

VHA ISSO and PO

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, animal models, recombinant DNA, and more.

As an ISSO or PO, you should know how to log into IRBNet and then:

- Manage your Submission Manager workspaces
- Review project submission details and documents
- Communicate with committee administrators and members
- Add comments and reviewer documents to a submission
- Manage your review work queue



Log into IRBNet at: gov.irbnet.org



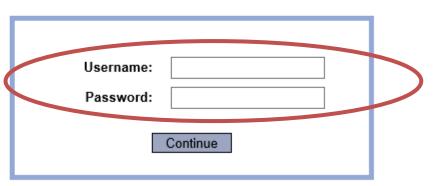


Welcome to IRBNet

Not registered yet? Register Now to get started!

If you have already registered on gov.IRBNet you can log in here.

Forgot your Username or Password? Click here for help.

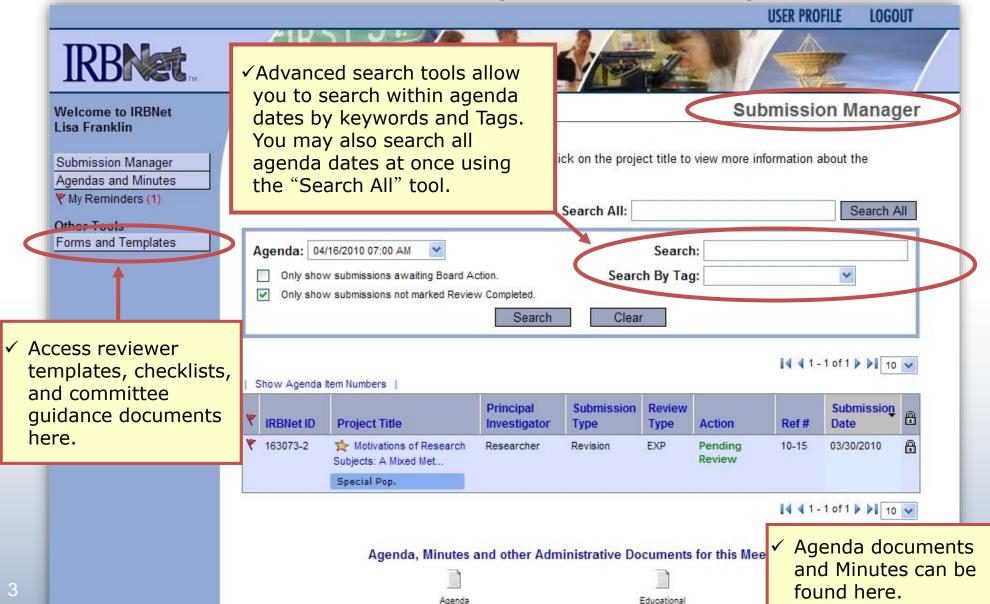




Access Your Submission Manager



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.

