National
Research
Network ®

Researcher 1: New Project Submission

Training Energizer

IRBNet

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.

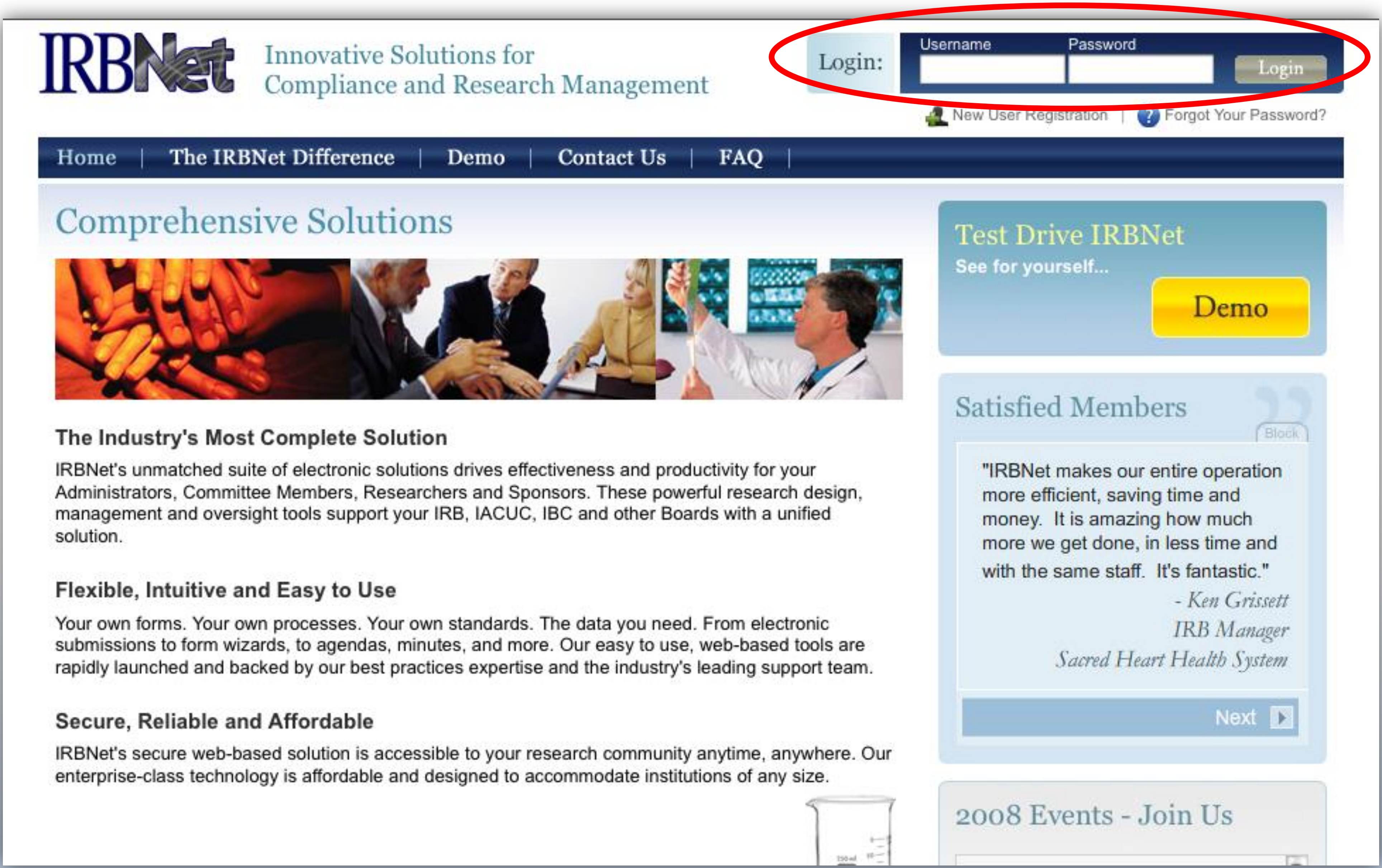
As a Researcher, Research Manager, or Research Coordinator you should know how to:

- Log In to IRBNet
- Manage projects in your My Projects page
- Build Your First Electronic Project Package
- Share with Your Research Team
- Communicate with Your Team
- Sign Your Project Package
- Submit Your Project Package for Review
- Revise Incomplete Submissions
- Access Review Decisions and Board Documentation

*© 2001 - 2013 Research Dataware. LLC
All rights reserved.*

Log In to IRBNet

Enter your User Name and Password at: www.irbnet.org


IRBNet
Login:
Username
Password
Login
New User Registration
Forgot Your Password?
Home
The IRBNet Difference
Demo
Contact Us
FAQ
See for yourself...
Demo
Block
Next

Innovative Solutions for Compliance and Research Management

Comprehensive Solutions

The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives effectiveness and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC and other Boards with a unified solution.

Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. 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 Affordable

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is affordable and designed to accommodate institutions of any size.

Test Drive IRBNet

Satisfied Members

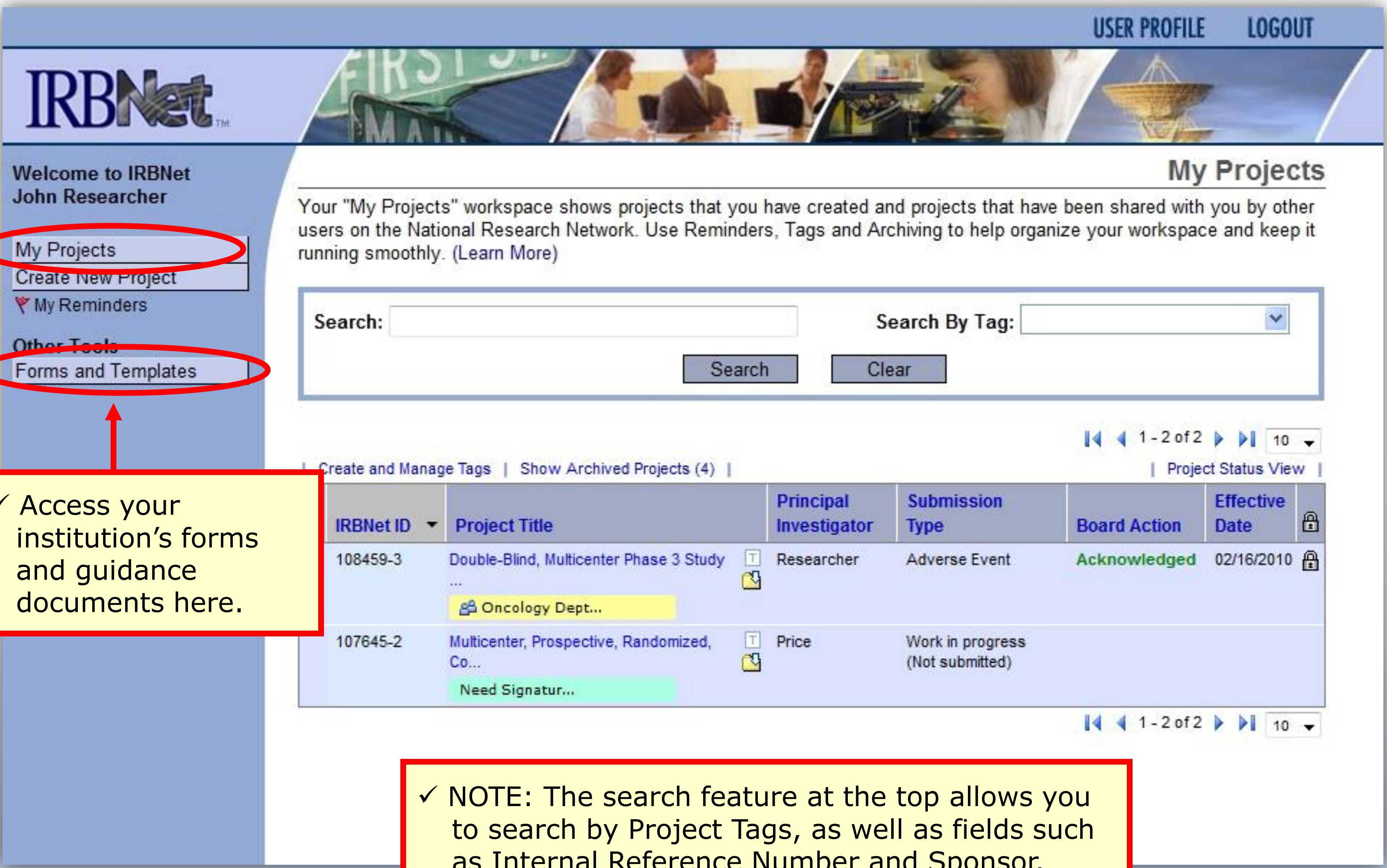
"IRBNet makes our entire operation more efficient, saving time and money. It is amazing how much more we get done, in less time and with the same staff. It's fantastic."

- Ken Grissett
IRB Manager
Sacred Heart Health System

2008 Events - Join Us

Access My Projects

The My Projects page provides you with quick access to all of your projects.



