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.

This Energizer covers advanced submission topics for Researchers, Research Managers or Research Coordinators. This Energizer will illustrate:

- What to do if you need to edit a submission
- Viewing My Reminders across all projects
- Viewing project-specific Messages & Alerts
- Creating a second package
- Adding and revising documents for a 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, CONTACT YOUR LOCAL BOARD COORDINATOR. They may choose to unlock your submission to allow changes.

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.
My Reminders

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

✓ Click My Reminders to view all active notifications sent to you concerning any of your projects.
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.

- Click the project title to go to Project Overview page.
- Click action type to view message.
My Reminders

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

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.

![Image of IRBNet interface with My Reminders section highlighted]

- Indicates an active Reminder. Clicking the red flag will “silence” the Reminder.
All project-specific notifications remain filed in the Messages & Alerts page as a permanent part of the project file.

Grey flags indicated messages and alerts that are silenced, either because:
- It was sent to another member of the team, or;
- You have previously silenced the message.
Researcher 2: Post-Submission Advanced Topics
Training Energizer

Revise Your Project

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.

✓ Note this is the first package in the sequence.

✓ To create a new package from an existing package, click on “Project History.”
Revise Your Project

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

[Image of IRBNet interface with highlighted Project History tab and Create New Package button]

✓ Click “Create New Package.”
Revise Your Project

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

Note that a second package is created.
The Project History indicates all packages in the project lifecycle.

Now click on the New Document Package to begin building the package.
Add or Revise Documents

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

To update an older document:

1. Download the previous version to your computer, modify as required and save.
2. Click on the pencil (update) icon (see next page for more information).

To add a new document, click “Add New Document”.

All documents from previously submitted packages are listed here.
Attach Document

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

- Browse your hard drive for documents, and attach.
- This view is for updating a document from package 1. The view for attaching a new document is similar.
Document Management Tools

IRBNet provides powerful tools to update and review project documents.

钥匙 Note that after revising, the document is removed from the visible list of documents from previous packages.
Revision History

The document revision history tool reveals is available for review of all versions of a document type in the project.

✓ The Document Revision History lists the most recent document and every previous version submitted by package.
Submission

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