



California State University  
SAN MARCOS

# IRBNet Picture Guide

Instructions for On-line Submission of Research  
Protocols to the Institutional Review Board (IRB)

[www.irbnet.org](http://www.irbnet.org)

For any questions or concerns regarding your submission, visit [CSUSM IRB](#) or  
contact us at [irb@csusm.edu](mailto:irb@csusm.edu), 760-750-4029

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## Section 1: New User Registration

Step-by-step instructional videos and pdf slide presentations are available at [www.irbnetresources.org/tresources/training.html](http://www.irbnetresources.org/tresources/training.html)

To access, use the following log-in information:

User Name: csusm

Password: training

### How to Register as a New User

1. To begin the registration process, go to [www.irbnet.org](http://www.irbnet.org) and click the “New User Registration” link.

**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 solution Administrators, Committee Members, Research 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

**Test Drive IRBNet**  
See for yourself...  
Demo

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

✓ Users that are not registered on IRBNet may click here to self-register.

✓ If you have forgotten your password, click here.

2. Fill out your first and last name, and choose a username and password.

The screenshot shows the 'Registration' page for IRBNet. The form is titled 'Account Information' and includes a header with a banner image of people working. The main content area contains the following fields and instructions:

- Account Information**
- Text: "You must be REGISTERED to access IRBNet. Registration is free."
- Text: "The next step is to enter your basic account information and create your IRBNet User Name and Password."
- Fields: First Name \*, Last Name \*, User Name \*, Password \*, Confirm Password \*, Password Hint
- Buttons: Continue, Cancel
- Legend: \* required fields

Two yellow callout boxes provide additional instructions:

- Top callout: "✓ Always use your proper name, with standard capitalization as this information is used throughout the system." (An arrow points to the First Name and Last Name fields.)
- Bottom callout: "✓ Passwords must contain 8 (eight) characters." (An arrow points to the Password and Confirm Password fields.)

3. Read and accept the Individual User Terms of Use.
4. To add your organization, type the word "California State" into the "Search for an Organization" box. Ensure only "Research Institutions" is checked. Click "Display" or "Search". Select "California State University, San Marcos, San Marcos, CA" from the organization box. Then click "Continue".

The screenshot shows the organization search interface. The search criteria are as follows:

- Search for an organization:** california state
- Organization types to display:**  Research Institutions,  Boards,  Sponsors
- Buttons:** Search, Clear, Display

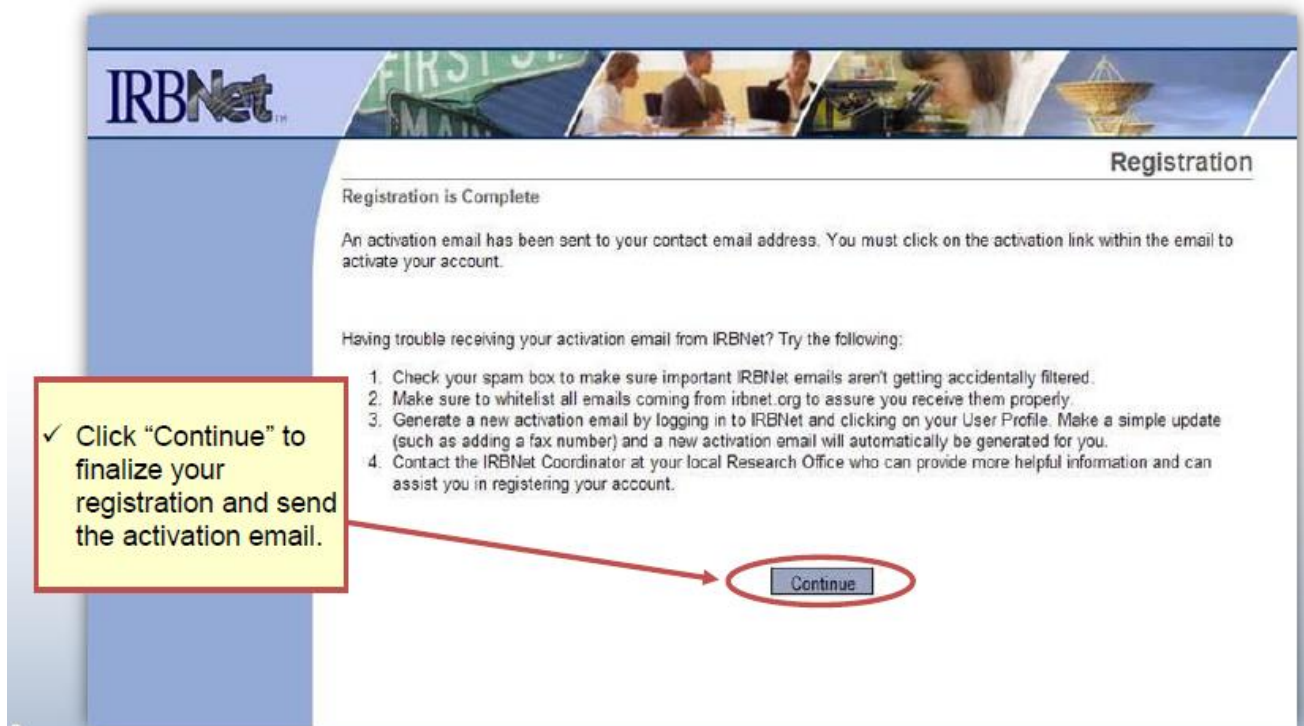
The search results are displayed in a list box:

