#### Researcher 2: Post-Submission Advanced Topics

# Network ® 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.

This Energizer covers advanced submission topics for Researchers, Research Managers, and Research Coordinators. This Energizer illustrates how to:

- Advanced My Projects Management
- Manage My Reminders
- Review Project Messages & Alerts
- Create a Subsequent Package
- Add and Revise Documents
- Complete and Submit Subsequent Package





# Did you submit an incomplete package?



If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, <a href="CONTACT YOUR LOCAL BOARD">CONTACT YOUR LOCAL BOARD</a>
<a href="COORDINATOR">COORDINATOR</a>.

Responses to board requests and normal actions in the project life cycle (reportable events, continuing reviews, adverse events, study team changes, investigator - and sponsor - initiated modifications, etc.) require the creation of subsequent packages in a project.

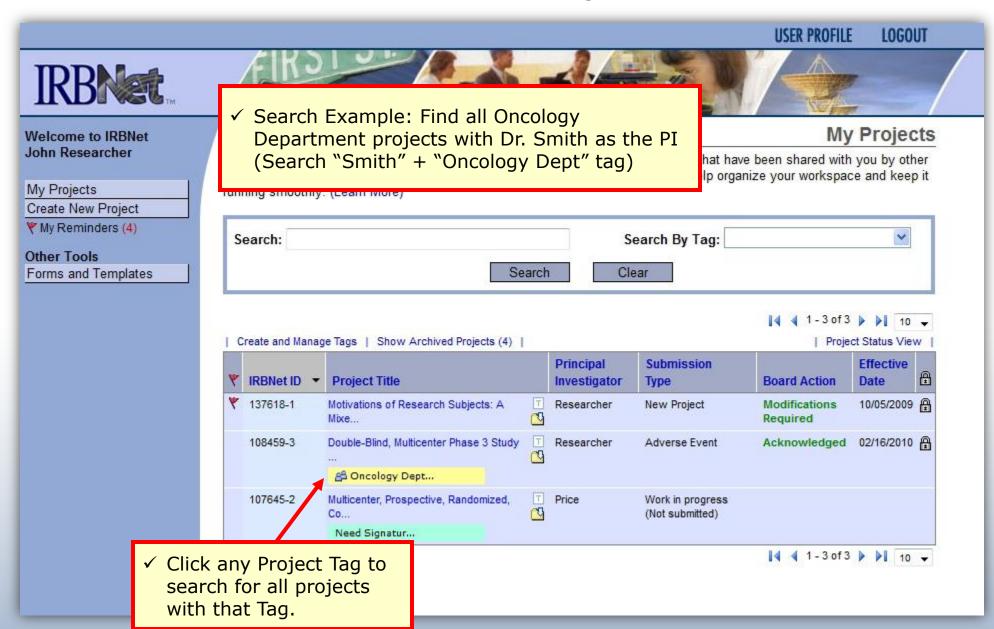
CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.



# Advanced My Projects Management IRBNet



Using the Search field combined with the Search By Tag menu enables focused searching.

