



UNIVERSITY OF SOUTHERN INDIANA

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Office of Sponsored Projects and Research Administration

# IRBNet User Manual



SPONSORED PROJECTS AND RESEARCH ADMINISTRATION

## IRBNet User Manual

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The Office of Sponsored Projects and Research Administration is pleased to provide USI researchers with this manual to assist them in using our online protocol submission system, IRBNet. Within this document, you will find step by step instructions and assistance with first-time registration, submission, modifications, and renewal. If you encounter any problems, or have questions regarding the protocol submission process, please contact the Office of Sponsored Projects and Research Administration.

**Contact:**

Office of Sponsored Projects and Research Administration  
Wright Administration Building • Suite 104  
Evansville, IN 47712  
Phone (812) 228-5149

Mrs. Rebecca Deeg  
Grant Administrator  
(812) 228-5149  
[rdeeg@usi.edu](mailto:rdeeg@usi.edu)

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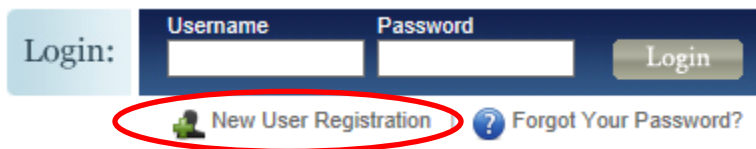
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## Registering with IRBNet

1. Navigate to <http://www.irbnet.org>



2. Look for the login box, located in the upper right portion of the website.
3. Click on **New User Registration**.



4. Fill in the information necessary to create your account.

## Registration

### New User Account Information

All users must be REGISTERED to access IRBNet. Registration is free.

The first step is to enter your basic account information and create your IRBNet Username and Password.

First Name \*

Last Name \*

Username \*

Password \*

Confirm Password \*

Password Hint

\* required fields

5. Click **continue** and accept the Terms of Use

### IRBNet: Individual User Terms of Use

To register on IRBNet, you must read and agree to these Terms of Use, including any future amendments (collectively, the "Agreement").

**1. Acceptance of Terms.**

This Agreement governs your participation as an individual user of IRBNet. IRBNet is a service provided by Research Dataware, LLC and both the company and service name are used interchangeably in this Agreement. In addition, when using particular IRBNet owned or operated services, you shall be subject to any posted guidelines or rules applicable to such services which may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into this Agreement. IRBNet may also offer other services that are governed by different Terms of Use.

If this Agreement or any future changes are unacceptable to you, your sole remedy is to terminate your use of the Service. If you do not accept and abide by this Agreement, you may not use the services offered by IRBNet. By accessing or using the Service, you confirm your acceptance of, and agree to be bound by, this Agreement and any future changes to this Agreement. You agree to use the Service only in accordance with this Agreement. Nothing in this Agreement shall be deemed to confer any third party rights or benefits.

**2. Modification of Terms.**

Although we may attempt to notify you via your submitted e-mail address when major changes to the Agreement are made, you should visit this page periodically to review these terms. IRBNet may, in its sole discretion, modify or revise these terms and conditions and policies at any time without notice to you, and you agree to be bound by such modifications or revisions.

**3. Description of Service**

6. Select University of Southern Indiana. To do this, type **University of Southern Indiana** in the **search for an organization** space.

**Add Affiliation**

Specify the organization with which you are affiliated. If you are affiliated with more than one organization, you may add additional affiliations after you complete the registration process by logging in to IRBNet and accessing your User Profile.

The screenshot shows a web form titled "Add Affiliation". At the top, there is a search bar with the text "University of Southern Indiana" and buttons for "Search" and "Clear". Below the search bar, there are checkboxes for "Research Institutions" (checked), "Boards", and "Sponsors", along with a "Display" button. A list box below shows "University of Southern Indiana (USI), Evansville, IN" selected. To the left of the list box is the label "Your Organization \*". Below the list box, there is a message: "If you do not see your organization listed you may [add a new organization](#)." At the bottom of the form, there are two buttons: "Continue" (circled in red) and "Cancel". A legend at the bottom left indicates "\* required fields".

7. Click **continue** and enter your contact information. The e-mail address entered will be the one used to contact you regarding IRB decisions related to your future protocol(s) so make sure it is one you can check OFTEN.

**Your Contact Information**

Specify your contact information at University of Southern Indiana (USI), Evansville, IN. The email address that you specify will be used for communications related to University of Southern Indiana (USI) projects.

The screenshot shows a web form titled "Your Contact Information". It contains four input fields: "Telephone Number \*" (with a format of [ ] - [ ] - [ ] ext. [ ]), "Fax Number" (with a format of [ ] - [ ] - [ ] ext. [ ]), "Email \*" (a single line), and "Verify Email \*" (a single line). Below the fields are two buttons: "Continue" (circled in red) and "Cancel". A legend at the bottom left indicates "\* required fields".

8. Confirm that all information that you have entered is correct, and confirm that you are listed as a **Researcher** at the University of Southern Indiana.

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Confirm Registration Information

Please review your information and click "Register" to complete the registration process. After you have registered, you may update your account information, and add or update affiliations at any time by logging in to IRBNet and accessing your User Profile.

