



THE UNIVERSITY OF TEXAS AT EL PASO

www.utep.edu

IACUC IRBNet Guide

Creating a new package for an a project.

Definitions

- Project = encompasses all applications related to study
- Package = Individual applications (New protocol, amendment, closure, etc...) for the project
- Protocol = Complete description of project/study
- Amendment = application modifying procedures/personnel in protocol
- Closure = Application closing protocol which will not longer continue

www.irbnet.org



Innovative Solutions for
Compliance and Research Management

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Username

Password

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New User Registration



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Comprehensive Solutions



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...

Demo

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

Next

Submissions for: University of Texas at El Paso IACUC

The following submissions are available for your review. Click on the project title to view more information about the submitted documents.

Search All: Search All

Agenda: 03/12/2015 09:13 AM

Search:

☐ Only show submissions awaiting Board Action.

Search By Tag:

☒ Only show submissions not marked Review Completed.

Search

Clear

0 - 0 of 0 10

[Show Agenda Item Numbers](#)

[Collapse by Project \(0\)](#)

	IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date	
No Submissions to display.									

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Agenda, Minutes and other Administrative Documents for this Meeting:



Click on My Projects

Submission Manager
Agendas and Minutes
My Projects
Create New Project
My Reminders (441)

Other Tools
Forms and Templates

Welcome to IRBNet

Submission Manager

Agendas and Minutes

My Projects

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My Reminders (441)

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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 Res to help organize your workspace and keep it running smoothly. (Learn

1. Type Project title or IRBNet ID and search. Page will refresh

Search:

Search By Tag:

Search

Clear

1 - 8 of 8 50

Create and Manage Tags | Show Archived Projects (0) |

Project Status View |

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
12345687-8	Preparation				

2. After page refreshes, Click on Title

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Project Administration

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- Delete this Package
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Other Tools

- Forms and Templates

Project Overview

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

Research Institution	University of Texas at El Paso, El Paso, TX
Title	
Principal Investigator	

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

Project Status as of: 03/04/2015

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
University of Texas at El Paso IACUC, El Paso, TX				

Click on
Project History

Package 2 of 2 | [Jump](#) | [Locked - Revisions Complete](#)

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
University of Texas at El Paso IACUC, El Paso, TX						Review Details

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Project History

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Project Status View

	Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date	
	2	Amendment/ Modification					
	1	New Project					

1 - 2 of 2 10

Your current document package has already been submitted and is presently locked. You may not add, delete, or modify documents (such as Revision/Amendment materials, Renewal/Continuation, or Event Reports) by creating a new document package.

Click Create New Package

Create New Package

NOTE: If “Create New Package” is not displayed on your screen, check to see if all other packages are locked

Project Overview

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

Research Institution University of Texas at El Paso, El Paso, TX

Title

Principal Investigator

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

Project Status as of: 03/04/2015

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
University of Texas at El Paso IACUC, El Paso, TX				

Package 1234567-8 is: **Work in progress**

Click Work in progress

Page 3 of 3 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

Step 1:

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

Select a Library:

University of Texas at El Paso IRB, El Paso, TX

Select a Document:

IRB-001 Basic guide for IRB review processes

Download

Step 2:

Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to

2. If you do NOT have a any form, download blank forms from the IACUC Library. Save a copy of the document for your records. Note: Forms are Word Documents.

OR

1. If you have a completed form. Upload/Add completed forms

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?)

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Delete this Package

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Reviews

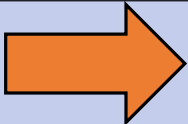
Project History

🔔 Messages & Alerts (17)

Other Tools

Forms and Templates

1. Select document type from drop down (New Project, etc...)
2. Provide a Description (Personnel Amendment – John Smith)
3. Find & Attach file document
4. Page will refresh.



Document Type *

Description

File *

Choose File No file chosen

Attach

Cancel

* required fields

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Other Tools

- Forms and Templates

This package is: **Locked - Revisions Complete** | [View History](#) |

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

Step 1:

Download blank forms, document templates and reference materials to assist

Select a Library:

[Basic guide for IRB review processes](#)

3. Sign Package once all documents have been uploaded

1. Document can be Viewed, Edited or Deleted before signing the package.

In addition to adding project documents to your package, IRBNet also allows you to add Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Amendment/Modification			

There are no Training & Credentials records linked to this package.

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

2. Add another document (if applicable).

[Add New Document](#)

(When should I do this?)

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I [Name] as , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

[Sign](#)

1. From drop down list select role (Principal Investigator, etc...) and click Sign.
2. Pop up box will appear.

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Other Tools

Forms and Templates

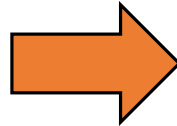
Sign Package

**Sign package using IRBNet credentials.
Continue. Page will refresh.**

Please provide your IRBNet username and password to continue.

Username:

Password:



Continue

Cancel

Submission Manager

Agendas and Minutes

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Pro

Submit package for review.

Pro Overview

De

Show this Project

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Messages & Alerts (2)

Other Tools

Track Training (26) (17)

Forms and Templates

Library Manager

I, Name, as , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

Sign

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has been signed by:

Date	Signed By	Role	
June 26, 3015	NAME	Principal Investigator	Details

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IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Search

Clear

☒ Only show My Default Boards

University of Texas at El Paso Affiliation Agreements, El Paso, TX
 University of Texas at El Paso IACUC, El Paso, TX

Select a Board *

Continue

Cancel

* required fields

Select IACUC board

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Submit Package

1. Select from drop down list for submission type (Amendment, etc...).
2. Comments are optional.
3. Submit

Submission Type: *

You may also specify additional comments to be included in this notification.

Your Comments:

Submit

Cancel



Welcome to IRBNet

[Submit Package](#)

Submission Confirmation

This package has been successfully submitted for review.

Submitted by Name to
Ramirez; at University of Texas at El Paso IACUC, El Paso, TX on 03/04/2015.

These users will automatically receive notification of this submission.

Congratulations! You have successfully submitted a new package for review.

What's Next?

IACUC Office will receive a notice of uploaded document and will process the submission in a timely manner. If you need to submit revisions to a package please view and follow PDF titled “ Upload revisions to a package”.

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QUESTIONS?

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