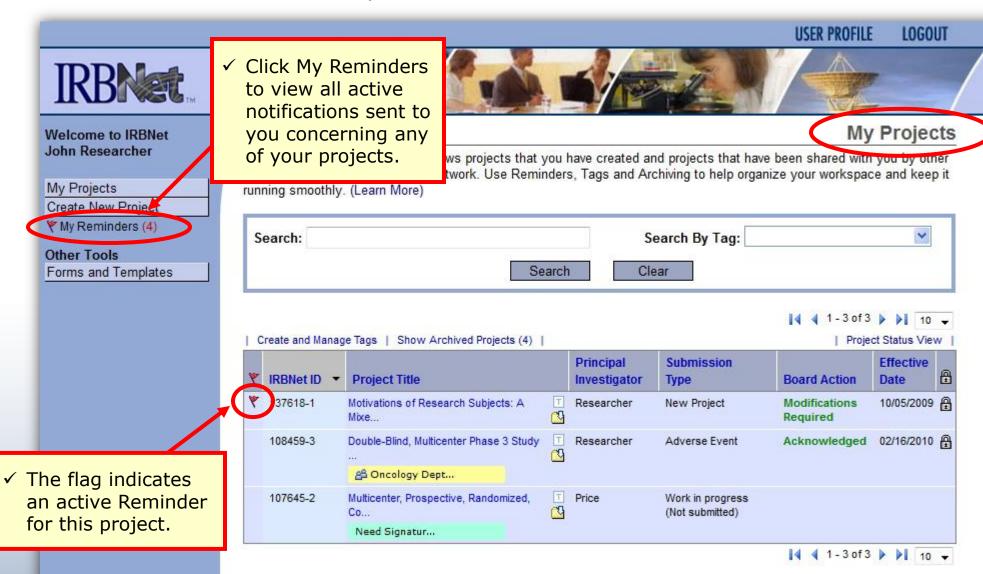




### **Receive Notifications**



Once the committee has rendered a decision you will receive an automatic e-mail notification. That notification can be found in My Reminders.

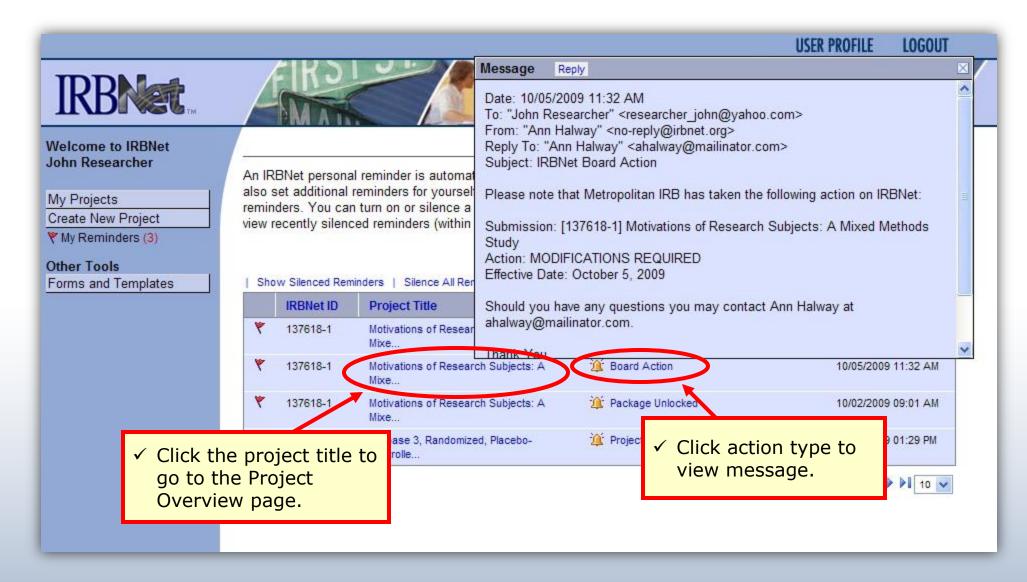




### Review My Reminders



All notifications sent to you across all of your projects will appear here. An e-mail will be sent to your registered e-mail address.