- California State University Bakersfield, Bakersfield, CA
- California State University East Bay, Hayward, CA
- California State University Hayward, Hayward, CA
- California State University, Fullerton, Fullerton, CA
- California State University, Long Beach, Long Beach, CA
- California State University, Los Angeles (Cal State LA), Los Angeles, CA
- California State University, Sacramento, Sacramento, CA
- California State University, San Marcos, San Marcos, CA** (highlighted)

Below the list, there is a text prompt: "If you do not see your organization listed you may [add a new organization](#)." and buttons for Continue and Cancel.

Legend: \* required fields

5. Enter your contact information. Enter the email address which you would like to receive communications from the IRBNet system. (e.g. notification of committee decisions, communications from your research team or committee administrator). Click **“Continue”**.
6. Review your provided information and edit as necessary. When you are satisfied, click **“Register”**.
7. Be sure to click **“Continue”** on the final page to finalize your registration and send the activation email.



**An email will be sent to the address you provided in Step 5 with “IRBNet Activation Required” in the subject line. You will need to click on the link provided in this registration email in order to activate your account.**

## How to Add Training and Other Credentials

**Proof of completion of training is a required document for submissions to the IRB. ALL PERSONNEL listed on the proposal **MUST** provide proof in each project for which they will be conducting/aiding in research.**

1. Log-in to [IRBNet](#) using your new username and password. Click on “**User Profile**” in the top right corner.
2. Scroll down to the “Training & Credentials” section.
3. Click “**Add New Record**” and upload your proof of human subjects training. (To complete the training go to: <http://www.csusm.edu/gsr/irb/training.html>)

The screenshot shows the IRBNet User Profile page for John Researcher. The page is divided into several sections: 'User Account Information and Password', 'Affiliations', and 'Training & Credentials'. The 'Training & Credentials' section is highlighted, and the 'Add New Record' button is circled in red. A yellow callout box with a red border points to the button, containing the text: '✓ Click here to upload T&C documents.' The text 'There are currently no documents in your profile.' is visible below the button.

4. Fill in the appropriate information for the credential being added. **Fields with a red asterisk are required.**
5. Click “**Browse**” to search for the training document in your computer. Next, click “**Attach**” to add the training document.



6. Finally, review the information to make sure it is correct. You **MUST** click “**Submit**” before the training record can be added to any future submissions.

and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

**User Account Information and Password (Edit)**

User Name	jresearcher
First Name	John
Last Name	Researcher

**Affiliations**

- Add an Additional Affiliation

**Researcher at Metropolitan University, Frederick, MD (Edit) (Deactivate)**

Telephone Number	(123) 456-7890
Email	irbdefault@mailinator.com

**Training & Credentials**

IRBNet allows you to track and share your training records, certifications, resume added to your profile, your training and credentials can be easily linked to your profile by your project teams and can be quickly accessed and tracked by the boards that permit you to directly submit your training and credentials without requiring you to

✓ Click to submit the document to your committee.

Doc ID	Document Type	Description	Cr	Effective Date	Expiration Date	Last Modified	Status	
36.1	CV/Resume	My CV		05/03/2011		05/16/2011 01:44 PM	Not Submitted	<a href="#">Show all Versions</a>   Submit

Add New Record

**ALTERNATIVELY:** You may add your training certificates as a document. See “Adding Application and Supporting Document” in Section 2 for instructions.