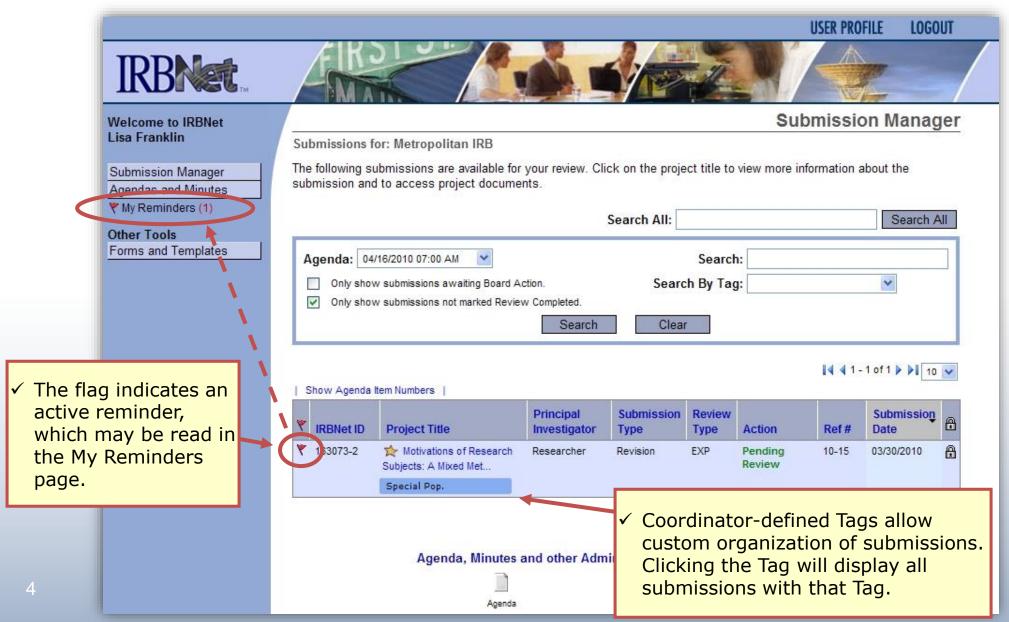




Manage Your Work Queue



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.