USER PROFILE
LOGOUT
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders
Other Tools
Forms and Templates

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 Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:
Search By Tag:

Search
Clear
1 - 2 of 2
10
Create and Manage Tags | Show Archived Projects (4) |
| Project Status View |

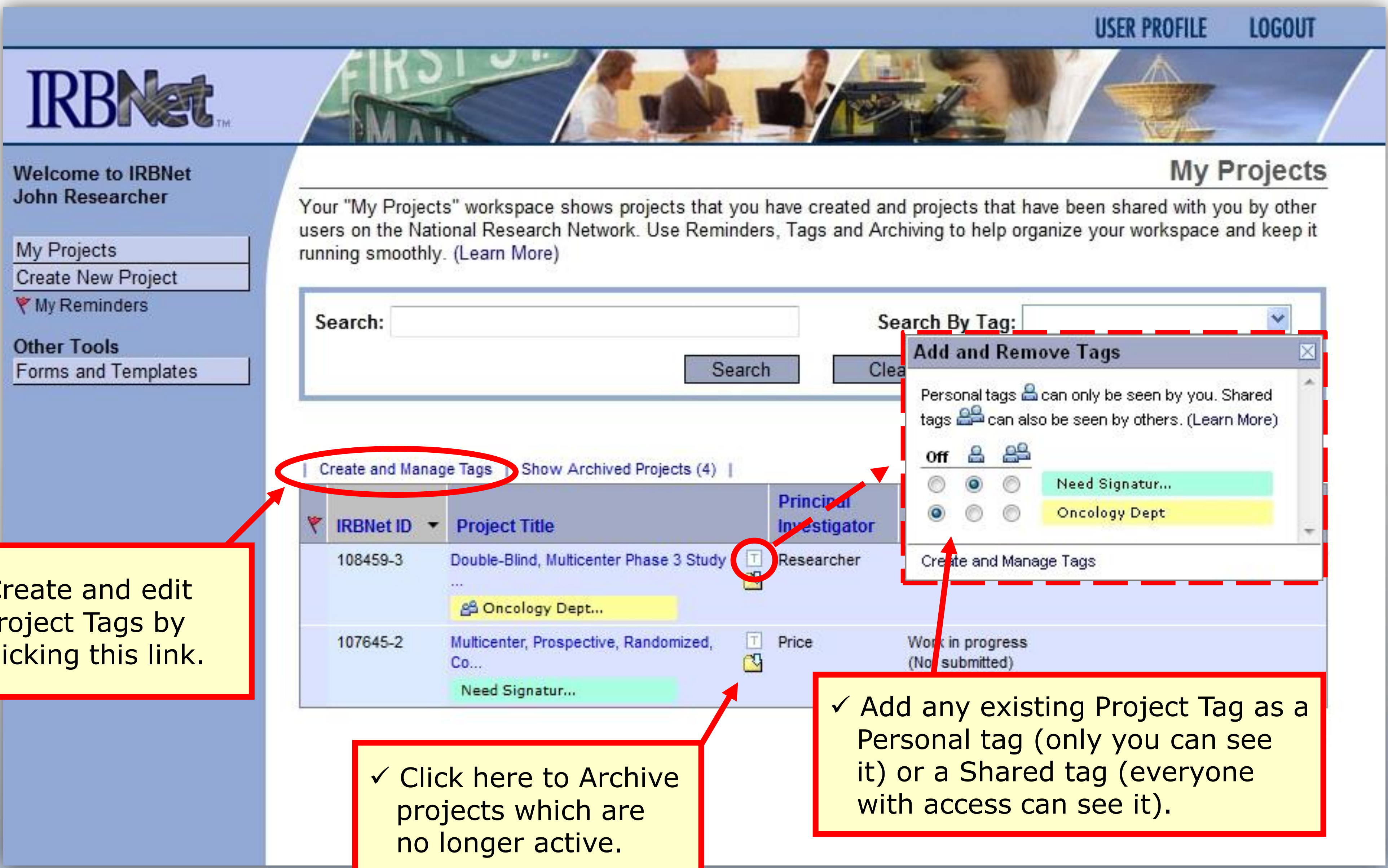
IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010
107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...	Price	Work in progress (Not submitted)		

- ✓ Access your institution's forms and guidance documents here.

- ✓ NOTE: The search feature at the top allows you to search by Project Tags, as well as fields such as Internal Reference Number and Sponsor.

Manage your My Projects page

Organize your projects and manage workflow using Project Tags and Archiving.



USER PROFILE LOGOUT

Welcome to IRBNet
John Researcher

- My Projects
- Create New Project
- My Reminders

Other Tools

- Forms and Templates

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 Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:
Search By Tag:

Search Clea

| Create and Manage Tags | Show Archived Projects (4) |

	IRBNet ID	Project Title		Principal Investigator
	108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...		Researcher
	107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...		Price

Work in progress (Not submitted)

Add and Remove Tags

Personal tags 👤 can only be seen by you. Shared tags 👥 can also be seen by others. (Learn More)

Off	👤	👥	
○	●	○	Need Signatur...
●	○	○	Oncology Dept

Create and Manage Tags

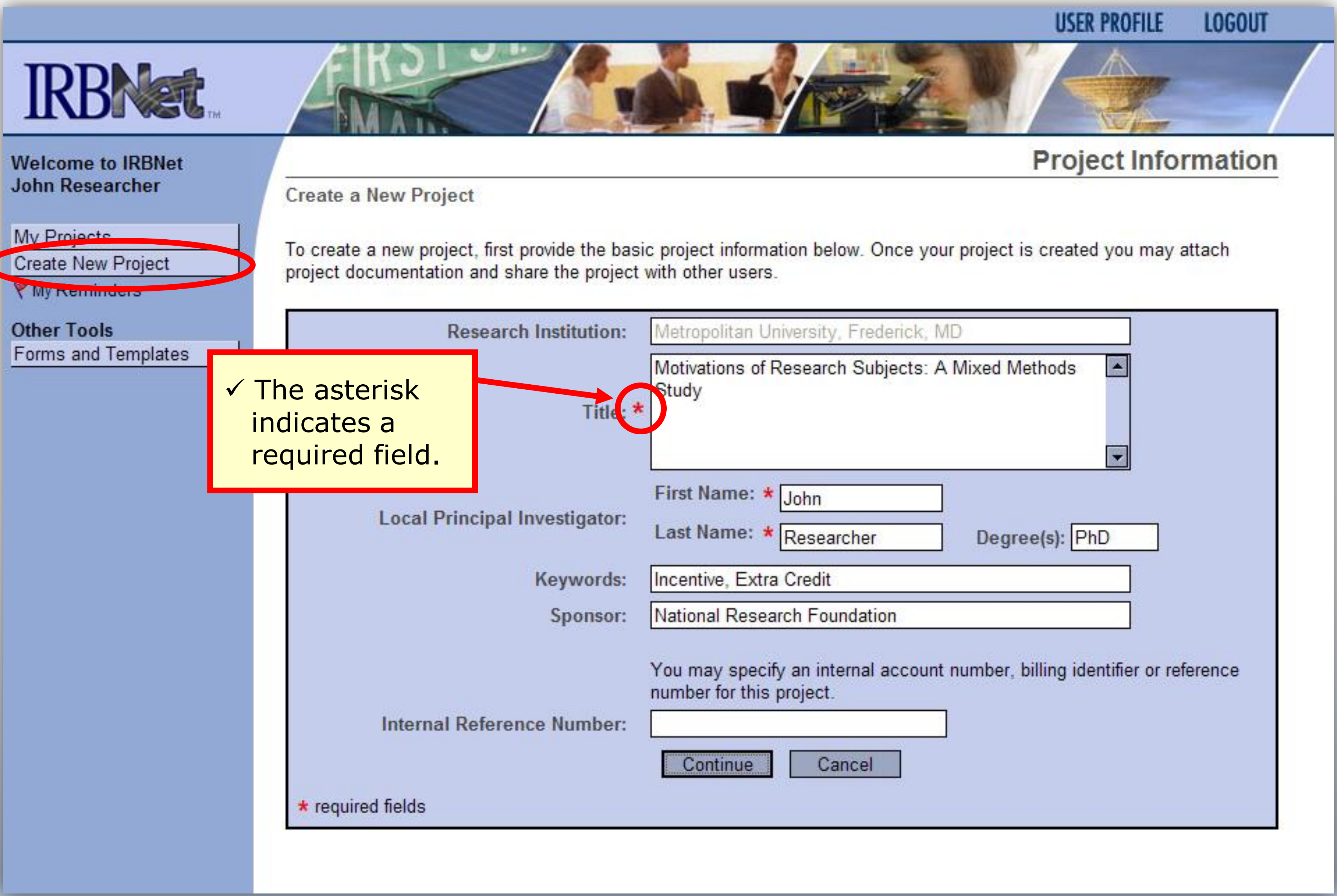
- ✓ Create and edit Project Tags by clicking this link.

- ✓ Click here to Archive projects which are no longer active.

- ✓ Add any existing Project Tag as a Personal tag (only you can see it) or a Shared tag (everyone with access can see it).

Create your New Project

Provide basic information about your project.



USER PROFILE
LOGOUT
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders
Other Tools
Forms and Templates
Continue
Cancel

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: Metropolitan University, Frederick, MD

Title: * Motivations of Research Subjects: A Mixed Methods Study

Local Principal Investigator:
First Name: * John
Last Name: * Researcher
Degree(s): PhD

Keywords: Incentive, Extra Credit

Sponsor: National Research Foundation

You may specify an internal account number, billing identifier or reference number for this project.

Internal Reference Number:

