

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.

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



Researcher: Initial Study Submission

Training Energizer

Log In To IRBNet

with your User Name and Password at: www.irbnet.org



Innovative Solutions for
Compliance and Research Management

Login:

Username	Password	Login
<input type="text"/>	<input type="password"/>	<input type="button" value="Login"/>

New User Registration | Forgot Your Password?

[Home](#) | [The IRBNet Difference](#) | [Demo](#) | [Contact Us](#) | [FAQ](#)

Comprehensive Solutions



The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives effectiveness and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. 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 Affordable

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is affordable and designed to accommodate institutions of any size.

Test Drive IRBNet

See for yourself...

[Demo](#)

Satisfied Members

[Block](#)

"IRBNet makes our entire operation more efficient, saving time and money. It is amazing how much more we get done, in less time and with the same staff. It's fantastic."

- Ken Grissett

IRB Manager

Sacred Heart Health System

[Next](#)

2008 Events - Join Us



Researcher: Initial Study Submission Training Energizer

Access Your Study Manager

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

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
Amanda Saunders

Study Manager
Create New Study

Study Manager

Studies that you have created or that have been shared with you:

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

[Search] 3 Studies found, displaying all Studies.

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Researcher: Initial Study Submission

Training Energizer

Build Your Electronic Study Package

Step 1: Provide basic information about your study.

The screenshot shows the IRBNet Study Manager interface. The top navigation bar includes 'USER PROFILE' and 'LOGOUT'. The left sidebar contains a 'Welcome to IRBNet John Smith' message and a menu with 'Study Manager' and 'Create New Study' (the latter is circled in red). The main content area is titled 'Study Manager' and 'Create a New Study'. It contains a form for entering study details, including a dropdown for 'Research Institution' (Metropolitan University, Frederick, MD), a 'Title' field (15464: RSV Concomitant Infection), 'Local Principal Investigator' fields for 'First Name' (Simon) and 'Last Name' (Archuletta) with a 'Degree(s)' dropdown (MD), 'Keywords' (Taminoxef, Pediatric), and 'Sponsor' (National Science Foundation). There is also an 'Internal Reference Number' field (DEPT-890A) and 'Continue' and 'Cancel' buttons. A legend indicates that asterisks denote required fields.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
John Smith

Study Manager
Create New Study

Study Manager

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: * 15464: RSV Concomitant Infection

Local Principal Investigator:

First Name: * Simon

Last Name: * Archuletta Degree(s): MD

Keywords: Taminoxef, Pediatric

Sponsor: National Science Foundation

You may specify an internal account number, billing identifier or reference number for this study.

Internal Reference Number: DEPT-890A

Continue Cancel

* required fields

Researcher: Initial Study Submission

Training Energizer

Build Your Electronic Study Package

Step 2: Attach your electronic study documents.

IRBNet ID: 98250-1 USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
Saba Abolahrari

- Study Manager
- Create New Study
- Study Administration**
- Study Overview
- Study Designer**
- Share this Study
- Sign Study
- Submit this Study
- Study History
- Send Mail
- Delete this Study

Study Designer

[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:

Select a Document:

Step 2:
Assemble your document package.

Documents in this Package:

There are currently no documents in this package.

✓ Drop down menu for your Institution's libraries and documents.

✓ Add study documents here.

Researcher: Initial Study Submission Training Energizer

Attach Document

IRBNet provides two mechanisms for entering documents into the system.

Welcome to IRBNet
Amanda Saunders

Study Manager
Create New Study

Study Administration
Study Overview
Study Designer
Share this Study
Sign Study
Submit this Study
Study History
Send Mail
Delete this Study

Attach Document

[100104-2] Public Acceptance of Dihydrogen Monoxide

You may attach documents to this study by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document * Type: Adverse Event Report
Description:
File * Browse...

Attach Cancel

* required fields

Also use the IRBNet Document Wizards to create documents on-line. Documents may be attached to your study in PDF format.

On-Line Document: Consent Form
Add Cancel

✓ If your institution has a required online IRBNet Document Wizard it will be located here.

✓ Browse your hard drive for documents and attach documents required by SOP.

Researcher: Initial Study Submission

Training Energizer

Build Your Electronic Study Package

Step 2: Attach your electronic study documents.

IRBNet ID: 98250-1 USER PROFILE LOGOUT

IRBNet Study Designer

Welcome to IRBNet
Saba Abolahrari

Study Administration

- Study Manager
- Create New Study
- Study Overview
- Study Designer
- Share this Study
- Sign Study
- Submit this Study
- Study History
- Send Mail
- Delete this Study

[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:

Select a Document:

Step 2:
Assemble your document package.