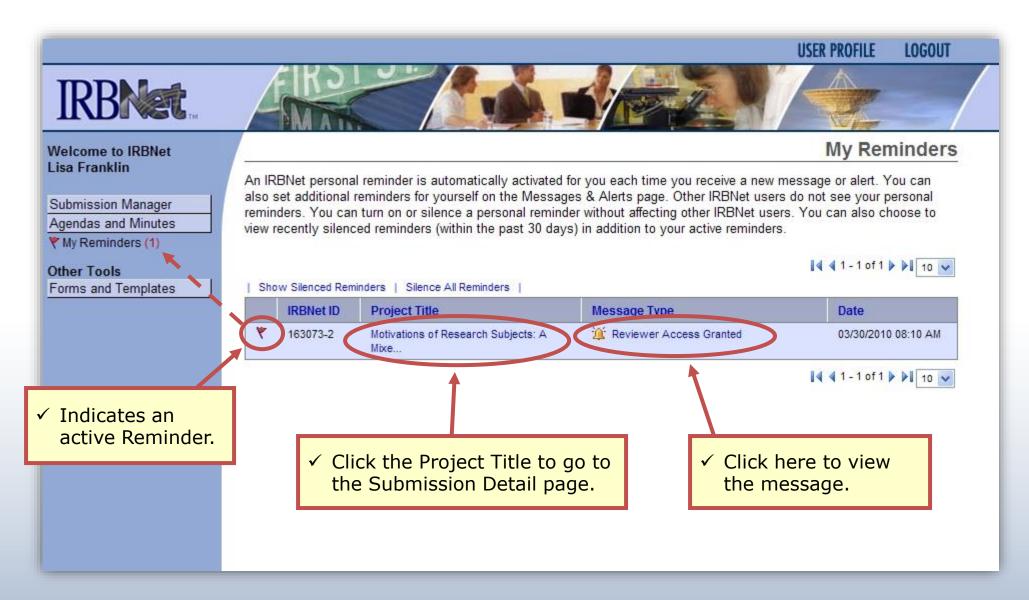




View My Reminders



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

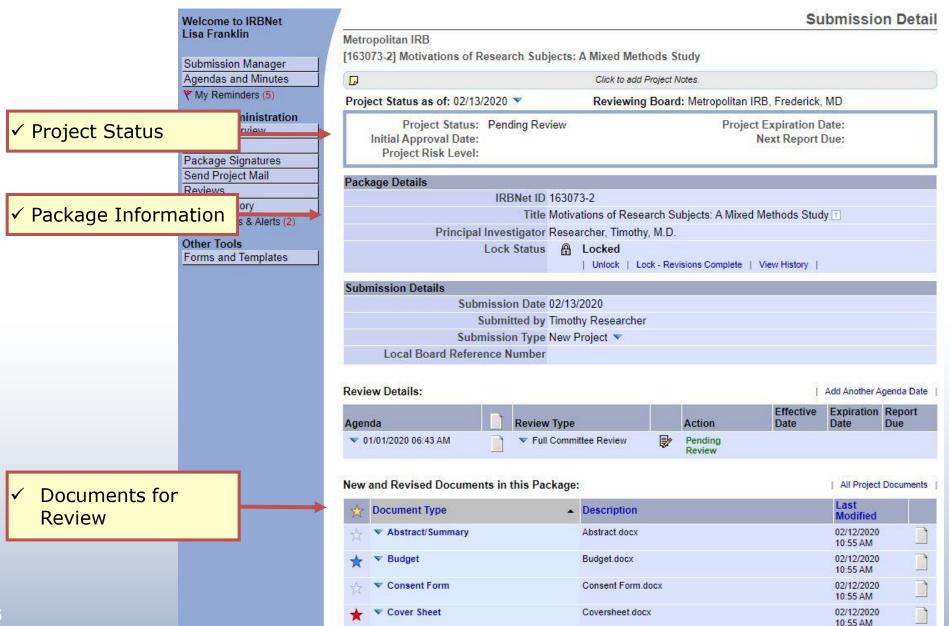




View Submission Details



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





View Submission Details (continued) IRBNet

Scroll down to see additional information.



There are 6 Training & Credentials record linked to this package. | View Linked Records |

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

Project Team Tracking:

This Package has been Signed By:

Date	Signed By	Role
02/12/2020 10:56 AM	Timothy Researcher	Principal Investiga

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

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

User	Access Type	Special Designation	Share Date	Shared By
Rodriguez, Sara	Admin		Not Applicable	Not Applicable
Wayne, John	Admin		Not Applicable	Not Applicable
Franklin, Lisa	Reviewer		02/15/2020 1:4/ PM	Rodriguez, Sara
Committee I	Messages		Send Committee Mail to	Members and Administrators.

Add comments and reviewer documents to this submission.

	F	Reviewer	Comment	Recommend	Last Updated	Completed Date	
•	⊘ F	Rodriguez, Sara	Submission is complete and ready for review.		02/13/2020 11:00 AM	02/13/2020 11:00 AM	View

✓ Research team Training & Credentials

✓ Electronic Signatures

✓ Committee / Admin access list

Reviewer comments.

✓ The check indicates the user has completed their review.



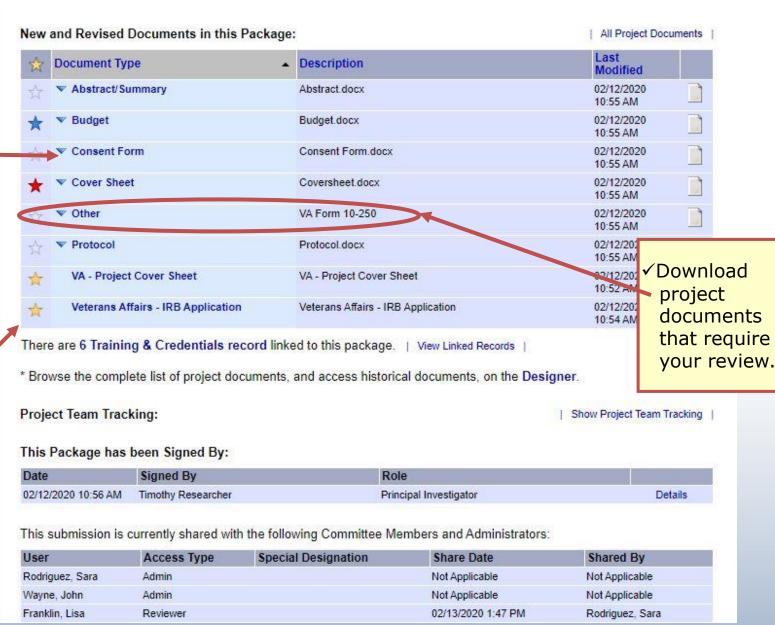
Start Your Review Process



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

✓Open any submitted document by clicking the blue link.

