IRBNet Training
Navigating IRBNet

October 2021 – AAH RSPP Office
Why IRBNet?

• In order for AAH to have a system-wide IRB, one set of forms, SOPs, and a unified submission platform must be used in IL and WI. IRBNet was selected because it is web-based and offers many features that can facilitate management, review, and processing of projects throughout the AAH system.

• IRBNet is currently being used in IL. It was implemented January 2018.
IRBNet Go-Live
11/03/21
IRBNet Navigation Training

This presentation will show you how to:
✓ Register with IRBNet
✓ Access the AAH IRBNet Library and IRBNet Smart Forms
✓ Build an Electronic Package
✓ Share a Package with Team Members
✓ Sign the Package
✓ Submit the Package for Review
✓ Revise Incomplete Submissions
✓ Access Review Decisions and Board Documentation
Where should I start?
Log In to IRBNet with your User Name and Password at: www.irbnet.org
Welcome to IRBNet

What would you like to do?

Create a New Project

Update my User Profile

Help

Skip this
Create your New Project

Provide basic information about your project.

The asterisk indicates a required field.
Build your project package
Attach your electronic project documents.


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: IRB Submission Checklist

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNET supports linking your project team’s Training & Credentials to your package.

Documents in this Package:

There are currently no documents in this package.

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

Add New Document

✓ Drop down menu for institution-specific libraries.
✓ Select appropriate document and download.
✓ Add project documents here.
IRBNet provides two mechanisms for entering documents into the system.

1. Browse your hard drive for completed documents and attach as required by your institution.

2. If your institution requires the completion of an online IRBNet Document Wizard, it will be located here.
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team’s Training & Credentials to your package.

Documents in this Package:

There are no documents in this package.

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

Documents from Previous Packages that you can Revise:

<table>
<thead>
<tr>
<th>Pkg #</th>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advocate - Initial IRB Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Advocate - Personnel Delegation Log</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Researcher 1: New Project Submission

Training Energizer

Complete your project package

Attach as many documents as necessary. Be sure to link any required Training & Credential (T&C) documents.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Form</td>
<td>IRB Application</td>
<td>09/30/2009 12:04 PM</td>
</tr>
<tr>
<td>Consent Form</td>
<td>Consent Form</td>
<td>09/30/2009 12:04 PM</td>
</tr>
<tr>
<td>Protocol</td>
<td>ASM981 C2439 Protocol.pdf</td>
<td>09/30/2009 12:04 PM</td>
</tr>
</tbody>
</table>

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

- View
- Update
- Delete document

✓ Click to Link any necessary T&C documents to this package.

✓ NOTE: For information on uploading and submitting T&C documents, see the New User Registration energizer.
Questions?
Share with your Research Team

Give access to any colleague with whom you will be collaborating.

- **Share**: Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with Full, Write or Read access.

- **Multi-site**: Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).

- **Transfer**: Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted Full access.

✓ Almost every project requires the “Share” designation.
Select your colleague’s institution

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.

 ✓ The default institution highlighted is your home institution.

✓ Select the Institution in which your colleagues are members.
Set the proper level of access

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.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.

- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.

- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.

- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.
Sign your project package
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.
✓ The PI must sign the initial package.
Communicate with your Project Team

Use the Send Project Mail tool to quickly communicate with your team.

New Project Message


Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part of the project record and can be viewed by the Project Team and other users who have been granted access to this project as well as by Committee Members and Administrators that review this project.

Project Team:

<table>
<thead>
<tr>
<th>User</th>
<th>User Organization</th>
<th>Send Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chantry, Francis</td>
<td>Metropolitan University, Frederick, NC</td>
<td></td>
</tr>
<tr>
<td>Paizze, Enrico</td>
<td>Metropolitan University, Frederick, NC</td>
<td></td>
</tr>
<tr>
<td>Researcher, John</td>
<td>Metropolitan University, Frederick, NC</td>
<td></td>
</tr>
</tbody>
</table>

Board Contacts:

There are no submitted packages.

Subject: IRBNet message from John Researcher
Please login to IRBNet to review this project.

