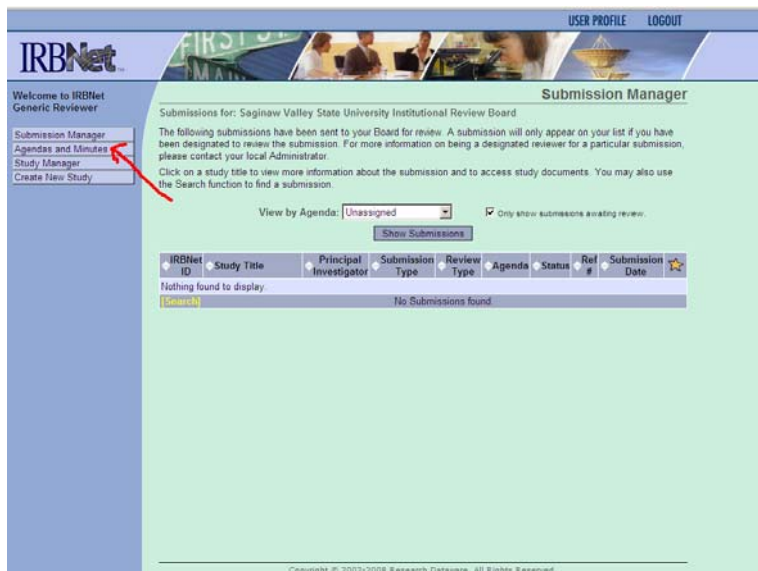


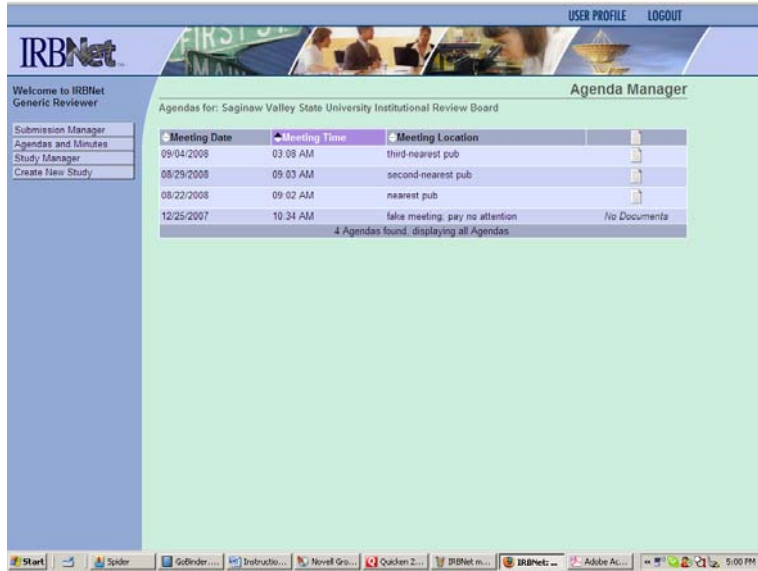
Instructions for IRBNet Meetings

IRBNet is an interactive website used by the SVSU IRB to manage all submissions, reviews, meetings, and other communication between SVSU researchers and the IRB. These instructions are designed to familiarize IRB members with accessing agendas and associated materials in preparation for an IRB meeting. Instructions for researchers who wish to submit studies, as well as instructions for IRB members who serve as reviewers, are contained in separate documents available on the SVSU IRB website, <http://www.svsu.edu/sponsoredprograms/pages/project-management/institutional-review-board.html>.

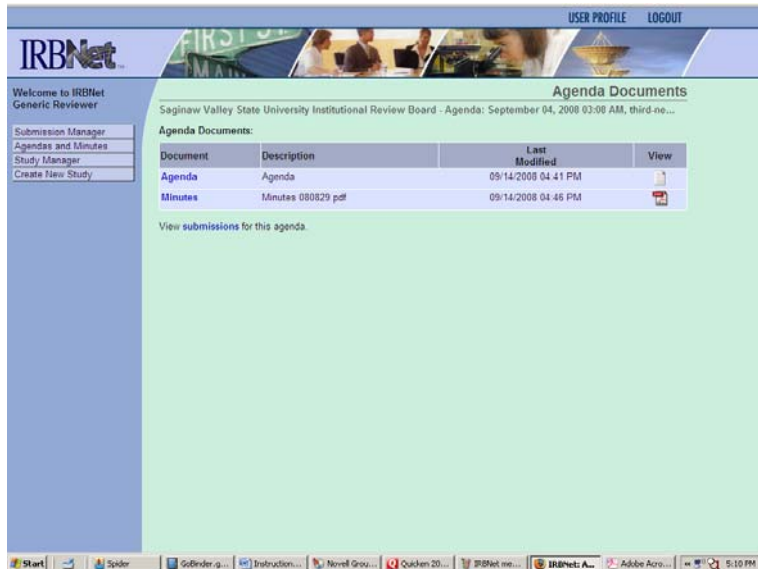
To access agendas and associated documents, one must log onto the IRBNet website, www.irbnet.org, by entering one's IRBNet userid and password; all IRB members have been pre-registered to the site. Upon login, members will see the Submission Manager screen, which appears below.