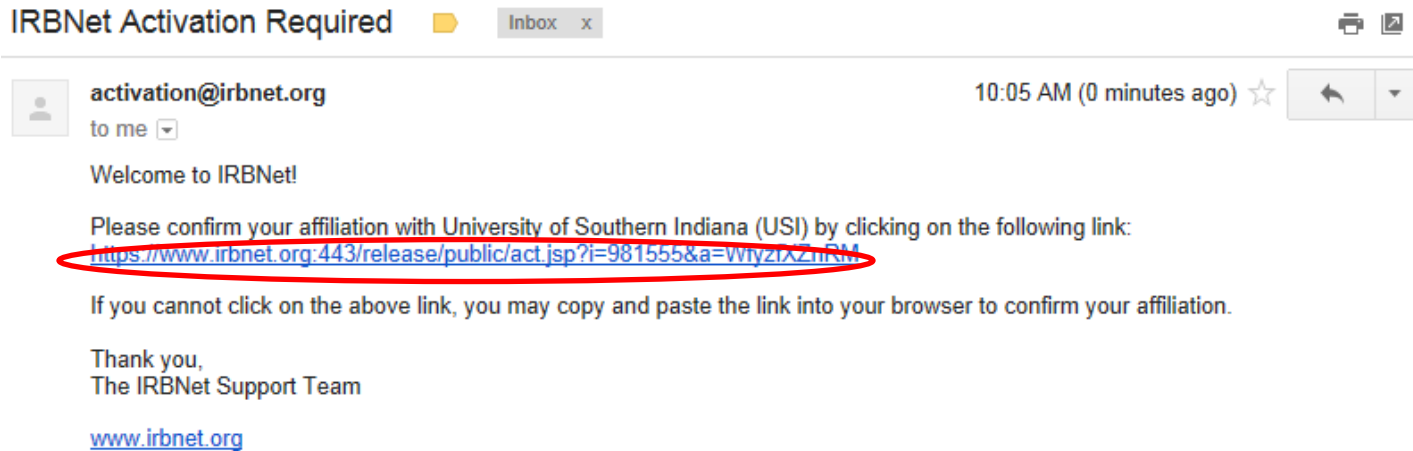


User Account Information and Password <a href="#">(Edit)</a>	
Username	joe.researcher
First Name	Joe
Last Name	Researcher

Affiliations



9. Finalize your registration by clicking **Register** when everything is complete.
10. After completing your registration, you will receive an e-mail from IRBNet. Use the provided link within this e-mail to finalize your registration.

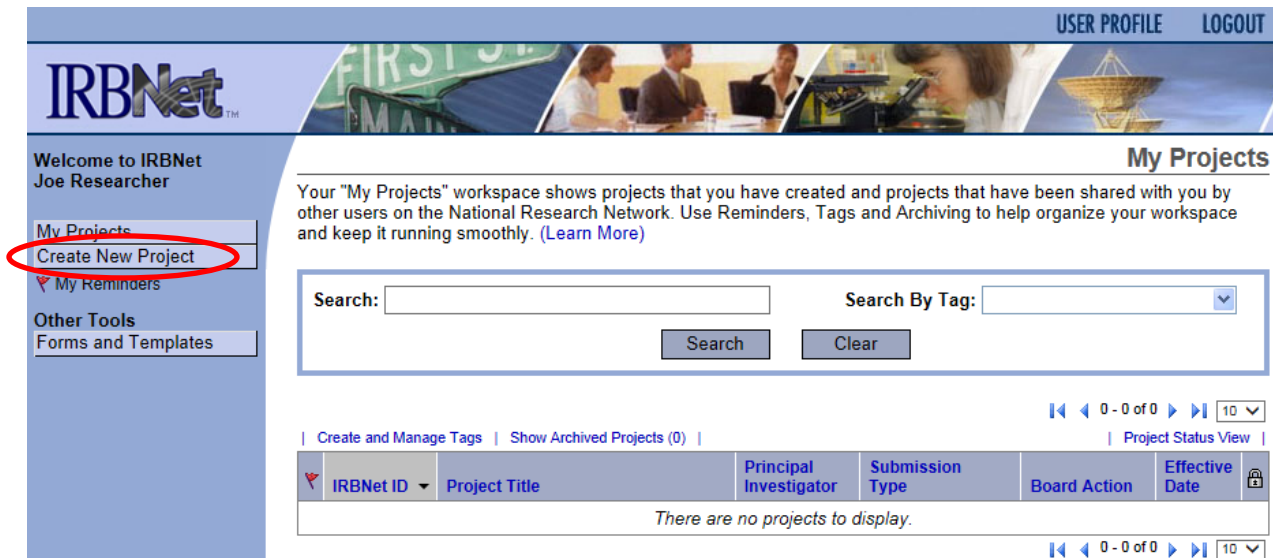


## Project Creation

1. Navigate to [www.irbnet.org](http://www.irbnet.org) and login using the username and password you created from the previous section. If you have not created an account, please follow the necessary steps in the **Registration** section of this manual.



2. On the left side of the page, select **Create New Project**, under “My Projects.”





3. The following screen will appear:

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: University of Southern Indiana (USI), Evansville, IN

Title: \*

Local Principal Investigator: First Name: \* Last Name: \* Degree(s):

Keywords:

Sponsor:

Internal Reference Number: You may specify an internal account number, billing identifier or reference number for this project.

Continue Cancel

\* required fields

4. Enter the title of the project and your name. If the study is sponsored, please enter the funding agency's name in the sponsor box. The keywords box may be useful for you if you have several studies and need to find this study at a later time based upon a specific keyword.

5. Click **Continue** and you will be taken to the Designer page and this screen.

Designer

[558287-1] IRBNet Usability Study

Step 1:

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

Select a Library: USI Institutional Review Board, Evansville, IN

Select a Document: \*\*READ ME FIRST - Step 1 - How to register on IRBNet

Download

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.

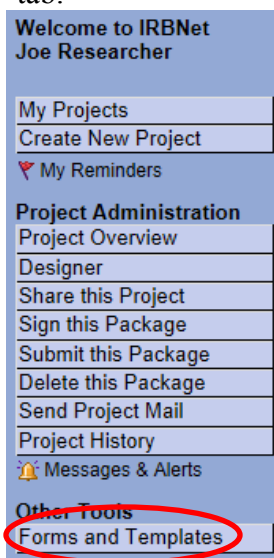
Documents in this Package:

*There are currently no documents in this package.*

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

Add New Document

- All forms are located in the Library on IRBNet. To download all necessary forms, click on the “Forms and Templates” tab.



- You will be taken to this screen:

## Forms and Templates

These libraries have been made available to you by your Boards so that you can easily download blank forms, document templates and reference materials to assist you in your work.