## Section 2: New Project Submissions

**Step-by-step instructional videos and pdf slide presentations are available at**  
[www.irbnetresources.org/tresources/training.html](http://www.irbnetresources.org/tresources/training.html)

To access, use the following log-in information:

User Name: csusm

Password: training

### How to Create a New Project

\*\*Instructional videos can be found on the IRBNet training link above\*\*

1. **“Log-in”** to [IRBNet](#) using your username and password. (If you are a first time IRBNet user, please follow the instructions in section 1).

The default page will be “My Projects,” where you will have access to all of the projects you have created or that have been shared with you from other researchers.

2. On the left hand side, click **“Create New Project”**. Fill in the relevant information about your project, and click **“Continue”**. **Fields with a red asterisk are required.**

Welcome to IRBNet  
Jennifer Researcher

My Projects

Create New Project

My Reminders (1)

Other Tools  
Forms and Templates

USER PROFILE LOGOUT

IRBNet

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear

1 - 2 of 2

Create and Manage Tags | Show Archived Projects (0) | Board Action View

IRBNet ID	Project Title	Principal Investigator	Project Status	Expiration Date
431528-1	PTSD Research PTSD VAMC	Parsons	Pending Review	
431448-1	Prevalence and Outcomes of Pulmonary Con... NIH	Jeter	Active - Open to Enrollment	04/20/2017

1 - 2 of 2



3. You will then be taken to the “Designer” page where you will download the IRB application, all forms (i.e. consent, assent, etc.), link training documents (i.e. CITI training), and any guidance documents that will be used in your research.

### **Adding Application and Supporting Documents**

Once you have created the package, you will be automatically directed to the “Designer” page.

1. “Select a Library”: Ensure that CSUSM is the institution selected. If you only use IRB for CSUSM submissions, this will appear here automatically.
2. “Select a Document”: Choose the type of document that will be uploaded.  
NOTE: This can be changed at a later step.
3. Click “Attach New Document” to add the application and all supporting documents.

The screenshot shows the IRBNet Designer interface. At the top, it displays 'IRBNet ID: 48847-1' and 'USER PROFILE LOGOUT'. The main header includes the IRBNet logo and a banner image. Below the header, the user is welcomed as 'Jennifer Researcher'. A left sidebar contains navigation links for 'My Projects', 'Project Administration', and 'Other Tools'. The main content area shows the package name '[48847] Impact of Chocolate on Work Efficiency' and its status 'Work in progress (Not submitted)'. It includes a 'Step 1' section with dropdown menus for 'Select a Library' (Metropolitan University IRB, Frederick, MD) and 'Select a Document' (1a. Application Form), followed by a 'Download' button. A 'Step 2' section provides instructions on assembling the document package. At the bottom, there are two buttons: 'Start a Wizard' and 'Attach New Document', with the latter highlighted by a blue rectangular box.

- Once your documents have been uploaded, you can easily change the “Document Type” by clicking the blue arrow to the left and selecting a new option from the drop-down menu. You can also edit or delete the document using the tools to the right.

IRBNet ID: 431581-1 USER PROFILE LOGOUT

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**IRBNet** Designer

Welcome to IRBNet  
Jennifer Researcher

[431581] Impact of Chocolate on Work Efficiency

Package: 431581-1 Work in progress (Not submitted)

[Click to add a package description or notes.](#)

**Step 1:** [Hide Form Libraries](#)  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan University IRB, Fredricksburg, MD  
Select a Document: \* Read Me First [Download](#)

**Step 2:**  
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
(please select)	1. New Application Form.doc	04/26/2016 01:39 PM	
Abstract/Summary	Clinical Protocol.pdf	04/26/2016 01:39 PM	
Adverse Event Report	Consent Form.doc	04/26/2016 01:39 PM	
Advertisement			
Amendment/Modification			
Application Form			
Budget			
Child Assent			

There are no documents linked to this package. [Link / Un-Link Training Records](#)

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

IRBNet ID: 431581-1 USER PROFILE LOGOUT

---

**IRBNet** Designer

Welcome to IRBNet  
Jennifer Researcher

[431581] Impact of Chocolate on Work Efficiency

Package: 431581-1 Work in progress (Not submitted)

[Click to add a package description or notes.](#)

**Step 1:** [Hide Form Libraries](#)  
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan University IRB, Fredricksburg, MD  
Select a Document: \* Read Me First [Download](#)

**Step 2:**  
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
Application Form	1. New Application Form.doc	04/26/2016 01:39 PM	
(please select)	Clinical Protocol.pdf	04/26/2016 01:39 PM	
(please select)	Consent Form.doc	04/26/2016 01:39 PM	

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

[Start a Wizard](#) OR [Attach New Document](#) (When should I do this?)