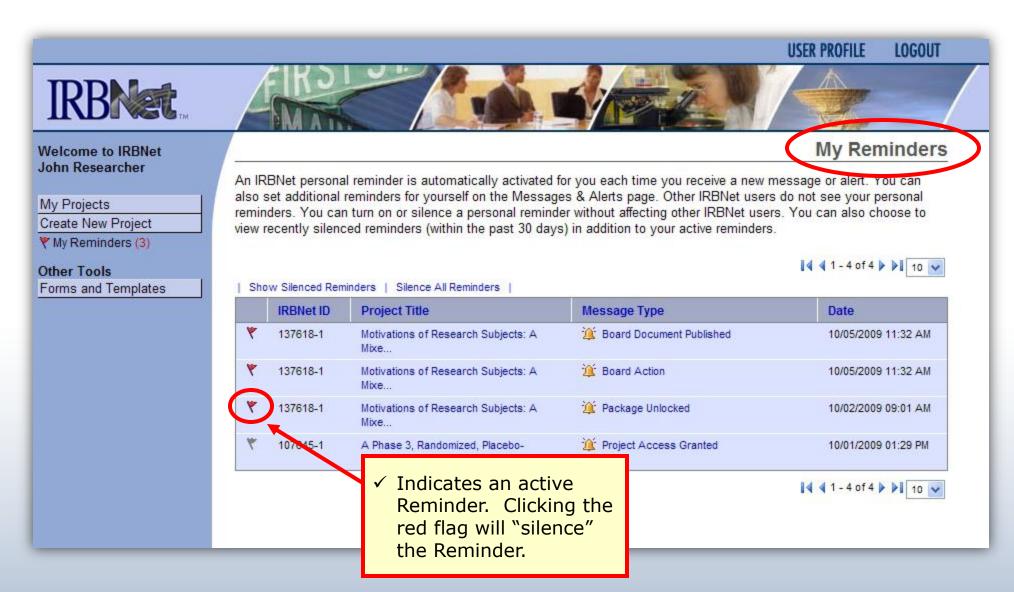




### Silence Reminders



Reminders are indicated with red flags. Silencing the Reminders will remove them from this page in the future.

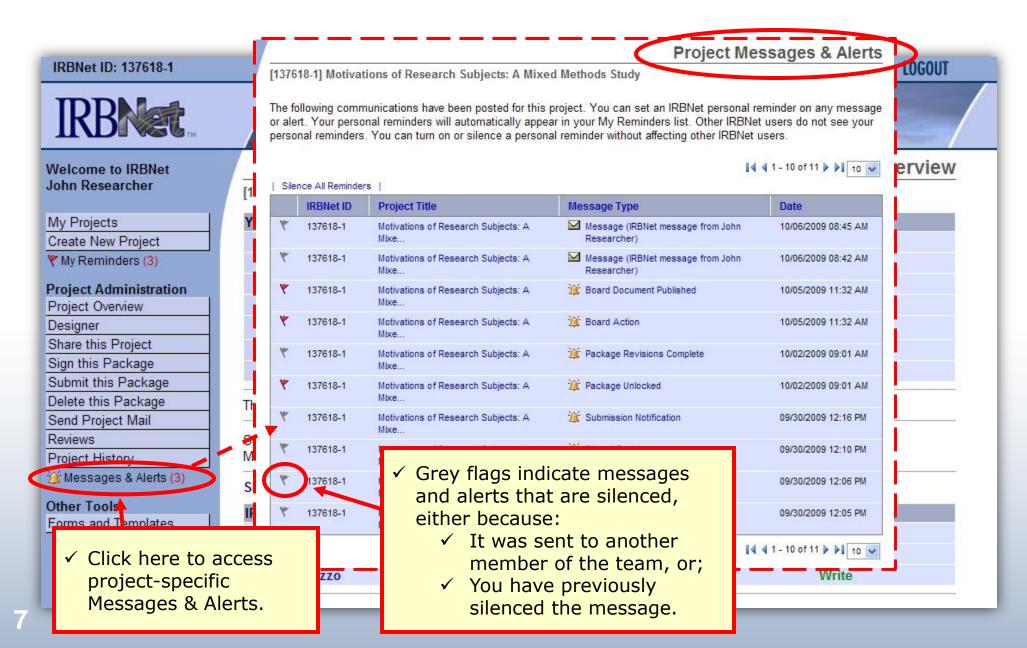




# Review Project Messages & Alerts



All project-specific notifications remain filed in the Messages & Alerts page as a permanent part of the project file.



