



Committee Member Training Energizer

IRBNet

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.

As a Committee Member, you should know how to log into and IRBNet and then:

- 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 Innovative Solutions for
Compliance and Research Management

Login:

Username

Password

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 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...

Demo

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

Next ▶

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.

The screenshot shows the IRBNet Submission Manager interface. A sidebar on the left contains navigation links: 'Submission Manager', 'Agendas and Minutes', 'My Reminders (1)', and 'Other Tools' (which includes 'Forms and Templates'). A yellow callout box points to 'Forms and Templates' with the text: '✓ Access reviewer templates, checklists, and committee guidance documents here.' The main content area has a header 'Submission Manager' circled in red. Below it is a search section with a 'Search All' button and a 'Search' button. A yellow callout box points to the search area with the text: '✓ 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.' The search area includes a date dropdown set to '04/16/2010 07:00 AM', checkboxes for 'Only show submissions awaiting Board Action.' and 'Only show submissions not marked Review Completed.', and a 'Search By Tag' dropdown. Below the search section is a table of submissions. A yellow callout box points to the table with the text: '✓ Agenda documents and Minutes can be found here.' The table has columns: IRBNet ID, Project Title, Principal Investigator, Submission Type, Review Type, Action, Ref #, Submission Date, and a lock icon. The first row shows a submission with ID 163073-2, titled 'Motivations of Research' with subjects 'A Mixed Met...' and 'Special Pop.', by a 'Researcher', of type 'Revision', with review type 'EXP', action 'Pending Review', ref # '10-15', and submission date '03/30/2010'. At the bottom, there are links for 'Agenda' and 'Educational' documents.

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)
Other Tools
Forms and Templates

Submission Manager

Search All: [] Search All

Agenda: 04/16/2010 07:00 AM

☐ Only show submissions awaiting Board Action.
☒ Only show submissions not marked Review Completed.

Search Search By Tag: []

Search Clear

1 - 1 of 1 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date	
163073-2	Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010	

Agenda, Minutes and other Administrative Documents for this Meeting

Agenda Educational



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.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)
Other Tools
Forms and Templates

Submission Manager

Submissions for: Metropolitan IRB

The following submissions are available for your review. Click on the project title to view more information about the submission and to access project documents.

Search All: Search All

Agenda: 04/16/2010 07:00 AM

☐ Only show submissions awaiting Board Action.
☒ Only show submissions not marked Review Completed.

Search:
Search By Tag:

1 - 1 of 1 10

Show Agenda Item Numbers

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
13073-2	Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010

Agenda, Minutes and other Admin

Agenda

✓ 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.



View My Reminders

Notifications sent to you across all of your submissions will appear here. An email will be sent to your registered email address.

The screenshot shows the IRBNet interface. On the left is a sidebar with the IRBNet logo, a welcome message for Lisa Franklin, and navigation links: Submission Manager, Agendas and Minutes, My Reminders (1), Other Tools, and Forms and Templates. The main content area is titled 'My Reminders' and includes a descriptive paragraph about reminders. Below this is a table of reminders. Annotations with red arrows point to specific elements: a heart icon in the sidebar, a reminder row in the table, and a message type in the table.

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 - 1 of 1 10

[Show Silenced Reminders](#) | [Silence All Reminders](#) |

IRBNet ID	Project Title	Message Type	Date
163073-2	Motivations of Research Subjects: A Mixe...	Reviewer Access Granted	03/30/2010 08:10 AM

1 - 1 of 1 10

✓ Indicates an active Reminder.

✓ Click the Project Title to go to the Submission Detail page.

✓ Click here to view the message.



View Submission Details

Click on the title of a submission to access the Submission Detail page and associated information about the project.

✓ Project Status

✓ Package Information

✓ Package Documents

Welcome to IRBNet
Lisa Franklin

Project Administration

Project Overview

Send Project Mail

Reviews

Project History

Messages & Alerts

Other Tools

Forms and Templates

Submission Detail

Metropolitan IRB

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Project Status as of: 08/23/2012

Reviewing Board: Metropolitan IRB, Frederick, MD

Project Status: Deferred - Modifications Required

Project Risk Level: Minimal Risk

Project Expiration Date:

Initial Approval Date:

Package Details

IRBNet ID 163073-2

Title Motivations of Research Subjects: A Mixed Methods Study

Special Pop....

Principal Investigator Researcher, Trent, PhD

Lock Status Locked

View History

Submission Details

Submission Date 03/30/2010

Submitted by John Researcher

Submission Type Revision

Local Board Reference Number 10-15

Review Details:

Agenda	Review Type	Action	Effective Date	Expiration Date
04/16/2010 07:00 AM	EXP	Pending Review		

New and Revised Documents in this Package:

Document Type	Description	Last Modified
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM
Consent Form	Consent Form v2	03/30/2010 08:26 AM
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM

There is 1 Training & Credentials record linked to this package.

View Linked Records

Show Project Team Tracking

There is 1 COI Disclosure record linked to this package.