Select a Library:  ▼

Documents in this Library:

Document Description	Last Updated	
*Application Form A - Type 1 Research (Exempt)	03/10/2014 12:09 PM	
*Application Form B - Type 2 or 3 Research (Expedited or Full Board)	03/10/2014 12:09 PM	
*Application Form C - Amendment	03/10/2014 12:09 PM	
*Continuing Review Form	03/10/2014 12:09 PM	
Co-Investigator Information	02/20/2014 03:14 PM	
Exempt Application Example	02/20/2014 03:05 PM	
Informed Consent for Audio, Video, or Photographs Template	02/20/2014 03:11 PM	
Informed Consent for Online or Web Based Surveys Template	02/20/2014 03:12 PM	
Informed Consent for Parent/Guardian Template	02/20/2014 03:13 PM	
Informed Consent Template	01/24/2013 03:19 PM	
Informed Consent Verbal Script Template	02/20/2014 03:10 PM	
Minor Assent Template	12/09/2013 12:22 PM	

8. Download any files by clicking the paper icon next to the title, complete all necessary fields, and save to your computer to upload.
9. Make sure you have completed all sections of the IRB Application Form and created all separate documents for possible recruitment materials, surveys, and informed consent forms.
10. Once all necessary forms have been completed, click **My Projects** and select your current project.

## My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:

Search By Tag:

1 - 1 of 1

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	Researcher	Work in progress (Not submitted)		

11. Navigate to the **Designer** page to upload application and all supporting documents.

**Welcome to IRBNet**  
Joe Researcher

- My Projects
- Create New Project
- My Reminders
- Project Administration**
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts
- Other Tools**
- Forms and Templates

12. Once you click, **Add New Document**, this screen will appear.

**Attach Document**

[558287-1] IRBNet Usability Study

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.

13. In the Document Type drop-down box, select **Application Form**.

14. Browse for the file on your computer and click **Attach**.

15. Attach all supporting documents such as surveys, interview questions, CITI Training Completion Reports, site verification letters, etc. as separate documents and label them as such. Your completed designer page might look something like this:

**Designer**

[558287-1] IRBNet Usability Study

**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:**

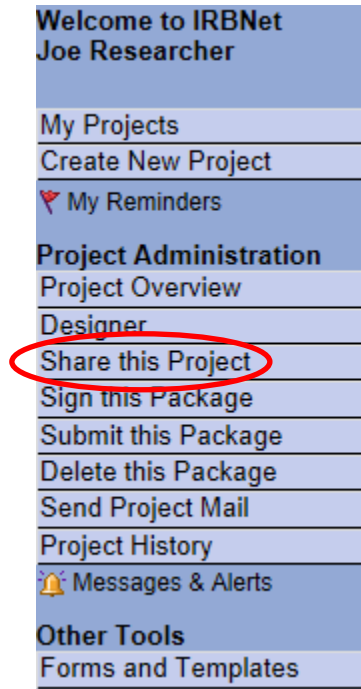
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified	
Application Form	IRBNet Usability Study.pdf	01/10/2014 11:31 AM	
Consent Form	Informed Consent.doc	01/10/2014 11:35 AM	
Letter	Site Verification Letter.docx	01/10/2014 11:36 AM	
Other	Survey.docx	01/10/2014 11:37 AM	
Training/Certification	CITI Training Completion Report.docx	01/10/2014 11:38 AM	

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

16. Once all files have been uploaded, you may need to share your study with others. **Student PIs (principal investigators) must share their project with a faculty advisor** before submitting so they can add their signature. A PI might also share with other advisors or colleagues. To share your project with another person, they must be registered with IRBNet.
17. Select the **Share this Project** tab located on the left side of the page.



18. The following screen will appear, select the first option **Share**.

### Share Project

[558287-1] IRBNet Usability Study

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

19. The following screen will appear, and you can search for the organization with which the person you would like to share the project with is affiliated (University of Southern Indiana).

### Share Project

[558287-1] IRBNet Usability Study

You may share this project with other IRBNet users. Sharing a project consists of three steps:

1. Select an organization to display a list of IRBNet users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization  Search Clear

Organization types to display  Research Institutions  Boards  Sponsors Display

Select an Organization\*

- University of Southern Indiana (USI), Evansville, IN
- University of Southern Mississippi, Hattiesburg, MS
- University of St. Thomas (UST), Houston, TX
- University of St. Thomas, Saint Paul, MN
- University of Tennessee - Knoxville, Knoxville, TN
- University of Tennessee Health Science Center, Memphis, TN
- University of Tennessee, Knoxville, TN
- University of Texas - Houston, Houston, TX

Select Organization

\* required fields

20. Once the organization is selected, you will need to search for the specific user using the page below. (User must have their own IRBNet account in order to share with them). Please pay attention to the different sharing levels. You may want an advisor or colleague to have a particular level of access.

**Share Project**

**[558287-1] IRBNet Usability Study**

Specify the access that you wish to grant to each user at **University of Southern Indiana (USI)**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User:

21. Once the user is found, you may grant appropriate level of access. Within the comments box, you can enter any additional comments that will be included in the e-mail to the specified IRBNet user which notifies them of their new access to your protocol. Then click **Save**.

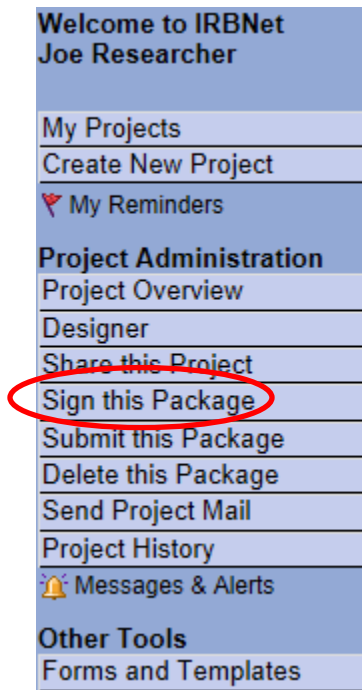
Search for a User:

IRBNet User	Permission Access
Rusher, Lane	<input type="radio"/> Full <input type="radio"/> Write <input checked="" type="radio"/> Read <input type="radio"/> No Access
One User found.	