Documents in this Package:

Document Type	Description	Last Modified	1	3	4
Consent Form	my consent form	11/06/2008 05:15 PM			
Research Application Form	Research Application Form	11/06/2008 05:15 PM			

1 View
3 Update
4 Delete document

(Red arrows point from the legend to the corresponding icons in the table above.)

Researcher: Initial Study Submission Training Energizer

Share with Your Research Team Step 3: You may collaborate both within your Institution and across Institutions in the course of your study.

The screenshot shows the IRBNet interface. At the top left, it says 'IRBNet ID: 83661-1'. At the top right, there are links for 'USER PROFILE' and 'LOGOUT'. Below the header is a banner image with the IRBNet logo on the left and a collage of research-related images on the right. A 'Share Study' link is visible in the top right corner of the main content area.

On the left side, there is a navigation menu with the following items: 'Study Manager', 'Create New Study', 'Study Administration', 'Study Overview', 'Study Designer', 'Share this Study', 'Sign Study', 'Submit this Study', 'Study History', 'Send Mail', and 'Delete this Study'. The 'Share this Study' option is circled in red.

The main content area displays the study title '[83661-1] Childhood obesity and lunchroom menus' and a paragraph explaining sharing options. Below this, there are three bullet points describing the 'Share', 'Multi-site', and 'Transfer' options. The 'Share' option is circled in red, and a red arrow points from it to a yellow box at the bottom left.

Share Study

[83661-1] Childhood obesity and lunchroom menus

You may share this study with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this study to a Principal Investigator at another site if this study is a multi-site study. You may also transfer ownership of this study to another individual.

- ◆ **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.

The screenshot shows the IRBNet interface for sharing a study. At the top, it displays 'IRBNet ID: 83661-1' and navigation links for 'USER PROFILE' and 'LOGOUT'. The main heading is 'Share Study'. Below this, the study title '[83661-1] Childhood obesity and lunchroom menus' is shown. A text block explains that sharing a study consists of three steps: 1. Select an organization to display a list of IRBNet users at that organization. 2. Specify the access that you wish to grant each user at that organization. 3. Save your changes. The interface includes a search box for organizations, a 'Search' button, and a 'Clear' button. Under 'Organization types to display', there are checkboxes for 'Research Institutions' (checked), 'Boards', and 'Sponsors', along with a 'Display' button. A list of organizations is shown, with 'Metropolitan University, Frederick, MD' selected. A 'Select Organization' button is at the bottom. A sidebar on the left contains navigation options like 'Study Manager', 'Create New Study', and 'Study Administration'. Two red boxes with arrows point to specific elements: one points to the 'Research Institutions' checkbox, and the other points to the selected organization in the list.

IRBNet ID: 83661-1

USER PROFILE LOGOUT

Share Study

[83661-1] Childhood obesity and lunchroom menus

You may share this study with other IRBNet users. Sharing a study consists of three steps:

1. Select an organization to display a list of IRBNet users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization Search Clear

Organization types to display Research Institutions Boards Sponsors Display

Select an Organization*

- Medical University of South Carolina, Charleston, SC
- Mental Health Center of Greater Manchester, Manchester, NH
- Mercer University, Macon, GA
- Merck & Co., Inc., Whitehouse Station, NJ
- Mercy General Health Partners, Muskegon, MI
- Metabolic Research Institute, Inc., West Palm Beach, FL
- Metropolitan IRB, Frederick, MD
- Metropolitan University, Frederick, MD

Select Organization

* required fields

Study Manager

Create New Study

Study Administration

Study Overview

Study Designer

Share this Study

Sign Study

Submit this Study

Study History

Send Mail

Delete this Study

✓ Select 'Research Institution' to share with a research collaborator

✓ Select the Institution in which your colleagues are members.

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.

Welcome to IRBNet
John Smith

Study Manager
Create New Study

Study Administration
Study Overview
Study Designer
Share this Study
Sign Study
Submit this Study
Study History
Send Mail
Delete this Study

Share Study

[83661-1] Childhood obesity and lunchroom menus

Specify the access that you wish to grant to each user at **Metropolitan University**.

Users that are granted "Full" access to this study may perform all functions without restriction. This includes editing study documents, sharing the study with other users, submitting the study for review and deleting the study.

Users that are granted "Write" access may edit study documents and collaborate with other users, but may not perform any other administrative functions.

Users that are granted "Read" access may collaborate with other users but may not edit study documents or perform any other administrative functions.

