



# 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.

✓ Search Example: Find all Oncology Department projects with Dr. Smith as the PI (Search "Smith" + "Oncology Dept" tag)

✓ Click any Project Tag to search for all projects with that Tag.

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (4)

Other Tools  
Forms and Templates

Search:  Search By Tag:

Search Clear

1 - 3 of 3 10

Create and Manage Tags | Show Archived Projects (4)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
137618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Modifications Required	10/05/2009
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept	Researcher	Adverse Event	Acknowledged	09/21/2009
107645-2	A Phase 3, Randomized, Placebo-Controlle... Need Signatur...	Bird		Work in progress	

1 - 3 of 3 10



# 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.

✓ Click My Reminders to view all active notifications sent to you concerning any of your projects.

My Projects

Welcome to IRBNet  
John Researcher

My Projects

Create New Project

My Reminders (4)

Other Tools

Forms and Templates

Search:

Search By Tag:

Search

Clear

1 - 3 of 3

Create and Manage Tags | Show Archived Projects (4)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date	
37618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Modifications Required	10/05/2009	
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept	Researcher	Adverse Event	Acknowledged	09/21/2009	
107645-2	A Phase 3, Randomized, Placebo-Controlle... Need Signatur...	Bird		Work in progress		

1 - 3 of 3

✓ The flag indicates an active Reminder for this project.





# 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.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

Other Tools  
Forms and Templates

An IRBNet personal reminder is automatically set additional reminders for yourself. You can turn on or silence a view recently silenced reminders (within

Show Silenced Reminders Silence All Reminders

IRBNet ID	Project Title	Action Type	Date
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Package Unlocked	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixed Methods Study	Project	10/01/2009 01:29 PM

Message Reply

Date: 10/05/2009 11:32 AM  
To: "John Researcher" <researcher\_john@yahoo.com>  
From: "Ann Halway" <no-reply@irbnet.org>  
Reply To: "Ann Halway" <ahalway@mailinator.com>  
Subject: IRBNet Board Action

Please note that Metropolitan IRB has taken the following action on IRBNet:

Submission: [137618-1] Motivations of Research Subjects: A Mixed Methods Study  
Action: MODIFICATIONS REQUIRED  
Effective Date: October 5, 2009

Should you have any questions you may contact Ann Halway at ahalway@mailinator.com.

Thank You

✓ Click the project title to go to the Project Overview page.

✓ Click action type to view message.



# Silence Reminders

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

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

Other Tools  
Forms and Templates

USER PROFILE LOGOUT

## My Reminders

An IRBNet personal reminder is automatically activated for you each time you receive a new message or alert. You can also set additional reminders for yourself on the Messages & Alerts page. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users. You can also choose to view recently silenced reminders (within the past 30 days) in addition to your active reminders.

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Show Silenced Reminders Silence All Reminders

	IRBNet ID	Project Title	Message Type	Date
🚩	137618-1	Motivations of Research Subjects: A Mixe...	🔔 Board Document Published	10/05/2009 11:32 AM
🚩	137618-1	Motivations of Research Subjects: A Mixe...	🔔 Board Action	10/05/2009 11:32 AM
🚩	137618-1	Motivations of Research Subjects: A Mixe...	🔔 Package Unlocked	10/02/2009 09:01 AM
🚩	107645-1	A Phase 3, Randomized, Placebo-	🔔 Project Access Granted	10/01/2009 01:29 PM

1 - 4 of 4 10

✓ Indicates an active Reminder. Clicking the red flag will "silence" the Reminder.





# Review Project Messages & Alerts

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

IRBNet ID: 137618-1

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

Project Administration  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (3)  
Other Tools  
Forms and Templates

Project Messages & Alerts

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

The following communications have been posted for this project. You can set an IRBNet personal reminder on any message or alert. Your personal reminders will automatically appear in your My Reminders list. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users.

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IRBNet ID	Project Title	Message Type	Date
137618-1	Motivations of Research Subjects: A Mixe...	Message (IRBNet message from John Researcher)	10/06/2009 08:45 AM
137618-1	Motivations of Research Subjects: A Mixe...	Message (IRBNet message from John Researcher)	10/06/2009 08:42 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Document Published	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Board Action	10/05/2009 11:32 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Revisions Complete	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixe...	Package Unlocked	10/02/2009 09:01 AM
137618-1	Motivations of Research Subjects: A Mixe...	Submission Notification	09/30/2009 12:16 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:10 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:06 PM
137618-1	Motivations of Research Subjects: A Mixe...		09/30/2009 12:05 PM

1 - 10 of 11

Write

7

✓ Click here to access project-specific Messages & Alerts.

✓ Grey flags indicate messages and alerts that are silenced, either because:

- ✓ It was sent to another member of the team, or;
- ✓ You have previously silenced the message.