## Adding Training Credentials

**Proof of completion of training is a required document for submissions to the IRB. ALL PERSONNEL listed on the proposal **MUST** provide proof in each project for which they will be conducting/aiding in research.**

1. Under “Documents in this Package”, click “**Link/Un-Link Training Records**”

IRBNet ID: 431581-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Jennifer Researcher

My Projects  
Create New Project  
My Reminders (1)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
Project History  
Messages & Alerts

**Other Tools**  
Forms and Templates

[431581] Impact of Chocolate on Work Efficiency Designer

Package: 431581-1 Work in progress (Not submitted)  
Click to add a package description or notes.

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

Select a Library: Metropolitan University IRB, Fredricksburg, MD  
Select a Document: \* Read Me First Download

**Step 2:** Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | Learn more |

Documents in this Package:

Document Type	Description	Last Modified	
Application Form	Application Form	04/26/2016 01:39 PM	
Protocol	Clinical Protocol	04/26/2016 01:39 PM	
Consent Form	Consent Form	04/26/2016 01:39 PM	

There are no Training & Credentials records linked to this package. [Link / Un-Link Training Records](#)

Start a Wizard OR Attach New Document (When should I do this?)

2. Use the check boxes to select the training documents that are needed for your project. Once all documents have been selected, click “**Save**”.

**ALTERNATIVELY:** You may also add training certificates as a Document using the instructions in the previous subsection.

**FACULTY RESEARCHERS:** Be sure to add training records as a board document for **all** students/student assistants that will be conducting research with you. If you are advising a student’s research, refer to the “Signing a Package” subsection with instructions on how to sign their IRB package.

**STUDENT RESEARCHERS:** The next step is **REQUIRED** before your IRB project will be acknowledged, **DO NOT** skip the next step. Students **MUST** share their package with their research advisor for them to review and sign the package before IRB will acknowledge your application.

## Sharing Your Package

1. After your credentials have been added, on the next screen click “**Share**”. You can also access this option from the home page, on the left side under “Project Administration” click “**Share this Project**”.

IRBNet ID: 431581-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Jennifer Researcher

**Share Project**

[431581-1] Impact of Chocolate on Work Efficiency

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

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrator or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site 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 project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

2. Select “California State University, San Marcos” in the “Select an Organization” box. Click “**Select Organization**”.
3. Search for your research advisor by name in the search bar, click “**Search**”.  
NOTE: Your research advisor must already be a registered user of IRBNet in order to sign your project.



- Once you find your advisor's name, you must give them a minimum of "Read" access so that they are able to review your application and sign the package. ***Selected users will be notified automatically via email that a project has been shared with them. You may also enter comments in the comment box to be included in the email.***

IRBNet ID: 431581-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Jennifer Researcher Share Project

[431581-1] Impact of Chocolate on Work Efficiency

Specify the access that you wish to grant to each user at **Metropolitan University**. You should grant each user only the **minimum** level of access necessary to perform their work on this project.

- Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User:

User	Access Type
Gladwell, Malcolm	<input type="radio"/> Full <input checked="" type="radio"/> Write <input type="radio"/> Read <input type="radio"/> No Access
Sprouse-Blum, Adam	<input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access

2 Users found, displaying all Users.

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

Your Comments

- Scroll down to the bottom and click "Save"

### Signing a Package

- Log in to [IRBNet](#) using your username and password. You will be automatically directed to the "My Projects" page.
- Select the package that has been shared to you, identified by the title and/or IRB package number. NOTE: You can also access projects that have recently been shared to you by going to your "Messages & Alerts", which can be found in the left side menu.

3. In the left side menu, click “Sign this Package”.

IRBNet ID: 431583-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Jennifer Researcher **Share Project**

[431583-1] Impact of Chocolate on Work Efficiency again

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

- Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site 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 project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

User Name	Organization	Access Type
Malcolm Gladwell	Metropolitan University, Fredricksburg, MD	Write
Adam Sprouse-Blum	Metropolitan University, Fredricksburg, MD	Read

4. Use the drop-down menu at the top to select your affiliation with the project.

IRBNet ID: 431583-1 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Jennifer Researcher **Sign Package**

[431581-1] Impact of Chocolate on Work Efficiency

I Jennifer Researcher, as contained in this package requirements and is ready equivalent of a traditional

To sign on behalf of another user, please select a role from the dropdown menu below.

