Researcher 2: Post-Submission Advanced Topics

Network ® Training Energizer



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:

- Advanced My Projects Management
- Manage My Reminders
- Review Project Messages & Alerts
- Create a Subsequent Package
- 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.

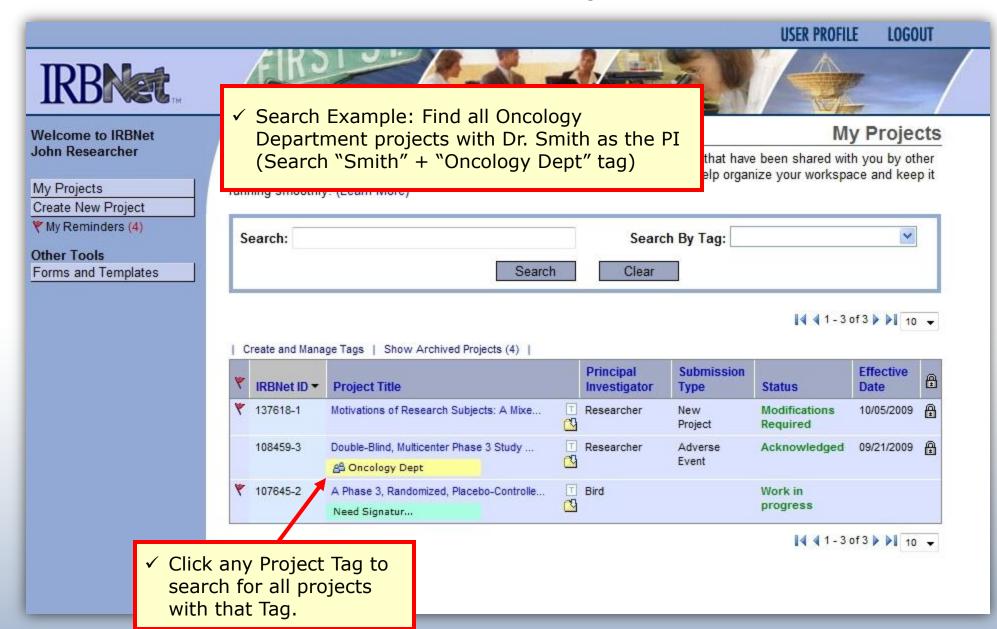
CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.



Advanced My Projects Management IRBNet



Using the Search field combined with the Search By Tag menu enables focused searching.

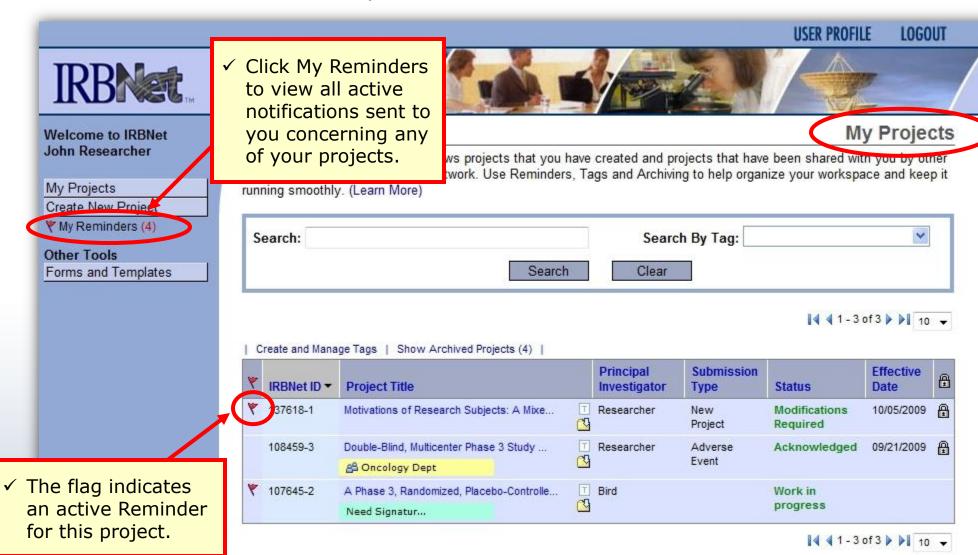




Receive Notifications



Once the committee has rendered a decision you will receive an automatic e-mail notification. That notification can be found in My Reminders.