✓ Red, blue and yellow Stars indicate document priority, as established by your committee and local SOP.



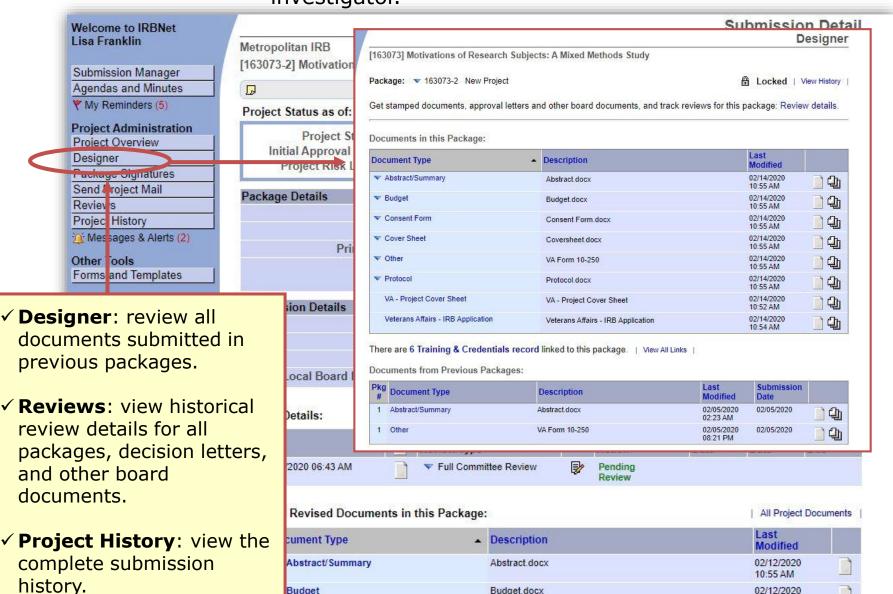


View Project Details



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

10:55 AM

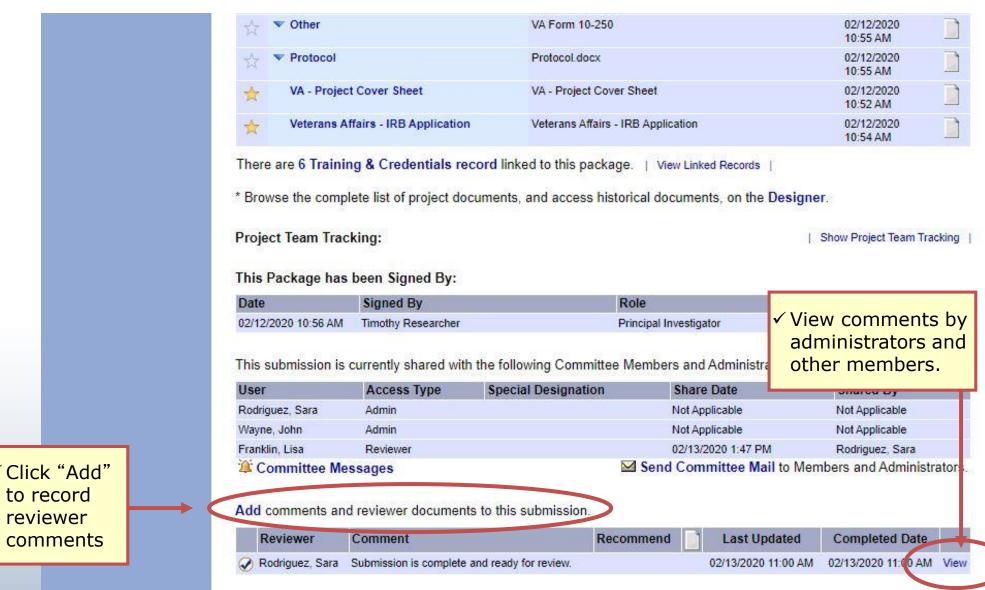