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments

22. Click the **Sign this Package** tab on the left side of the page. Remember, student PI's must have a faculty advisor sign the package *before* they can submit the package for review.



23. Select your role in the project. If you are the principal investigator, select this option from the drop down box.

## Sign Package

[558287-1] IRBNet Usability Study

I Joe Researcher, as  , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.



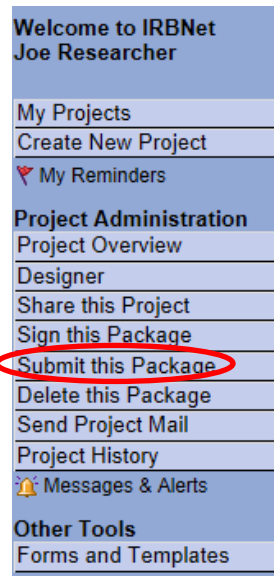
To sign on behalf of another person, switch to [Designee Signature Mode](#).

24. Once you click **Sign**, you will receive a notification from IRBNet that you have signed the package. Anyone else that you selected to share the project with will receive an e-mail notifying them of your signature too. Similarly, when your advisor signs the package, you will receive an email notification.

25. A package cannot be submitted until everyone has signed the package. **If you have a faculty sponsor, the sponsor must sign the package before you submit the package to the IRB for review.**



- 26. Unless all signatures are handled at once, you will likely need to access IRBNet at another time once you receive notification that everyone has signed the package. Sign back into your IRBNet account.
- 27. You can select your project from the list after signing in.
- 28. Under Project Administration select **Submit this Package**.



- 29. The page below will appear. Make sure to select **University of Southern Indiana IRB, Evansville, IN** and click **Continue**.

**Submit Package**

[558287-1] IRBNet Usability Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

A screenshot of the 'Select a Board' form. The form has a search bar with the text 'Search for an Organization' and a 'Search' button. Below the search bar is a checkbox labeled 'Only show My Default Boards' which is checked. The search results list 'USI Institutional Review Board, Evansville, IN'. To the left of the search results is the text 'Select a Board \*'. At the bottom of the form are two buttons: 'Continue' and 'Cancel'. The 'Continue' button is circled in red. A legend at the bottom left indicates that '\*' denotes required fields.

30. Select **New Project**, from the dropdown box. Feel free to add any comments and click **Submit**.

**Submit Package**

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[558287-1] IRBNet Usability Study

The following IRBNet users at **USI Institutional Review Board** will be automatically notified of your submission:

Deeg, Rebecca  
Lynn, Emily  
Rusher, Lane

Submission Type: \* New Project ▼

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

Your Comments:

Submit Cancel

31. This will lock your project and the Office of Sponsored Projects and Research Administration will be notified of your submission so the review process can begin. *You will receive a time stamp for the submission.*

**Submit Package**

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Submission Confirmation - [558287-1] IRBNet Usability Study

This package has been successfully submitted for review.

Submitted by Joe Researcher to Rebecca Deeg; Emily Lynn; Lane Rusher; at USI Institutional Review Board, Evansville, IN on 01/10/2014.

These users will automatically receive notification of this submission.

Return to the [Project Overview](#).

32. If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, please contact our office at [rcr@usi.edu](mailto:rcr@usi.edu) or (812) 465-7000.

## Making Requested Revisions

Minor modifications may be necessary after the Institutional Review Board has reviewed your initial protocol submission. This section of the user manual will guide principal investigators in the steps necessary to submit minor modifications. You will receive an e-mail indicating that your project has been unlocked if modifications are required.

1. Login to [www.irbnet.org](http://www.irbnet.org) with your username and password then click on the **My Projects** button on the left side of the screen. Select the project you wish to modify.

### My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

⏪ ⏩ 1 - 1 of 1
10

[Create and Manage Tags](#) | [Show Archived Projects \(0\)](#) |

[Project Status View](#)

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	<b>IRBNet Usability Study</b>	Researcher	New Project	Information Required	01/10/2014

2. If revisions are needed you will see the “Unlocked-Revisions Pending” in red. Click on “Review Details” in blue to see what revisions are requested.

### Project Overview

#### [558287-1] IRBNet Usability Study

You have Full access to this project. ( <a href="#">Edit</a> )	
Research Institution	University of Southern Indiana (USI), Evansville, IN
Title	IRBNet Usability Study
Principal Investigator	Researcher, Joe

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/10/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
USI Institutional Review Board, Evansville, IN	2014-1-SA			

Package 558287-1 is: **Unlocked - Revisions Pending** 
⏪ ⏩ Package 1 of 1
Jump

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
USI Institutional Review Board, Evansville, IN	01/10/2014	New Project	2014-1-SA	Information Required	01/10/2014	<a href="#">Review Details</a>

- To view requested changes, click on the most recent letter from the USI Institutional Review Board.

**Review Details**

---


[558287-1] IRBNet Usability Study  
**USI Institutional Review Board, Evansville, IN**

Submission Details	
Submitted To	USI Institutional Review Board, Evansville, IN
Submitted by	Joe Researcher
Submission Date	01/10/2014
Submission Type	New Project
Local Board Reference Number 2014-1-SA	

Review Details:

Agenda	Review Type	Board Action	Effective Date	Expiration Date
Unassigned	Exempt Review	Information Required	01/10/2014	

Board Documents:


Document Type	Description	Last Modified	View
<a href="#">Acknowledgment Not Complete Letter</a>	Acknowledgment Not Complete Letter	01/10/2014 12:39 PM	

- This will bring up a .pdf file of the requested modifications which you can save for your files. Go back to the “Unlocked-Revisions Pending” page to make all necessary changes. When you make changes to a document that is already uploaded, **make modifications directly to that document** and highlight all changes.
- Once the changes are made, click on **Mark Revisions Complete** to resubmit the revised study. Keep in mind that your project will be locked and you will be unable to make any further changes after **Mark Revisions Complete** is clicked.

