

HOW TO SIGN AND SUBMIT A DOCUMENT

1. sign in to IRBNet

IRBNet Innovative Solutions for Compliance and Research Management

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Comprehensive Solutions

Username Password Login

New User Registration | Forgot Your Password?

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

IRBNet ID: 603102-3

IRBNet

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

[603102-3] Improving Heart Failure Self-Care

You have Full access to this project.

Research Institution C
Title I
Principal Investigator E
Keywords H
Sponsor D
Internal Reference Number 3

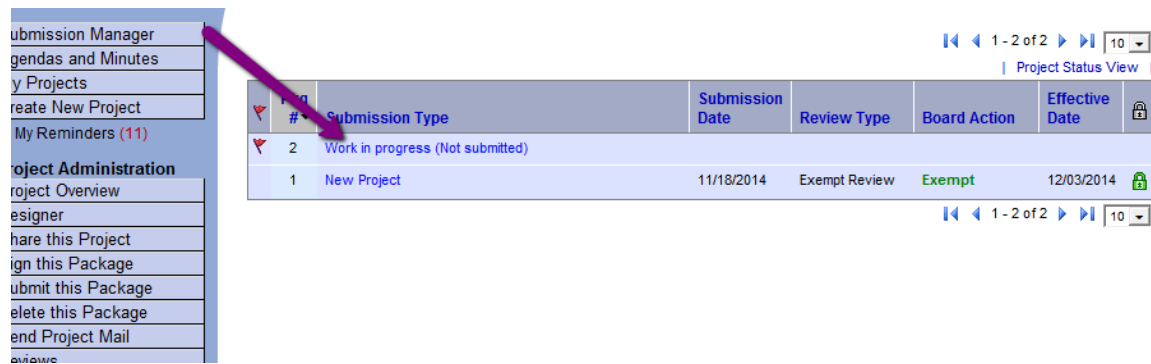
The documents for this project can be accessed here.

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 sidebar on the left with navigation options such as 'Submission Manager', 'Agendas and Minutes', and 'Project Administration'. The main content area shows a table with the following data:

#	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	

Navigation controls at the top right of the table include '1 - 2 of 2' and a dropdown menu set to '10'. The text 'Project Status View' is also visible.

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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).

- Submission Manager
- Agendas and Minutes
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- 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 (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.

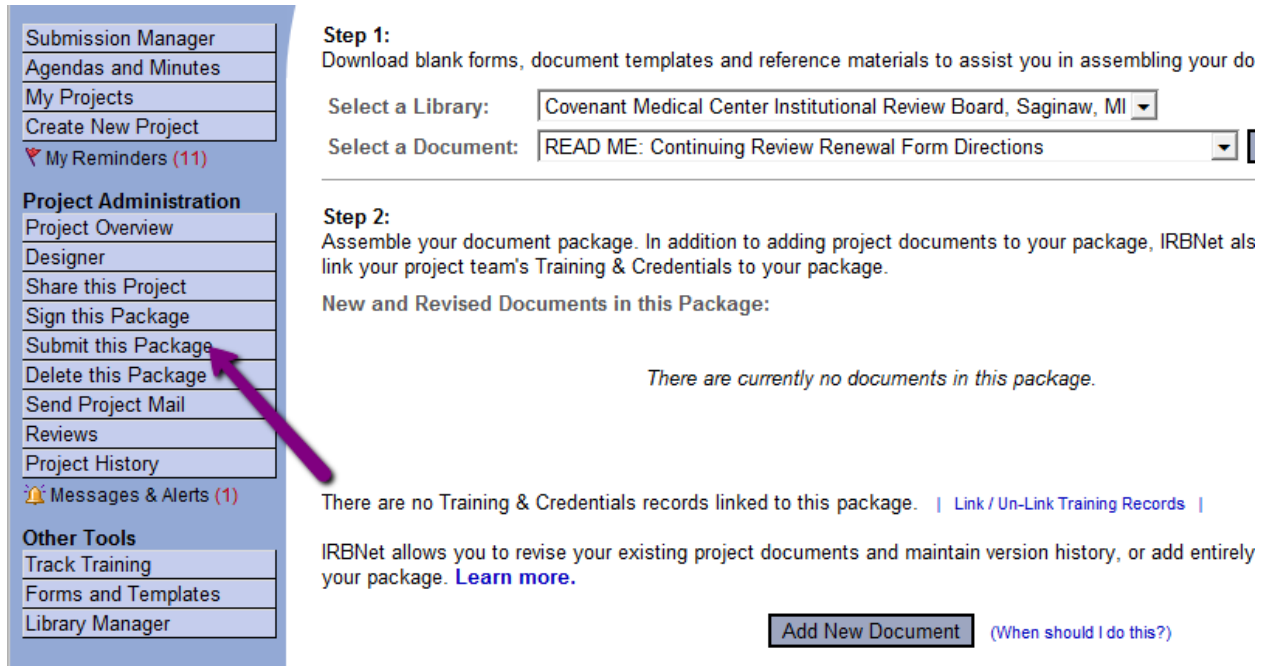
There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

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 an 'Add New Document' button.

Submission Manager
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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

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.