This package has been signed by Jennifer Researcher on 04/26/2016 02:34 PM.

**Sign**

**Signature Mode:**

Date	Role	Details
04/26/2016 02:34 PM	Co-Investigator	Malco

5. Click “Sign”. Enter your IRBNet username and password to sign the package.



## Submit Your Package

When you have completed downloading your application, training certificates, and collected the required signatures, you must then submit your package. **STUDENTS: DO NOT** submit your package until you are certain you have uploaded all documents and your faculty advisor has signed the package in IRBNet.

1. Log in to [IRBNet](#) using your username and password. You will be automatically directed to the “My Projects” page.
2. Select the new project you wish to submit.
3. On the left side bar, click “**Submit this Package**”.
4. Select “California State University San Marcos” by clicking it in the menu provided to highlight it. Then click “**Continue**”.

The screenshot displays the IRBNet interface. At the top, the user ID is 431584-1 and there are links for 'USER PROFILE' and 'LOGOUT'. The main header includes the IRBNet logo and a navigation bar with 'Submit Package' highlighted. The left sidebar contains a 'Project Administration' menu where 'Submit this Package' is selected. The main content area shows the project title '[431581-1] Impact of Chocolate on Work Efficiency' and a description of the 'Submit' feature. Below this, a 'Please select a Board:' section contains a search box and a dropdown menu. The dropdown menu is open, showing 'Metropolitan University IRB, Fredricksburg, MD' as the selected option. A 'Continue' button is highlighted by a mouse cursor. A legend at the bottom left indicates that an asterisk (\*) denotes required fields.

5. On the next page, choose the “Submission Type”. For new research, select “New Project”. For updates or continuation of research previously approved by the IRB, see Section 3.
6. Finally, click “**Submit**”.

7. If you go back to your “My Projects” page (by clicking it in the top left side bar), you will now see that the “Board Action” of the project has changed from “Work in Progress” to “Pending Review”.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
Jennifer Researcher

My Projects  
Create New Project  
My Reminders (1)

Other Tools  
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:  Search By Tag:

Search Clear

1 - 3 of 3 10

Create and Manage Tags Show Archived Projects (0) Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
431581-1	Impact of Chocolate on Work Efficiency	Researcher	New Project	Pending Review	
431528-1	PTSD Research PTSD VAMC	Parsons	New Project	Pending Review	
431446-1	Prevalence and Outcomes of Pulmonary Con... NIH	Jeter	New Project	Approved	04/21/2016

1 - 3 of 3 10

**STUDENTS: DO NOT submit your package until you are certain you have uploaded all documents and your faculty advisor has signed the package in IRBNet. Projects are locked upon submission, if you need access to this package for additions or revisions prior to board review, please contact IRB Administrative Support at [irb@csusm.edu](mailto:irb@csusm.edu) or 760-750-4029**

## Section 3: Subsequent Packages: Submitting Continuations and Modifications

Step-by-step instructional videos and pdf slide presentations are available at [www.irbnetresources.org/tresources/training.html](http://www.irbnetresources.org/tresources/training.html)

To access, use the following log-in information:

User Name: csusm

Password: training

### Creating a Subsequent Package

1. Log in to [IRBNet](#) using your username and password. You will be automatically directed to the “My Projects” page.
2. Click on the title of the project you wish to extend/modify.
3. Click “**Project History**” in the left side bar.
4. Click “**Create New Package**” in the middle of the page.

IRBNet ID: 137618-1 USER PROFILE LOGOUT

Welcome to IRBNet  
John Researcher

Project History

[137618-1] Motivations of Research Subjects: A Mixed Methods Study

The following document packages are available in Project History:

Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
1	New Project	Modifications Required	09/30/2009	09/30/2009	10/05/2009

One Package found.

You are currently viewing this package.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

Click the Create New Package button

5. This will create a new package with the same IRB number, but a new package number. **For example:** Original project is 123456-1, new project will become 123456-2.

### Adding Documents to Your Package

1. You can now click this new package to access the “Designer” page.
2. Upload the IRB Continuing Review/Minor Modification application and any new supporting documents by clicking “**Add New Document**” in the middle of the page. If you need more help on how to upload documents, refer to Section 2 “Adding Application and Supporting Documents”.
3. At the bottom of the page is a list of all documents that were included in all previous packages with this IRB number. Include **ALL** supporting documents that are to remain unchanged in the subsequent package.
4. To download and edit a previous document, click the image of a piece of paper to the right. You can then save and edit this document.