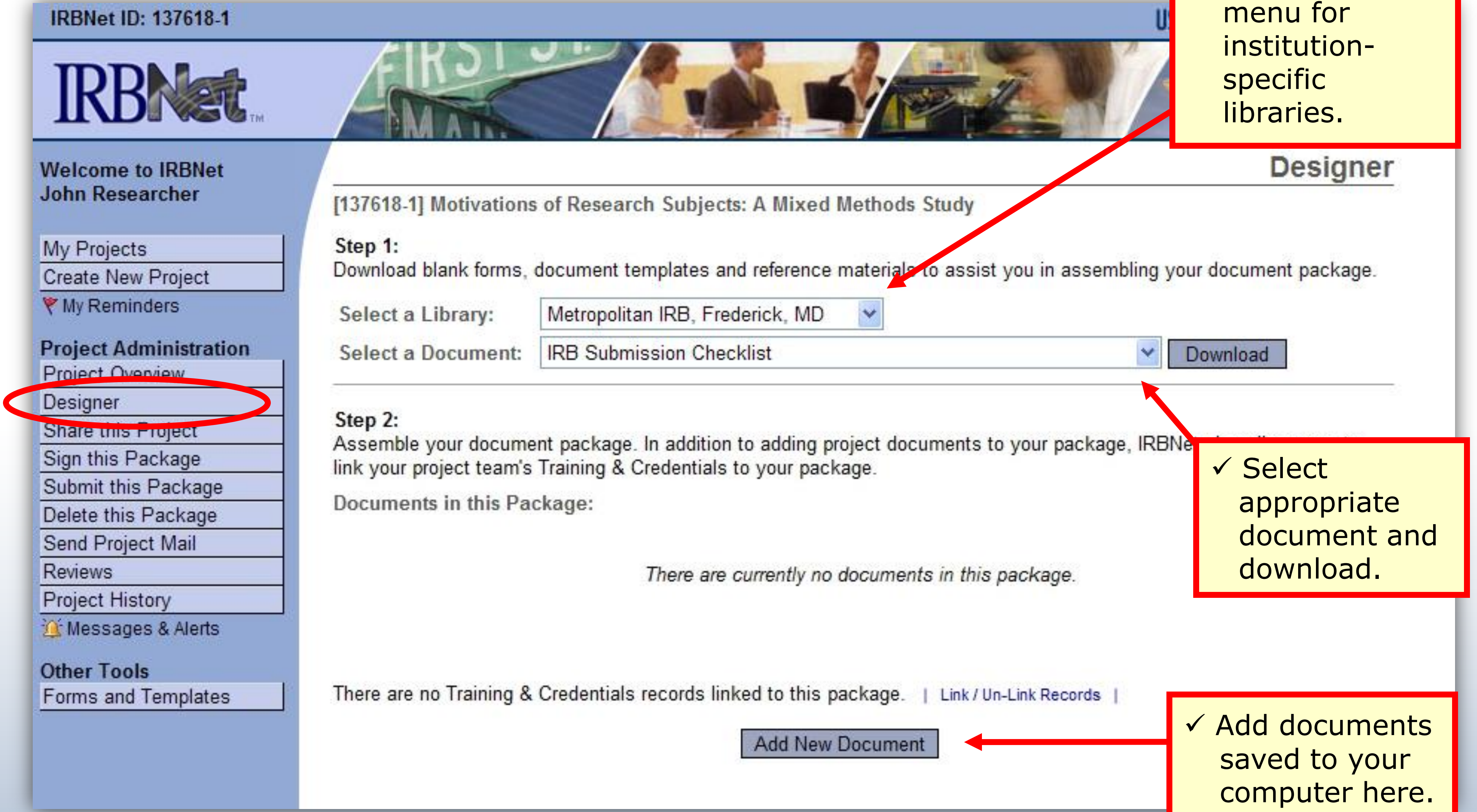
* required fields

✓ The asterisk indicates a required field.

Build your project package

Attach your electronic project documents.

- ✓ Drop down menu for institution-specific libraries.


IRBNet ID: 137618-1
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts
Other Tools
Forms and Templates
Download
Link / Un-Link Records
Add New Document

Designer

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

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD

Select a Document: IRB Submission Checklist

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNe
link your project team's Training & Credentials to your package.

Documents in this Package:

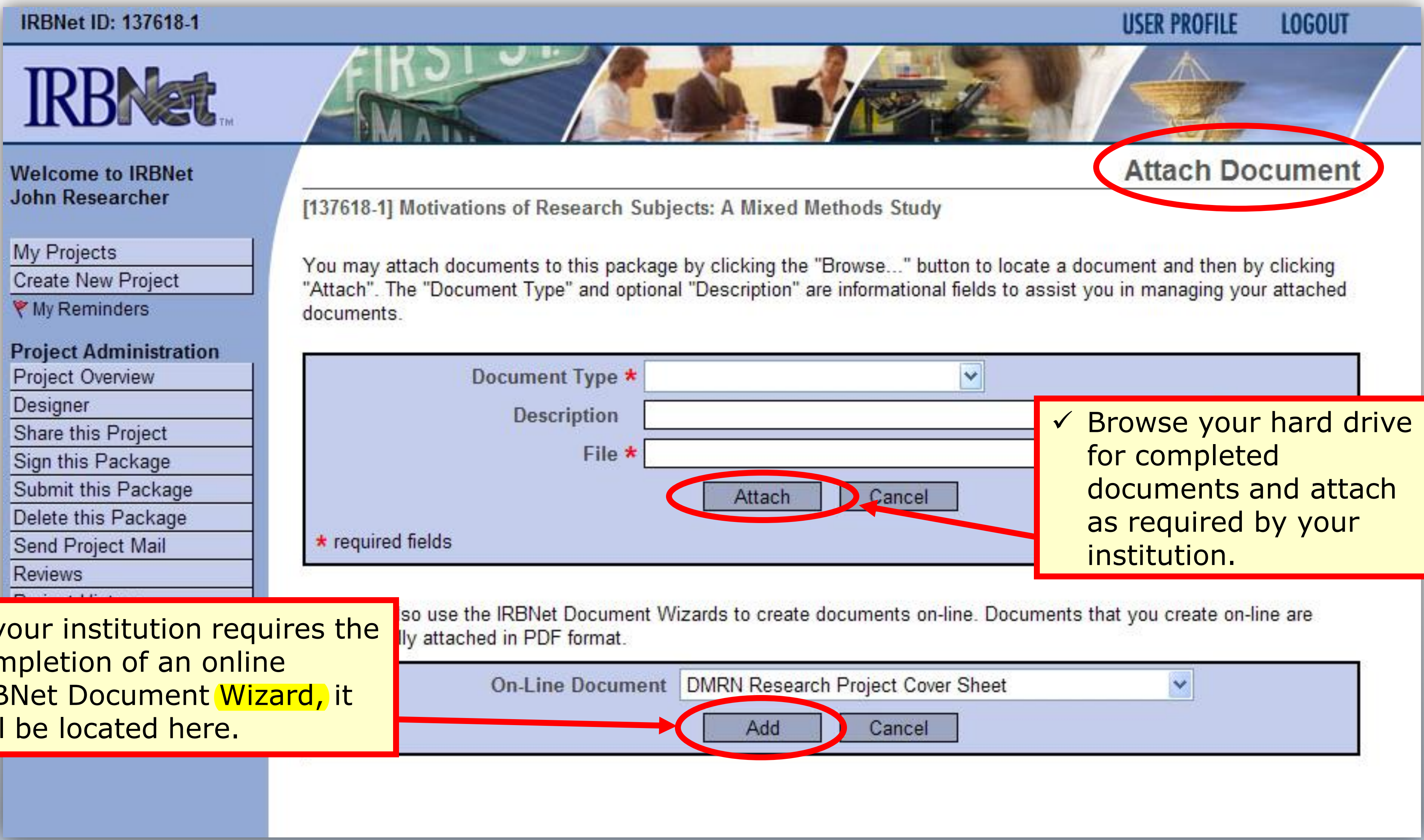
There are currently no documents in this package.

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

- ✓ Select appropriate document and download.
- ✓ Add documents saved to your computer here.

Attach document

IRBNet provides two mechanisms for entering documents into the system.


IRBNet ID: 137618-1
USER PROFILE
LOGOUT
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews

Attach Document

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

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type *
Description
File *

Attach Cancel

* required fields

so use the IRBNet Document Wizards to create documents on-line. Documents that you create on-line are
lly attached in PDF format.

On-Line Document: DMRN Research Project Cover Sheet

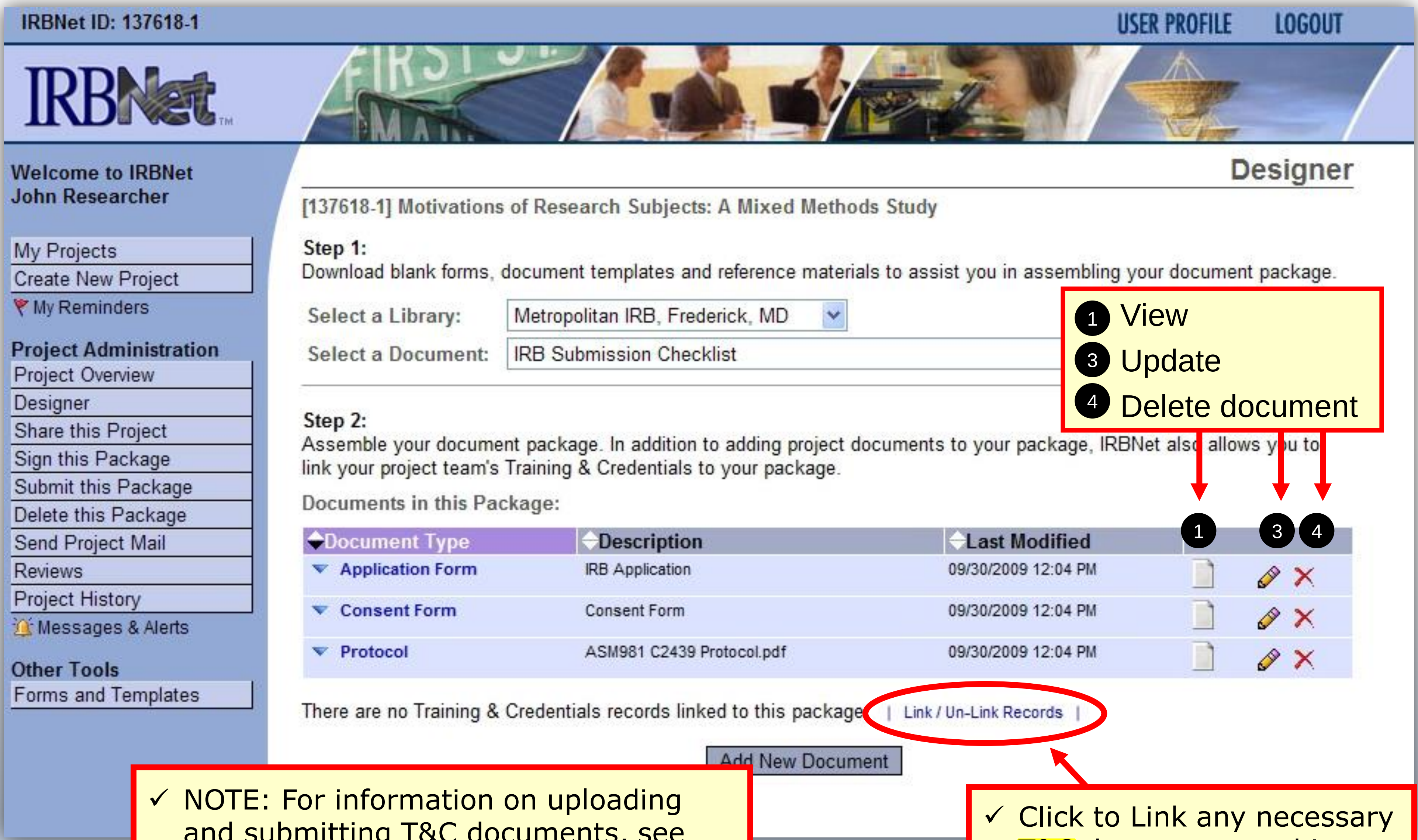
Add Cancel

- ✓ Browse your hard drive for completed documents and attach as required by your institution.

- ✓ If your institution requires the completion of an online IRBNet Document Wizard, it will be located here.

