

Researcher 2: Post-Submission Advanced Topics 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, or Research Coordinators. This Energizer will illustrate 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, CONTACT YOUR LOCAL BOARD
COORDINATOR.

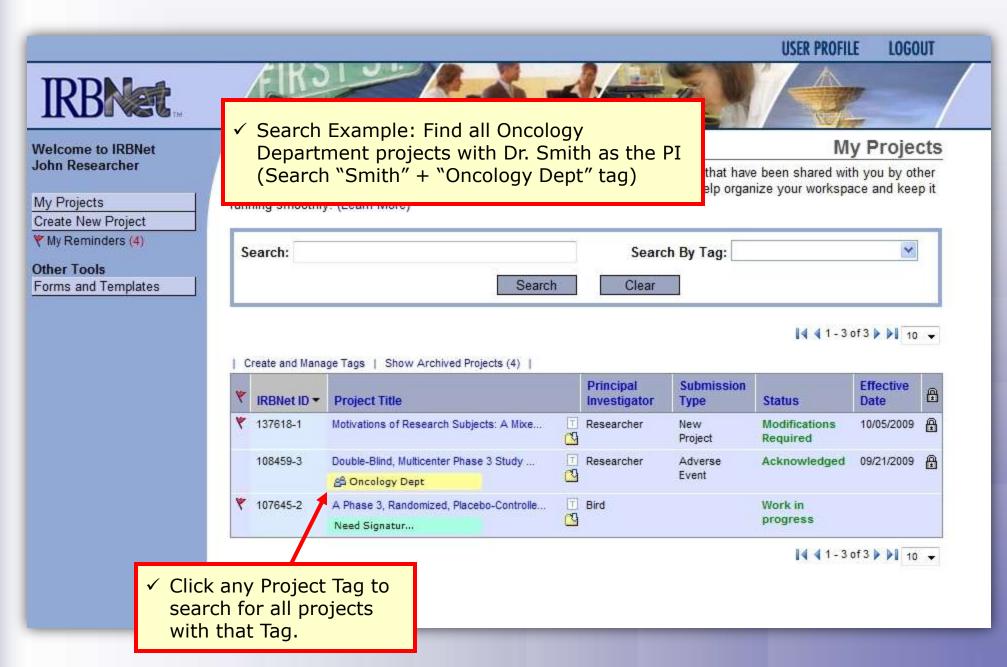
Responses to board requests and normal actions in the project life cycle (reportable events, continuing reviews, adverse events, study team changes, investigator - and sponsor - initiated modifications, etc.) require the creation of subsequent packages in a project.

CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.