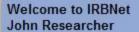


### Revise Your Project



**Project Overview** 

You can easily revise your project by creating a new package. All versions of your project become a permanent part of your electronic project record.



My Projects

Create New Project

Note that this is the first package in the sequence.

> Share this Project Sign this Package Submit this Package Delete this Package Send Project Mail Reviews Project History

Messages & Alens (3)

Other Tools

Forms and Templates

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

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

Research Institution Zanzibar University, Frederick, MD

Title Motivations of Research Subjects: A Mixed Methods Study

Principal Investigator Researcher, John, PhD

Keywords Incentive, Extra Credit

Sponsor National Research Foundation

The documents for this project can be accessed from the Designer.

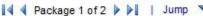
Project Status as of: 03/20/2013

Reviewing Board	Board Ref#	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD	09-497			04/03/2013

Package 137618-1 is: A Locked









✓ To create a new package from an existing package, click on "Project History."

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	09/30/2009	New Project	09-497	Modifications Required	10/05/2009	Review Details

hared with the following IRBNet users:

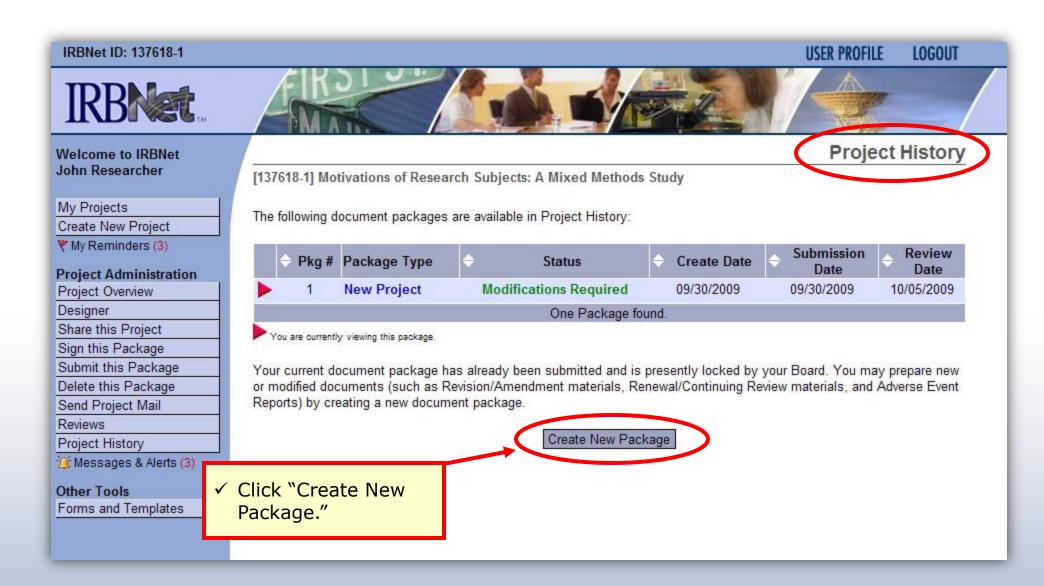
IRBNet User	Organization	Access Type
Chandry, Francis	Zanzibar University, Frederick, MD	Read
Palazzo, Enrico	Zanzibar University, Frederick, MD	Write
Researcher, John	Zanzibar University, Frederick, MD	Full



## Create a New Package



The Project History page displays all packages in this project. From here you can create a second package.

