IRBNet

Research Team Member

Quick Reference

Guide
What Does IRBNet Allow the Research Team Member to Do?

IRBNet allows the Research Team Member to:
- send emails to the IRB staff within the system
- submit packages
- upload all applicable/required documents on one page
- manage individual CV, CITI, and other training credentials and/or documents

What Are Some Key Features in IRBNet?

- **My Projects**: shows projects that you have created and projects that have been shared with you by other IRBNet users.
- **Project Overview Page**: provides information for the project to include:
  - **Project Status**: initial approval date, project status, expiration date
  - **Package Information**: IRB reviewing the package, Submission Date, Submission Type, Board Action, Effective Date
  - **Users who are Shared on the project**
- **Designer Page**
  - Location for accessing and completing GRU Smart Forms
  - Location for accessing and submitting GRU Supplemental Forms
- **Share**: allows the PI, or other team member with full access, to share the package with others, to include other research team members, Department Chairs, etc…
- **My Reminders**: *Personal “To-Do” List*- A personal reminder is activated each time you receive a new message/alert for all projects/packages. You can turn on or silence a personal reminder.

IRBNet Glossary

- **Project**: the study (i.e. parent study)
- **Package**: the submissions (i.e., new study, continuing review, amendment,)
- **Messages & Alerts**: communication/notification regarding actions on the project.
- **My Reminders**: email notifications or messages that require your attention.
**How Do I Submit A New Project?**

1. Go to [www.irbnet.org](http://www.irbnet.org)  
   a. See **Account Creation energizer** for detail regarding account creation

2. Once your account has been established, you may enter IRBNet and create your **USER PROFILE**:  
   a. You must add your CV and affiliate your CITI account in IRBNet  
   b. See the **New User Energizer** for instructions on how to add your CV and affiliate your CITI account

3. Select **CREATE NEW PROJECT** and complete the Project Information section. (See the **Researcher 1 New Project Submission Energizer** for instructions)

4. In the **Project Administration** menu, select **DESIGNER** which will allow you to:  
   a. **Complete the Core Protocol Smart Form**  
      i. Scroll down and select **Add New Document**. Click on drop-down at **On-Line Document** and select **GRU Core Data Form (Smart Form)**.  
      ii. **Complete and click Save and Exit.**  
   b. **Link the training credentials for all research team members**  
   c. **Complete the required supplemental forms (which will be indicated at the end of the Core Protocol Smart Form)**  
      i. Select **Supplemental Forms** and complete all required for each package submission.  
      1. **Note:** All IRB forms are located in the **Forms and Templates** drop-down menu.

5. Click **SHARE THIS PROJECT**. Select your organization (i.e. Georgia Regents University).  
   a. The study should be shared with:  
      i. All research team members who require access to the project and who wish to receive notifications. Review the types of sharing access and determine the best need for the research team members  
      ii. All required ancillary approvers (which is noted at the end of the Core Protocol Smart Form).  
      1. **Read Only** access  
      iii. The designated Department Chair/Approver  
      1. A reference list of Department Chairs/Approvers is located in the **DESIGNER**  
         a. **Read Only** access

6. Ensure the New Project is **Signed** by the PI by selecting **SIGN THIS PACKAGE**
7. After the PI has signed the package, it should be ready for submission to the IRB Office
   a. Select **SUBMIT THIS PACKAGE**.
   b. Select “Georgia Regents University (GRU) IRB Office” in the **Search for Organization** drop-down menu.
   c. Select the appropriate submission type by selecting the drop-down menu at **Submission Type (i.e. New Project, Amendment, Continuing Review, etc.)**

8. To view the status of your submission:
   a. Return to the **Program Administration** menu on the left and click **PROJECT OVERVIEW**.
   b. Select **PROJECT HISTORY** to view the status of your package
      - Once you “SUBMIT,” you will not be able to edit the application.
      - Be sure all documents are attached and in final form.
      - Select “Georgia Regents University (GRU) IRB Office” in the “Search for Organization” drop-down menu.

**How Do I Submit A Subsequent Package?**

1. The following packages are submitted as online Smart Forms: *(See the Researcher 2 Energizer for instructions)*
   a. Continuing Review
   b. Reportable Event

2. The Amendment (Modification) package is submitted via a supplemental form located in **DESIGNER**.
   a. Choose the **Core Protocol Modifications Supplemental Form**
   b. Click - **SAVE** to save the form(s) to your computer. You may complete and edit them at a later time. If you exit the system after this step, you will need to log in again, click My Projects, and return to the **DESIGNER** screen.
   c. Complete the form and upload it via **DESIGNER**
   d. Select Add New Document
      i. Document Type- Amendment/Modification
      ii. Description- Amendment
      iii. Attach the completed form
      iv. Return to **DESIGNER** and select Link/Un-Link Training Records for all research team members on the study if the amendment involves a personnel addition

**MANDATORY for Subsequent Packages:** Ensure the package is **SHARED** with anyone on the study team you wish to have access to the package and receive notifications
   o *A user must have an active IRBNet account in order to share the package with them*

**MANDATORY for Subsequent Packages:** The PI must **Sign This Package and Submit This Package** to the IRB Office.
IRBNet Resources

IRB Office
706-721-3110

Access IRBNet
Go to the IRB Office Website at:
http://www.gru.edu/research/irboffice/

Resources Available

IRBNet Research Team Member Quick Reference Guide/Brochure

Quick Tip Sheets:
• Studies Transferred from eIRB to IRBNet
• How Do I Submit CVs?

IRBNet Energizers:
• New User Energizer
• New Project Submission
• Post-Submission Advanced Topics