Regards,
John Researcher

Send | Cancel
<table>
<thead>
<tr>
<th>IRBNet ID</th>
<th>Project Title</th>
<th>Message Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Board Action</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Multiple Board Documents Published</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Board Action</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Submission Notification</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Package Revisions Complete</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Project Message (RE: IRBNet Package Unlocked)</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Package Unlocked</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Project Message (RE: IRBNet Package Unlocked)</td>
</tr>
<tr>
<td>1169675-12</td>
<td>Alliance A011502: A Randomized Phase III...</td>
<td>📣 Package Revisions Complete</td>
</tr>
</tbody>
</table>

Message from Jequeatta Smith:

Please confirm this has been completed correctly. Thank you.

--- Original Message:

Date: 06/21/2019 12:28 PM
To: "Nicole Floyd" <nicole.floyd@advocatehealth.com>
From: "Jequeatta Smith" <no-reply@irbnet.org>
Reply To: "Jequeatta Smith" <jequeatta.smith@advocatehealth.com>
Subject: IRBNet SIGNATURE REQUEST

Message from Nicole Floyd:

--- Original Message:

Date: 06/21/2019 12:49 PM
To: "Nicole Floyd" <nicole.floyd@advocatehealth.com>
From: "Jequeatta Smith" <jequeatta.smith@advocatehealth.com>
Reply To: "Jequeatta Smith" <no-reply@irbnet.org>
Subject: IRBNet SIGNATURE REQUEST

Message from Nicole Floyd:
Submit your package for review

You may submit your package to one or more boards 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:

Search for an Organization

Select a Board

- Metropolitan IRB, Frederick, MD
- Metsch & Metsch, P.A., Miami, FL
- Miami Children's Hospital IRB, Miami, FL
- Michigan Technological University, Houghton, MI
- Middle Tennessee State University, Murfreesboro, TN
- Middlesex Hospital IRB, Middletown, CT
- Mission Health Institutional Review Board, Asheville, NC
- Mission Health Cancer Institutional Review Board, Asheville, NC

* required fields

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.
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.

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.
Make necessary revisions

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

✓ Indicate to your Coordinator you have completed your revisions. This will “re-lock” the package.

✓ View complete audit trail of package locking and unlocking. Instructions from your Coordinator may be found here.
Questions?
Access My Projects

The My Projects page provides you with quick access to all of your projects.

✓ 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.

✓ Access your institution’s forms and guidance documents here.
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.
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.
Researcher 1: New Project Submission
Training Energizer

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

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

<table>
<thead>
<tr>
<th>Pkg #</th>
<th>Submission Date</th>
<th>Submission Type</th>
<th>Agenda</th>
<th>Review Type</th>
<th>Board Action</th>
<th>Effective Date</th>
<th>Project Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>09/16/2020</td>
<td>Amendment/Modification</td>
<td>01/01/2020 08:00 AM</td>
<td>Expedited Review</td>
<td>Acknowledged</td>
<td>09/16/2020</td>
<td>Active - Open to Enrollment Expired</td>
<td>04/28/2021</td>
</tr>
<tr>
<td>9</td>
<td>06/24/2020</td>
<td>Amendment/Modification</td>
<td>01/01/2020 08:00 AM</td>
<td>Expedited Review</td>
<td>Acknowledged</td>
<td>06/24/2020</td>
<td>Active - Open to Enrollment</td>
<td>04/28/2021</td>
</tr>
<tr>
<td>8</td>
<td>06/19/2020</td>
<td>Amendment/Modification</td>
<td>01/01/2020 08:00 AM</td>
<td>Expedited Review</td>
<td>Acknowledged</td>
<td>06/19/2020</td>
<td>Active - Open to Enrollment</td>
<td>04/28/2021</td>
</tr>
<tr>
<td>7</td>
<td>05/04/2020</td>
<td>Continuing Review/Progress Report</td>
<td>01/01/2020 10:00 AM</td>
<td>Expedited Review</td>
<td>Acknowledged</td>
<td>05/04/2020</td>
<td>Active - Open to Enrollment</td>
<td>04/28/2021</td>
</tr>
<tr>
<td>6</td>
<td>04/24/2020</td>
<td>Amendment/Modification</td>
<td>01/01/2020 08:00 AM</td>
<td>Expedited Review</td>
<td>Approved</td>
<td>04/24/2020</td>
<td>Active - Open to Enrollment</td>
<td>05/16/2020</td>
</tr>
<tr>
<td>5</td>
<td>04/23/2020</td>
<td>Amendment/Modification</td>
<td>01/01/2020 08:00 AM</td>
<td>Expedited Review</td>
<td>Approved</td>
<td>04/23/2020</td>
<td>Active - Open to Enrollment</td>
<td>05/16/2020</td>
</tr>
<tr>
<td>4</td>
<td>10/28/2019</td>
<td>Amendment/Modification</td>
<td>01/01/2019 08:00 AM</td>
<td>Expedited Review</td>
<td>Approved</td>
<td>10/28/2019</td>
<td>Active - Open to Enrollment</td>
<td>05/16/2020</td>
</tr>
<tr>
<td>3</td>
<td>09/12/2019</td>
<td>Amendment/Modification</td>
<td>01/01/2019 08:00 AM</td>
<td>Expedited Review</td>
<td>Approved</td>
<td>09/12/2019</td>
<td>Active - Open to Enrollment</td>
<td>05/16/2020</td>
</tr>
<tr>
<td>2</td>
<td>09/12/2019</td>
<td>Other Reportable Event</td>
<td>01/01/2019 08:00 AM</td>
<td>Expedited Review</td>
<td>Acknowledged</td>
<td>09/12/2019</td>
<td>Active - Open to Enrollment</td>
<td>05/16/2020</td>
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</table>