View Linked COI Disclosures



View Submission Details (continued) IRBNet

Scroll down to see additional information.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Advertisement	radio jingle	05/28/2015 01:37 PM	
Consent Form	Consent Form template	05/28/2015 01:23 PM	
UMCP - IRB Initial Application - Part 1	IRB Application	05/28/2015 01:37 PM	

There are **6 Training & Credentials records** linked to this package. | [View Linked Records](#) |

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

Project Team Tracking:

| [Show Project Team Tracking](#) |

This Package has been Signed By:

Date	Signed By	Role
05/28/2015 01:38 PM	Timothy Resnick	Principal Investigator

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

User	Special Designation	Share Date	Shared By
Administrator, Tanya		Not Applicable	Not Applicable
Eliot, Charles		05/28/2015 02:02 PM	Administrator, Tanya
Reviewer, Trisha	Expedited Reviewer	05/28/2015 02:02 PM	Administrator, Tanya

Committee Messages (1)

Send Committee Mail to Members and Administrators.

Add comments and reviewer documents to this submission.

	Reviewer	Comment	Recommend	Last Updated	Completed Date	
	Administrator, Tanya	The pre review is complete. The consent is very confusing.		05/28/2015 01:58 PM	05/28/2015 02:00 PM	View

✓ Research team
Training &
Credentials

✓ 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.



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.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Advertisement	radio jingle	05/28/2015 01:37 PM	
Consent Form	Consent Form template	05/28/2015 01:23 PM	
UMCP - IRB Initial Application - Part 1	IRB Application	05/28/2015 01:37 PM	

There are **6 Training & Credentials records** linked to this package. | [View Linked Records](#) |

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

Project Team Tracking:

| [Show Project Team Tracking](#) |

This Package has been Signed By:

Date	Signed By	Role	
05/28/2015 01:38 PM	Timothy Resnick	Principal Investigator	Details

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

User	Special Designation	Share Date	Shared By
Administrator, Tanya		Not Applicable	Not Applicable
Eliot, Charles		05/28/2015 02:02 PM	Administrator, Tanya
Reviewer, Trisha	Expedited Reviewer	05/28/2015 02:02 PM	Administrator, Tanya

Committee Messages (1)

Send Committee Mail to Members and Administrators.

Add comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date
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View project details

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

Welcome to IRBNet
Lisa Franklin

Submission Manager

Agendas and Minutes

My Reminders (1)

Project Administration

Project Overview

Designer

Package Signatures

Send Project Mail

Reviews

Project History

Messages & Alerts

Metropolitan IRB

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Project Status as of 03/30/2010 07:00 AM

Project Signatures

Project Risk

Package Details

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

This package is: Locked

[View History](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM	
Consent Form	Consent Form v2	03/30/2010 08:26 AM	
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM	

Documents from Previous Packages:

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	IRB Basic Application Part 1	IRB Basic Application Part 1	03/24/2010 03:03 PM	03/24/2010	Approved	
1	Protocol	ASM981 C2439 Protocol.pdf	03/24/2010 03:03 PM	03/24/2010	Approved	

- ✓ **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.

2010 07:00 AM

EXP



Pending Review

Revised Documents in this Package:

Document Type	Description	Last Modified	
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM	
Consent Form	Consent Form v2	03/30/2010 08:26 AM	



Add reviewer comments and documents

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

Advertisement	radio jingle	05/28/2015 01:37 PM	
Consent Form	Consent Form template	05/28/2015 01:23 PM	
UMCP - IRB Initial Application - Part 1	IRB Application	05/28/2015 01:37 PM	

There are **6 Training & Credentials records** linked to this package. | [View Linked Records](#) |

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

Project Team Tracking:

| [Show Project Team Tracking](#) |

This Package has been Signed By:

Date	Signed By	Role
05/28/2015 01:38 PM	Timothy Resnick	Principal Investigator

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

User	Special Designation	Share Date	
Administrator, Tanya		Not Applicable	Not Applicable
Eliot, Charles		05/28/2015 02:02 PM	Administrator, Tanya
Reviewer, Trisha	Expedited Reviewer	05/28/2015 02:02 PM	Administrator, Tanya

[Committee Messages \(1\)](#)

[Send Committee Mail](#) to Members and Administrators.

✓ View comments by administrators and other members.

✓ Click “Add” to record reviewer comments

Add comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date	
Administrator, Tanya	The pre review is complete. The consent is very confusing.		05/28/2015 01:58 PM	05/28/2015 02:00 PM	View

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



Add your comments.

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

✓ Record your comments in the rich text editor. You may also use the editor tools to cut/paste.

✓ Be sure to save your comments first before doing anything else.

✓ You may attach completed reviewer worksheets, edited consent forms and other documents here.

Agendas and Minutes
My Reminders (1)
Project History
Messages & Alerts
Other Tools
Forms and Templates

Reviewer Comments:

B I U ABC | [List Bulleted] [List Numbered] [List Disclosed] [List Disclosed] | -- Format -- | -- Font family -- | -- Font size --

[Cut] [Copy] [Paste] [Undo] [Redo] [Link] [Unlink] [Image] [Table] [HTML]

I have reviewed the study and support approval as well. See the attached reviewer worksheet.

The consent form is very clear. Only a few grammatical edits. See attached.