Complete your project package

Attach as many documents as necessary. Be sure to link any required Training & Credential (T&C) documents.



IRBNet ID: 137618-1

USER PROFILE
LOGOUT
IRBNet

Welcome to IRBNet
John Researcher

My Projects
Create New Project
My Reminders
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts
Other Tools
Forms and Templates

Designer

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

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Metropolitan IRB, Frederick, MD
Select a Document: IRB Submission Checklist

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified	①	③	④
Application Form	IRB Application	09/30/2009 12:04 PM	🗋	✎	✕
Consent Form	Consent Form	09/30/2009 12:04 PM	🗋	✎	✕
Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	🗋	✎	✕

There are no Training & Credentials records linked to this package | Link / Un-Link Records |

Add New Document

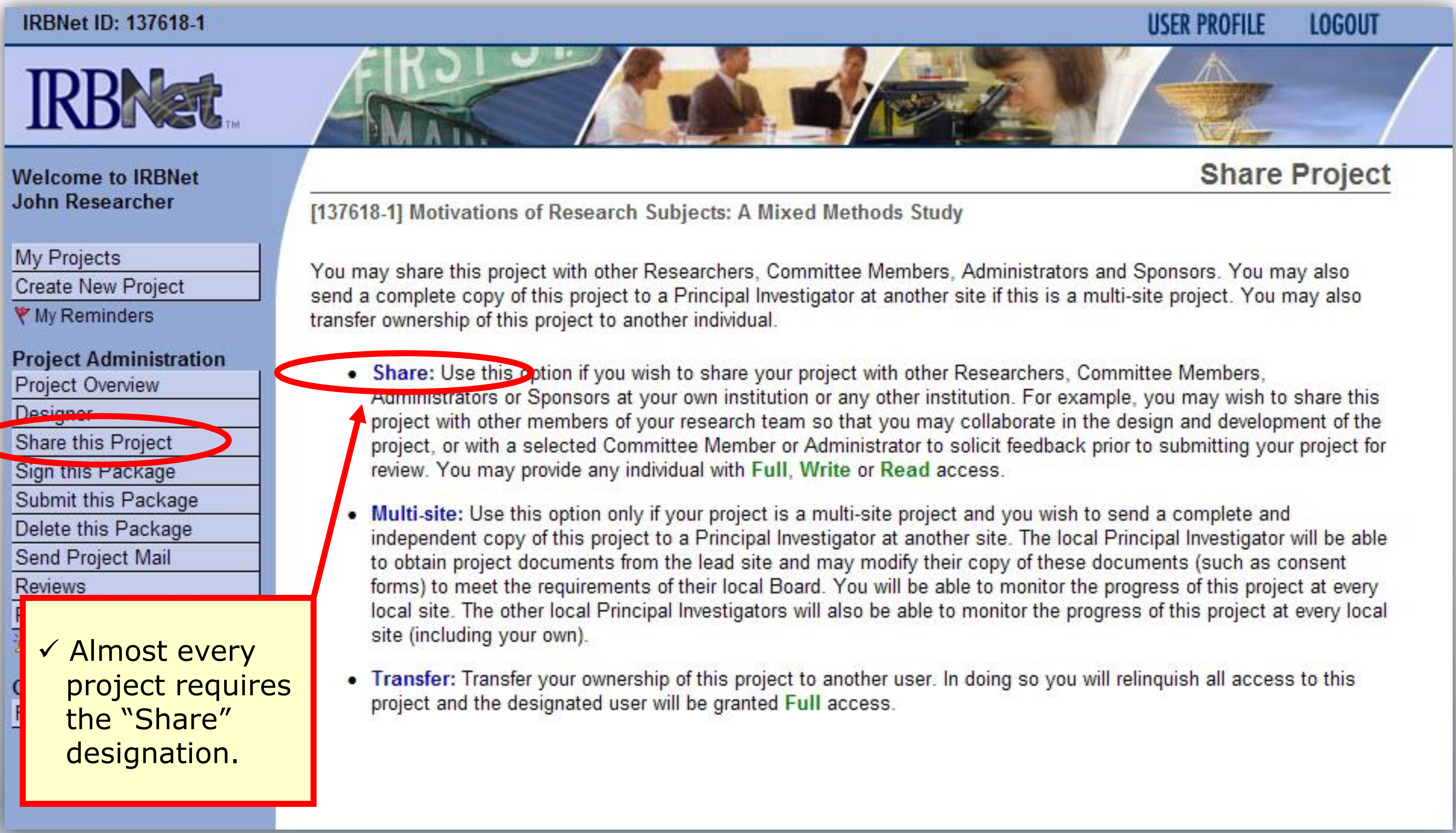
① View
③ Update
④ Delete document

✓ NOTE: For information on uploading and submitting T&C documents, see the New User Registration energizer.

✓ Click to Link any necessary T&C documents to this package.

Share with your Research Team

Give access to any colleague with whom you will be collaborating.



IRBNet ID: 137618-1
USER PROFILE
LOGOUT
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews

Share Project

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

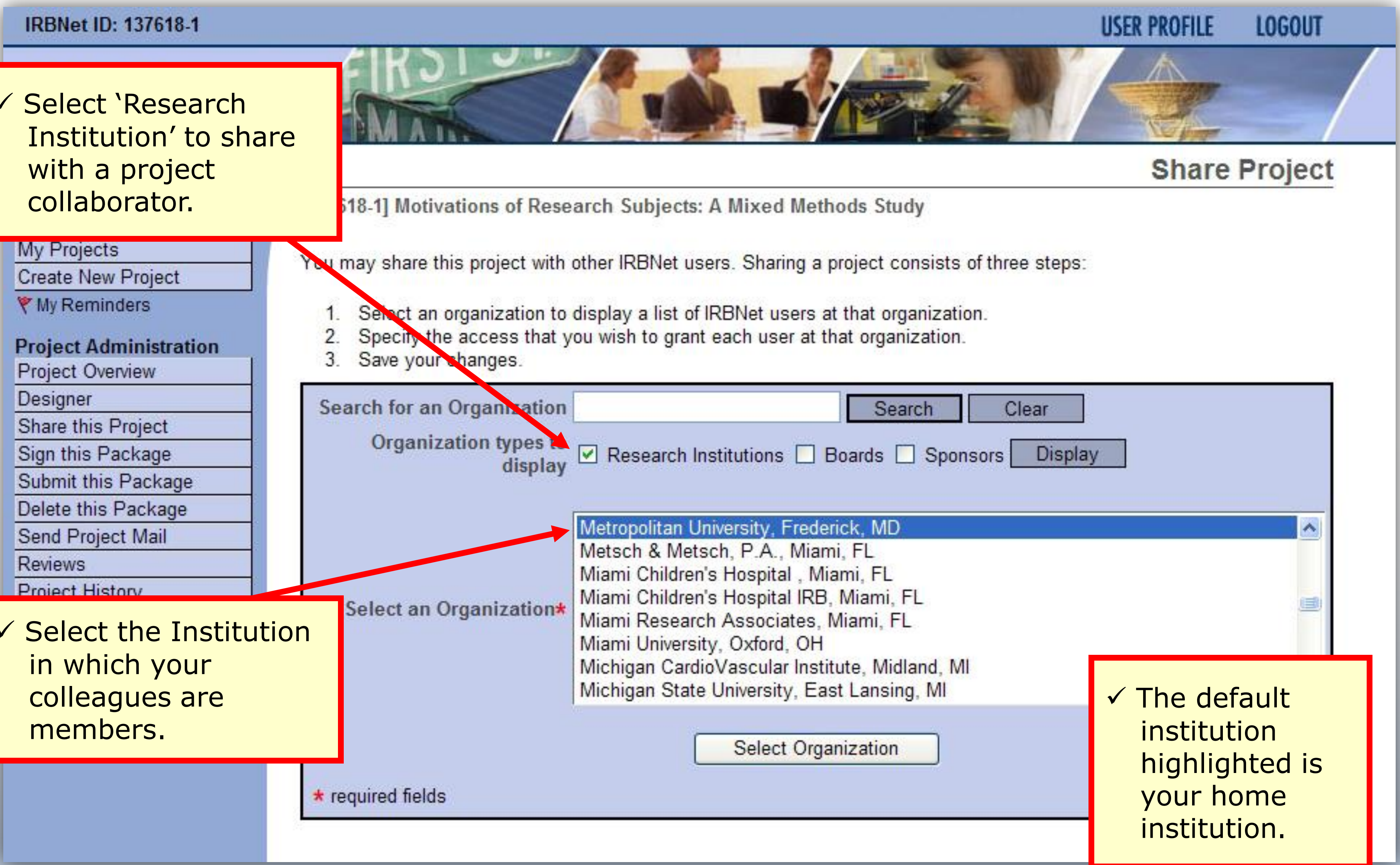
You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

✓ Almost every project requires the “Share” designation.

Select your colleague’s institution

You may collaborate both within your Institution and across Institutions in the course of your project.


