## SVSU IRB: Instructions for Submitting Project Materials via IRBNet

First-time users: please register as a new user at <u>www.irbnet.org</u>. Record your user ID and password for future use.

- 1) Login at <u>www.irbnet.org</u> to arrive at the My Projects screen, pictured below.
- 2) Click on "Create New Project."

				USER PROFI	LE LOGO	DUT
<b>IRBNet</b>	AROLO I		i la	1/		
Welcome to IRBNet	<u></u>			M	y Projec	cts
Generic Researcher	Projects that you have created or that have been shared wi	ith you:				
My Projects	Searc	h:		Search	Clear	
Create New Project  V My Reminders (6)				🚺 🖣 1 - 5 of :	5 🕨 🔰 10	~
Other Tools		Principal	Submission		Effective	
Forms and Templates	♥ IRBNet ID ▼ Project Title	Investigator	Туре	Status	Date	₿

- 3) Fill in the "\*required fields" boxes pictured below. Optional fields may be left blank.
- 4) Click Continue

		Drojant Information	
Welcome to IRBNet Generic Researcher	Project Information		
Generic Researcher	Create a New Project		
My Projects	To prosto a new project, first provide the basi	c project information below. Once your project is created you may attach	
Create New Project	project documentation and share the project		
Y My Reminders (6)	1		
Other Tools	Research Institution:	Saginaw Valley State University, University Center, MI	
Forms and Templates			
	Title: *		
		First Name:*	
	Local Principal Investigator:		
		Last Name:* Degree(s):	
	Keywords:		
	Sponsor:		
		You may specify an internal account number, billing identifier or reference	
		number for this project.	
	Internal Reference Number:		
		Continue Cancel	
	* required fields		

- 5) Required forms and checklists are available by choosing "Select a Library" and "Select a Document" under Step 1 of the Designer page, pictured below.
- 6) Complete all required forms off-line.
- Assemble your application by uploading completed documents and training certificates. To upload documents, click "Add New Document" under Step 2 of the Designer page, pictured below.

Welcome to IRBNet	Designer	
lma Researcher	[42491-1] test test	
My Projects Create New Project YMy Reminders (8)	Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.	
Project Administration Project Overview	Select a Library:       Saginaw Valley State University Institutional Review Board, University Center, MI         Select a Document:       IRB Application Form     Download	
Designer Share this Project Sign this Package Submit this Package Delete this Package Send Project Mail Project History Messages & Alerts (1)	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: There are currently no documents in this package.	
Other Tools Forms and Templates	There are no Training & Credentials records linked to this package.   Link / Un-Link Records	
	Add New Document	

Each time you click on "Add New Document," you will see a screen like the one below. Choose the type of document you are uploading from the drop down box, provide a description if desired, then click on "Browse" to find your document and open it. Click "Attach."

Welcome to IRBNet	[42491-1] test test test		
Ima Researcher			
My Projects	You may attach documents to this package by clicking the "Browse" button to locate a document and then by clicking		
Create New Project	"Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached		
🌾 My Reminders (8)	documents.		
Project Administration	Document Type *		
Project Overview			
Designer	Description		
Share this Project	File * Browse		
Sign this Package			
Submit this Package	Attach Cancel		
Delete this Package	* required fields		
Send Project Mail			
Project History			
強 Messages & Alerts (1)			
Other Tools			
Forms and Templates			

You do NOT have to upload all documents during the same session. As you add documents, the screen displays all of the documents that have been uploaded.

Welcome to IRBNet	Designer				
Ima Researcher	[42491-1] test test test				
My Projects Create New Project	Step 1: Download blank forms	document templates and reference (	materials to assist you in assembling yo	ur document package.	
Wy Reminders (8)	Download blank forms, document templates and reference materials to assist you in assembling your document package. Select a Library: Saginaw Valley State University Institutional Review Board, University Center, MI 💌				
Project Administration Project Overview	Select a Document:	IRB Application Form	Download		
Designer Share this Project	Step 2:				
Sign this Package	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.				
Submit this Package Delete this Package	Documents in this Package:				
Send Project Mail	Document Type	Description	←Last Modified		
Project History	Application Form	Application Form	02/15/2012 11:00 AM	📄 🥔 🗙	-
ǔ Messages & Alerts (1)					
Other Tools	There are no Training &	Credentials records linked to this p	ackage.   Link / Un-Link Records		
Forms and Templates		Add New	Document		

Click on the paper icon, pencil icon, or red "X" to view, modify or delete an uploaded document.

8) If you have co-investigators and/or a research advisor involved in the project, they will need to review uploaded materials BEFORE you submit the project. First, make sure they are registered in IRBNet. Then click on "Share this Project," then click the word "Share." Search for Saginaw Valley State University, find the name of the person with whom you wish to share the package and grant them the appropriate permission access. Click "Save."

Once the project is shared, team members can communicate with each other via email sent directly from IRBNet to fellow team members' email accounts.

9) After all documents are uploaded and before submission, packages must be signed by the PI, Co-PIs, and/or Advisor (if applicable). Click "Sign This Package" on the left side of the screen. On the Sign Package page (pictured below), choose an appropriate title from the drop down box and click "Sign."

Welcome to IRBNet	Sign Package		
Ima Researcher	[42491-1] test test		
My Projects	I Ima Researcher, the 🛛 🗸 🗸 assert that I have read the documents in this package in their		
Create New Project	entirety and agree that they are ready for submission. Sign		
🌾 My Reminders (8)	OR If you must sign on behalf of someone who is not able to electronically sign for him/herself, enter designee signer		
Project Administration	mode.		
Project Overview	- This package has been signed by:		
Designer			
Share this Project	◆Date ◆Message		
Sign this Package	03/23/2010 Signed by Ima Researcher as Principal Investigator		
Submit this Package	15:59:52		
Delete this Package	One Signature found.		

10) After all team members have signed the package, click "Submit this Package" on the left side of the screen. Choose to submit your project to either the "Saginaw Valley State University Institutional Review Board" OR "Saginaw Valley State University Institutional Animal Care and Use Committee." Next, select the submission type from the drop down box. Comments are optional. Click "Submit."

Welcome to IRBNet		Submit Package	
lma Researcher	[42491-1] test test		
My Projects	The following IRBNet users at Saginaw Val	ley State University Institutional Review Board will be automatically	
Create New Project	notified of your submission:	, , , , , , , , , , , , , , , , , , , ,	
Y My Reminders (8)		Dane, Frank	
Project Administration		Decker, Julie	
Project Overview		Garcia, Ann	
Designer		Grants, Saginaw Swihart, Andrew	
Share this Project	Submission Type: *		
Sign this Package	Submission Type. •		
Submit this Package	You may also specify additional comments to be included in this notification.		
Delete this Package			
Send Project Mail			
Project History			
資 Messages & Alerts (1)	Your Comments:		
Other Tools	Four Comments:		
Forms and Templates			
		Submit Cancel	

Upon submission, SVSU's IRBNet manager and Committee Chair will receive an automated email alerting them to your submission. You will be notified if you need to provide additional information.

If you have questions about this process or need an individual training session, contact Melissa Woodward, <u>mal@svsu.edu</u>, (x-4295) or Julie Decker, <u>jadecker@svsu.edu</u>, (x-4941).