IRBNet Quick Reference Guide for Researchers

Log in details:

1. Connect to the internet – www.IRBnet.org.

2. If you are a first-time user, click "New User Registration" at the top right corner.

3. After registering, enter your username and password in the Login entry box located at the top right corner of the page and click "Login".

4. Click "Create New Project" and complete information about your study. Once this is done, you will be taken to the "Designer" page.

5. NOTE: In IRBNet, the term "Project" refers to a study; "Package" refers to a submission.

Working with the "Designer" Page:

The "Designer" page allows you to browse and download forms for editing.

A. For a New Study:
1. Follow the directions above to create a new project.
2. From the "Designer" page, click "Add New Documents".
3. Select the "Sutter IRB Application Form" from the "On-Line Document" drop-down menu box.
4. Click "Add".
5. Select "Create New Wizard"
6. You may stop and save your progress by clicking "Save and Exit".
7. Once you have completed the application, a list of additional required forms based on your inputs will be found on the last page.
   - These additional forms can be found in the "Document Library" drop-down menu on the "Designer" page; or by clicking "Forms and Templates" under "Other Tools"
8. Download *and save* the required forms to your computer.
9. Complete the forms; then upload according to the directions below for "Submitting to the IRB".

B. For Existing Studies (studies already in IRBNet for which you are now submitting an additional package):
1. Log in and click "My Projects".
2. Find and click the desired project title. This will take you to "Project History".
3. Click the "Designer" tab on the left.
4. Click "Add New Documents".
5. Click "Create New Package". (Note: You are creating a new *package,* not a new *project*.)
6. Upload required forms (see directions below). All IRB forms are located in the "Document Library" drop-down menu on the "Designer" page, or by clicking "Forms and Templates" under "Other Tools".
7. Before uploading into IRBNet, be sure to download *and save* the form(s) to your computer for completing and editing.

Submitting to the IRB:

A. Assembling your package for submission:
For each document that you want to add to the submission packet and submit to the IRB:
1. Click "Add New Document."

2. Select "Document Type" from the drop-down menu.
3. Enter a description.
4. Use the Browse button to locate the file on your computer.
5. Click "Attach" to upload the document.

B. Sharing your package
Share your package with study staff who need access and/or individuals who are required to sign off on the package.
1. Click "Share This Project" tab on the left.
2. Click "Select Organization" –Sutter should already be highlighted.
3. Search for people and select anyone whom you would like to have access to this research, such as a co-investigator, research coordinator, or required signatory.
4. Use the text box to add any comments to be included in the notification to the shared individual(s).
5. Click "Save"
6. NOTE: Individuals must already be registered with IRBNet to be shared on a project. When registering, select "Sutter Health, San Francisco" as the affiliation.

C. Sending Project Mail
If you would like to send email about your project, click "Send Project Mail." This is useful for a quick email note to anyone on your research team or the IRB staff. It can also be used to inform the PI or other signatory official that the study is ready for their electronic signature. NOTE: **Messages sent from this page become part of the project record and are viewable by IRB staff once the package is submitted.**
1. Click "Send Project Mail" tab on the left.
2. Select recipients for your email message.
3. Use the text box to write your email.
4. Click "Send".

D. Signing the package
Once the Primary Investigator has reviewed the project submission, an electronic signature must be obtained. **It is mandatory that the Primary Investigator sign all packages. For new submissions, the appropriate institutional official must also sign. Packages must be signed prior to submitting to the IRB.**
1. Click "Sign This Package" -your electronic signature is accepted as a legal signature.
2. For new studies, please make sure that you have electronic signatures from the appropriate institutional signatories. For questions about required signatories, call the IRB office or your regional Sutter Health research institute.

E. Submitting to the IRB
When all signatures have been obtained:
1. Click "Submit This Package".
2. Select "Sutter Health IRB" in the "Search for Organization" drop-down menu.
3. Click "Continue".
4. Select the "Submission Type" from the drop-down menu.
5. Be sure all documents are attached and in final form.
6. You can add comments to be included with the submission by typing them into the text box labeled "Your Comments".
7. Click "Submit" –once you submit, the research cannot be edited unless you contact the IRB Office and ask to have the package unlocked.

You made it!
• Click "Project Overview" to review what has been sent

- Click "Review Details" under "Project Overview" to check review status and access IRB letters and stamped documents.

Related Information:

My Reminders - This is the "inbox" for notifications sent to you across all submissions. These reminders have also been sent to your registered email account.

Project History - This is where you can view all the past submissions for the study.

Project Mail - This page allows you to send an internal message to committee members and the IRB office for this study.

Message & Alerts on the Project Overview Page - This page is a filtered view of the "My Reminders" list and just shows the project specific reminders.

Helpful Definitions:

Project = study

Package = submission