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.

As a Researcher, Research Manager, or Research Coordinator you should know how to:

- Log In To IRBNet
- Access Your Study Manager
- Build Your Electronic Study Package
- Share with Your Research Team
- Communicate with Your Team
- Sign Your Study
- Submit Your Study for Review
- Access Your Review Decision and Board Documentation
Log In To IRBNet with your User Name and Password at: www.irbnet.org
Access Your Study Manager

The STUDY MANAGER provides you with quick access to all of your studies.

<table>
<thead>
<tr>
<th>Study Title</th>
<th>Status</th>
<th>IRBNet ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Acceptance of Dihydrogen Monoxide</td>
<td>Work in progress</td>
<td>100104-2</td>
</tr>
<tr>
<td>A Phase 3, Randomized, Placebo-Controlled, Blinded, Multicenter Study of the Induction and Maintenance of Clinical Response and Remission by...</td>
<td>Pending Review</td>
<td>95621-1</td>
</tr>
<tr>
<td>Childhood obesity and lunchroom menus</td>
<td>Pending Review</td>
<td>83661-1</td>
</tr>
</tbody>
</table>

[Search] 3 Studies found, displaying all Studies.
Build Your Electronic Study Package

Step 1: Provide basic information about your study.

Create a New Study

To create a new study, first provide the basic study information below. Once your study is created you may attach study documentation and share the study with other users.

- **Research Institution:** Metropolitan University, Frederick, MD
- **Title:** RSV Concomitant Infection
- **Local Principal Investigator:** Simon Archuleta
- **Keywords:** Tamiflu, Pediatric
- **Sponsor:** National Science Foundation
- **Internal Reference Number:** DEPT-890A

*required fields
Researcher: Initial Study Submission

Training Energizer

Build Your Electronic Study Package

Step 2: Attach your electronic study documents.

[98250-1] Prevalence of Contamination of Stethoscopes After Examination of Patients on Contact Isolation and

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

Select a Library: New York Methodist Hospital IRB, Brooklyn, NY
Select a Document: IRBNet Guidance Document - Read Me First

Step 2:
Assemble your document package.

Documents in this Package:

There are currently no documents in this package.

- Drop down menu for libraries and their forms
- Add study documents here
Attach Document
Browse and locate the revised or new document on your computer, and attach by clicking the Update button.

- Browse your hard drive for documents and attach.
- If your institution has an online IRBNet Document Wizard it will be located here.
Build Your Electronic Study Package

Step 2: Attach your electronic study documents.

[98250-1] Prevalence of Contamination of Stethoscopes After Examination of Patients on Contact Isolation and

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

Select a Library: New York Methodist Hospital IRB, Brooklyn, NY
Select a Document: 1 IRBNet Guidance Document - Read Me First

Step 2:
Assemble your document package.
Documents in this Package:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
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</thead>
<tbody>
<tr>
<td>Consent Form</td>
<td>my consent form</td>
<td>11/06/2008 05:15 PM</td>
</tr>
<tr>
<td>Research Application Form</td>
<td>Research Application Form</td>
<td>11/06/2008 05:15 PM</td>
</tr>
</tbody>
</table>

1. View
2. Update
3. Delete document

Add New Document
Share with Your Research Team

Step 3: You may collaborate both within your Institution and across Institutions in the course of your study.

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

- **Multi-site**: Use this option only if your study is a multi-site study and you wish to send a complete and independent copy of this study to a Principal Investigator at another site. The local Principal Investigator will receive their own independent copy of all study documents 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 study at every local site. The other local Principal Investigators will also be able to monitor the progress of this study at every local site (including your own).

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

Almost every study requires the “Share” designation.
Researcher: Initial Study Submission
Training Energizer

Share with Your Research Team
You can grant each member of your team the level of access that they require.

- Select ‘Research Institution’ to share with a research collaborator.
- Select the Institution in which your colleagues are members.
Share with Your Research Team

You can grant each member of your team the level of access that they require.

- Grant the appropriate level of access required for each collaborator.
Communicate with Your Team

Use the Send Mail feature to quickly communicate with your team.

[3661-1] Childhood obesity and lunchroom menus

Please select the users that will receive your message.

<table>
<thead>
<tr>
<th>User</th>
<th>Organization</th>
<th>Send Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Francis Chandy</td>
<td>Metropolitan University</td>
<td>✓</td>
</tr>
<tr>
<td>Kapil Garg</td>
<td>Metropolitan University</td>
<td>✓</td>
</tr>
<tr>
<td>Randy Johnson</td>
<td>Metropolitan University</td>
<td>✓</td>
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<tr>
<td>Andy Olmsted</td>
<td>Metropolitan University</td>
<td>✓</td>
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<tr>
<td>Enrico Palazzo</td>
<td>Metropolitan University</td>
<td>✓</td>
</tr>
<tr>
<td>Alice Randall</td>
<td>Metropolitan University</td>
<td>✓</td>
</tr>
<tr>
<td>Amanda Saunders</td>
<td>Metropolitan University</td>
<td>✓</td>
</tr>
<tr>
<td>John Smith</td>
<td>Metropolitan University</td>
<td>✓</td>
</tr>
</tbody>
</table>

Subject: IRBNet message from John Smith

Message: Please login to IRBNet to review study 3661-1:

Childhood obesity and lunchroom menus

Regards,
John Smith
Sign Your Study
Step 4: Electronic signatures become a permanent part of your electronic study record.

✓ Anyone with shared access to the study may sign a study.
Submit Your Study for Review
Step 5: You may submit your study to one or more boards for review.

The default IRB highlighted is your home IRB.
Submit to your Board: The system enables you to send a message to the coordinator, and elect what submission type it is. IRBNet knows the coordinator of your committee.

- Send a kind word to your committee coordinators!
Receive Your Review Decision

Review decisions are available in real time from your Study Overview.

- Click “Review Details”
Receive Your Review Decision

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

- Submission Details are here.
- Review Details are here.
- Board documents are here.
Where to Get Help...

Your IRB 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.