Training Energizer

Advanced My Projects Management

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

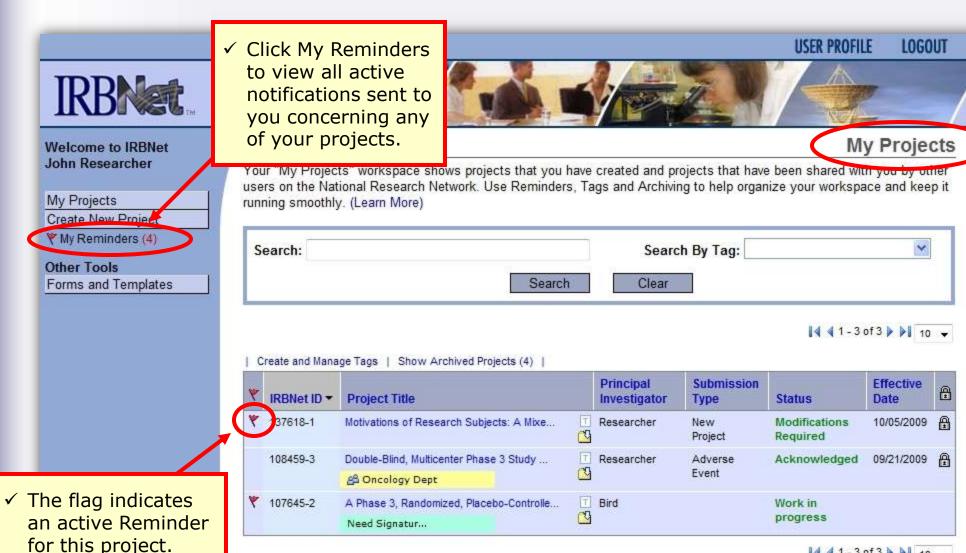


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Receive Notifications

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

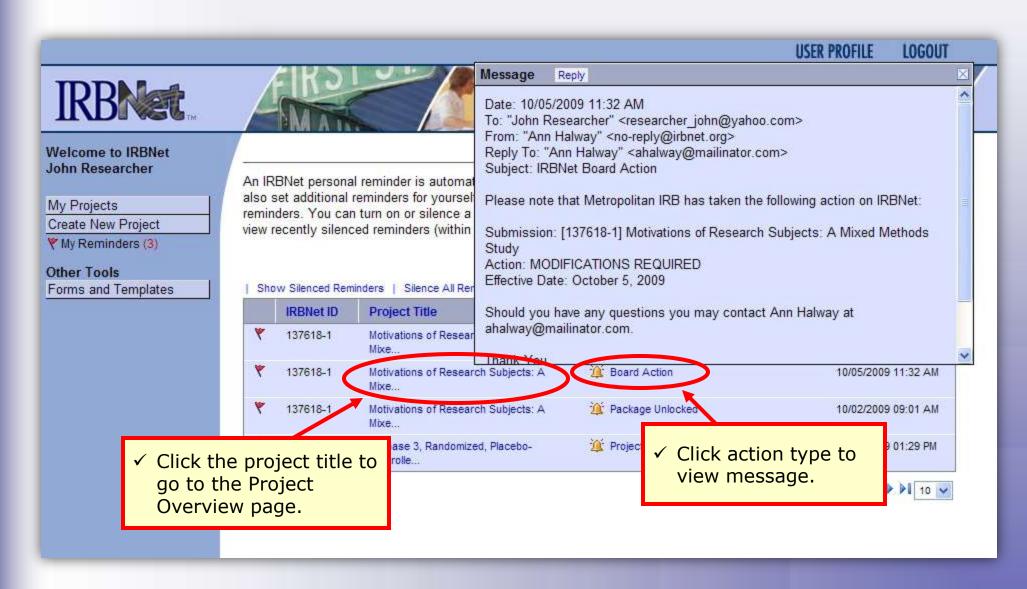
| 4 1 - 3 of 3 ▶ 1 10 ▼



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Review My Reminders

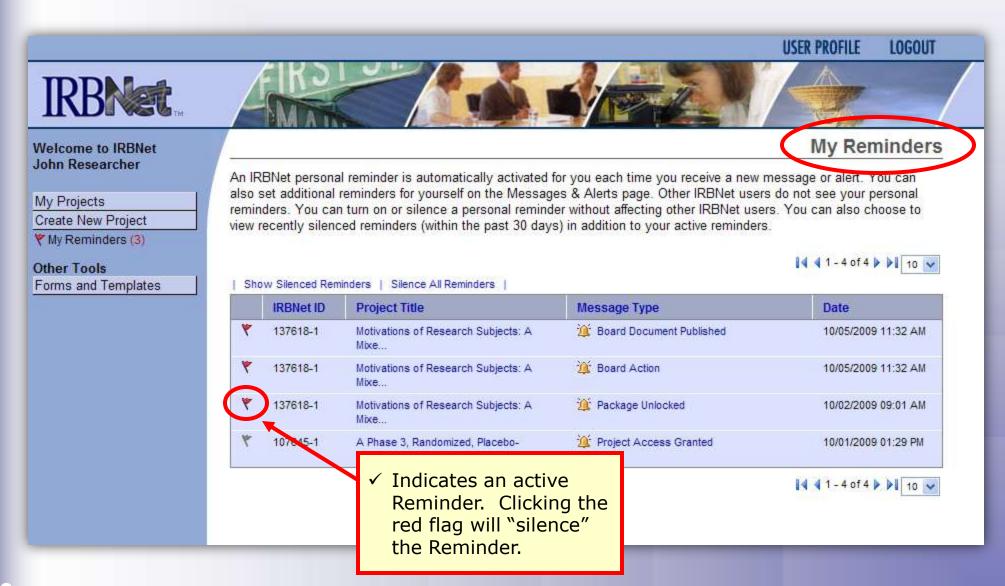
All notifications sent to you across all of your projects will appear here. An e-mail will be sent to your registered e-mail address.