To access an agenda or minutes, click on the “Agenda and Minutes” icon to the left side of the screen (the red arrow will not appear on the actual screen). Upon so doing, one will see something akin to the following screen, albeit with real meeting dates, times, and locations. (These meeting dates and locations, along with the names of studies and researchers, were established during the Administrator training sessions and resulted from attempts to add levity to otherwise intensive and challenging process.)

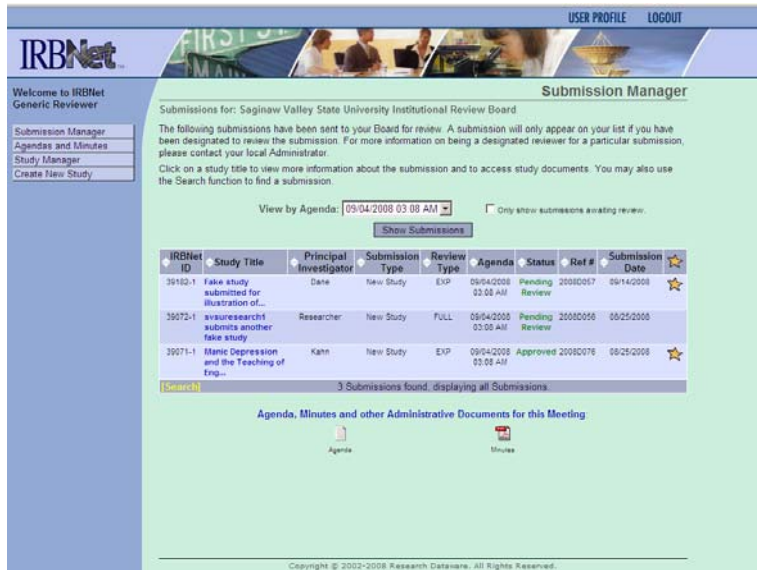


By default, the agenda furthest into the future will appear at the top of the list, but one can sort the list according to Meeting Date, Meeting Time, or Meeting Location, in ascending or descending order, by clicking on the appropriate words at the top of the list. Although there may be meeting dates projected well into the future, the relevant meeting date will, of course, be the date most immediately after, or exactly on, the calendar date on which you access the site. Clicking on the icon that looks like a piece of paper to the far right in the appropriate row will open a screen through which one can view the agenda, the minutes of the previous meeting, and any studies to which one has been assigned reviewing responsibilities; see the following illustration.



Clicking on the icons under the word "View" will open a typical dialogue box through which one can directly open or download the relevant document. The list of documents will contain all non-study documents to be reviewed prior to the meeting, and may include documents for Continuing Education functions, policy changes requiring a Board vote, etc. Clicking on the word

“submissions” under the document list will open the Submission Manager screen, which will contain a list of all studies for which one has specific reviewing responsibilities, as illustrated below.



In the above screen, this member is slated to be the Primary Reviewer for two studies, as indicated by the gold star in the far right column of the list. (A secondary reviewer for a Full Review would have two, smaller, gold stars in the same location.) Note that the third study in the list has already been approved via the Expedited Review process. This study can be hidden from the list by clicking the empty box to the left of the words “Show only submissions awaiting review” just to the right of the agenda date.

In addition to the Expedited Reviews, this member is responsible for reviewing the materials for the second study in the list in preparation for a Full Review at the upcoming meeting. Instructions for viewing study documents and posting reviewer comments can be found in the separate document, Instructions for IRBNet Reviewers, which can be downloaded from the SVSU IRB website.

Because we cancel meetings in which there are no items requiring a Board vote, every Member will always have at least one study (or other agenda item) to review. Items requiring a vote that are not submitted studies will appear as icons at the bottom of the screen.

Minutes, agendas, and other documents from previous meetings can also be accessed by changing the agenda date by clicking on the down arrow to the right of the agenda date above the list of studies to be reviewed. However, one must also click on the “Show Submissions” icon below the date in order to activate the date change.