**My Projects**  
 Create New Project  
 My Reminders (3)

**Project Administration**  
 Project Overview  
 Designer  
 Share this Project  
 Sign this Package  
 Submit this Package  
 Delete this Package  
 Send Project Mail  
 Reviews  
 Project History  
 Messages & Alerts (3)

**Other Tools**  
 Forms and Templates

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

Select a Library: Metropolitan IRB, Frederick, MD  
 Select a Document: IRB Submission Checklist [Download]

**Step 2:**  
 Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

*There are currently no documents in this package.*

There are no Training & Credentials records linked to this package. | Link / Un-Link Records |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

**Add New Document** (When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Application Form	IRB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required	
1	Consent Form	Consent Form	09/30/2009 12:04 PM	09/30/2009	Modifications Required	
1	Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required	

- To download a new document in place of the previously submitted version, click the image of a pencil to the right.

My Projects

Create New Project

▼ My Reminders (3)

**Project Administration**

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Reviews

Project History

📧 Messages & Alerts (3)

**Other Tools**

Forms and Templates

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

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist Download

---

**Step 2:**  
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

*There are currently no documents in this package.*

There are no Training & Credentials records linked to this package. | [Link / Un-Link Records](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

Add New Document (When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

▲ Pkg #	◆ Document Type	◆ Description	◆ Last Modified	◆ Pkg Submission Date	◆ Pkg Status	
1	Application Form	RB Application	09/30/2009 12:04 PM	09/30/2009	Modifications Required	
1	Consent Form	Consent Form	09/30/2009 12:04 PM	09/30/2009	Modifications Required	
1	Protocol	ASM961 C2439 Protocol.pdf	09/30/2009 12:04 PM	09/30/2009	Modifications Required	

- Click “**Browse**” to upload a new version of the document.
- Click “**Update**” to submit the new version and add it to the new package.

## **Sharing, Signing, and Submitting Your Package**

REMEMBER: You must share your package with your faculty advisor for them to sign. When you have completed downloading your application, training certificates, and collected the required signatures, you must then submit your package. Follow the steps in Section 2 on how to share, sign, and submit your package.

**STUDENTS: DO NOT submit your package until you are certain you have uploaded all documents and your faculty advisor has signed the package in IRBNet. Projects are locked upon submission, if you need access to this package for additions or revisions prior to board review, please contact IRB Administrative Support at [irb@csusm.edu](mailto:irb@csusm.edu) or 760-750-4029**



## Section 4: Accessing Your Package

Step-by-step instructional videos and pdf slide presentations are available at [www.irbnetresources.org/tresources/training.html](http://www.irbnetresources.org/tresources/training.html)

To access, use the following log-in information:

User Name: csusm

Password: training

### Responding to Modifications Required Letter

If your reviewer is requesting modifications to your submission, a “Modifications Required Letter” will be added to your package and you will receive an email notification. Your package will then be unlocked for you to make the required changes.

1. Log in to [IRBNet](http://IRBNet). You will be automatically directed to the “My Projects” page.
2. You will see that the project with requested revisions is now unlocked. Click on the title to access the package.

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Jennifer Researcher

My Projects  
Create New Project  
My Reminders (2)

Other Tools  
Forms and Templates

**My Projects**

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear


1 - 3 of 3 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
431581-1	Impact of Chocolate on Work Efficiency	Researcher	New Project	Pending Review	
431528-1	PTSD Research PTSD VAMC	Parsons	New Project	Pending Review	
431446-1	Prevalence and Outcomes of Pulmonary Con... NIH	Jeter	New Project	Approved	04/21/2016

1 - 3 of 3 10

3. You will then be directed to the “Project Overview” page. Click “**Reviews**” in the left side bar.
4. You will see a board document called “Modifications Required Letter”. Click this document to download and edit.
5. Respond to the questions to your best ability. Revisions to other documents or the addition of new documents may be required.
6. Upload the edited “Modifications Required Letter” and any other documents that were requested. Click “**Designer**” in the left side bar, you may add new documents or edit previous documents. For more detailed information on how to do this, refer to Section 3 “Adding Documents to Your Package”.