Add Reviewer Comments and Documents



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

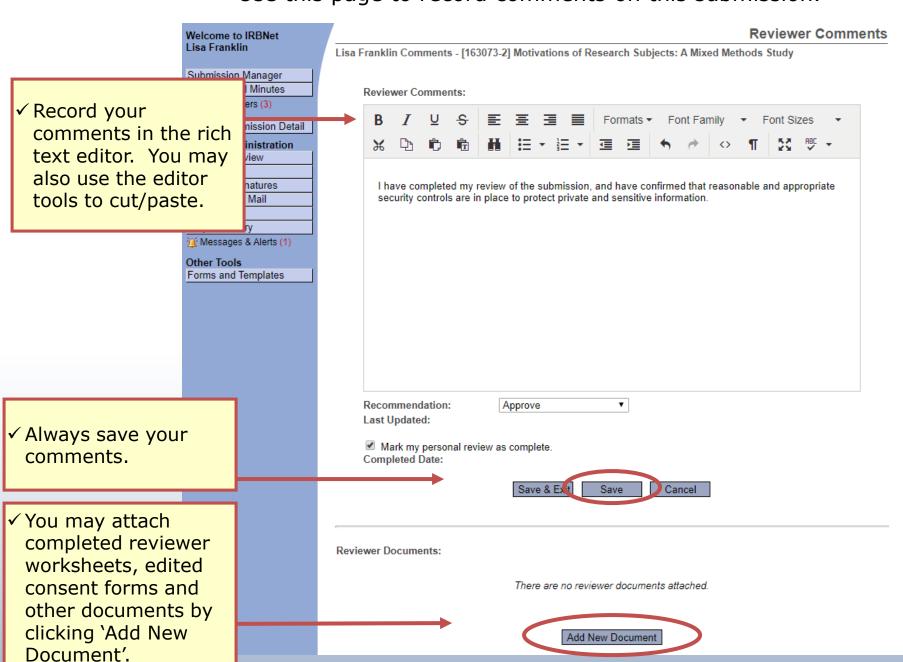




Add Your Comments



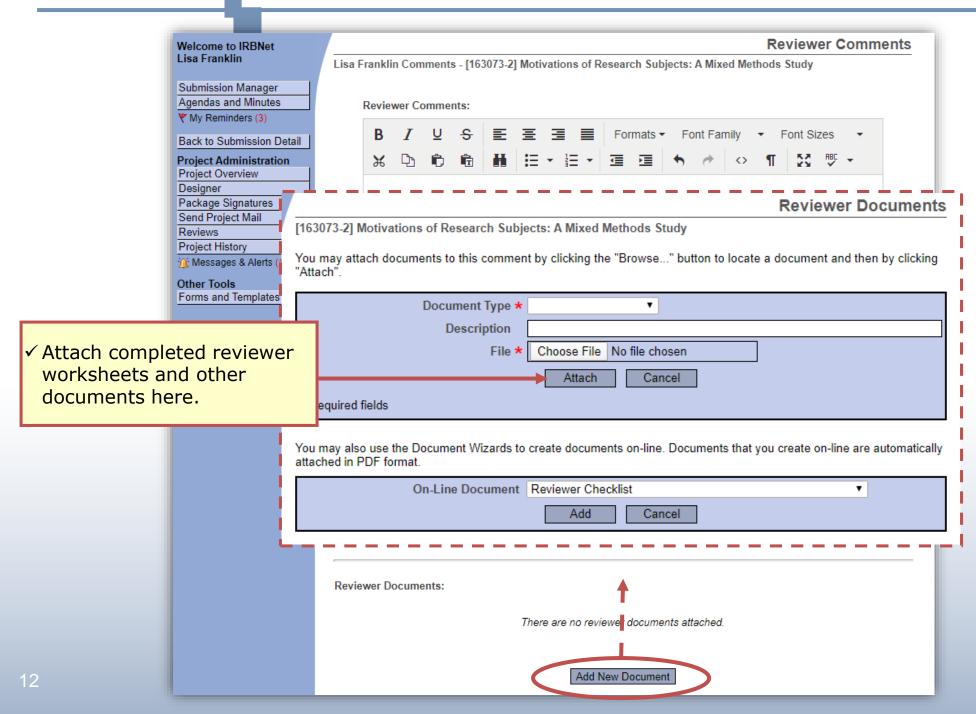
Use this page to record comments on this submission.