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Silence Reminders

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



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Review Project Messages & Alerts

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

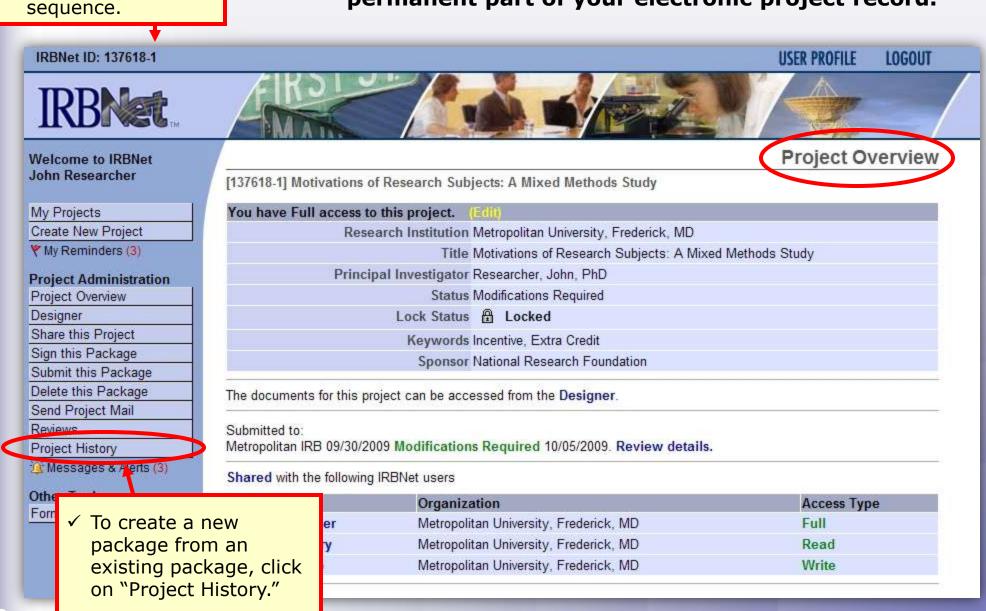


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✓ Note that this is the first package in the

Revise Your Project

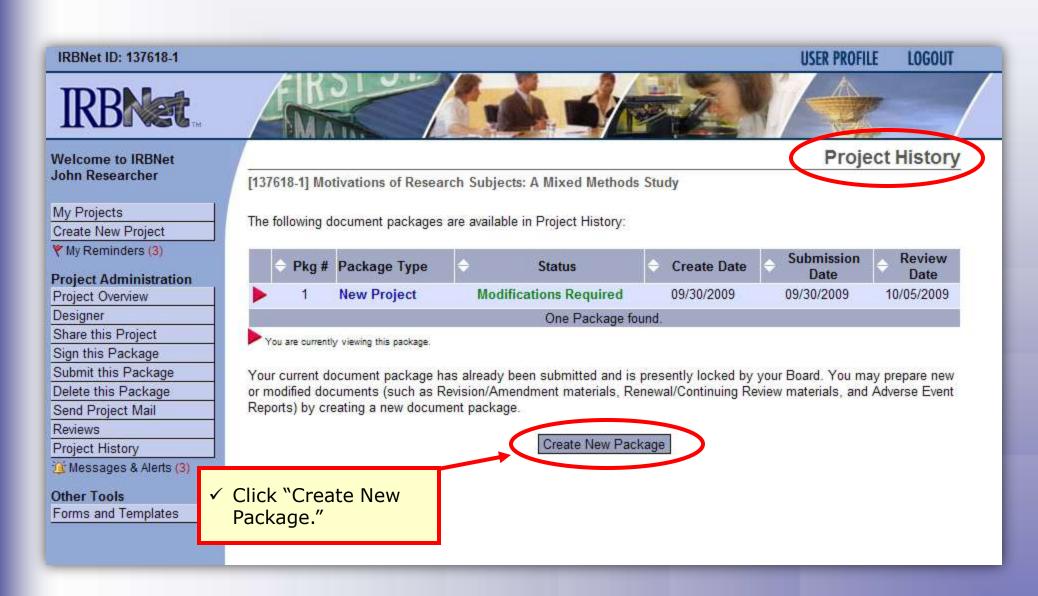
You can easily revise your project by creating a new package. All versions of your project become a permanent part of your electronic project record.