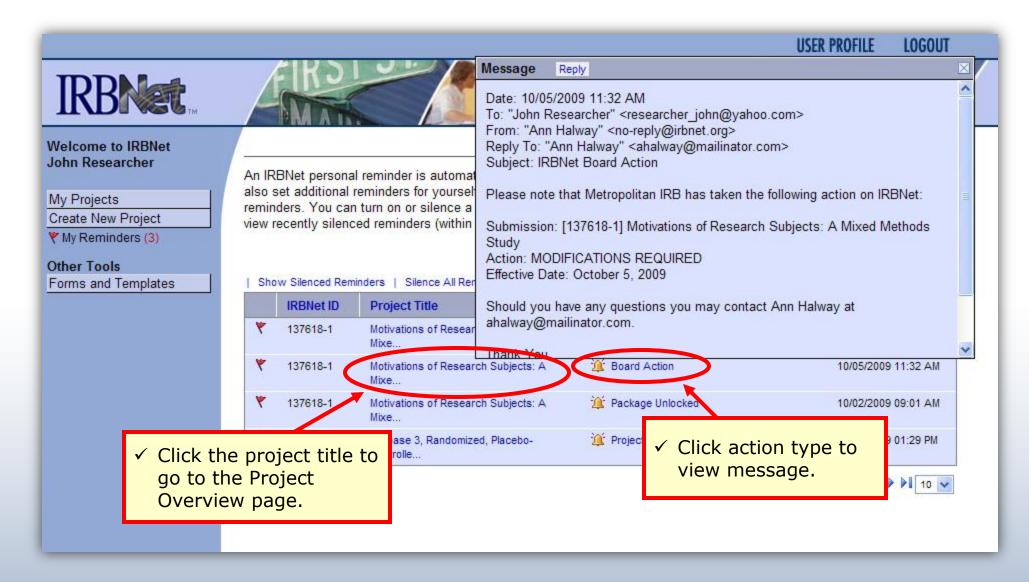




Review My Reminders



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.

