IRBNet User's Guide

Instructions for Online Submissions of Research Proposals to the

Institutional Review Board (IRB)

www.irbnet.org

If you have any questions regarding the submission of an IRB proposal, contact:

Alvernia.irb@alvernia.edu
610-685-3338

Section II
Uploading Training & Credentials

1. "Log-in" to http://www.irbnet.org/ using your username and password.
(First time users must register in IRBNet. See Section I)

2. Click on "**User Profile**" (top right corner)

3. Scroll down to "**Training & Credentials**"

4. Click "Add New Record" and upload your CITI Certificate as proof of human subjects training. (To complete the CITI training please visit the IRB section of the MyAlvernia Portal to see AU CITI Training Instructions)

Proof of completion of training is a <u>required document</u> for proposal submissions to the IRB. <u>ALL PERSONAL</u> listed on the proposal <u>MUST</u> provide proof and later link to each project.

Section III
Creating a New Project

Section IV
Sharing Project with Other Users

1. You may share this project with your research team. Click the "**Share this Project**" button on the left bar, and then click the blue "**Share**" link to grant access to this project.

2. From the organization box select "Alvernia University, Reading, PA". Click "**Select Organization**" and search for registered users with whom you'd like to share this project (e.g., co-investigators, research assistants, faculty advisor, committee members, collaborative researcher from another institution, etc.)

   To "Share" your project with someone, she/he must be registered with IRBNet. You may enter the person's name with whom you would like to share your project in the "Search for a User" box. You can do this by typing all or part of their first or last name and clicking "Search." You can search for multiple names by inserting a comma between names.

   Grant each user a level of access:

   Read: User many only view project documents. Recommended for research assistants.

   Write: User may add/delete/edit project documents, collaborate with other users, and add their signatures: but cannot grant access to other users, submit the project or perform any other administrative functions.

   Full: User may perform all functions without restrictions, add/edit/delete project

Section V
Submitting Project Signatures

Signatures are required before the package is submitted. The principal investigator, co-investigators, and advisors MUST sign the package before the IRB will accept your submission.

1. Click the "**Sign This Package**" button on the left menu.

2. Choose your project role from the drop-down menu by clicking the arrow on the box.

3. Then click the "**Sign**" button.

Section VI
Submitting a New Project

1. Click "**Submit This Package**" button on the left bar.

2. Select 'Alvernia University, Reading, PA" or type all or part of University name in the "**Search for Organization**" box.

3. Select "Alvernia University, Reading, PA". Then click the "**Continue**" button.

4. In the Submission Type drop down menu, select "**New Project**" and click "**Submit**".

Once a decision is made by the IRB, an automatic email will be sent to everyone who has full access. The letter and any supporting documents can be printed. (See **Section IX**)

> Projects are only submitted after you click the **"Submit Button"**. Make sure the Project Status Column, located at the top of the Submission detail Page, is labeled **"Pending Review"**. Projects not submitted will be labeled **"Work in Progress"** until submitted.

Did you submit an incomplete package?
The project package is <u>locked</u> upon submission. If you need access to this package for additions or revisions <u>prior</u> to review, please contact IRB:

Alvernia.irb@alvernia.edu
610-685-3338

<u>Section VIII</u>

Make necessary changes and save the revised document to your computer file or desktop.

Click on the "**pencil"** icon of the document. Click "**Browse**" to look for the document in your computer file or desktop.

Click on the document and click "**open**" so the file is moved into the "**file**" field. Make appropriate changes in the Document Type and Description Fields.

Click the "**Update**" button. When you click Update, the revised document will appear in the "**New and Revised Documents in the Package**" Section of the Designer Page.

All versions of the document may be viewed by clicking on the stack of paper icons (Revision History)

5. You may share this project with your research team. Click the "**Share this Project**" button on the left bar, click the blue "**Share**" link to grant access to this project.

   Select "Alvernia University, Reading, PA" from the organization box. Click "Select organization" and search for registered users with whom you'd like to share this project (e.g., co-investigators, research assistants, faculty advisor, collaborative researcher from another institution, etc.)

6. Click '**Save**"
   *Note: To "Share" your project with someone, they must be registered with IRBNet.

7. There are required signatures before the package is submitted. The principal investigator, co-investigators, and advisors MUST sign the package before the IRB will accept your submission. Click the "**Sign This Package**" button on the left menu. Choose your project role from the drop-down menu by clicking the arrow on the box. The click the "**Sign**" button.

8. Click "**Submit This Package**" button on the left bar. Select 'Alvernia University, Reading, PA" or type all or part of University name in the "**Search for Organization**" box. Select "Alvernia University, Reading, PA". Then click the "**Continue**" button. In the Submission Type drop down menu, select "New Project" and click "**Submit**".