IRBNet ID: 48847-1 USER PROFILE LOGOUT



Welcome to IRBNet  
Jennifer Researcher Project Overview

**My Projects**

- Create New Project
- My Reminders (2)

**Project Administration**

- Project Overview
- Designer**
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (2)

**Other Tools**

- Forms and Templates

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[48847-1] Impact of Chocolate on Work Efficiency

You have Full access to this project. [\(Edit\)](#)

Research Institution Metropolitan University, Frederick, MD
Title Impact of Chocolate on Work Efficiency
Principal Investigator Researcher, Jennifer, PhD
Keywords stimulant, effectiveness, mood
Sponsor NIH

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

Project Status as of: 10/19/2016

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Metropolitan University IRB, Frederick, MD		Pending Review	

---

Package 48847-1 is: 🔒 Unlocked - Revisions Pending ⏪ Package 1 of 1 ⏩ | Jump ▾

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Metropolitan University IRB, Frederick, MD	10/19/2016	New Project	Pending Review	<a href="#">Review Details</a>

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Shared with the following users:

User	Organization	Access Type
Researcher, Jennifer	Metropolitan University, Frederick, MD	Full

- When you have addressed all of the issues and attached the necessary documents, on the “Designer” page click “**Mark Revisions Complete**” at the top of the page. You may add a message if you like, then click “**Continue**”. Your reviewer will receive notification that revisions have been made, your package will again become locked.

IRBNet ID: 431581-1 USER PROFILE LOGOUT

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**IRBNet™** **Designer**

Welcome to IRBNet  
Jennifer Researcher

[431581] Impact of Chocolate on Work Efficiency

Package: 431581-1 New Project **Mark Revisions Complete** (When should I do this?)  
Unlocked Revisions Pending | View History

**Mark Revisions Complete**

When you mark revisions complete your package will be automatically re-locked and your committee coordinators will be automatically notified. You may also specify an optional message to be included in this automatic notification. Your message will be automatically posted to the Lock History for this package and to the Project Messages & Alerts where it will become part of the project record and can be viewed by any user with access to this project, including Committee Members and Administrators that review this project.

**Message:** Thank you.]

**Step 1:**  
Download blank forms, document templates, and approvals

Select a Library: Metropolitan  
 Select a Document: \* Read Me First

**Step 2:**  
Assemble your document package by adding documents, maintaining version history, and linking documents to other documents.

Documents in this Package:

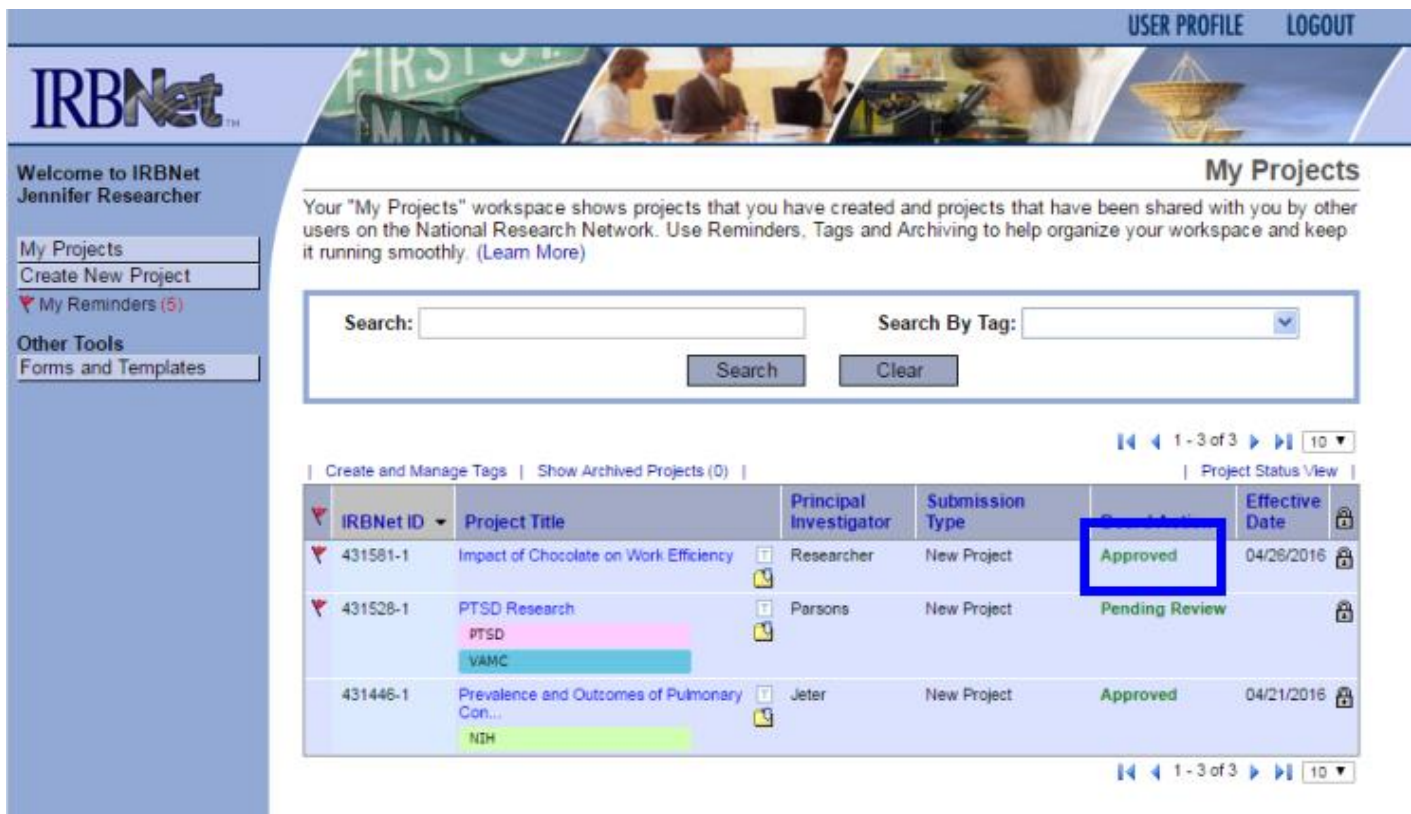
Document Type	Document Name	Date/Time	Actions
Study Plan	Study Overview	04/26/2016 02:59 PM	[Icons: Copy, Paste, Edit, Delete]
Application Form	Application Form	04/26/2016 01:39 PM	[Icons: Copy, Paste, Edit, Delete]
Consent Form	Consent Form	04/26/2016 01:39 PM	[Icons: Copy, Paste, Edit, Delete]
Protocol	Clinical Protocol	04/26/2016 01:39 PM	[Icons: Copy, Paste, Edit, Delete]