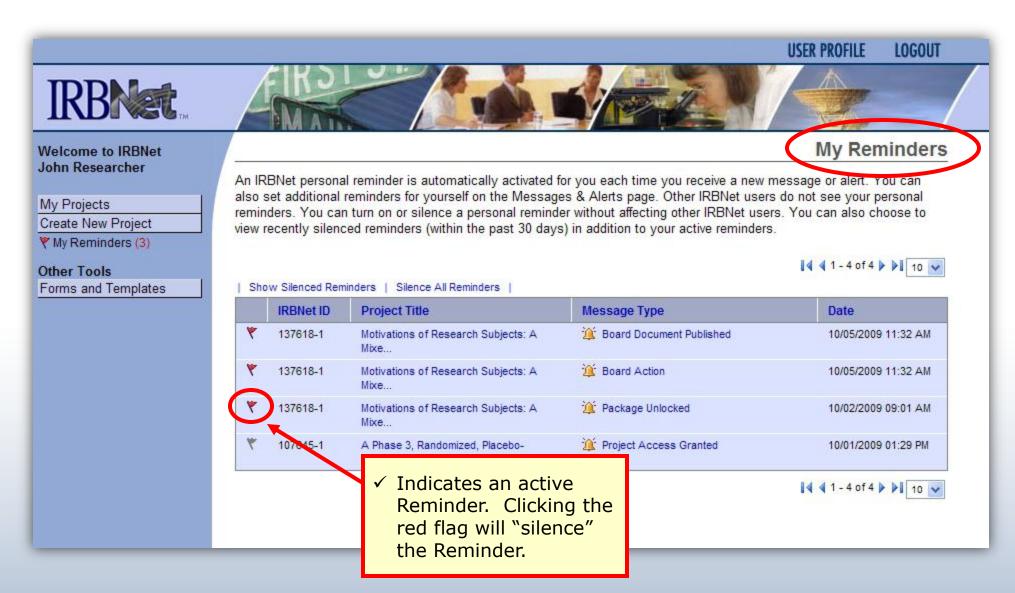




Silence Reminders



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

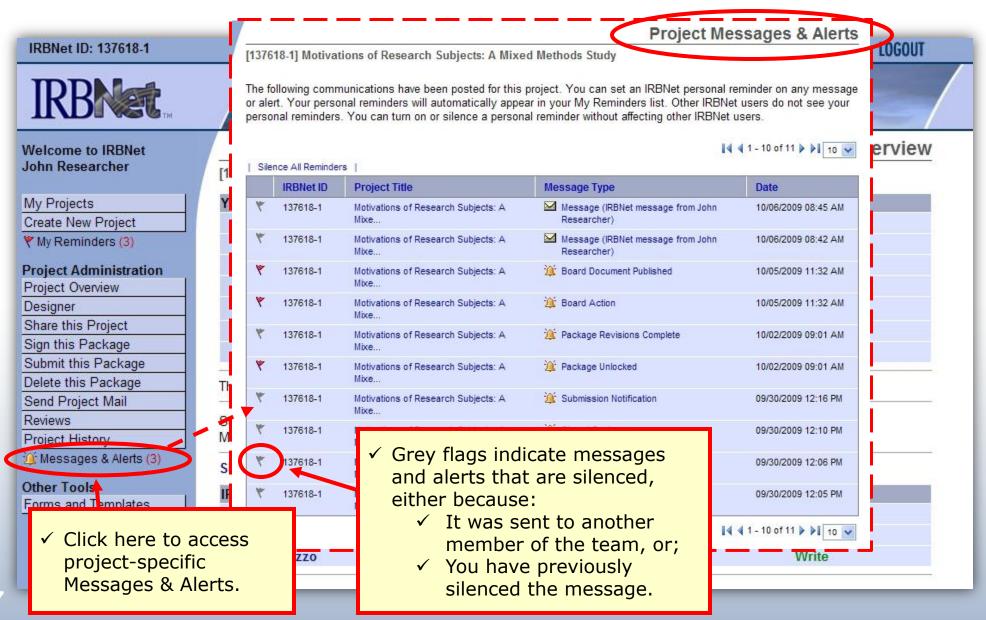




Review Project Messages & Alerts



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

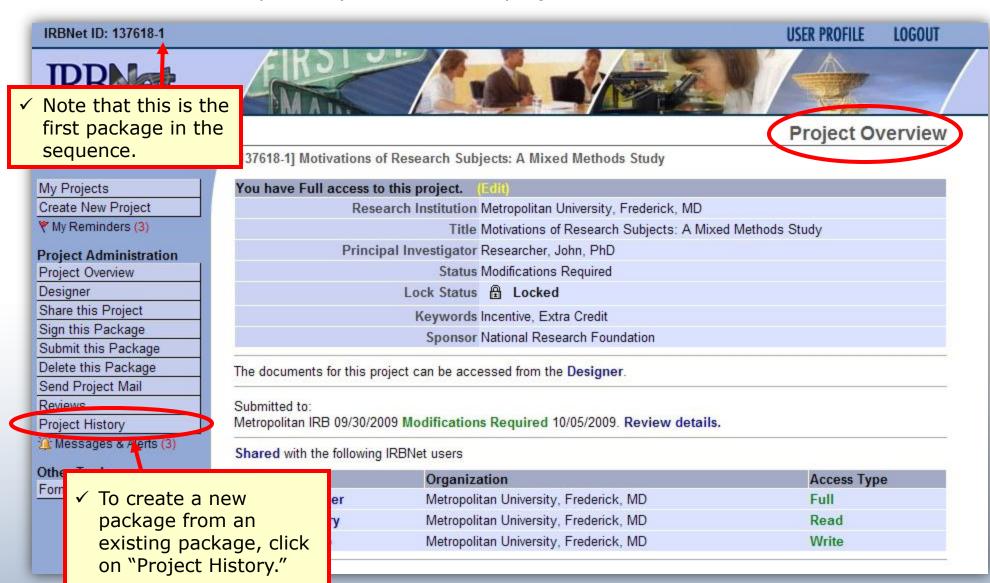




Revise Your Project



You can easily revise your project by creating a new package. All versions of your project become a permanent part of your electronic project record.