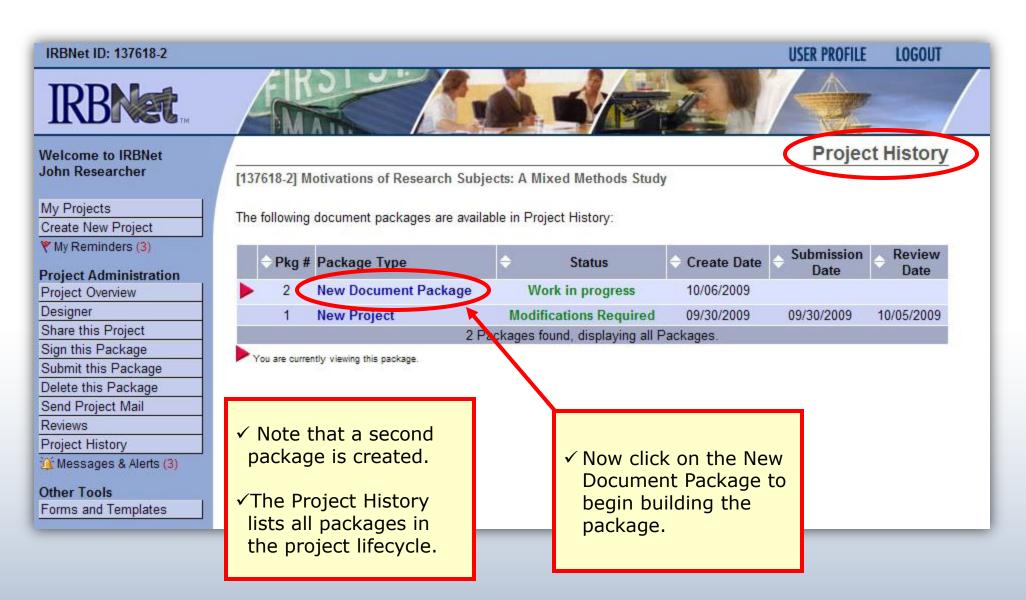




## Access New Package



The new package has a status of Work in Progress and is editable.

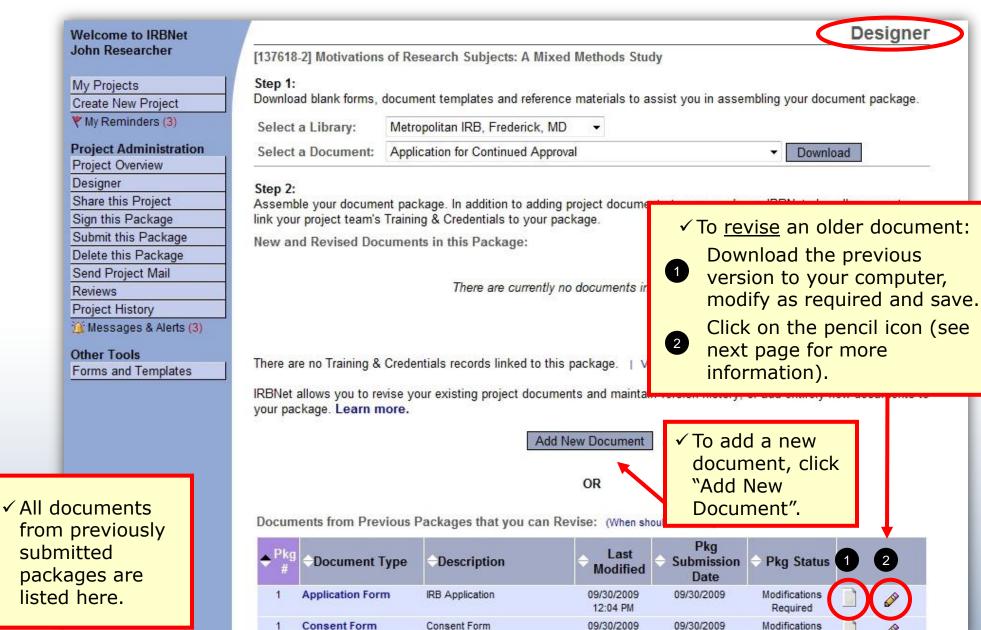




### Add or Revise Documents



Bring forward and revise documents previously submitted, or add a new document as required.

