

## HOW TO SIGN AND SUBMIT A DOCUMENT

### 1. sign in to IRBNet



### 2. Find your project. Go to the Project History tab and click

IRBNet ID: 603102-3



Welcome to IRBNet  
Pam Bonds

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders (11)

**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**

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[603102-3] Improving Heart Failure Self-C

**You have Full access to this project.**

Research Institution C
Title In
v
Principal Investigator E
Keywords F
Sponsor E
Internal Reference Number 3

The documents for this project can be acces

**Project Status as of: 01/27/2015**

**Reviewing Board**

Covenant Medical Center Institutional Review Board Saginaw, MI
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3. Once you find your project click on the blue text-it should say "work in progress-not submitted" click on blue text- this will open the submission you just uploaded



The screenshot displays a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains a list of navigation options under the heading "Project Administration". The main content area shows a table with columns for "#", "Submission Type", "Submission Date", "Review Type", "Board Action", and "Effective Date". A red arrow points to the text "Work in progress (Not submitted)" in the second row of the table.

#	Submission Type	Submission Date	Review Type	Board Action	Effective Date
2	Work in progress (Not submitted)				
1	New Project	11/18/2014	Exempt Review	Exempt	12/03/2014

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4. Click the "sign this package" tab on the left. It will prompt you for your electronic signature and ask who you are (drop down tab).

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- Reviews
- Project History
- Messages & Alerts (1)
- Other Tools**
- Track Training
- Forms and Templates
- Library Manager

### Step 1:

Download blank forms, document templates and reference materials to assist you in assembling your do

Select a Library:

Select a Document:

### Step 2:

Assemble your document package. In addition to adding project documents to your package, IRBNet als link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

*There are currently no documents in this package.*

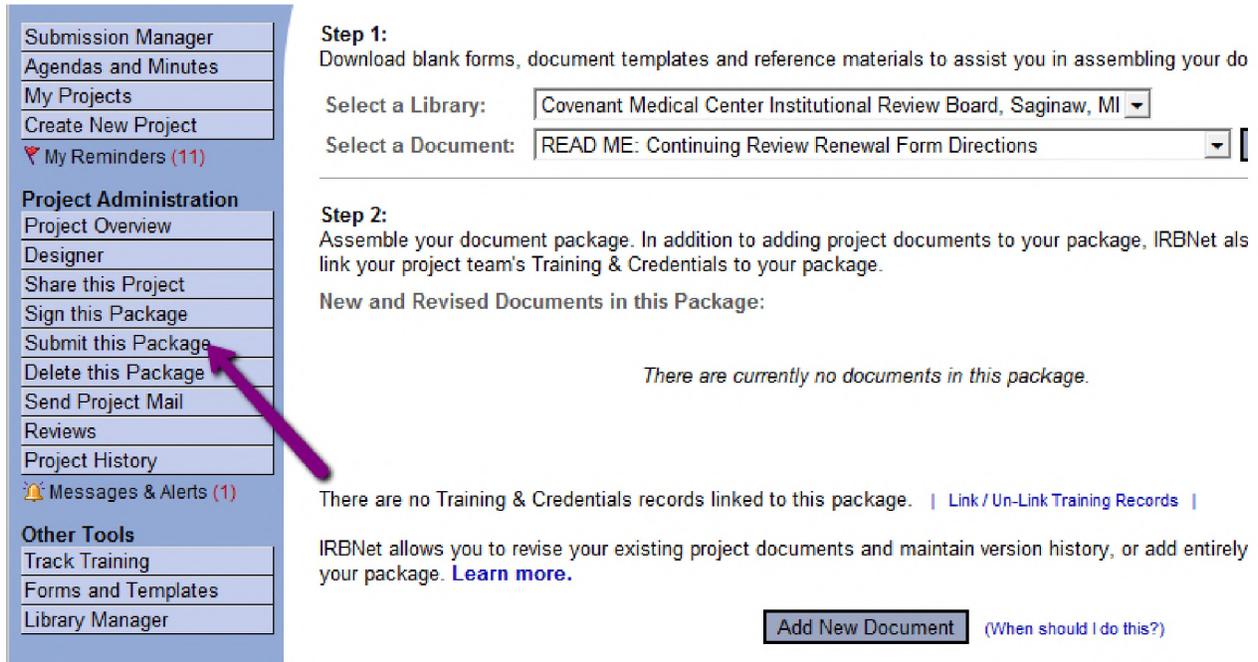
There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely your package. [Learn more.](#)

(When should I do this?)

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5. Finally, click “submit this package” tab on the left. It may ask you to confirm which facility you are submitting to. If it does, obviously choose Covenant



The screenshot shows a web interface for document submission. On the left is a navigation menu with categories: Submission Manager, Project Administration, and Other Tools. The 'Submit this Package' option under Project Administration is highlighted with a purple arrow. The main content area shows 'Step 1' with dropdown menus for 'Select a Library' (Covenant Medical Center Institutional Review Board, Saginaw, MI) and 'Select a Document' (READ ME: Continuing Review Renewal Form Directions). 'Step 2' instructions follow, along with a message that there are no documents in the package and a button to 'Add New Document'.

**Submission Manager**

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- ♥ My Reminders (11)

**Project Administration**

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**Other Tools**

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## HOW TO SIGN AND SUBMIT A DOCUMENT

6. If done correctly, you will get a message that says your package was submitted successfully. It will automatically generate an email to me and show up in my job queue.

Please note that the following has been submitted for review on IRBNet:

Project Title:

Principal Investigator: csz

Submission Type: Response/Follow-Up

Submitted To: Covenant Medical Center Institutional Review Board

Submitted By:

Date Submitted: January 26, 2015

Message from:

Thank you,  
The IRBNet Support Team

[www.irbnet.org](http://www.irbnet.org)

If you continue to have difficulty with the process, contact the Covenant IRB office at 989-583-6486 and leave a detailed message. I will return your call.