**Designer**

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[558287-1] IRBNet Usability Study

This package is:  **Unlocked - Revisions Pending** | [View History](#) | **Mark Revisions Complete** | (When should I do this?)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

---

**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	IRBNet Usability Study.pdf	01/10/2014 11:31 AM	  
Consent Form	Informed Consent.doc	01/10/2014 11:35 AM	  
Letter	Site Verification Letter.docx	01/10/2014 11:36 AM	  
Other	Survey.docx	01/10/2014 11:37 AM	  
Training/Certification	CITI Training Completion Report.docx	01/10/2014 11:38 AM	  

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

6. If all items from the initial review are correct, your application will then be sent to a reviewer. Keep in mind that reviewers have up to seven business days to complete their review and might comment with additional revisions. In that case, return to step 1 to modify your application again. Allow yourself **at least 3 weeks** to get approval prior to project start date.
7. Upon completion of review you will either get a ‘Modifications Required’ letter or an ‘Approval’ letter. You will receive a notification email and can view the letter upon clicking **Review Details** on the Designer page.

## Project Overview

[558287-1] IRBNet Usability Study

You have Full access to this project. <a href="#">(Edit)</a>	
Research Institution	University of Southern Indiana (USI), Evansville, IN
Title	IRBNet Usability Study
Principal Investigator	Researcher, Joe

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/20/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
USI Institutional Review Board, Evansville, IN	2014-1-SA	01/20/2014		01/20/2015

Package 558287-1 is: Locked

⏪ ⏩ Package 1 of 1 ⏪ ⏩ | Jump ▾ |

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
USI Institutional Review Board, Evansville, IN	01/10/2014	New Project	2014-1-SA	Approved	01/20/2014	<a href="#">Review Details</a>

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
<a href="#">Researcher, Joe</a>	University of Southern Indiana (USI), Evansville, IN	Full

- This will take you to the page where you can view letters from the Institutional Review Board. If you see a **Modifications Required** letter, click the paper icon next to it and go back to step 4 in this section of the guidelines book. Your application will be unlocked to allow you to make changes.

**Review Details**




[558287-1] IRBNet Usability Study  
[USI Institutional Review Board, Evansville, IN](#)

Submission Details	
Submitted To	USI Institutional Review Board, Evansville, IN
Submitted by	Joe Researcher
Submission Date	01/10/2014
Submission Type	New Project
Local Board Reference Number	2014-1-SA

Review Details:

Agenda	Review Type	Board Action	Effective Date	Expiration Date
Unassigned	Exempt Review	Approved	01/20/2014	01/20/2015

Board Documents:

Document Type	Description	Last Modified	View
<a href="#">Acknowledgment Not Complete Letter</a>	Acknowledgment Not Complete Letter	01/10/2014 12:39 PM	
<a href="#">Exempt Approval Letter</a>	Exempt Approval Letter	01/20/2014 05:12 PM	
<a href="#">Modifications Required Letter</a>	Modifications Required Letter	01/20/2014 05:16 PM	

- If you see an **Approval Letter** click the paper icon next to it to open your letter and save it for your files. Once your project has been approved it will be locked so you can no longer make changes to it.

**Review Details**




[558287-1] IRBNet Usability Study  
[USI Institutional Review Board, Evansville, IN](#)

Submission Details	
Submitted To	USI Institutional Review Board, Evansville, IN
Submitted by	Joe Researcher
Submission Date	01/10/2014
Submission Type	New Project
Local Board Reference Number	2014-1-SA

Review Details:

Agenda	Review Type	Board Action	Effective Date	Expiration Date
Unassigned	Exempt Review	Approved	01/20/2014	01/20/2015

Board Documents:

Document Type	Description	Last Modified	View
<a href="#">Acknowledgment Not Complete Letter</a>	Acknowledgment Not Complete Letter	01/10/2014 12:39 PM	
<a href="#">Exempt Approval Letter</a>	Exempt Approval Letter	01/20/2014 05:12 PM	
<a href="#">Modifications Required Letter</a>	Modifications Required Letter	01/20/2014 05:16 PM	

## Modifying an Approved Study (Form C)

1. Login to [www.irbnet.org](http://www.irbnet.org) using your username and password.
2. Select **My Projects** on the left side of the screen.

The screenshot shows the IRBNet user interface. On the left sidebar, the 'My Projects' menu item is circled in red. The main content area is titled 'My Projects' and includes a search bar with a 'Search' button and a 'Clear' button. Below the search bar is a table of projects. The table has columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Board Action, and Effective Date. One project is listed: IRBNet ID 558287-1, Project Title IRBNet Usability Study, Principal Investigator Researcher, Submission Type New Project, Board Action Information Required, and Effective Date 01/10/2014.

3. Select the project you wish to modify.

This screenshot is similar to the previous one but highlights the 'IRBNet Usability Study' project title in the table with a red circle. The search bar and other interface elements are also visible.

- You will be taken to this screen, click on the **Project History** tab.

Welcome to IRBNet  
Joe Researcher

**Project Overview**

[558287-1] IRBNet Usability Study

You have Full access to this project. (f:dlit)

Research Institution	University of Southern Indiana (USI), Evansville, IN
Title	IRBNet Usability Study
Principal Investigator	Researcher, Joe

The documents for this project can be accessed from the Designer.

Project Status as of: 01/15/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
USI Institutional Review Board, Evansville, IN	2014-1-SA			

Package 558287-1 is: Locked - Revisions Complete

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	
USI Institutional Review Board, Evansville, IN	01/10/2014	New Project	2014-1-SA	Information Required	01/10/2014	Review Details

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
Researcher, Joe	University of Southern Indiana (USI), Evansville, IN	Full

- Click **Create New Package** at the bottom of the page.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

- Work in Progress (Not Submitted)** will appear, click this to be taken to the Designer page.

**Project History**

[558287-3] IRBNet Usability Study

1 - 3 of 3

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date	
3	Work in progress (Not submitted)					
2	Amendment/ Modification	02/18/2014	Exempt Review	Information Required	02/18/2014	
1	New Project	01/10/2014	Exempt Review	Approved	01/20/2014	



- From the drop list, you will select **Application Form C**. Download this form, fill out all necessary fields and click **Add New Document**.