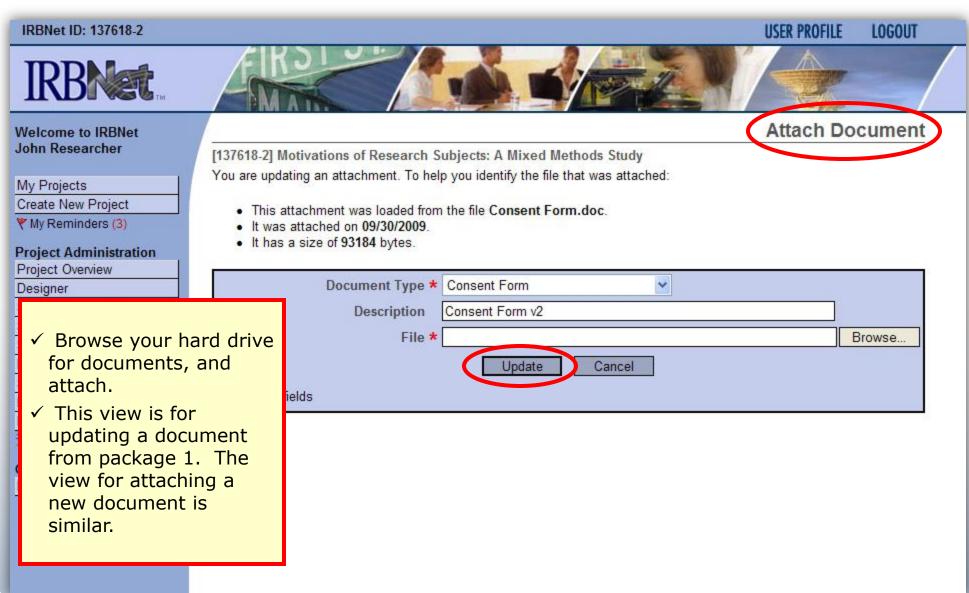




### Attach a Document



Browse and locate the revised or new document on your computer, and attach by clicking the Update button.

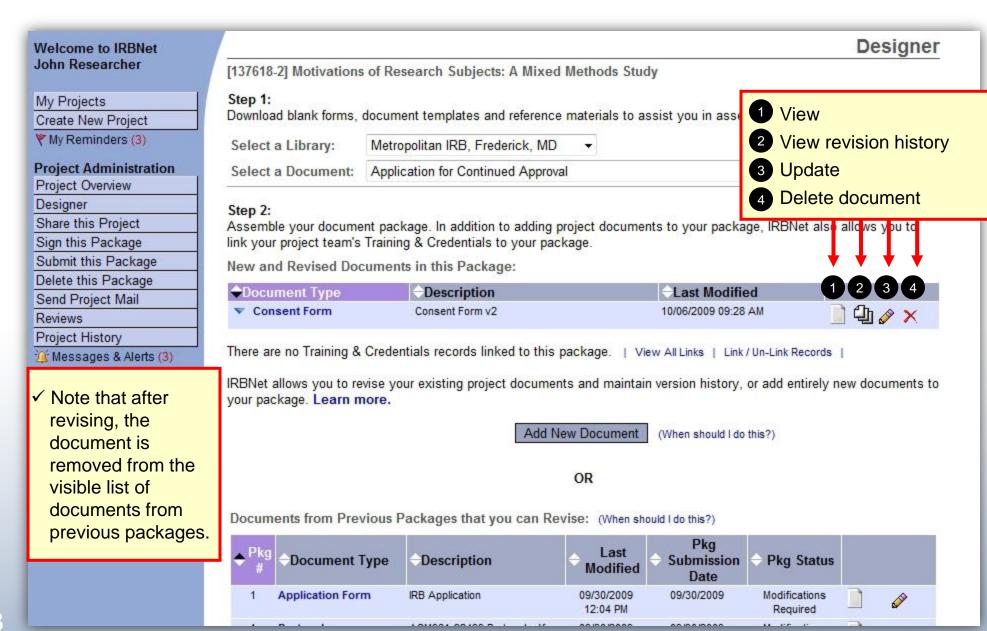




### **Document Management Tools**



IRBNet provides powerful tools to update and review project documents.

