data Collection Forms
   - Investigator Brochure
   - Drug Brochure
   - Grant
   - Conflict of Interest (COI) Disclosure Forms
8. To complete your approval:
   a. Click Sign this Package (Note: Ancillary Approver is required to sign the package)
   b. Sign as Other Signatory by clicking the drop-down menu
   c. The PI will receive a notification once you sign off on the package.