There are 2 Training & Credentials records linked to this package. | [View All Links](#) | [Link / Un-Link Training Records](#) |

## Retrieving Approval Letter and Stamped Documents

When the IRB has approved your project, you will receive email notification. An “Approval Letter” and any documents that require stamps from the IRB (consent/assent forms, information forms) will be attached to your package.

1. Log in to [IRBNet](#). You will be automatically directed to the “My Project” page.
2. The “Board Action” for your project will now state “Approved”. Click the title of the project to access the Project Overview.



The screenshot displays the IRBNet user interface for a researcher named Jennifer. The main area is titled "My Projects" and contains a search bar and a table of project entries. The table has columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Status, and Effective Date. The status of the first project, "Impact of Chocolate on Work Efficiency", is highlighted with a blue box and labeled "Approved".

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
431581-1	Impact of Chocolate on Work Efficiency	Researcher	New Project	Approved	04/26/2016
431528-1	PTSD Research PTSD VAMC	Parsons	New Project	Pending Review	
431446-1	Prevalence and Outcomes of Pulmonary Con... NIH	Jeter	New Project	Approved	04/21/2016



3. Click “**Reviews**” in the left side bar.
4. You will see the Approval Letter as well as any stamped documents. You can click on these to download for your own records.

IRBNet ID: 431581-1 USER PROFILE LOGOUT

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**IRBNet** Reviews

Welcome to IRBNet  
Jennifer Researcher

My Projects  
Create New Project  
My Reminders (5)

**Project Administration**  
Project Overview  
Designer  
Share this Project  
Sign this Package  
Submit this Package  
Delete this Package  
Send Project Mail  
**Reviews**  
Project History  
Create a New Package  
Messages & Alerts (4)

**Other Tools**  
Forms and Templates

---

[431581-1] Impact of Chocolate on Work Efficiency  
**Metropolitan University IRB, Fredricksburg, MD**

**Reviews:**

Pkg #	Submission Date	Submission Type	Agenda	Review Type	Board Action	Effective Date	Project Status	Expiration Date
1	04/26/2016	New Project	05/10/2016 03:00 PM	Expedited Review	Approved	04/26/2016	Active - Open to Enrollment	04/25/2017

**Board Documents:** | Show Current Versions Only |

Pkg #	Document Type	Description	Last Modified	View
1	Approval Letter	Approval Letter	04/26/2016 03:13 PM	
1	Stamped Document	Consent Form (stamped)	04/26/2016 03:06 PM	