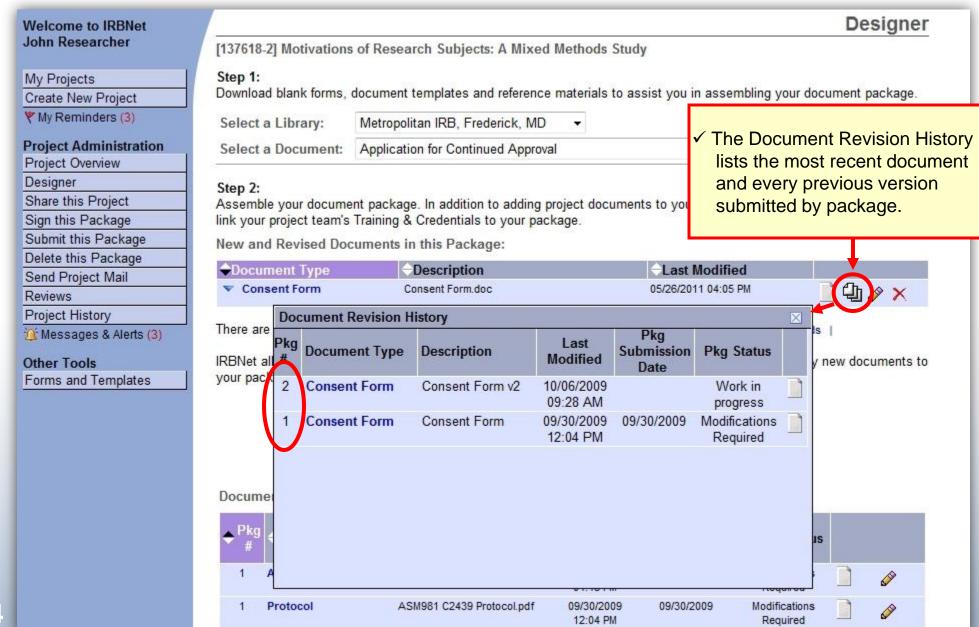




### **Revision History**



The document revision history tool reveals all versions of a document type in the project.





# Complete Submission Process



When project documentation is completely assembled, sign and submit according to your institution's SOPs.

				Designe				
John Researcher	[137618-2] Motivations	[137618-2] Motivations of Research Subjects: A Mixed Methods Study						
My Projects Create New Project	Step 1: Download blank forms,	document templates and reference m	naterials to assist you in ass	sembling your document package				
My Reminders (3)	Select a Library:	Metropolitan IRB, Frederick, MD	•					
roject Administration roject Overview	Select a Document:	Application for Continued Approval		▼ Download				
esigner nare this Project on this Package ubmit this Package	link your project team's	nt package. In addition to adding pro Training & Credentials to your packa cuments in this Package:		kage, IRBNet also allows you to				
elete this Package end Project Mail	<b>♦</b> Document Type	Description	←Last Modi	fied				
eviews	▼ Consent Form	Consent Form v2	10/06/2009 09:	28 AM 📄 🗘 💉				
	IDBNot allows you to ro	vice your existing project decuments						
mine the part of t	your package. Learn m	✓ View T&C documents linked to any package	Occument (When should	✓ Attach T&C documents to this				
orms and Templates		✓ View T&C documents linked to any package	Occument (When should R  : (When should I do this?)	✓ Attach T&C				
TOTAL	your package. <b>Learn m</b>	✓ View T&C documents linked to any package within this project.	ocument (When should	✓ Attach T&C documents to this package is necessary.				
mine the part of t	Documents from Prev	View T&C documents linked to any package within this project.  ype ◆Description	R : (When should I do this?)  Last Modified Submissio	✓ Attach T&C documents to this package is necessary.				

### 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.