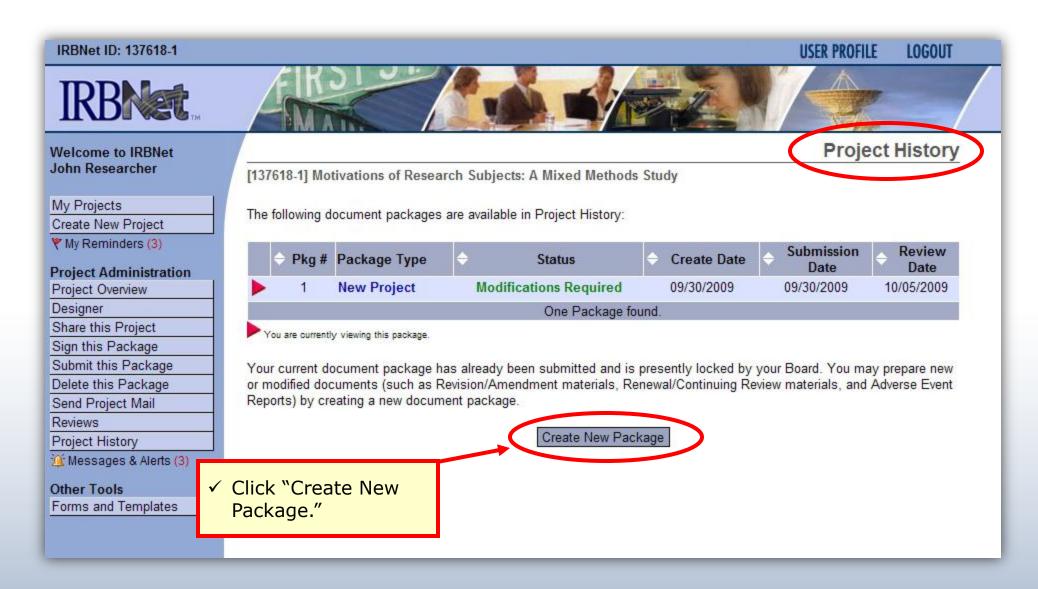




Create a New Package



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

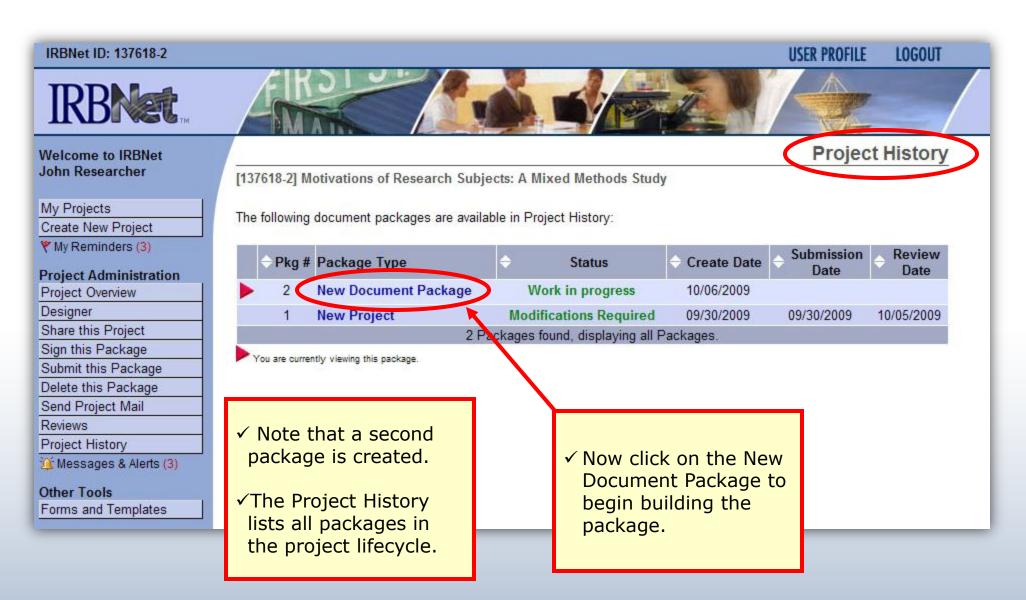




Access New Package



The new package has a status of Work in Progress and is editable.