Recommendation: Approve

Last Updated: 03/30/2010 10:37 AM

☐ Mark my personal review as complete.

Completed Date:

Save & Exit Save Cancel

Reviewer Documents:

There are no reviewer documents attached.

Add New Document

Return to [Submission Detail](#).



Agendas and Minutes
My Reminders (1)
Back to Submission Detail

Project Administration
Project Overview
Designer
Sign this Package
Send Project Mail

Reviews
Project History
Messages

Other Tools
Forms and Tools

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)
Back to Submission Detail

Project History
Messages & Alerts

Reviewer Comments:

B *I* U ~~ABC~~ | | -- Format -- | -- Font family -- | -- Font size --

| | | HTML

I have reviewed the study and support approval as well. See the attached reviewer worksheet.

The consent form is very clear. Only a few grammatical edits. See attached.

Reviewer Documents

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

You may attach documents to this comment by clicking the "Browse..." button to locate a document and then by clicking "Attach".

Document Type *

Description

File *

* required fields

You may also use the IRBNet Document Wizards to create documents on-line. Documents that you create on-line are automatically attached in PDF format.

On-Line Document

There are no reviewer documents attached.

✓ Attach completed reviewer worksheets, edited consent forms and other documents here.

✓ If your institution uses a reviewer checklist wizard, it will be located here.

Return to [Submission Detail](#).



“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.

Project Administration
Project Overview
Designer
Sign this Package
Send Project Mail

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

✓ 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.

I have reviewed the study and support approval as well. See reviewer worksheet.

The consent form is very clear. Only a few grammatical edi

Recommendation:

Last Updated: 03/30/2010 10:37 AM

☒ Mark my personal review as complete.

Completed Date:

Save & Exit

Save

Cancel

Reviewer Documents:

Document Type	Description	Last Modified	View	Update	Delete
Other	ICF - Minor edits	03/30/2010 10:38 AM		Update	Delete
Reviewer Worksheet	Reviewer Checklist	03/30/2010 10:38 AM		Update	Delete

Add New Document

Return to [Submission Detail](#).



Complete your review documentation

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

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

User	Special Designation	Share Date	Shared By
Administrator, Tanya		Not Applicable	Not Applicable
Clemens, Langhorne		06/17/2015 04:18 PM	Administrator, Tanya
Duncan, Sarah		06/17/2015 04:18 PM	Administrator, Tanya
Eliot, Charles		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
	Primary Reviewer	06/17/2015 04:18 PM	Administrator, Tanya
Reviewer, Gwen		06/17/2015 04:18 PM	Administrator, Tanya
Suzara, Ichiro		06/17/2015 04:18 PM	Administrator, Tanya
Winthrop, Calvin		06/17/2015 04:18 PM	Administrator, Tanya

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

Committee Messages

Send Committee Mail to Members and Administrators.

Update your comments and reviewer documents.

	Reviewer	Comment	Recommend		Last Updated	Completed Date	
✓	Reviewer, Trisha	The consent meets 6th grade reading levels. Best thing ever.	Approve		06/17/2015 04:30 PM	06/17/2015 04:30 PM	View
✓	Administrator, Tanya	Pre review was quick and painless. Please refer to checklist for review.			06/17/2015 04:17 PM	06/17/2015 04:17 PM	View

✓ 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.

IRBNet ID: 163073-2

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Lisa Franklin

Submission Manager
Agendas and Minutes
My Reminders (1)
Back to Submission Detail

Project Administration
Project Overview
Designer
Sign this Package
Send Project Mail
Reviews
Project History
Messages & Alerts

Committee Messages & Alerts

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

The following reminder on 03/30/2010 08:10 AM was posted for this submission. You can set an IRBNet personal reminder on 03/30/2010 08:10 AM. Other IRBNet users will automatically appear in your My Reminders list. Other IRBNet users can turn on or silence a personal reminder without affecting other communications between the project team and the board can be viewed in the

✓ The red number will decrease every time a message is “silenced.”

10

Silence All Reminders

IRBNet ID	Project Title	Message Type	Date
163073-2	Motivations of Research Subjects: A Mixe...	🔔 Reviewer Access Granted	03/30/2010 08:10 AM

10

✓ 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 for which you have completed reviews.

USER PROFILE

LOGOUT

Welcome to IRBNet
Lisa Franklin

[Submission Manager](#)

[Agendas and Minutes](#)

[My Reminders](#)

Other Tools

[Forms and Templates](#)

Submission Manager

Submissions for: Metropolitan IRB

The following submissions are available for you to review. You can click on a submission to view more information about the submission and to access project documents.

Agenda: 04/16/2010 07:00 AM

Search:

Search By Tag:

☐ Only show submissions awaiting Board Action.

☒ Only show submissions not marked Review Completed.

Search

Clear

1 - 2 of 2

10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
163073-2	Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010
164613-1	ECOG 8897: Phase III Comparison of Adjuvant C... HUD Study	Wilson	New Project	FULL	Pending Review	10-19	03/30/2010

1 - 2 of 2

10

Agenda, Minutes and other Administrative Documents for this Meeting:

Agenda

Educational

✓ 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.