### Board Documents:

<table>
<thead>
<tr>
<th>Pkg #</th>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Acknowledgment</td>
<td>Personnel change</td>
<td>09/16/2020 03:29 PM</td>
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</tr>
<tr>
<td>9</td>
<td>Acknowledgment</td>
<td>Personnel change</td>
<td>06/24/2020 09:39 AM</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Acknowledgment</td>
<td>Personnel change</td>
<td>06/19/2020 02:57 PM</td>
<td></td>
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<tr>
<td>7</td>
<td>Acknowledgment</td>
<td>Continuing Review</td>
<td>05/04/2020 02:32 PM</td>
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<td>6</td>
<td>Decision Letter</td>
<td>Personnel Change</td>
<td>04/24/2020 04:05 PM</td>
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<tr>
<td>5</td>
<td>Decision Letter</td>
<td>personnel change</td>
<td>04/23/2020 04:43 PM</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Acknowledgment</td>
<td>Personnel Change - Advarra Study</td>
<td>10/28/2019 01:27 PM</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Acknowledgment</td>
<td>Personnel Changes to Advarra Study</td>
<td>09/12/2019 03:56 PM</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Acknowledgment</td>
<td>Acknowledgment of Quorum Initial Approval</td>
<td>09/12/2019 03:49 PM</td>
<td></td>
</tr>
</tbody>
</table>
You have Full access to this project. (Edit)

Research Institution: Advocate Aurora Health, Downers Grove, IL
Title: practice
Principal Investigator: Taylor, Jasmine

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

Project Status as of: 10/22/2021

<table>
<thead>
<tr>
<th>Reviewing Board</th>
<th>Initial Approval Date</th>
<th>Project Status</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocate Aurora Health IRB, Downers Grove, IL</td>
<td></td>
<td>Pending Review</td>
<td></td>
</tr>
</tbody>
</table>

Package 70834-1 is: 

<table>
<thead>
<tr>
<th>Submitted To</th>
<th>Submission Date</th>
<th>Submission Type</th>
<th>Board Action</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocate Aurora Health IRB, Downers Grove, IL</td>
<td>10/22/2021</td>
<td>New Project</td>
<td>Pending Review</td>
<td></td>
</tr>
</tbody>
</table>

Shared with the following users:

<table>
<thead>
<tr>
<th>User</th>
<th>Organization</th>
<th>Access Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allard, Patti</td>
<td>Advocate Aurora Health, Downers Grove, IL</td>
<td>Full</td>
</tr>
<tr>
<td>Researcher, Janus</td>
<td>Advocate Aurora Health, Downers Grove, IL</td>
<td>Full</td>
</tr>
</tbody>
</table>
Where to Get Help...

Patti Allard – patti.allard@aah.org
Linda Beaumont – linda.beaumont@aah.org
Andree Lanera – Andree.lanera@aah.org
Jasmine Taylor – jasmine.taylor@aah.org

INTRODUCING THE
SUPERUSER
Questions?