

Beginning August 25, 2010, all IRB applications must be submitted via IRBNet. With the implementation of IRBNet, all signatures will now be provided electronically within the IRBNet system. To assist you in converting to the new process, we have compiled a simple guide for reviewing and signing applications in IRBNet. Your students will not be able to provide you with signature access until you are registered in the IRBNet system, so please REGISTER RIGHT AWAY.

- **Register with IRBNet:** www.irbnet.org

- **How will you know which studies need your attention?**

An automatic email from IRBNet will be triggered by the investigator to notify you that there is an IRB application ready for review.

- When you log-in to IRBNet, you will see an index named My Projects, with a list of studies for you, your department, or your college.
- You can sort by status by clicking the “Status” heading, and anything you see that says ‘work in progress’ and a red flag needs your review.
- If the status shows ‘pending review’ or any other status, the PI has already submitted to the IRB. If it has been submitted without your electronic signature, the IRB will return the package to the researcher to secure required department/college signatures.

- **Review your faculty’s/student’s IRB submission:**

In the My Projects screen, click on the title of the application that requires your review. Click on the Designer button on the left to open and review all the documents. Please check the documents to make sure the submission package is complete (a list can be found within the IRBNet Researcher Library). **It is important to understand that staff cuts have reduced the time available to review protocols, which makes it more important to verify they are complete.** Incomplete submission packages will not be reviewed and will be returned.

- **Electronically Sign IRB Submission:**

After you review the forms that have been submitted, click the “Sign this Package” button on the left of the screen. You will see an attestation statement and a drop-down box where you select your signatory role (e.g., Department Chair, Dean, etc.). Electronically signing the submission by clicking the “Sign” button indicates that you agree to abide by the assurance statement. The researcher will receive an automatic email noting that the study has been signed and is ready to be submitted to the IRB.

- **Silence the Reminder:**

After you have signed the application, click on the “My Reminders” link to the far left in the navigation bar. Locate the Reminder for the protocol you just signed and click on the red flag beside it. The flag will turn gray and the Reminder will be silenced.

If you have any questions regarding IRBNet, please contact Lea Hollowell at extension 8124.