# 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.

IRBNet ID: 137618-1

USER PROFILE LOGOUT

**Project Overview**

37618-1] Motivations of Research Subjects: A Mixed Methods Study

You have Full access to this project. [\(Edit\)](#)

Research Institution	Metropolitan University, Frederick, MD
Title	Motivations of Research Subjects: A Mixed Methods Study
Principal Investigator	Researcher, John, PhD
Status	Modifications Required
Lock Status	Locked
Keywords	Incentive, Extra Credit
Sponsor	National Research Foundation

The documents for this project can be accessed from the **Designer**.

Submitted to:  
Metropolitan IRB 09/30/2009 **Modifications Required** 10/05/2009. [Review details.](#)

**Shared** with the following IRBNet users

	Organization	Access Type
er	Metropolitan University, Frederick, MD	Full
y	Metropolitan University, Frederick, MD	Read
	Metropolitan University, Frederick, MD	Write

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
**Project History**  
Messages & Alerts (3)

Other Tools  
Form

✓ Note that this is the first package in the sequence.

✓ To create a new package from an existing package, click on "Project History."





# Create a New Package

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

IRBNet ID: 137618-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

**Project History**

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
1	New Project	Modifications Required	09/30/2009	09/30/2009	10/05/2009

One Package found.

You are currently viewing this package.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

**Create New Package**

✓ Click "Create New Package."



## Access New Package

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

IRBNet ID: 137618-2 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

**Project History**

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
2	New Document Package	Work in progress	10/06/2009		
1	New Project	Modifications Required	09/30/2009	09/30/2009	10/05/2009

2 Packages found, displaying all Packages.

You are currently viewing this package.

✓ Note that a second package is created.

✓ The Project History lists all packages in the project lifecycle.

✓ Now click on the New Document Package to begin building the package.



# Add or Revise Documents

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

Welcome to IRBNet  
John Researcher

My Projects

Create New Project

My Reminders (3)

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

Messages & Alerts (3)

Other Tools

Forms and Templates

Designer

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: Application for Continued Approval

Download

Step 2:

Assemble your document package. In addition to adding project documents, you can also link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

There are currently no documents in this package.

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

IRBNet allows you to revise your existing project documents and maintain their version history, or add entirely new documents to your package. [Learn more.](#)

Add New Document

OR

Documents from Previous Packages that you can Revise: (When should you revise?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	1	2
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required		
1	Consent Form	Consent Form	09/30/2009 12:04 PM	09/30/2009	Modifications Required		

✓ All documents from previously submitted packages are listed here.

✓ To revise an older document:

- Download the previous version to your computer, modify as required and save.
- Click on the pencil icon (see next page for more information).

✓ To add a new document, click "Add New Document".





# Attach a Document

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

IRBNet ID: 137618-2 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer

**Attach Document**

[137618-2] Motivations of Research Subjects: A Mixed Methods Study  
You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Consent Form.doc**.
- It was attached on **09/30/2009**.
- It has a size of **93184** bytes.

Document Type \* Consent Form

Description Consent Form v2

File \*

fields

- ✓ Browse your hard drive for documents, and attach.
- ✓ This view is for updating a document from package 1. The view for attaching a new document is similar.



# Document Management Tools

IRBNet provides powerful tools to update and review project documents.

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project

My Reminders (3)

**Project Administration**

Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (3)

Designer

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in ass

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: Application for Continued Approval

**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	1	2	3	4
Consent Form	Consent Form v2	10/06/2009 09:28 AM				

There are no Training & Credentials records linked to this package. | [View All Links](#) | [Link / Un-Link Records](#)

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

[Add New Document](#) (When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required	

1 View

2 View revision history

3 Update

4 Delete document

✓ Note that after revising, the document is removed from the visible list of documents from previous packages.



# Revision History

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

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

**Designer**

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD  
Select a Document: Application for Continued Approval

**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, you can also link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified
Consent Form	Consent Form.doc	05/26/2011 04:05 PM

There are 2 documents in this package.

**Document Revision History**

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status
2	Consent Form	Consent Form v2	10/06/2009 09:28 AM		Work in progress
1	Consent Form	Consent Form	09/30/2009 12:04 PM	09/30/2009	Modifications Required

Document

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status
1	Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required

✓ The Document Revision History lists the most recent document and every previous version submitted by package.





# Complete Submission Process

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

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
My Reminders (3)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
**Submit this Package**  
Delete this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts (3)

**Other Tools**  
Forms and Templates

**Designer**

[137618-2] Motivations of Research Subjects: A Mixed Methods Study

**Step 1:**  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD  
Select a Document: Application for Continued Approval [Download](#)

**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Consent Form	Consent Form v2	10/06/2009 09:28 AM	

There are no Training & Credentials records linked to this package | [View All Links](#) | [Link / Un-Link Records](#)

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

Documents from Previous Package

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required	
1	Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required	

✓ View T&C documents linked to any package within this project.

✓ Attach T&C documents to this package is necessary.



## 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.