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
Log into IRBNet at: www.irbnet.org

Committee Member Training Energizer

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...

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
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.

- 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.

- Access reviewer templates, checklists, and committee guidance documents here.

- Agenda documents and Minutes can be found here.
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.

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

- Click the Project Title to go to the Submission Detail page.
- Indicates an active Reminder.
- Click here to view the message.
- 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.

<table>
<thead>
<tr>
<th>IRBNet ID</th>
<th>Project Title</th>
<th>Message Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>163073-2</td>
<td>Motivations of Research Subjects: A Mix...</td>
<td>Reviewer Access Granted</td>
<td>03/30/2010 08:10 AM</td>
</tr>
</tbody>
</table>
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**
Scroll down to see additional information.

- New and Revised Documents in this Package:
  - Document Type: Description
  - Advertisement: radio jingle
  - Consent Form: Consent Form template
  - UMCP - IRB Initial Application - Part 1: IRB Application

- There are 6 Training & Credentials records linked to this package.
  - View Linked Records

- 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 Admins:
  - User: Special Designation: Share Date: Shared By
  - Administrator, Tanya: Not Applicable: 05/28/2015 02:02 PM: Administrator, Tanya
  - 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
  - Administrator, Tanya: The pre review is complete. The consent is very confusing.

- 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.

New and Revised Documents in this Package:

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>radio jingle</td>
<td>05/28/2015 01:37 PM</td>
</tr>
<tr>
<td>Consent Form</td>
<td>Consent Form template</td>
<td>05/28/2015 01:23 PM</td>
</tr>
<tr>
<td>UMCP - IRB Initial Application - Part 1</td>
<td>IRB Application</td>
<td>05/28/2015 01:37 PM</td>
</tr>
</tbody>
</table>

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:

This Package has been Signed By:

<table>
<thead>
<tr>
<th>Date</th>
<th>Signed By</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/28/2015 01:38 PM</td>
<td>Timothy Resnick</td>
<td>Principal Investigator</td>
</tr>
</tbody>
</table>

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

- Administrator, Tanya
- Eliot, Charles
- Reviewer, Trisha

Committee Messages (1)

Add comments and reviewer documents to this submission.
View project details

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

- **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.

![Project Administration buttons](image)
Add reviewer comments and documents

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

 ✓ Click “Add” to record reviewer comments

 ✓ View comments by administrators and other members.

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.

- Mark your personal review as complete.

- Recommendation: Approve
- Last Updated: 03/30/2010 10:37 AM

- Reviewer Documents:
  - There are no reviewer documents attached.

Return to Submission Detail
Attach completed reviewer worksheets, edited consent forms and other documents here.

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

- 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.

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

<table>
<thead>
<tr>
<th>User</th>
<th>Special Designation</th>
<th>Share Date</th>
<th>Shared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator, Tanya</td>
<td>Not Applicable</td>
<td>Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Clemens, Langhome</td>
<td>06/17/2015 04:18 PM</td>
<td>Administrator, Tanya</td>
<td></td>
</tr>
<tr>
<td>Duncan, Sarah</td>
<td>06/17/2015 04:18 PM</td>
<td>Administrator, Tanya</td>
<td></td>
</tr>
<tr>
<td>Eliot, Charles</td>
<td>06/17/2015 04:18 PM</td>
<td>Administrator, Tanya</td>
<td></td>
</tr>
<tr>
<td>Winthrop, Calvin</td>
<td>06/17/2015 04:18 PM</td>
<td>Administrator, Tanya</td>
<td></td>
</tr>
<tr>
<td>Reviewer, Gwen</td>
<td>06/17/2015 04:18 PM</td>
<td>Administrator, Tanya</td>
<td></td>
</tr>
<tr>
<td>Suzara, Ichiro</td>
<td>06/17/2015 04:18 PM</td>
<td>Administrator, Tanya</td>
<td></td>
</tr>
</tbody>
</table>

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

Your comments are recorded.

Update your comments and reviewer documents.

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

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

✓ “Check mark” indicates you have completed your review.

✓ The filter tool hides your completed reviews.
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.