### Designer

[558287-1] IRBNet Usability Study

This package is: **Unlocked - Revisions Pending** | [View History](#) | [Mark Revisions Complete](#) | [\(When should I do this?\)](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

**Step 1:**

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

Select a Library:

Select a Document:

- \*Application Form A - Type 1 Research (Exempt)
- \*Application Form B - Type 2 or 3 Research (Expedited or Full Board)
- \*Application Form C - Amendment
- \*Continuing Review Form
- Co-Investigator Information
- Exempt Application Example
- Informed Consent for Audio, Video, or Photographs Template
- Informed Consent for Online or Web Based Surveys Template
- Informed Consent for Parent/Guardian Template
- Informed Consent Template
- Informed Consent Verbal Script Template
- Minor Assent Template

**Step 2:**

Assemble your document link your project team's

Documents in this Package

Document Type	Document Name	Date/Time	Download	Edit	Delete
Amendment/Modification	IRBNet Usability Study.pdf	01/10/2014 11:31 AM			
Amendment/Modification	Informed Consent.doc	01/10/2014 11:35 AM			
Application Form	Site Verification Letter.docx	01/10/2014 11:36 AM			
Consent Form	Survey.docx	01/10/2014 11:37 AM			
Letter	CITI Training Completion Report.docx	01/10/2014 11:38 AM			
Other					
Training/Certification					

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

- From the drop-down Document Type box, select **Amendment/Modification**. Click **Browse** to find the document you wish to upload.

### Attach Document

[558287-4] IRBNet Usability Study

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

- Name the document and finish by clicking **Attach**. This will take you back to the **Designer** page where you can add more supporting documents if necessary.

**Designer**

[558287-3] IRBNet Usability Study

**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.

New and Revised Documents in this Package:

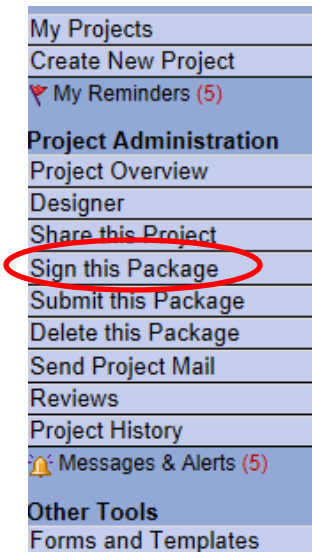
Document Type	Description	Last Modified	
Amendment/Modification	Modification	02/18/2014 04:22 PM	  

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 new documents to your package. [Learn more.](#)

[\(When should I do this?\)](#)

- When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.



11. At the **Sign Package** screen, indicate your project role and click **Sign**.

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as  , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

- Administrative Reviewer
- Advisor
- Associate Investigator
- Auditor
- Author
- Co-Investigator
- Department Head
- Department Representative
- Institutional Official
- Monitor
- Other Signatory
- Principal Investigator**
- Research Coordinator
- Scientific Reviewer
- Sponsor
- Statistician
- Sub-Investigator
- Team Member

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has not been signed.

12. Once signed, click **Submit this Package** on the left hand side of the screen.

**Welcome to IRBNet**  
Joe Researcher

- My Projects
- Create New Project
- My Reminders (6)
- 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 (6)
- Other Tools**
- Forms and Templates

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as  , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has been signed by:

Date	Signed By	Role	
02/18/2014 04:28 PM	Joe Researcher	Principal Investigator	<a href="#">Details</a>

13. Make sure **USI Institutional Review Board** is selected and click **Continue**.

**Submit Package**

[558287-3] IRBNet Usability Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization  Search Clear

Only show My Default Boards

Select a Board \*

USI Institutional Review Board, Evansville, IN

Continue Cancel

\* required fields

14. Select **Amendment/Modification** from the drop-down box and click **Submit**.

**Submit Package**

[558287-4] IRBNet Usability Study

The following IRBNet users at **USI Institutional Review Board** will be automatically notified of your submission:

Deeg, Rebecca  
Lynn, Emily  
Rusher, Lane

Submission Type: \* Amendment/Modification

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

Your Comments:

Submit Cancel

## What is Continuing Review?

Regulations state that the IRB must conduct Continuing Review of an approved Expedited and Full Board Review study at intervals appropriate to the degree of risk, but not less than once per year.

The purpose of this process is to review an entire study and determine that the anticipated risks and benefits are reflected in the actual experience of subjects and that the safeguards in place at the time of original approval are, in fact, adequate to ensure the safety of subjects.

How the Process Works:

1. An email notice is sent from IRBNet to the principal investigator, co-investigators, coordinators and faculty sponsors prior to the annual review date.
2. The continuing review form can be found in IRBNet under forms and templates.
3. The continuing review form must be completed and uploaded in IRBNet (see instructions on how to do this in IRBNet User Manual) before the expiration date for processing and review.
4. The continuing review form can be used to provide updates on a project, renew a project, or close a project.

It is the principal investigator's responsibility to complete the continuing review form in a timely manner or the study may be inactivated by the IRB Board.

Projects involving high risk may require more frequent review. The IRB may require frequent review or reports on a specific number of cases. IRB expiration dates and/or project update dates will be announced at the time of project approval.

## Renewing an Approved Study or Submitting a Progress Report (Continuing Review Form)

1. Upon approval, your project will expire on the date given by the IRB. You will receive an automatically generated email reminder from IRBNet when this date is approaching to allow you time to renew your project if necessary.
2. Login to [www.irbnet.org](http://www.irbnet.org) using your username and password.
3. Select **My Projects** on the left side of the screen.

Welcome to IRBNet  
Joe Researcher

**My Projects**

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear

1 - 1 of 1 10

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	Researcher	New Project	Information Required	01/10/2014

1 - 1 of 1 10

4. Select the project you wish to renew.

**My Projects**

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear

1 - 1 of 1 10

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	Researcher	New Project	Information Required	01/10/2014

1 - 1 of 1 10

- You will be taken to this screen, click on the **Project History** tab.