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Create a New Package

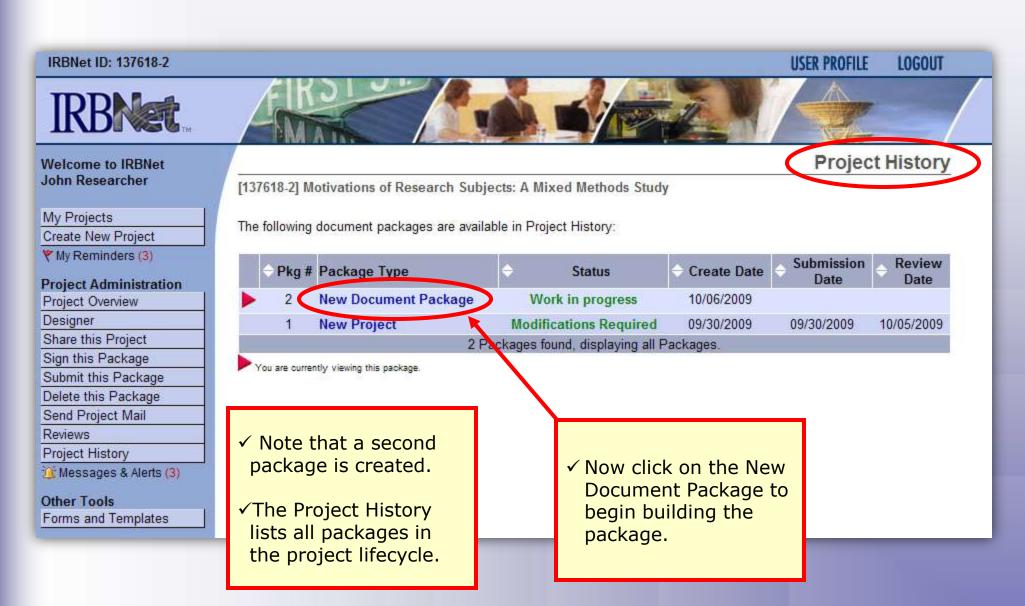
The Project History page displays all packages in this project. From here you can create a second package.



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Access New Package

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



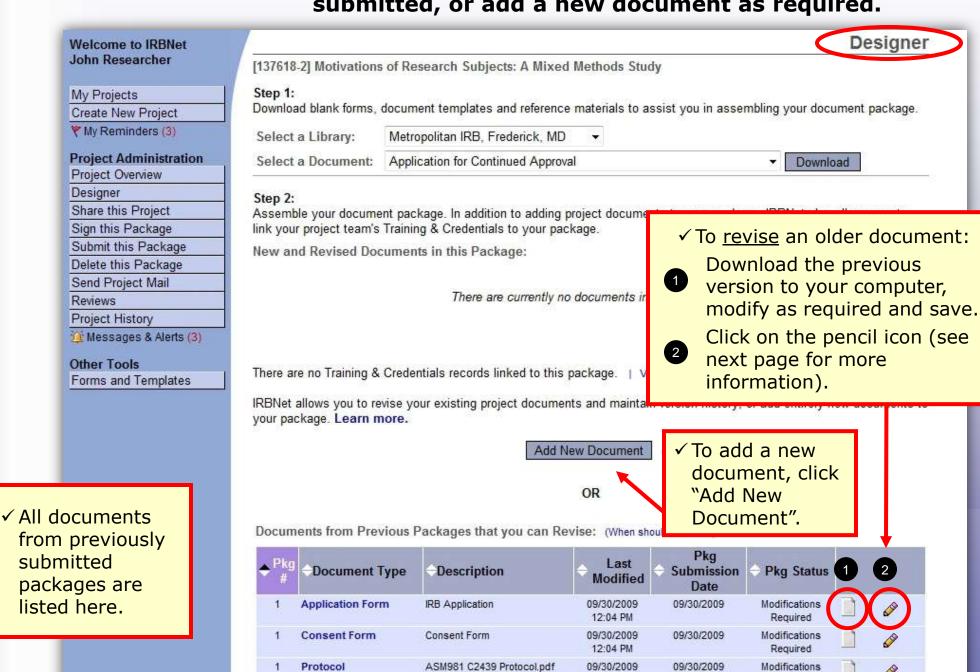
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Add or Revise Documents

