



*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.

The screenshot shows the IRBNet interface for a user named John Researcher. The main content area is titled 'My Projects' and contains a search bar with a 'Search By Tag' dropdown menu. Below the search bar is a table of projects with columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Board Action, and Effective Date. A red box highlights a search example: 'Find all Oncology Department projects with Dr. Smith as the PI (Search "Smith" + "Oncology Dept" tag)'. Another red box highlights a project tag 'Oncology Dept...' in the table, with an arrow pointing to it and a note: 'Click any Project Tag to search for all projects with that Tag.'

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

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	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 ...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

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



# 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.

USER PROFILE LOGOUT

Welcome to IRBNet  
John Researcher

My Projects  
Create New Project  
**My Reminders (4)**  
Other Tools  
Forms and Templates

My Projects

Search:  Search By Tag:

1 - 3 of 3 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	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	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

1 - 3 of 3 10

✓ 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.

The screenshot shows the IRBNet user interface for John Researcher. On the left, there are navigation links for 'My Projects', 'Create New Project', 'My Reminders (3)', and 'Other Tools' (Forms and Templates). The main content area displays a message from Ann Halway regarding a 'Board Action' for a submission titled 'Motivations of Research Subjects: A Mixed Methods Study'. Below the message is a table of 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

Two callout boxes provide instructions:

- ✓ 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.

**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.

1 - 4 of 4 | 10

[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
	107045-1	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.

**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.

1 - 10 of 11

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

1 - 10 of 11

Write

✓ 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.

## Project Overview

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

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

Research Institution Zanzibar University, Frederick, MD

Title Motivations of Research Subjects: A Mixed Methods Study

Principal Investigator Researcher, John, PhD

Keywords Incentive, Extra Credit

Sponsor National Research Foundation

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 03/20/2013

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD	09-497			04/03/2013

Package 137618-1 is: Locked

Package 1 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	09/30/2009	New Project	09-497	Modifications Required	10/05/2009	<a href="#">Review Details</a>

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
Chandry, Francis	Zanzibar University, Frederick, MD	Read
Palazzo, Enrico	Zanzibar University, Frederick, MD	Write
Researcher, John	Zanzibar University, Frederick, MD	Full

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

Project History

✓ 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

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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

1 - 1 of 1 | 10

Project Status View

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date
1	New Project	09/30/2009	Expedited Review	Modifications Required	10/05/2009

1 - 1 of 1 | 10

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."

The Project History lists all packages in the project lifecycle.



# 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

[137618-2] Motivations of Research Subjects

You have Full access to this project. (E)

Research Institution Z

Title Motivations of Research Subjects: A Mixed Methods Study

Principal Investigator Researcher, John, PhD

Keywords Incentive, Extra Credit

ation

The documents for this

Project Status as of: 03/

Reviewing Board	Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick			04/03/2013

Package 137618-2 is: **Work in progress**

Package 2 of 2 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				



# 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 version history, or add entirely new documents to your package. [Learn more.](#)

Add New Document

OR

✓ To revise an older document:

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

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

✓ All documents from previously submitted packages are listed here.

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		



# 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 \*  Browse...

- ✓ 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:

Select a Document:

**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	<div style="display: flex; justify-content: space-around; font-size: 0.8em;"> <span>1</span> <span>2</span> <span>3</span> <span>4</span> </div> <div style="display: flex; justify-content: space-around; font-size: 0.6em;"> </div>

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.](#)

(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 1: Application for Continued Approval

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.



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.