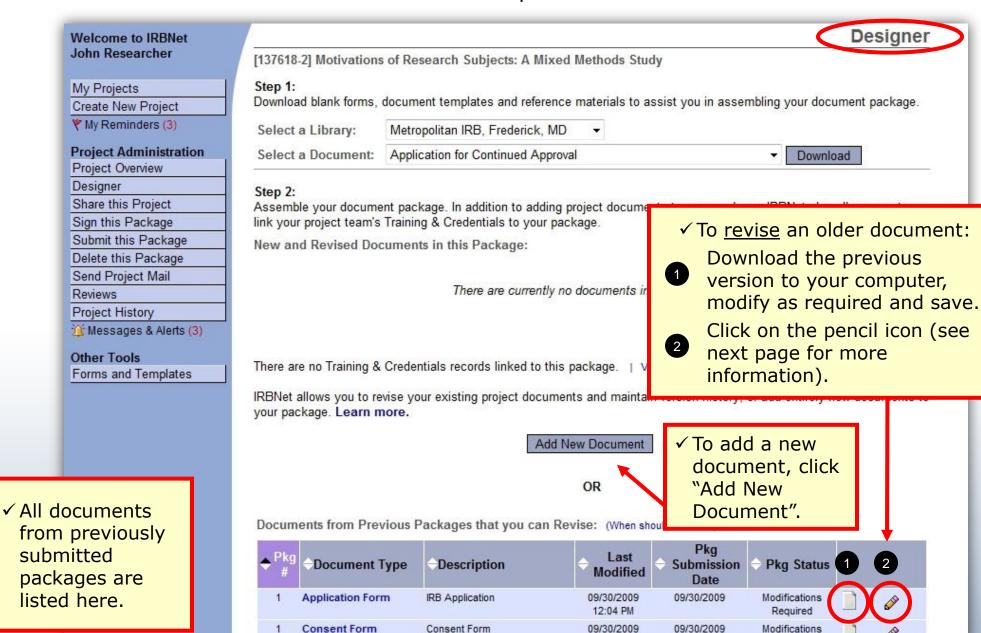




Add or Revise Documents



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

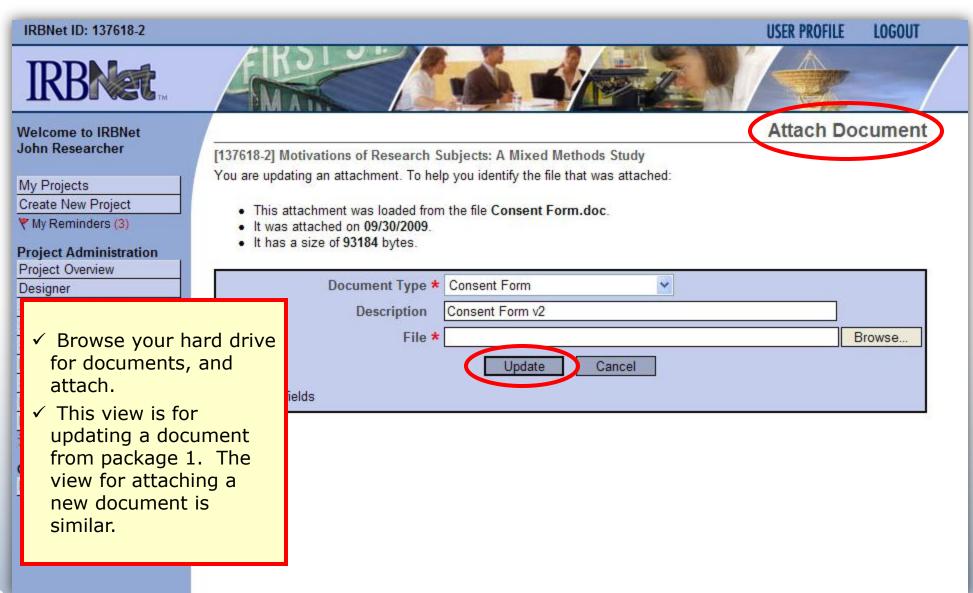




Attach a Document



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

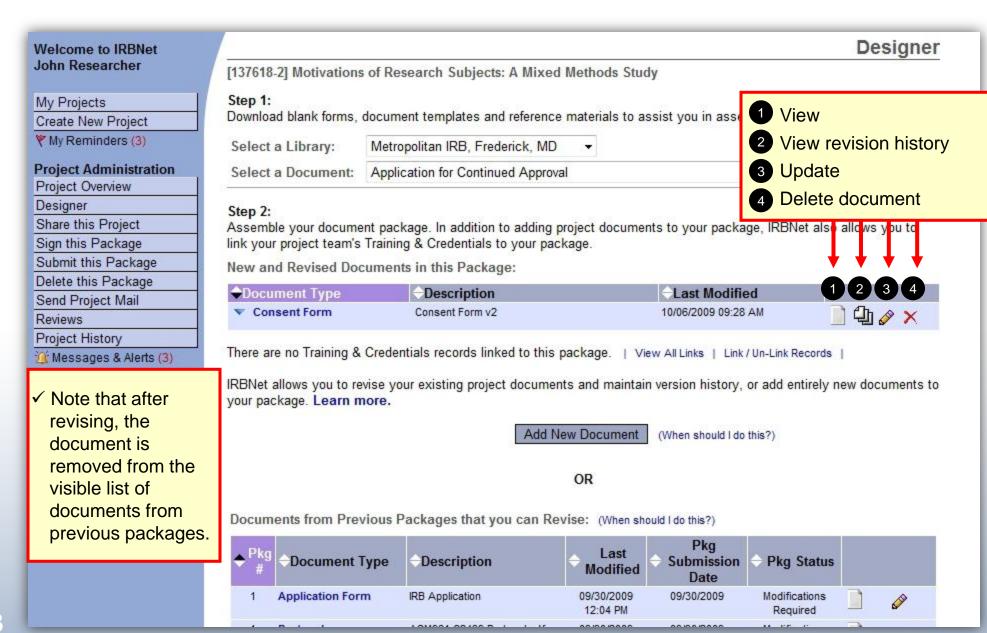




Document Management Tools



IRBNet provides powerful tools to update and review project documents.

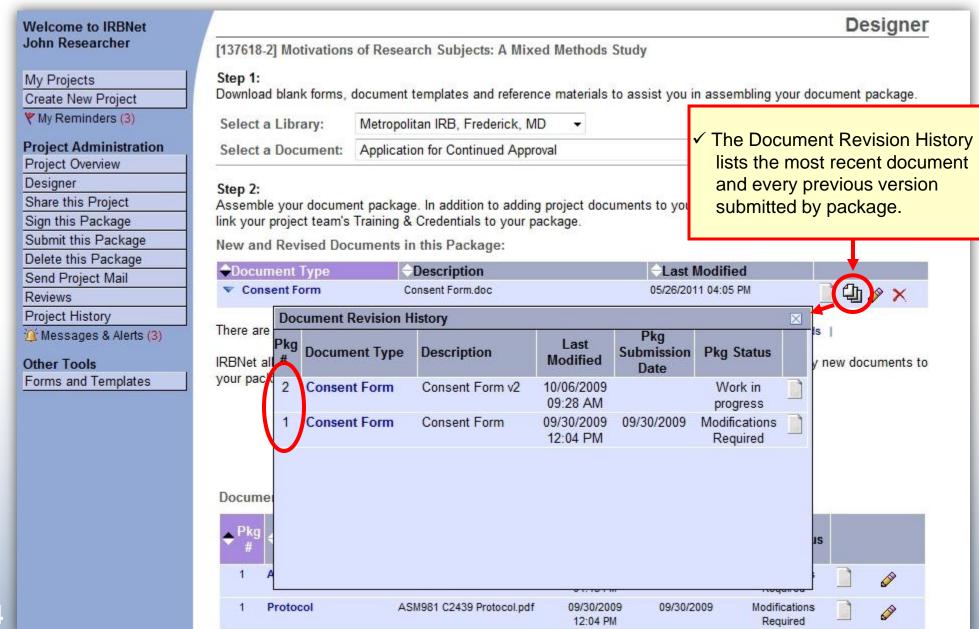




Revision History



The document revision history tool reveals all versions of a document type in the project.





Complete Submission Process



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

Velcome to IRBNet		Design
John Researcher	[137618-2] Motivations of Research Subjects: A Mixed Metho	ods Study
My Projects	Step 1:	
Create New Project	Download blank forms, document templates and reference materi	ials to assist you in assembling your document package
My Reminders (3)	Select a Library: Metropolitan IRB, Frederick, MD ▼	
Project Administration	Select a Document: Application for Continued Approval	▼ Download
Project Overview		
Designer	Step 2:	
Share this Project	Assemble your document package. In addition to adding project	documents to your package, IRBNet also allows you to
Sign this Package	link your project team's Training & Credentials to your package.	
Submit this Package	New and Revised Documents in this Package:	
Delete this Package		
Send Project Mail	→ Document Type → Description	←Last Modified
Reviews	▼ Consent Form Consent Form v2	10/06/2009 09:28 AM
Project History		
Messages & Alerts (3)	There are no Training & Credentials records linked to this packag	Pe View All Links Link / Un-Link Records
a moodageo a mono (e)		
Other Tools	IRBNet allows you to revise your existing project documents and	naintain version history, or add entilledy new documents
orms and Templates	your package. Learn more.	
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	✓ View T&C	cument (When should
	documents linked	✓ Attach T&C
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Where to Get Help...



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.