Attach Worksheets and More...







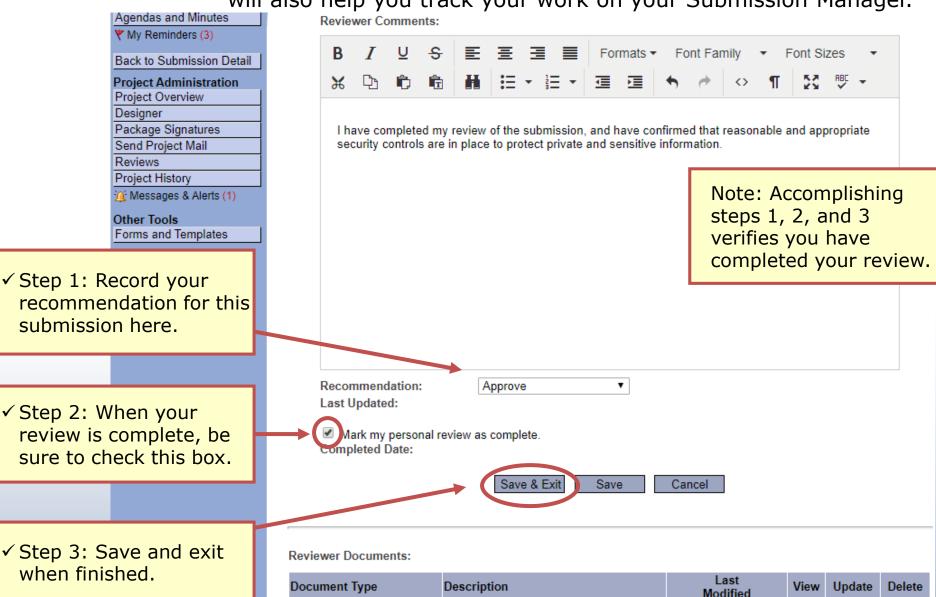
Electronically Sign Your Review



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.

02/13/2020 03:23 PM

Update



My Reviewer Worksheet

Reviewer Worksheet



Complete Your Review Documentation



Once you have completed your review, your comments will be available for other committee staff and reviewers.

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

ee Members and Administrators.

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

User	Access Type	Special Designation	Share Date	Shared By		
Rodriguez, Sara	Admin		Not Applicable	Not Applicable		
Wayne, John	Admin		Not Applicable	Not Applicable		
Franklin Liea	Reviewer		02/13/2020 01:47 PM	Rodriguez, Sara		
Committee	Messages	<u> </u>	Send Committee Mail to Members and Administrators			

Update your comments and reviewer documents.

