

SVSU IRB: Instructions for Submitting Project Materials via IRBNet

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

- 1) Login at www.irbnet.org to arrive at the My Projects screen, pictured below.
- 2) Click on “Create New Project.”

The screenshot shows the IRBNet interface. At the top right, there are links for 'USER PROFILE' and 'LOGOUT'. The main header area contains the IRBNet logo and a banner image. Below the banner, the page is titled 'My Projects' and includes a search bar with 'Search' and 'Clear' buttons. A table is displayed with the following columns: IRBNet ID, Project Title, Principal Investigator, Submission Type, Status, and Effective Date. The table is currently empty. On the left side, there is a sidebar with navigation options: 'My Projects', 'Create New Project', 'My Reminders (6)', and 'Other Tools' (Forms and Templates).

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

The screenshot shows the 'Project Information' page. The page title is 'Project Information' and the subtitle is 'Create a New Project'. Below the subtitle, there is a brief instruction: '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.' The form contains the following fields: 'Research Institution' (pre-filled with 'Saginaw Valley State University, University Center, MI'), 'Title' (marked with a red asterisk), 'Local Principal Investigator' (with sub-fields for 'First Name'*, 'Last Name'*, and 'Degree(s)'), 'Keywords', 'Sponsor', and 'Internal Reference Number'. Below the form, there are 'Continue' and 'Cancel' buttons. A small red asterisk at the bottom left indicates that fields with an asterisk are required.

- 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.
- 7) 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
Ima Researcher

Designer

[42491-1] test test test

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

Select a Library:

Select a Document:

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.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Records](#) |

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
Ima Researcher

Attach Document

[42491-1] test test test

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 *

* required fields

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
Ima Researcher

Designer

[42491-1] test test test

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

Select a Library:

Select a Document:

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	Application Form	02/15/2012 11:00 AM	

There are no Training & Credentials records linked to this package. | [Link / Un-Link Records](#) |

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
Ima Researcher

My Projects
Create New Project
My Reminders (8)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package

[42491-1] test test test

I Ima Researcher, the [] assert that I have read the documents in this package in their entirety and agree that they are ready for submission.

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

This package has been signed by:

Date	Message
03/23/2010	Signed by Ima Researcher as Principal Investigator
15:59:52	

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
Ima Researcher

My Projects
Create New Project
My Reminders (8)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts (1)

Other Tools
Forms and Templates

[42491-1] test test test

The following IRBNet users at **Saginaw Valley State University Institutional Review Board** will be automatically notified of your submission:

- Dane, Frank
- Decker, Julie
- Garcia, Ann
- Grants, Saginaw
- Swihart, Andrew

Submission Type: * []

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

Your Comments: []

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, mal@svsu.edu, (x-4295) or Julie Decker, jadecker@svsu.edu, (x-4941).