IRBNet User	Permission Access			
Chandry, Francis	<input type="radio"/> Full	<input type="radio"/> Write	<input checked="" type="radio"/> Read	<input type="radio"/> No Access
Garg, Kapil	<input type="radio"/> Full	<input type="radio"/> Write	<input checked="" type="radio"/> Read	<input type="radio"/> No Access
Johnson, Randy	<input type="radio"/> Full	<input checked="" type="radio"/> Write	<input type="radio"/> Read	<input type="radio"/> No Access
Katen, John	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access
Olmsted, Andy	<input type="radio"/> Full	<input checked="" type="radio"/> Write	<input type="radio"/> Read	<input type="radio"/> No Access
Palazzo, Enrico	<input type="radio"/> Full	<input type="radio"/> Write	<input checked="" type="radio"/> Read	<input type="radio"/> No Access
Randall, Alice	<input checked="" type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input type="radio"/> No Access
Saunders, Amanda	<input type="radio"/> Full	<input type="radio"/> Write	<input checked="" type="radio"/> Read	<input type="radio"/> No Access
Wilson, Barnaby	<input type="radio"/> Full	<input type="radio"/> Write	<input type="radio"/> Read	<input checked="" type="radio"/> No Access

9 Users found, displaying all Users.

Each user will be automatically notified that they have been granted access to this study. You may also specify additional comments to be included in this notification:

Your Comments:

✓ Grant the appropriate level of access required for each collaborator.

Researcher: Initial Study Submission Training Energizer

Communicate with Your Team

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

The screenshot displays the IRBNet web application interface. At the top, the user's ID is 83661-1, and there are links for 'USER PROFILE' and 'LOGOUT'. The main header features the IRBNet logo and a banner image. A left sidebar contains navigation options: 'Study Manager', 'Create New Study', 'Study Administration', 'Study Overview', 'Study Designer', 'Share this Study', 'Sign Study', 'Submit this Study', 'Study History', 'Send Mail' (highlighted with a red circle), and 'Delete this Study'. The main content area is titled 'Send Mail' and shows a message being composed for study [83661-1] 'Childhood obesity and lunchroom menus'. Below the title is a table of users to be notified, with checkboxes for 'Send Mail' next to each name. The 'Send Mail' button in the table is also checked. Below the table is a form for the message content, including a subject line and a message body. The subject is 'IRBNet message from John Smith' and the message body is 'Please login to IRBNet to review study 83661-1: Childhood obesity and lunchroom menus. Regards, John Smith'. At the bottom of the form are buttons for 'Send', 'Preview', and 'Cancel'.

IRBNet ID: 83661-1

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
John Smith

Study Manager
Create New Study

Study Administration
Study Overview
Study Designer
Share this Study
Sign Study
Submit this Study
Study History
Send Mail
Delete this Study

[83661-1] Childhood obesity and lunchroom menus

Please select the users that will receive your message.

User	Organization	Send Mail
Francis Chandry	Metropolitan University	<input checked="" type="checkbox"/>
Kapil Garg	Metropolitan University	<input checked="" type="checkbox"/>
Randy Johnson	Metropolitan University	<input checked="" type="checkbox"/>
Andy Olmsted	Metropolitan University	<input checked="" type="checkbox"/>
Enrico Palazzo	Metropolitan University	<input checked="" type="checkbox"/>
Alice Randall	Metropolitan University	<input checked="" type="checkbox"/>
Amanda Saunders	Metropolitan University	<input checked="" type="checkbox"/>
John Smith	Metropolitan University	<input checked="" type="checkbox"/>

Subject * IRBNet message from John Smith

Message * Please login to IRBNet to review study 83661-1:
Childhood obesity and lunchroom menus

Regards,
John Smith

Send Preview Cancel

Researcher: Initial Study Submission Training Energizer

Sign Your Study

Step 4: Electronic signatures become a permanent part of your electronic study record.

The screenshot shows the IRBNet web application interface. At the top left, the IRBNet ID is 83661-1. At the top right, there are links for 'USER PROFILE' and 'LOGOUT'. The main header features the IRBNet logo and a banner image. On the left side, a navigation menu includes options like 'Study Manager', 'Create New Study', and 'Study Administration'. The 'Sign Study' option is highlighted with a red circle. The main content area displays the study title '[83661-1] Childhood obesity and lunchroom menus' and a form for signing. The form includes a dropdown menu for the user, a text area for the signature, and a 'Sign' button. Below the form, there is a section for 'This study has been signed by:' with a table showing the signature details.

IRBNet ID: 83661-1

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
John Smith

Study Manager
Create New Study

Study Administration
Study Overview
Study Designer
Share this Study
Sign Study
Submit this Study
Study History
Send Mail
Delete this Study

Sign Study

[83661-1] Childhood obesity and lunchroom menus

I John Smith, the assert that I have read this study's documents in their entirety and agree that they are ready for submission.