IRBNet ID: 137618-1
USER PROFILE
LOGOUT
My Projects
Create New Project
My Reminders
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Search
Clear
Display
Select Organization

Share Project

518-1] Motivations of Research Subjects: A Mixed Methods Study

You may share this project with other IRBNet users. Sharing a project consists of three steps:

1. Select an organization to display a list of IRBNet users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization

Organization types to display: ☑ Research Institutions ☐ Boards ☐ Sponsors

Select an Organization*
- Metropolitan University, Frederick, MD
- Metsch & Metsch, P.A., Miami, FL
- Miami Children's Hospital , Miami, FL
- Miami Children's Hospital IRB, Miami, FL
- Miami Research Associates, Miami, FL
- Miami University, Oxford, OH
- Michigan CardioVascular Institute, Midland, MI
- Michigan State University, East Lansing, MI

* required fields

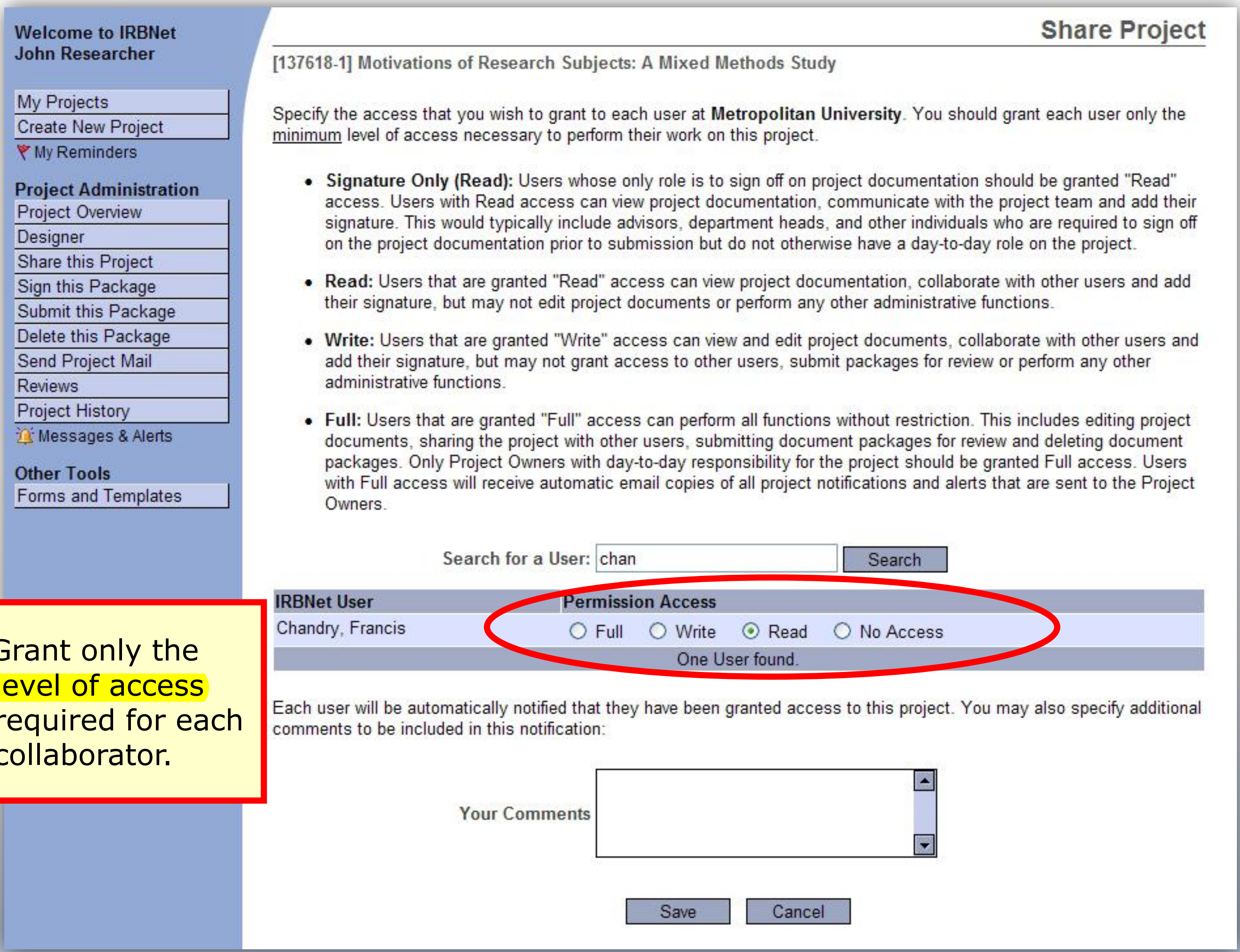
✓ Select ‘Research Institution’ to share with a project collaborator.

✓ Select the Institution in which your colleagues are members.

✓ The default institution highlighted is your home institution.

Set the proper level of access

You may grant each member of your team the level of access that they require.


Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts
Other Tools
Forms and Templates

Share Project

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

Specify the access that you wish to grant to each user at **Metropolitan University**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User: chan

IRBNet User	Permission Access
Chandry, Francis	○ Full ○ Write ● Read ○ No Access
One User found.	

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

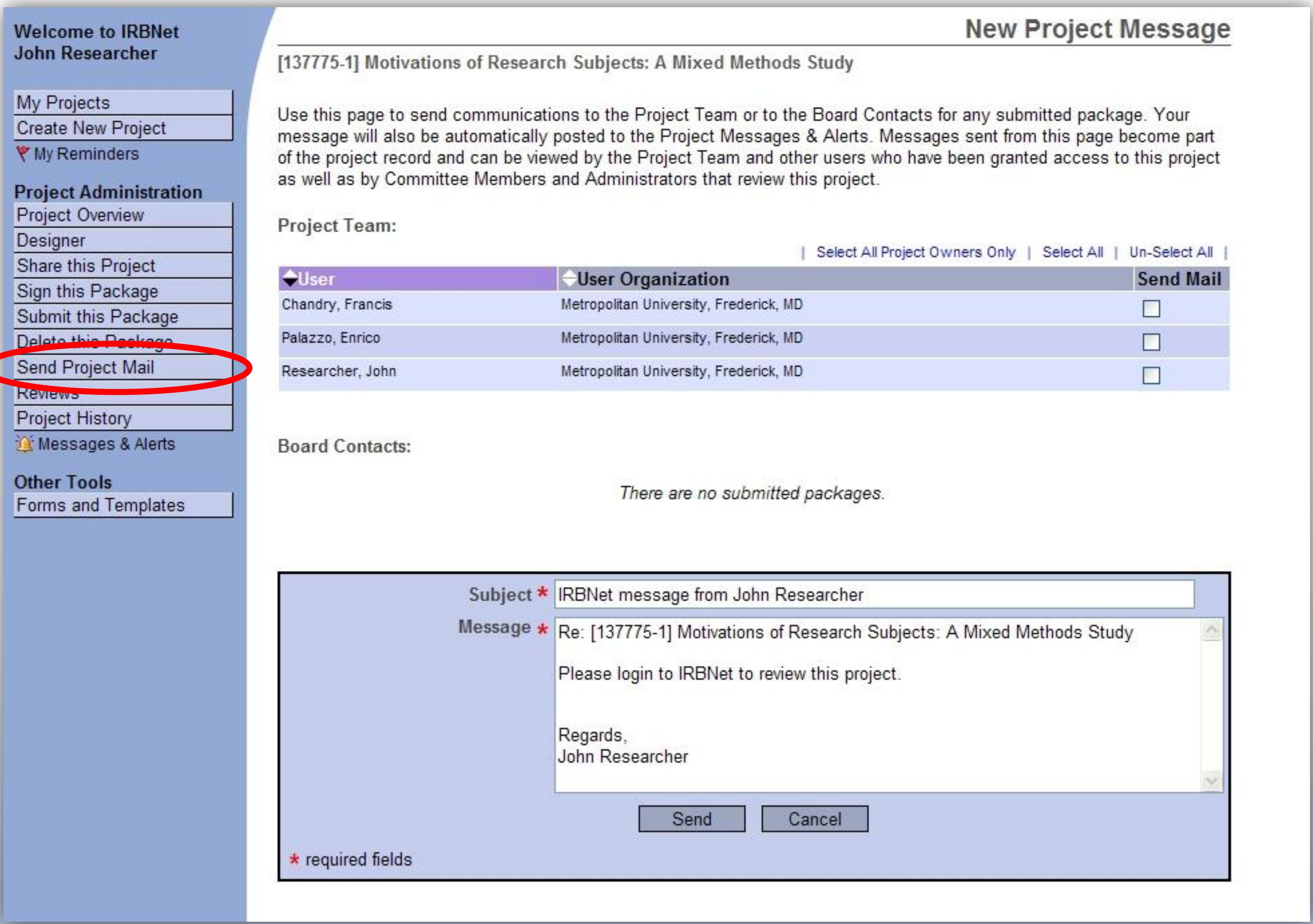
Your Comments

Save
Cancel

✓ Grant only the level of access required for each collaborator.

Communicate with your Project Team

Use the Send Project Mail tool to quickly communicate with your team.



Welcome to IRBNet
John Researcher

- My Projects
- Create New Project
- My Reminders

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts

Other Tools

- Forms and Templates

New Project Message

[137775-1] Motivations of Research Subjects: A Mixed Methods Study

Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part of the project record and can be viewed by the Project Team and other users who have been granted access to this project as well as by Committee Members and Administrators that review this project.

Project Team:

| Select All Project Owners Only | Select All | Un-Select All |

User	User Organization	Send Mail
Chandry, Francis	Metropolitan University, Frederick, MD	☐
Palazzo, Enrico	Metropolitan University, Frederick, MD	☐
Researcher, John	Metropolitan University, Frederick, MD	☐

Board Contacts:

There are no submitted packages.

