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

- Manage projects in your My Projects page
- Create Your First Electronic Project
- Design and Assemble Your First Electronic Project Package
- Share with Your Research Team
- Communicate with Your Team
- 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

Comprehensive Solutions

The Industry’s Most Complete Solution
IRBNet’s unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use
Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry’s leading support team.

Secure, Reliable and Cost-Effective
IRBNet’s secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.
The My Projects page provides you with quick access to all of your projects.

Access your institution’s forms and guidance documents here.

NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Internal Reference Number and Sponsor.
Manage your My Projects page

Organize your projects and manage workflow using Project Tags and Archiving.

- Create and edit Project Tags by clicking this link.
- Add any existing Project Tag as a Personal tag (only you can see it) or a Shared tag (everyone with access can see it).
- Click here to Archive projects which are no longer active.
Provide basic information about your project.

- The asterisk indicates a required field.

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Title: [Input field]

Motivations of Research Subjects: A Mixed Methods Study

First Name: [Input field] (John)
Last Name: [Input field] (Researcher)
Degree(s): [Input field] (PhD)

Keywords: Incentive, Extra Credit

Sponsor: National Research Foundation

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

Internal Reference Number: [Input field]

* required fields

[Continue] [Cancel]
Build your project package

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

- Drop down menu for institution-specific instruction libraries.
- Select appropriate document and download.
- Add your completed documents here.
IRBNet provides two mechanisms for entering documents into the system: attachments and Document Wizards.

- Browse your hard drive for completed documents and attach as required by your institution.
- If your institution requires the completion of an online IRBNet Document Wizard, it will be located here.
  - Ex. DMRN Research Project Cover Sheet
Attach as many documents as necessary. Be sure to link any required Training & Credential (T&C) documents.

- View
- Update
- Delete document

☑️ NOTE: For information on uploading and managing T&C documents, see the New User Registration energizer.

☑️ Click to Link any necessary T&C documents to this package.
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 project collaborator.

Select the Institution in which your colleagues are members.

The default institution highlighted is your home institution.
You may grant each member of your team the level of access that they require.

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.
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 with shared access to the study may sign a study.
You may submit your package to one or more boards for review.

Submit your package 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:

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.

Note: The package will be locked upon submission.
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.

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.
Make necessary revisions

While the package is “unlocked,” you may add new documents or revise existing ones as needed.

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

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

Click “Review Details.”
View Review Details

Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, and Board Documents.

- Follow the review process here.
- Board Documents and review information for all packages can be found here.
- Board documents will appear here.
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.