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

12:04 PM

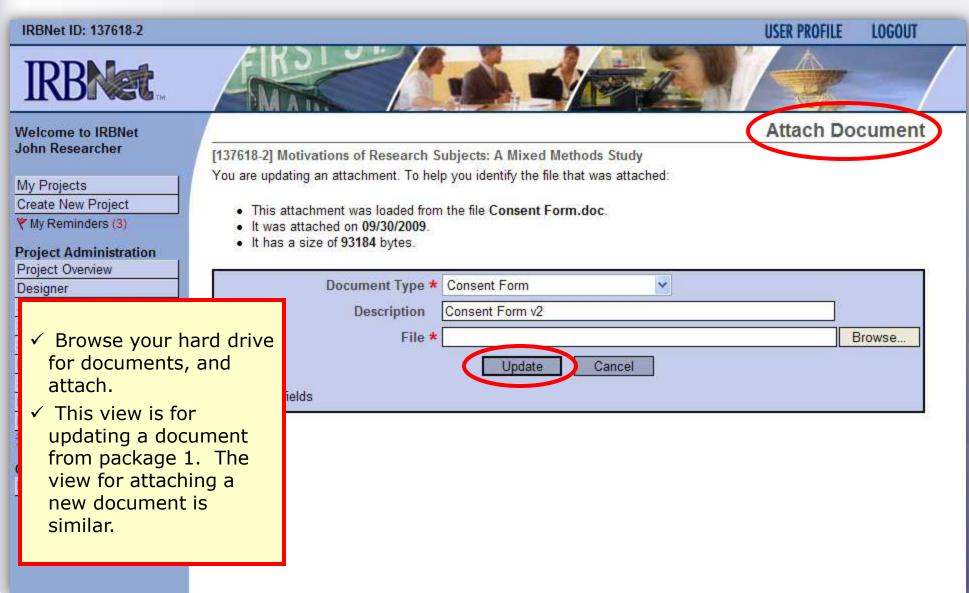
Required



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Attach a Document

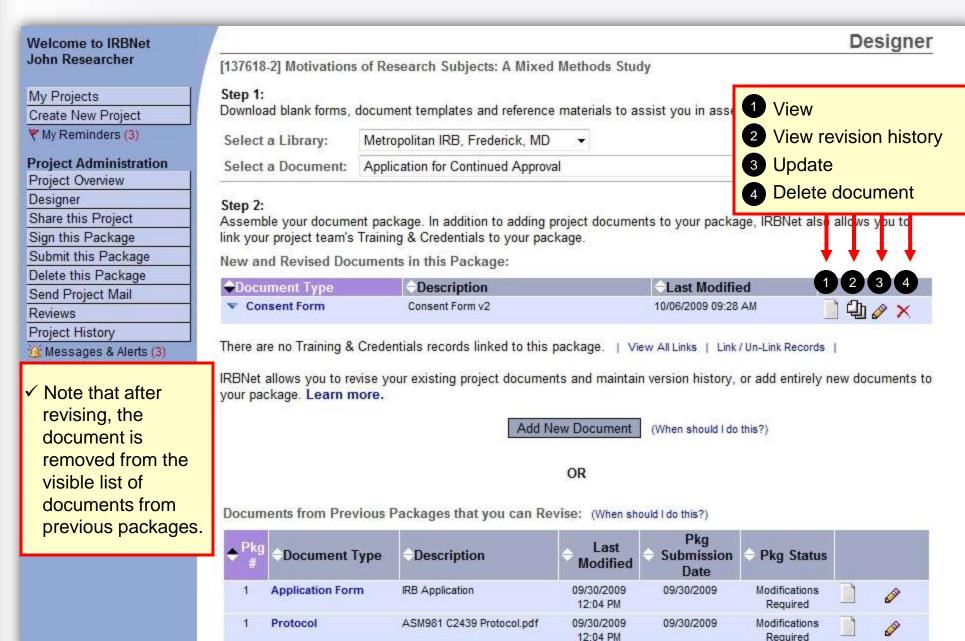
Browse and locate the revised or new document on your computer, and attach by clicking the Update button.