	Reviewer	Comment	Recommend	Last Updated	Completed Date	
6	Franklin, Lisa	I have completed my review of the submission, and have confirmed that reasonable and appropriate security controls are in place to protect private and sensitive information.	Approve	02/13/2020 03:39 PM	02/13/2020 03:39 PM	View

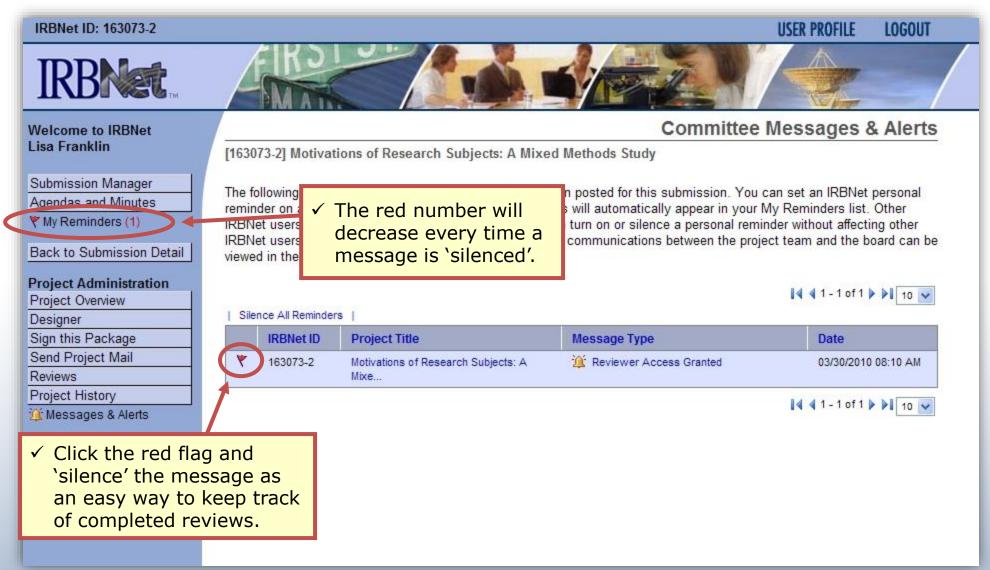
✓ Your comments are recorded.



Committee Messages & Alerts



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

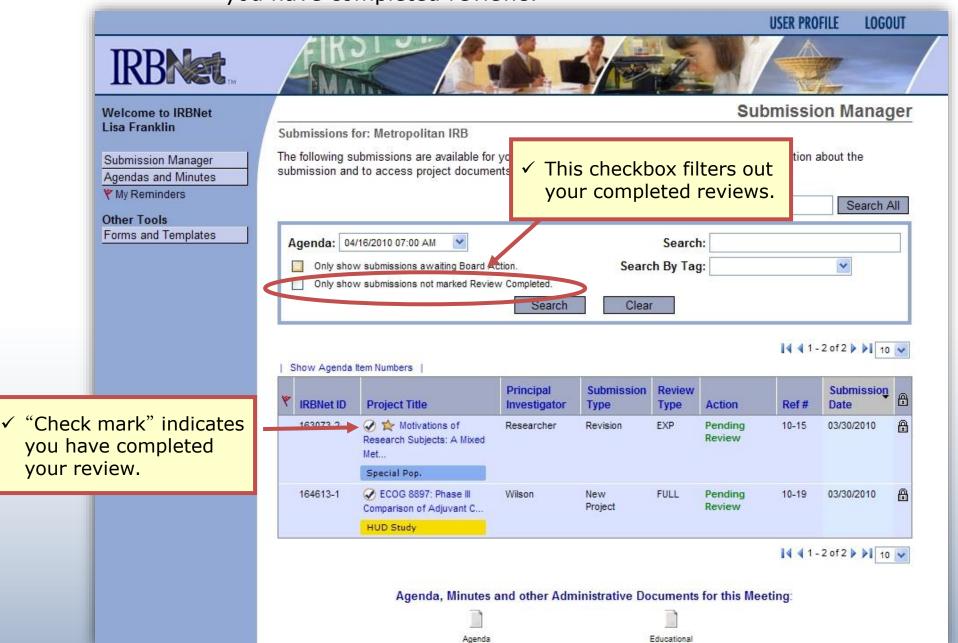




Track Your Progress with Assigned Reviews



Your Submission Manager will show you submissions for which you have completed reviews.



Where to Get Help...



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.