Welcome to IRBNet  
Joe Researcher

**Project Overview**

[558287-1] IRBNet Usability Study

You have Full access to this project. ([Edit](#))

Research Institution	University of Southern Indiana (USI), Evansville, IN
Title	IRBNet Usability Study
Principal Investigator	Researcher, Joe

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/15/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
USI Institutional Review Board, Evansville, IN	2014-1-SA			

Package 558287-1 is: 🔒 Locked - Revisions Complete

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	Review Details
USI Institutional Review Board, Evansville, IN	01/10/2014	New Project	2014-1-SA	Information Required	01/10/2014	<a href="#">Review Details</a>

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
Researcher, Joe	University of Southern Indiana (USI), Evansville, IN	Full

- Click **Create New Package** at the bottom of the page.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

- Work in Progress (Not Submitted)** will appear, click this to be taken to the **Designer** page.

**Project History**

[558287-4] IRBNet Usability Study

1 - 4 of 4 | 10

[Project Status View](#)

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date	
4	Work in progress (Not submitted)					
3	Amendment/ Modification	02/18/2014		Pending Review		
2	Amendment/ Modification	02/18/2014	Exempt Review	Information Required	02/18/2014	
1	New Project	01/10/2014	Exempt Review	Approved	01/20/2014	

- From the drop-down box, select **Continuing Review Form**, download this, fill out all necessary fields, and click **Add New Document**.

**Designer**

[558287-1] IRBNet Usability Study

This package is: **Unlocked - Revisions Pending** | [View History](#) | [Mark Revisions Complete](#) | [\(When should I do this?\)](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

**Step 1:**

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

Select a Library:  ▼

Select a Document: \*Application Form A - Type 1 Research (Exempt) Download

\*Application Form B - Type 2 or 3 Research (Expedited or Full Board)

\*Application Form C - Amendment

\*Continuing Review Form

Co-Investigator Information

Exempt Application Example

Informed Consent for Audio, Video, or Photographs Template

Informed Consent for Online or Web Based Surveys Template

Informed Consent for Parent/Guardian Template

Informed Consent Template

Informed Consent Verbal Script Template

Minor Assent Template

**Step 2:**  
Assemble your document package, link your project team's documents in this Package.

Document Type	Document Name	File Name	Date/Time	Download	Edit	Delete
Amendment/Modification						
Amendment/Modification						
Application Form	IRBNet Usability Study.pdf		01/10/2014 11:31 AM			
Consent Form	Informed Consent.doc		01/10/2014 11:35 AM			
Letter	Site Verification Letter.docx		01/10/2014 11:36 AM			
Other	Survey.docx		01/10/2014 11:37 AM			
Training/Certification	CITI Training Completion Report.docx		01/10/2014 11:38 AM			

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

**Add New Document**

- From the drop-down Document Type box, select **Continuing Review/Progress Report**. Click **Browse** to find the document you wish to upload.

**Attach Document**

[558287-4] IRBNet Usability Study

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 Continuing Review/Progress Report ▼

Description

File \*  Browse...

\* required fields



- Name the document and finish by clicking **Attach**. This will take you back to the **Designer** page where you can add more supporting documents if necessary.

**Designer**

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[558287-4] IRBNet Usability Study

**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.

New and Revised Documents in this Package:

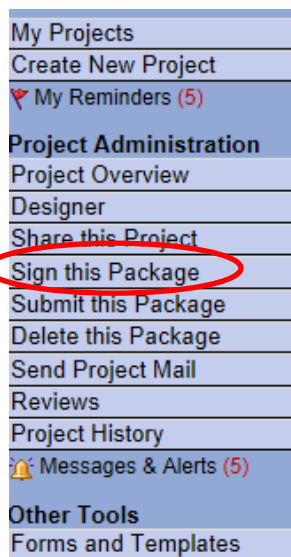
Document Type	Description	Last Modified	
Continuing Review/Progress Report	Renewal	02/18/2014 04:51 PM	  

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 new documents to your package. [Learn more.](#)

(When should I do this?)

- When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.



- My Projects
- Create New Project
- My Reminders (5)
- 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 (5)
- Other Tools**
- Forms and Templates

12. At the **Sign Package Screen**, indicate your project role and click **Sign**.

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as  , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has not been signed.

- Administrative Reviewer
- Advisor
- Associate Investigator
- Auditor
- Author
- Co-Investigator
- Department Head
- Department Representative
- Institutional Official
- Monitor
- Other Signatory
- Principal Investigator**
- Research Coordinator
- Scientific Reviewer
- Sponsor
- Statistician
- Sub-Investigator
- Team Member

13. Once signed, click **Submit this Package** on the left hand side of the screen.

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as  , certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has been signed by:

Date	Signed By	Role	
02/18/2014 04:28 PM	Joe Researcher	Principal Investigator	<a href="#">Details</a>

**Welcome to IRBNet**  
Joe Researcher

My Projects  
Create New Project  
My Reminders (6)

**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 (6)

**Other Tools**  
Forms and Templates

14. Make sure **USI Institutional Review Board** is selected and click **Continue**.

**Submit Package**

[558287-3] IRBNet Usability Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization  Search Clear

Only show My Default Boards

Select a Board \*

USI Institutional Review Board, Evansville, IN

Continue Cancel

\* required fields

15. Select **Continuing Review/Progress Report** from the drop-down box and click **Submit**.

**Submit Package**

[558287-4] IRBNet Usability Study

The following IRBNet users at USI Institutional Review Board will be automatically notified of your submission:

Deeg, Rebecca  
Lynn, Emily  
Rusher, Lane

Submission Type: \* Continuing Review/Progress Report

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

Your Comments:

Submit Cancel

## Closing an Approved Study/Final Review (Continuing Review Form)

1. When all data is collected and has been disseminated, you will need to submit a **Final Report**.
2. Login to [www.irbnet.org](http://www.irbnet.org) using your username and password.
3. Select **My Projects** on the left side of the screen.