Subject * IRBNet message from John Researcher

Message * Re: [137775-1] Motivations of Research Subjects: A Mixed Methods Study

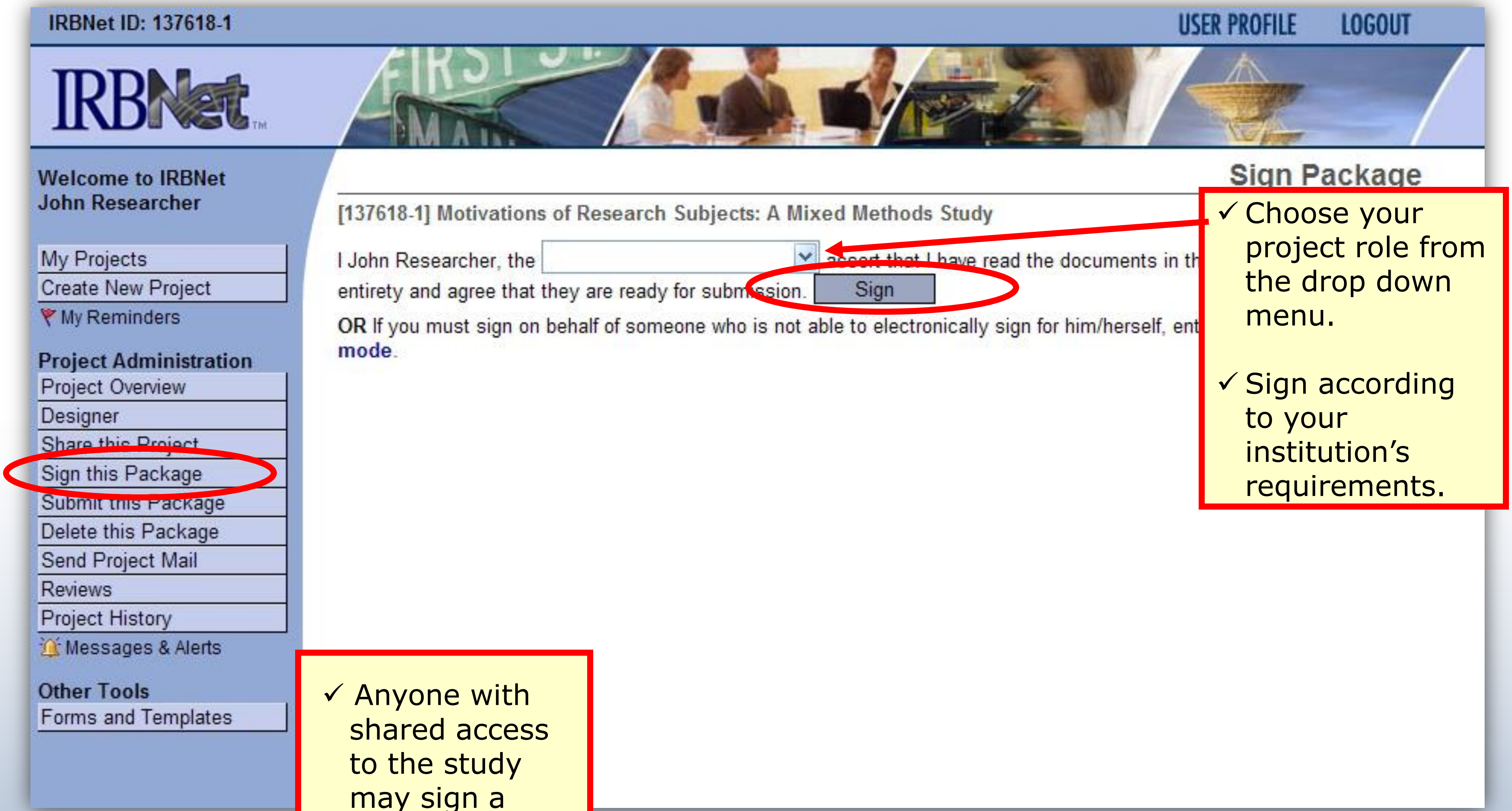
Please login to IRBNet to review this project.

Regards,
John Researcher

* required fields

Sign your project package

Electronic signatures become a permanent part of your electronic audit trail.



IRBNet ID: 137618-1

USER PROFILE
LOGOUT
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts
Other Tools
Forms and Templates

Sign Package

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

I John Researcher, the ☐ assert that I have read the documents in th entirety and agree that they are ready for submission. Sign

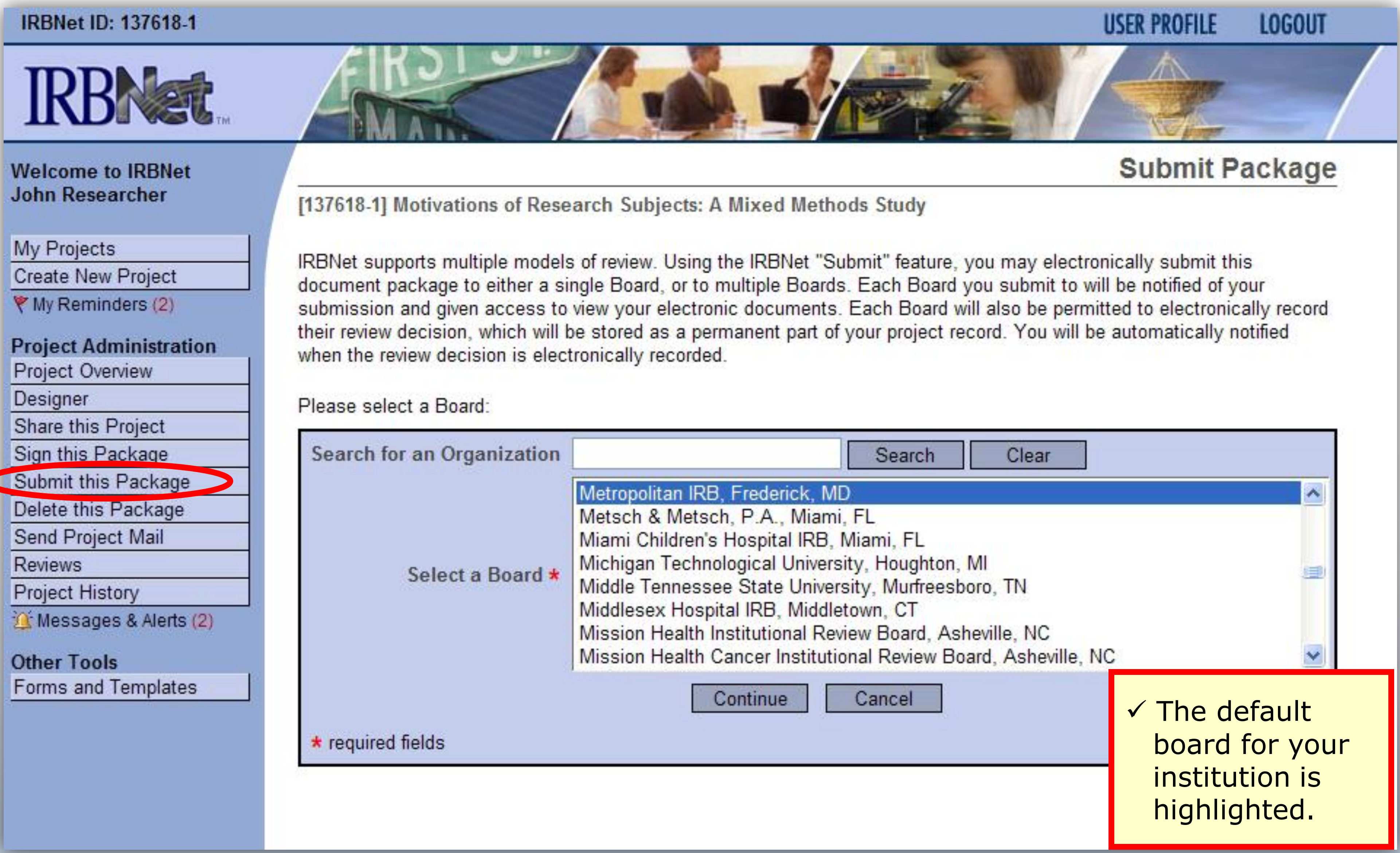
OR If you must sign on behalf of someone who is not able to electronically sign for him/herself, ent **mode**.

- ✓ Choose your project role from the drop down menu.
- ✓ Sign according to your institution's requirements.

- ✓ Anyone with shared access to the study may sign a study.

Submit your package for review

You may submit your package to one or more boards for review.


IRBNet ID: 137618-1
USER PROFILE
LOGOUT
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders (2)
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts (2)
Other Tools
Forms and Templates
Search for an Organization
Search
Clear
Continue
Cancel

Submit Package

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

IRBNet supports multiple models of review. Using the IRBNet "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:

Select a Board *

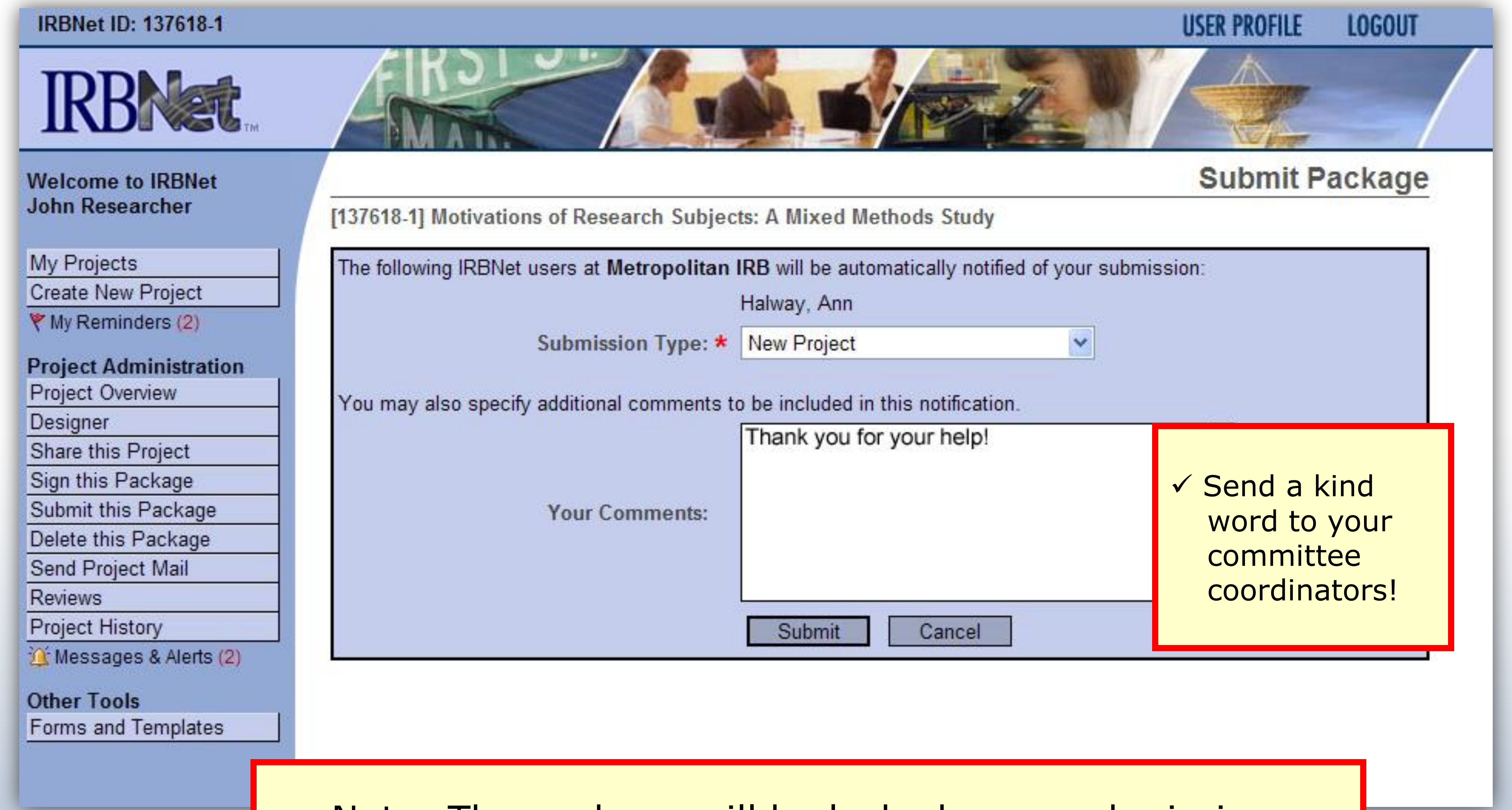
- Metropolitan IRB, Frederick, MD
- Metsch & Metsch, P.A., Miami, FL
- Miami Children's Hospital IRB, Miami, FL
- Michigan Technological University, Houghton, MI
- Middle Tennessee State University, Murfreesboro, TN
- Middlesex Hospital IRB, Middletown, CT
- Mission Health Institutional Review Board, Asheville, NC
- Mission Health Cancer Institutional Review Board, Asheville, NC

* required fields

✓ The default board for your institution is highlighted.