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Document Management Tools

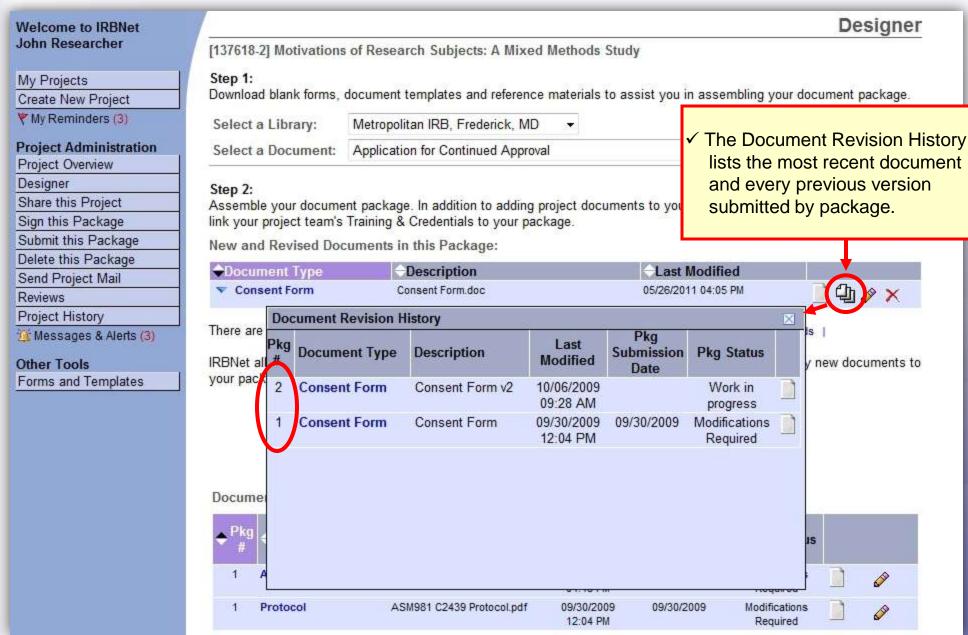
IRBNet provides powerful tools to update and review project documents.



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Revision History

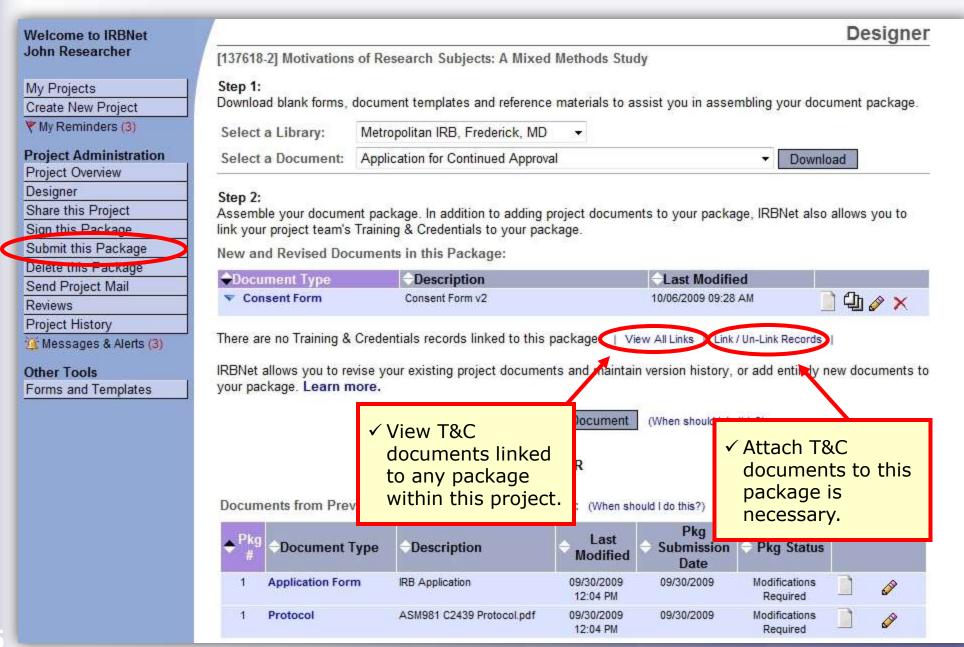
The document revision history tool reveals all versions of a document type in the project.



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Complete Submission Process

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.