OR If you must sign on behalf of someone who is not able to electronically sign for him/herself, enter **designee signer mode**.

This study has been signed by:

Date	Message
02/01/2008 20:58:13	Signed by John Smith as Research Coordinator

One Signature found.

✓ Anyone with shared access to the study may sign a study.

Researcher: Initial Study Submission Training Energizer

Submit Your Study for Review

Step 5: You may submit your study to one or more boards for review.

IRBNet ID: 83661-1 USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
John Smith

Submit Study

[83661-1] Childhood obesity and lunchroom menus

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit your study 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 study documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your study 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 Hospitals, Asheville, NC
- Mobile Infirmary Medical Center, Mobile, AL

* required fields

Study Manager
Create New Study

Study Administration
Study Overview
Study Designer
Share this Study
Sign Study
Submit this Study
Study History
Send Mail
Delete this Study

✓ The default IRB highlighted is your home IRB.

Researcher: Initial Study Submission Training Energizer

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.

IRBNet ID: 83661-1 USER PROFILE LOGOUT

IRBNet 

Welcome to IRBNet
John Smith **Submit Study**

[83661-1] Childhood obesity and lunchroom menus

The following IRBNet users at **Summa Health System IRB** will be automatically notified of your submission:
Boyer, Jere
Kinna, Nicole

Submission Type: *

You may also specify additional comments to be included in this notification.

Your Comments:

✓ Send a kind word to your committee coordinators!

Researcher: Initial Study Submission Training Energizer

Receive Your Review Decision

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

Welcome to IRBNet
Amanda Saunders

- Study Manager
- Create New Study
- Study Administration**
- Study Overview
- Study Designer
- Share this Study
- Sign Study
- Submit this Study
- Study History
- Send Mail
- Delete this Study

Study Overview

[100104-1] A Phase 3, Randomized, Placebo-Controlled, Blinded, Multicenter Study

You have Full access for this study ([Edit](#))

Research Institution	Metropolitan University, Frederick, MD
Study Title	A Phase 3, Randomized, Placebo-Controlled, Blinded, Multicenter Study
Principal Investigator	Travis, Randy, MD/PhD
Study Status	Approved
Lock Status	Locked by your Board and not editable
Keywords	music
Sponsor	NIH
Internal Reference Number	dept-08-1101

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

Submitted to:
Metropolitan IRB 11/06/2008 **Approved** 11/06/2008. [Review details.](#)

Shared with the following IRBNet users

IRBNet User	Organization	Access Type
Lawrence Bird	Metropolitan University, Frederick, MD	Read
Amanda Saunders	Metropolitan University, Frederick, MD	Full
John Smith	Metropolitan University, Frederick, MD	Write

✓ Click "Review Details"

Researcher: Initial Study Submission Training Energizer

Receive Your Review Decision

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

The screenshot displays the IRBNet interface for a study manager. On the left is a navigation menu with options like 'Study Manager', 'Create New Study', 'Share this Study', 'Sign Study', 'Submit this Study', 'Study History', 'Send Mail', and 'Delete this Study'. The main content area is titled 'Review Details' and shows information for a study: '[100104-1] A Phase 3, Randomized, Placebo-Controlled, Blinded, Multicenter Study' at the 'Metropolitan IRB, Frederick, MD'. Below this is a 'Submission Details' section with fields for 'Submitted To', 'Submitted by', 'Submission Date', 'Submission Type', and 'Local Board Reference Number'. A 'Review Details' table follows, with columns for 'Agenda', 'Review Type', 'Status', 'Effective Date', and 'Expiration Date'. At the bottom is a 'Board Documents' table with columns for 'Document Type', 'Description', 'Last Modified', and 'View'. Three red boxes with checkmarks and arrows point to specific sections: 'Submission Details are here.', 'Review Details are here.', and 'Board documents are here.'

Welcome to IRBNet
Amanda Saunders

Study Manager
Create New Study
Study Design
Share this Study
Sign Study
Submit this Study
Study History
Send Mail
Delete this Study

Review Details

[100104-1] A Phase 3, Randomized, Placebo-Controlled, Blinded, Multicenter Study
Metropolitan IRB, Frederick, MD

Submission Details

Submitted To	Metropolitan IRB, Frederick, MD
Submitted by	Amanda Saunders
Submission Date	11/06/2008
Submission Type	New Study
Local Board Reference Number	08-20012

Review Details:

Agenda	Review Type	Status	Effective Date	Expiration Date
11/06/2008 03:30 PM	Full Committee Review	Approved	11/06/2008	11/06/2009

Board Documents:

Document Type	Description	Last Modified	View
Application Approved Letter	Application Approved Letter	11/06/2008 05:34 PM	

✓ 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.