

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

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

- 1) Login at [www.irbnet.org](http://www.irbnet.org) to arrive at the My Projects screen, pictured below.
- 2) Click on "Create New Project."

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Generic Researcher

My Projects  
Create New Project  
My Reminders (6)

Other Tools  
Forms and Templates

My Projects

Projects that you have created or that have been shared with you:

Search:  Search Clear

1 - 5 of 5 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
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- 3) Fill in the "**\***required fields" boxes pictured below. Optional fields may be left blank.
- 4) Click Continue

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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:

Title:

Local Principal Investigator: First Name:  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.
- 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

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

**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: Saginaw Valley State University Institutional Review Board, University Center, MI

Select a Document: IRB Application Form

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**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."

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Ima Researcher

My Projects  
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My Reminders (8)

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Messages & Alerts (1)

**Other Tools**  
Forms and Templates

**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

My Projects  
Create New Project  
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**Designer**

[42491-1] test test test

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Documents in this Package:

Document Type	Description	Last Modified	
Application Form	Application Form	02/15/2012 11:00 AM	

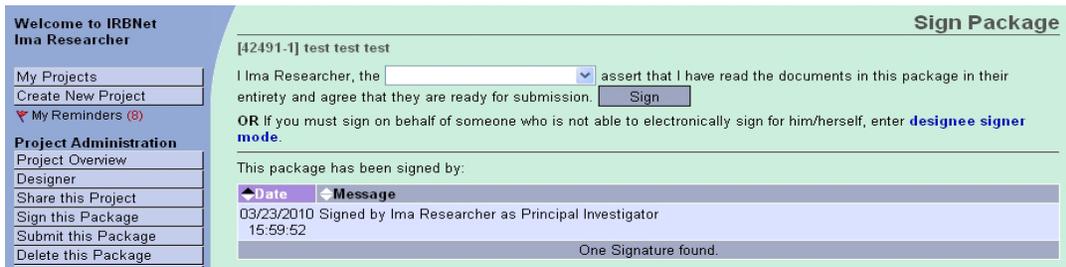
There are no Training & Credentials records linked to this package. | [Link / Un-Link Records](#) |

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.”



- 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.”



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