Welcome to IRBNet  
Joe Researcher

**My Projects**

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear

1 - 1 of 1

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	Researcher	New Project	Information Required	01/10/2014

1 - 1 of 1

4. Select the project you wish to renew.

**My Projects**

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search:  Search By Tag:

Search Clear

1 - 1 of 1

Create and Manage Tags | Show Archived Projects (0) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	Researcher	New Project	Information Required	01/10/2014

1 - 1 of 1

- You will be taken to this screen, click on the **Project History** tab.

Welcome to IRBNet  
Joe Researcher

**Project Overview**

[558287-1] IRBNet Usability Study

You have Full access to this project. ([Edit](#))

Research Institution	University of Southern Indiana (USI), Evansville, IN
Title	IRBNet Usability Study
Principal Investigator	Researcher, Joe

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/15/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
USI Institutional Review Board, Evansville, IN	2014-1-SA			

Package 558287-1 is: 🔒 Locked - Revisions Complete

Submitted To	Submission Date	Submission Type	Board Ref #	Board Action	Effective Date	Review Details
USI Institutional Review Board, Evansville, IN	01/10/2014	New Project	2014-1-SA	Information Required	01/10/2014	<a href="#">Review Details</a>

Shared with the following IRBNet users:

IRBNet User	Organization	Access Type
Researcher, Joe	University of Southern Indiana (USI), Evansville, IN	Full

- Click **Create New Package** at the bottom of the page.

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

Create New Package

- Work in Progress (Not Submitted)** will appear, click this to be taken to the **Designer** page.

**Project History**

[558287-4] IRBNet Usability Study

1 - 4 of 4 | 10

[Project Status View](#)

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date	
4	Work in progress (Not submitted)					
3	Amendment/ Modification	02/18/2014		Pending Review		
2	Amendment/ Modification	02/18/2014	Exempt Review	Information Required	02/18/2014	
1	New Project	01/10/2014	Exempt Review	Approved	01/20/2014	

- From the drop-down box, select **Continuing Review Form**, download this, fill out all necessary fields, and click **Add New Document**.

**Designer**

[558287-1] IRBNet Usability Study

This package is: **Unlocked - Revisions Pending** | [View History](#) | [Mark Revisions Complete](#) | [\(When should I do this?\)](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

**Step 1:**

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

Select a Library:

Select a Document:

- \*Application Form A - Type 1 Research (Exempt)
- \*Application Form B - Type 2 or 3 Research (Expedited or Full Board)
- \*Application Form C - Amendment
- \*Continuing Review Form**
- Co-Investigator Information
- Exempt Application Example
- Informed Consent for Audio, Video, or Photographs Template
- Informed Consent for Online or Web Based Surveys Template
- Informed Consent for Parent/Guardian Template
- Informed Consent Template
- Informed Consent Verbal Script Template
- Minor Assent Template

**Step 2:**  
Assemble your document and link your project team's Documents in this Package

Document Type	Document Name	Date/Time	Actions
Amendment/Modification	Informed Consent Template	01/10/2014 11:31 AM	
Amendment/Modification	Informed Consent Verbal Script Template	01/10/2014 11:31 AM	
Amendment/Modification	Minor Assent Template	01/10/2014 11:31 AM	
Application Form	IRBNet Usability Study.pdf	01/10/2014 11:31 AM	
Consent Form	Informed Consent.doc	01/10/2014 11:35 AM	
Letter	Site Verification Letter.docx	01/10/2014 11:36 AM	
Other	Survey.docx	01/10/2014 11:37 AM	
Training/Certification	CITI Training Completion Report.docx	01/10/2014 11:38 AM	

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

- From the drop-down Document Type box, select **Closure/Final Report**. Click **Browse** to find the document you wish to upload.

**Attach Document**

[558287-5] IRBNet Usability Study

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

- Name the document and finish by clicking **Attach**. This will take you back to the Designer page where you can add more supporting documents if necessary.

**Designer**

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[558287-5] IRBNet Usability Study

**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.

New and Revised Documents in this Package:

Document Type	Description	Last Modified
▼ Closure/Final Report	Final Report	02/18/2014 05:16 PM

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 new documents to your package. [Learn more.](#)

[\(When should I do this?\)](#)

- When all necessary documents have been uploaded, click **Sign this Package** on the left hand side of the screen.

A vertical sidebar menu with the following items: My Projects, Create New Project, My Reminders (5), Project Administration, Project Overview, Designer, Share this Project, **Sign this Package** (circled in red), Submit this Package, Delete this Package, Send Project Mail, Reviews, Project History, Messages & Alerts (5), Other Tools, Forms and Templates.

12. At the **Sign Package** screen, indicate your project role and click **Sign**.

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as Administrative Reviewer  
Advisor  
Associate Investigator  
Auditor  
Author  
Co-Investigator  
Department Head  
Department Representative  
Institutional Official  
Monitor  
Other Signatory  
**Principal Investigator**  
Research Coordinator  
Scientific Reviewer  
Sponsor  
Statistician  
Sub-Investigator  
Team Member, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

---

This package has not been signed.

13. Once signed, click **Submit this Package** on the left hand side of the screen.

**Sign Package**

---

[558287-3] IRBNet Usability Study

I Joe Researcher, as ▼, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

To sign on behalf of another person, switch to [Designee Signature Mode](#).

This package has been signed by:

Date	Signed By	Role	
02/18/2014 04:28 PM	Joe Researcher	Principal Investigator	<a href="#">Details</a>

Welcome to IRBNet  
Joe Researcher

My Projects  
Create New Project  
My Reminders (6)

**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 (6)

**Other Tools**  
Forms and Templates



14. Make sure **USI Institutional Review Board** is selected and click **Continue**.

**Submit Package**

[558287-3] IRBNet Usability Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Only show My Default Boards

Select a Board \*

USI Institutional Review Board, Evansville, IN

\* required fields

15. Select **Continuing Review/Progress Report** from the drop-down box and click **Submit**.

**Submit Package**

[558287-5] IRBNet Usability Study

The following IRBNet users at **USI Institutional Review Board** will be automatically notified of your submission:

Deeg, Rebecca  
Lynn, Emily  
Rusher, Lane

Submission Type: \*

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

Your Comments: