• Manage your Submission Manager workspace

• Review project submission details, including documents, Training & Credentials, and COI Disclosures

• Communicate with committee administrators and members

• Add comments and reviewer documents to a submission

• Manage your review work queue

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.
Committee Member Training Energizer

Log into IRBNet at: www.irbnet.org

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.

Test Drive IRBNet
See for yourself...

Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day
Director, Office of Research Integrity
Marshall University

2010 Events - Join Us
Access your Submission Manager

The Submission Manager provides you with quick access to all submissions that have been shared with you, as well as administrative meeting documents such as agendas and minutes.

- Advanced search tools allow you to search within agenda dates by keywords and Tags. You may also search all agenda dates at once using the “Search All” tool.

- Access reviewer templates, checklists, and committee guidance documents here.

- Agenda documents and Minutes can be found here.
Manage your work queue

Your default view is the next upcoming agenda date. Use the Submission Manager to manage the reviews you have been assigned for the next meeting.

- The flag indicates an active reminder, which may be read in the My Reminders page.
- One Star indicates you are the primary reviewer.
- Coordinator-defined Tags allow custom organization of submissions. Clicking the Tag will display all submissions with that Tag.
Notifications sent to you across all of your submissions will appear here. An email will be sent to your registered email address.

- Click the Project Title to go to the Submission Detail page.
- Indicates an active Reminder.
- Click here to view the message.
Click on the title of a submission to access the Submission Detail page and associated information about the project.

**Project Status**
- Project Status: Deferred - Modifications Required
- Project Risk Level: Minimal Risk
- Project Expiration Date: Initial Approval Date:

**Package Information**
- IRBNet ID 163073-2
- Title: Motivations of Research Subjects: A Mixed Methods Study
- Principal Investigator: Trent, PhD
- Lock Status: Locked

**Submission Details**
- Submission Date: 03/30/2010
- Submitted by: John Researcher
- Submission Type: Revision
- Local Board Reference Number: 10-15

**Review Details**
- Agenda: 04/16/2010 07:00 AM
- Action: Pending Review

**New and Revised Documents in this Package**
- Amendment/Modification: Research Team Member Addition
  - Last Modified: 03/30/2010 08:04 AM
- Consent Form: Consent Form v2
  - Last Modified: 03/30/2010 08:26 AM
- Training/Certification: Training Certification - Murray Rogers
  - Last Modified: 03/30/2010 08:02 AM

- There is 1 Training & Credentials record linked to this package.
- There is 1 COI Disclosure record linked to this package.
View Submission Detail (continued)

Scroll down to see additional information.

- Electronic Signatures
- Committee / Admin access list
- Reviewer comments. The check indicates the user has completed their review.

- Click here to send a message to any member with whom the submission has been shared.

* Browse the complete list of project documents, and access historical documents, on the Designer.

This Package has been Signed By:

<table>
<thead>
<tr>
<th>Date</th>
<th>Signed By</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/30/2010 08:06 AM</td>
<td>Murray Rogers</td>
<td>Team Member</td>
</tr>
<tr>
<td>03/30/2010 08:05 AM</td>
<td>Enrico Palazzo</td>
<td>Advisor</td>
</tr>
<tr>
<td>03/30/2010 08:04 AM</td>
<td>John Researcher</td>
<td>Principal</td>
</tr>
</tbody>
</table>

This submission is currently shared with the following Committee Members:

<table>
<thead>
<tr>
<th>IRBNet User</th>
<th>Special Designation</th>
<th>Share Date</th>
<th>Shared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin, Lisa</td>
<td>Primary Reviewer</td>
<td>03/30/2010 08:10 AM</td>
<td>Halway, Ann</td>
</tr>
<tr>
<td>Halway, Ann</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Lang, Ji</td>
<td>Secondary Reviewer</td>
<td>03/30/2010 08:40 AM</td>
<td>Halway, Ann</td>
</tr>
</tbody>
</table>

**Committee Messages (1)**

- **Send Committee Mail to Members and Administrators.**

**Add** comments and reviewer documents to this submission.

<table>
<thead>
<tr>
<th>Reviewer</th>
<th>Comment</th>
<th>Recommend</th>
<th>Last Updated</th>
<th>Completed Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lang, Ji</td>
<td>I support approval of this amendment. See attached Approve reviewer worksheet.</td>
<td></td>
<td>03/30/2010 08:12 AM</td>
<td>03/30/2010 08:12 AM</td>
</tr>
<tr>
<td>Halway, Ann</td>
<td>All proper documentation has been submitted. Please complete and attach the appropriate reviewer worksheet.</td>
<td></td>
<td>03/30/2010 08:10 AM</td>
<td>03/30/2010 08:10 AM</td>
</tr>
</tbody>
</table>

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Start your review process

Click on a document to open the document for viewing, downloading, or printing.

Open any submitted document by clicking the blue link.
View project details

Project Administration buttons (on left) allow complete read-only access to historical project information as seen by the investigator.

- Designer: review all documents submitted in previous packages.
- Reviews: view historical review details for all packages, decision letters, and other board documents.
- Project History: view the complete submission history.

[Image of IRBNet interface]

Got stamped documents, approval letters and other board documents, and track reviews for this package: Review details.

New and Revised Documents in this Package:

- Amendment/Modification: Research Team Member Addition
- Consent Form: Consent Form v2
- Training/Certification: Training Certification - Murray Rogers

Documents from Previous Packages:

- IRB Basic Application Part 1: 03/24/2010 03:03 PM, Approved
- Protocol: 03/24/2010 03:03 PM, Approved
Add reviewer comments and documents

You may record your review comments and attach documentation such as reviewer worksheets.

Browse the complete list of project documents, and access historical documents, on the Designer.

This package has been signed by:

<table>
<thead>
<tr>
<th>Date</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/30/2010 08:06:15</td>
<td>Signed by Murray Rogers as Team Member</td>
</tr>
<tr>
<td>03/30/2010 08:05:38</td>
<td>Signed by Enrico Palazzo as Advisor</td>
</tr>
<tr>
<td>03/30/2010 08:04:49</td>
<td>Signed by Trent Researcher as Principal Investigator</td>
</tr>
</tbody>
</table>

This submission is currently shared with the following Committee Members and Administrators:

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<td>Secondary Reviewer</td>
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</tr>
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</table>

Add comments and reviewer documents to this submission.

Committee Messages (1)

- Lang, Ji: I support approval of this amendment. See attached Approve reviewer worksheet.
- Halway, Ann: All proper documentation has been submitted. Please complete and attach the appropriate reviewer worksheet.

View comments by administrators and other members.

Note: Administrator / reviewer comments are private and may not be accessed by researchers.
Add comments

Use this page to record any comments you have regarding this submission.

- Be sure to save your comments first before doing anything else.
- You may attach completed reviewer worksheets, edited consent forms and other documents here.
- Record your comments in the rich text editor.
Attach completed reviewer worksheets, edited consent forms and other documents here.

If your institution uses a reviewer checklist wizard, it will be located here.
“Electronically Sign” your review

Checking the “Mark my personal review as complete” box will indicate a completed review on the Submission Detail page. It will also help you track your work on your Submission Manager.

- **Step 1:** Record your recommendation for this submission here.
- **Step 2:** When your review is complete, be sure to check this box.
- **Step 3:** Save and exit when finished.

**Note:** Accomplishing steps 1, 2, and 3 verifies you have completed your review.
Complete your review

Once you have completed your review, use Committee Messages as a checklist.

Committee Messages will display all notifications for this submission (including important messages from your Coordinator).

Your comments are recorded.
Committee Messages & Alerts

All messages from your administrator relating to this submission are filed in the Messages & Alerts page as a permanent part of the audit trail.

<table>
<thead>
<tr>
<th>IRBNet ID</th>
<th>Project Title</th>
<th>Message Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>163073-2</td>
<td>Motivations of Research Subjects: A Mixed Methods Study</td>
<td>Reviewer Access Granted</td>
<td>03/30/2010 08:10 AM</td>
</tr>
</tbody>
</table>

- The red number will decrease every time a message is “silenced.”
- Click the red flag and “silence” the message as an easy way to keep track of completed reviews.
Track your progress

Your Submission Manager will show you which submissions you have completed your review on.

- The filter tool hides your completed reviews.

- “Check mark” indicates you have completed your review.
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.