Submit to your Board

The system enables you to send a message to your coordinator, and indicate submission type. IRBNet knows the coordinator of your committee.


IRBNet ID: 137618-1
USER PROFILE
LOGOUT
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders (2)
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts (2)
Other Tools
Forms and Templates
Submit
Cancel

Submit Package

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

The following IRBNet users at **Metropolitan IRB** will be automatically notified of your submission:

Halway, Ann

Submission Type: * New Project

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

Your Comments: Thank you for your help!

✓ Send a kind word to your committee coordinators!

Note: The package will be locked upon submission.

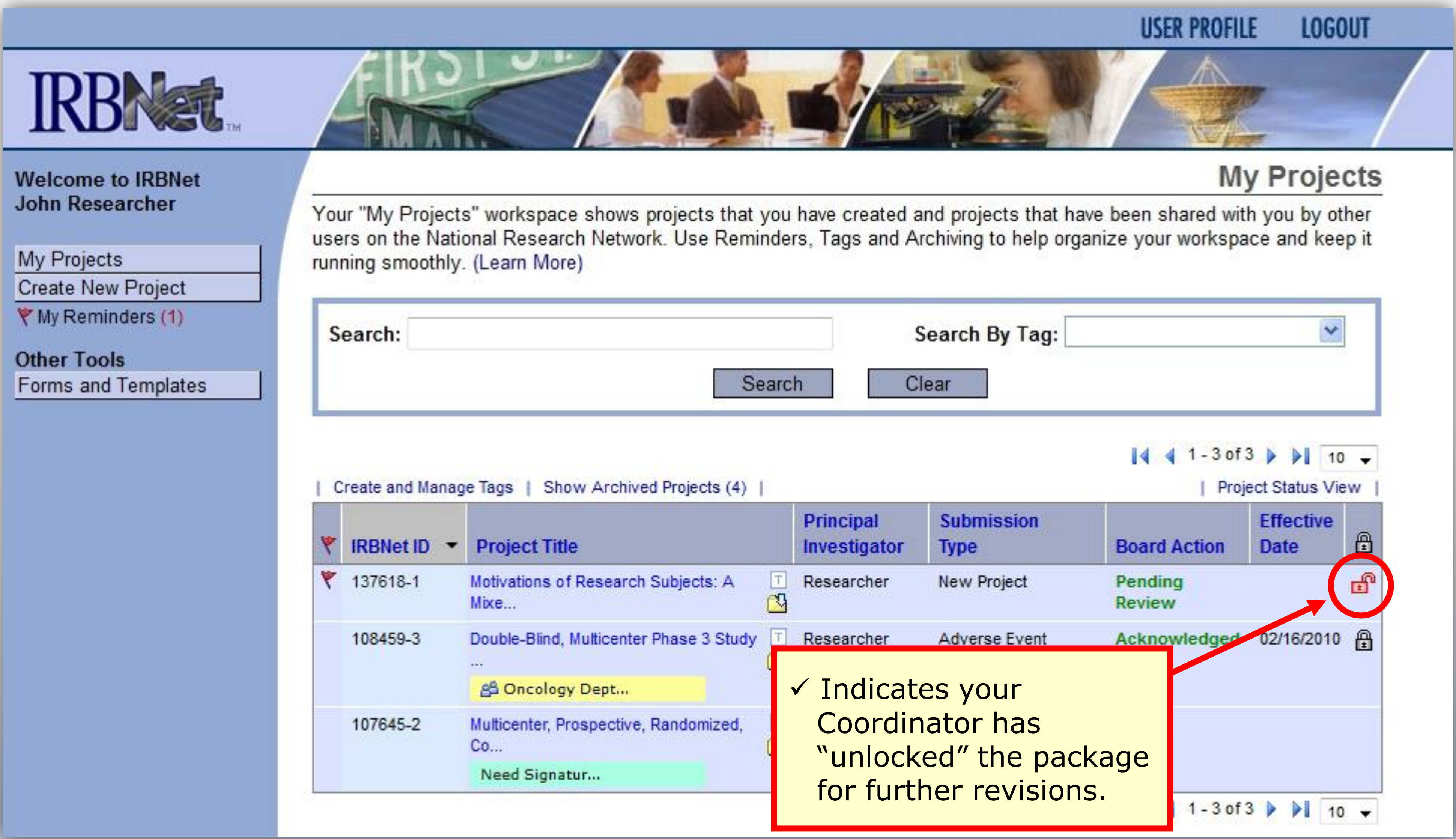
Did you submit an incomplete package?

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.

For advanced topics, such as submitting subsequent packages (for reportable events, continuing reviews, modifications, etc.), please refer to the R2 Training Energizer. CONTACT YOUR LOCAL BOARD COORDINATOR if you have questions.

Managing unlocked packages

If revisions are needed before your submission is reviewed, your coordinator *may* unlock the package for you to revise. Unlocked projects can easily be managed from the My Projects page.


USER PROFILE
LOGOUT
IRBNet
Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders (1)
Other Tools
Forms and Templates
Search:
Search By Tag:
Search
Clear
1 - 3 of 3
10
Create and Manage Tags
Show Archived Projects (4)
Project Status View

My Projects

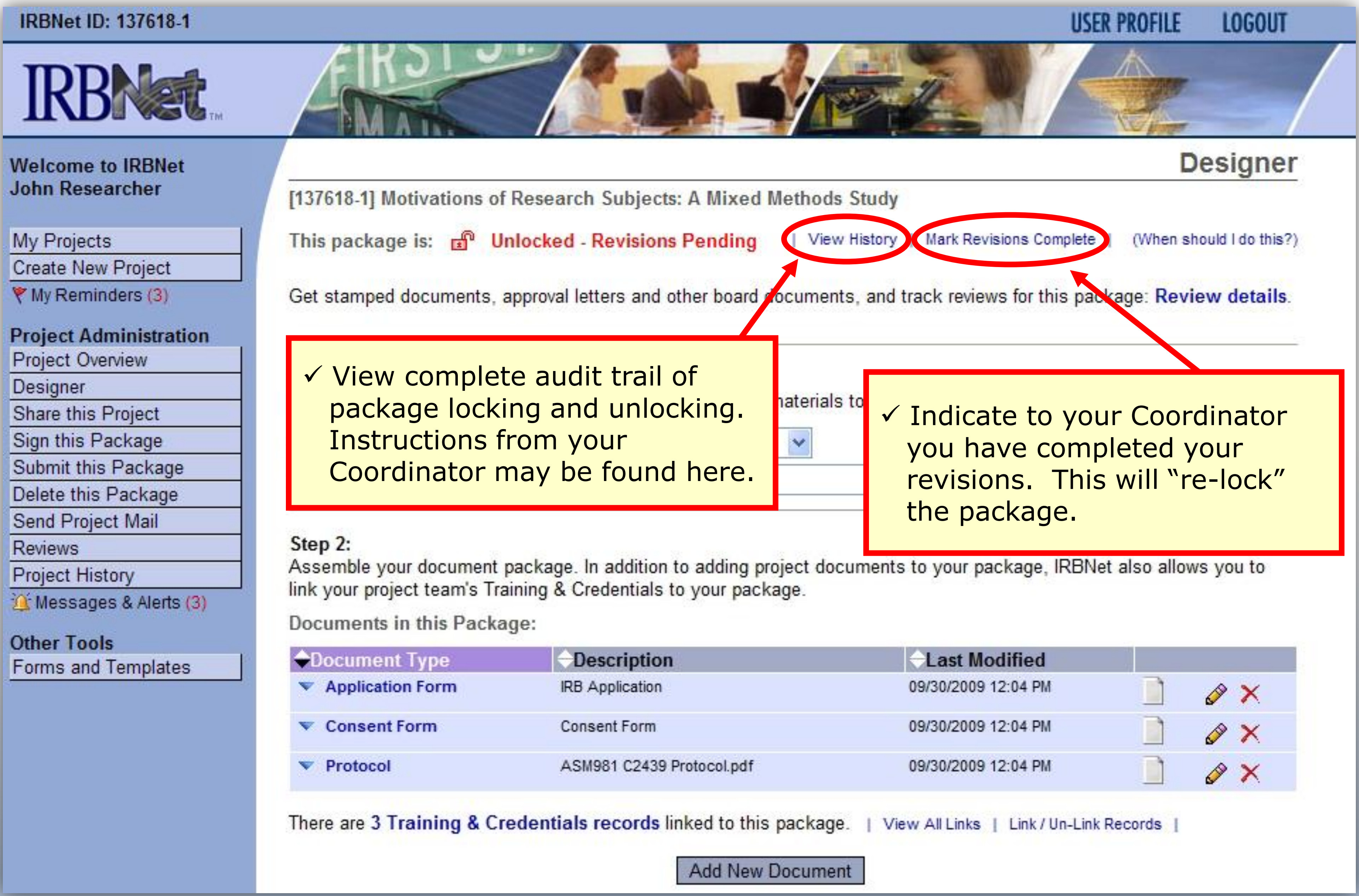
Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

	IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date	🔒
🚩	137618-1	Motivations of Research Subjects: A Mixe...	Researcher	New Project	Pending Review		🔓
	108459-3	Double-Blind, Multicenter Phase 3 Study ... Oncology Dept...	Researcher	Adverse Event	Acknowledged	02/16/2010	🔒
	107645-2	Multicenter, Prospective, Randomized, Co... Need Signatur...					

✓ Indicates your Coordinator has “unlocked” the package for further revisions.

Make necessary revisions

While the package is “unlocked,” you may add new documents or revise existing ones as needed.



IRBNet ID: 137618-1

USER PROFILE
LOGOUT

Welcome to IRBNet
John Researcher

My Projects
Create New Project
My Reminders (3)
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts (3)
Other Tools
Forms and Templates

Designer

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

This package is: **Unlocked - Revisions Pending** | View History | Mark Revisions Complete | (When should I do this?)

Get stamped documents, approval letters and other board documents, and track reviews for this package: **Review details**.

- ✓ View complete audit trail of package locking and unlocking. Instructions from your Coordinator may be found here.

aterials to

- ✓ Indicate to your Coordinator you have completed your revisions. This will “re-lock” the package.

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

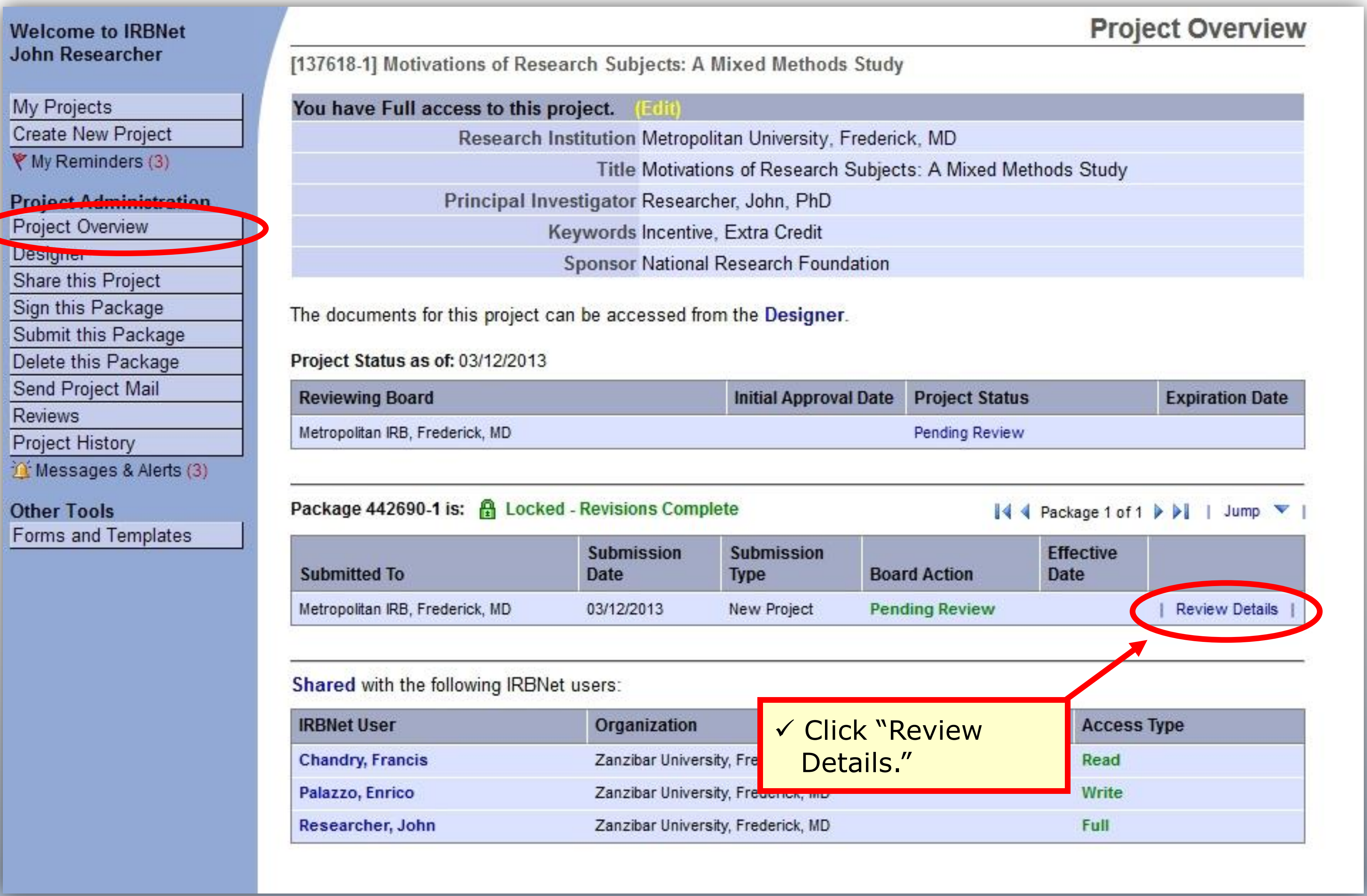
Document Type	Description	Last Modified	
Application Form	IRB Application	09/30/2009 12:04 PM	
Consent Form	Consent Form	09/30/2009 12:04 PM	
Protocol	ASM981 C2439 Protocol.pdf	09/30/2009 12:04 PM	

There are 3 **Training & Credentials records** linked to this package. | View All Links | Link / Un-Link Records |

Add New Document

Receive your review decision

Review decisions are available in real time from your Project Overview.


Welcome to IRBNet
John Researcher
My Projects
Create New Project
My Reminders (3)
Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts (3)
Other Tools
Forms and Templates
Package 1 of 1
Jump

Project Overview

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

You have Full access to this project. (Edit)	
Research Institution	Metropolitan 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: 03/12/2013

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Metropolitan IRB, Frederick, MD		Pending Review	

Package 442690-1 is: Locked - Revisions Complete

Submitted To	Submission Date	Submission Type	Board Action	Effective Date	
Metropolitan IRB, Frederick, MD	03/12/2013	New Project	Pending Review		Review Details

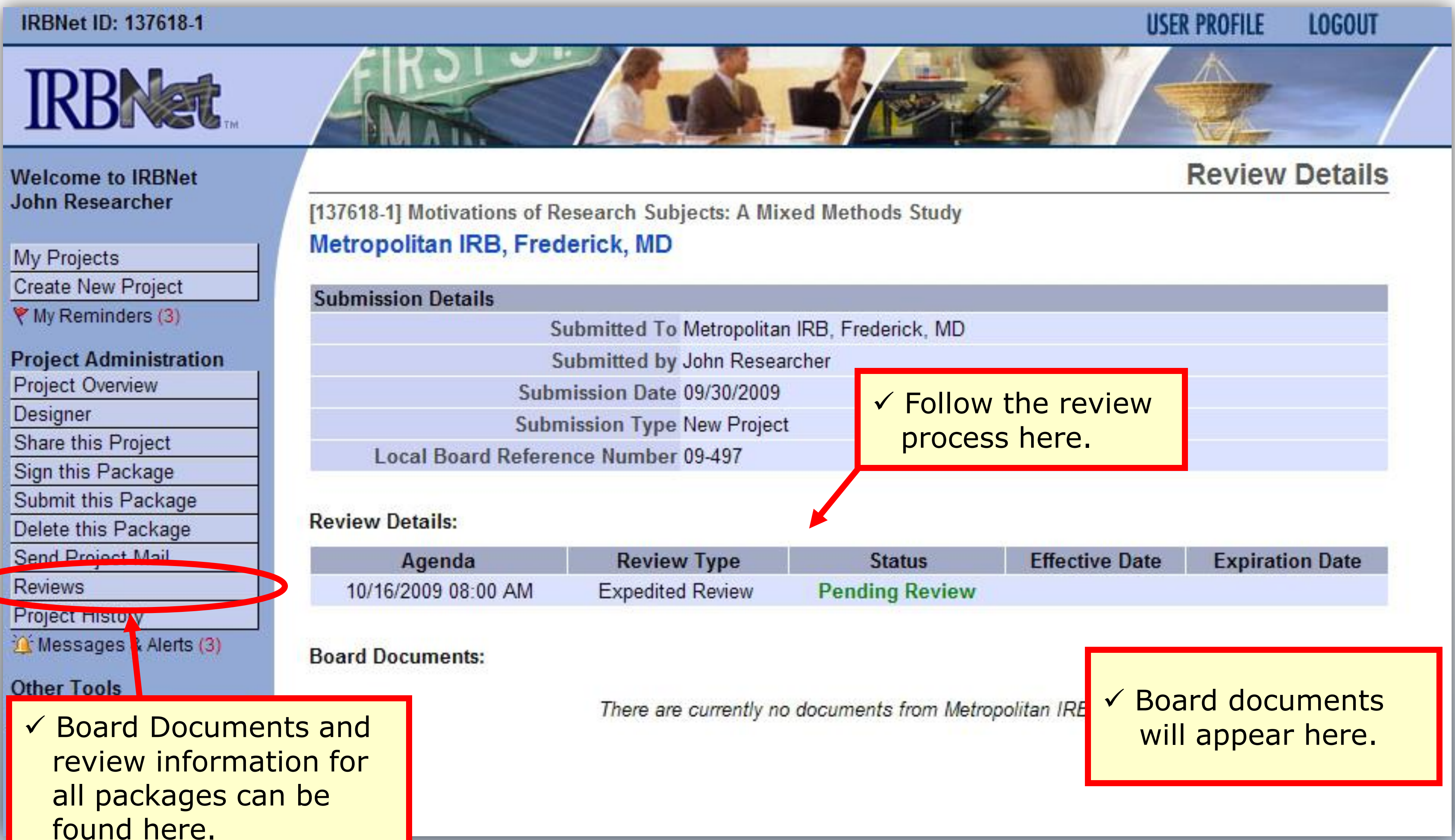
Shared with the following IRBNet users:

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

✓ Click "Review Details."

View Review Details

Details include Agenda Date, Review Type, Status, Effective and Expiration Dates, and Board Documents.



IRBNet ID: 137618-1

Welcome to IRBNet
John Researcher

- My Projects
- Create New Project
- My Reminders (3)

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts (3)

Other Tools

Review Details

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

Metropolitan IRB, Frederick, MD

Submission Details

Submitted To	Metropolitan IRB, Frederick, MD
Submitted by	John Researcher
Submission Date	09/30/2009
Submission Type	New Project
Local Board Reference Number	09-497

Review Details:

Agenda	Review Type	Status	Effective Date	Expiration Date
10/16/2009 08:00 AM	Expedited Review	Pending Review		

Board Documents:

There are currently no documents from Metropolitan IRE

✓ Follow the review process here.

✓ Board documents will appear here.

✓ Board Documents and review information for all packages can be found here.

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.

*© 2001 - 2013 Research Dataware. LLC
All rights reserved.*