IRBNet Quick Start

As of August 25, 2010, all NEW applications, continuation and modification requests, completion reports, and reports of problems submitted to the Indiana State University Institutional Review Board must be submitted electronically through IRBNet. Detailed training videos and Energizers (training handouts) are available on the IRB homepage.

Register for an IRBNet account at <u>www.irbnet.org</u>.

Follow the New User Registration link in the upper right of the page.

1. Create a username and password, and password hint.
2. Read and accept the terms and conditions.
3. Select "**Indiana State University, Terre Haute, IN**" from the list of institutions.
4. Supply your contact information.
5. Complete registration steps.
6. Wait for e-mail from IRBNet.
7. Confirm account through the link in the e-mail.

If you do not register as an Indiana State University, Terre Haute, IN affiliate, you will not have access to Indiana State University's IRB forms, and will not be able to properly submit your application. If you have already created an account and affiliated with a different institution, you can correct this by selecting "User Profile" in the upper right of the screen. You can then "Add an Additional Affiliation" and select Indiana State University. You may keep your other affiliation if you like, but we suggest that you deactivate that affiliation. If you do not deactivate it, you will have to select your affiliation whenever you try to create a new submission to the IRB.

New Submissions

1. Log onto IRBNet at http://www.irbnet.org with your user name and password.

2. Click on the "Forms and Templates" button to the left, **read the "*Readme" document within the researcher library**, and choose the appropriate checklist to follow depending on the type of submission.

3. Click on the "Create New Project" button to the left, and provide information in all spaces with a red asterisk.

- Keep in mind that the title you furnish must match the title provided to any funding agency and/or any dissertation, thesis, or culminating project paperwork.
- The "Internal Reference Number" will be assigned by the IRB administrator.
- You will find that ISU does not use a Document Wizard, as alluded to in the training videos and Energizers.

3. Upload your customized study documents into the "Designer" page according to the applicable checklist.

4. Obtain ALL REQUIRED ELECTRONIC SIGNATURES PRIOR TO SUBMISSION by sharing your study with the appropriate personnel by clicking on the "Share this Project" button to the left, clicking on the blue "Share" link toward the middle of the page, and following the three steps provided at the top of the next web page. After appropriate access is provided, an automatic email will be sent with a message that you should customize to request their electronic signature. The "Signature Contact Information" form can be found in the Reference and Forms Library in [IRBNet](), and should be completed and uploaded into IRBNet along with your other study documents. This new form will allow the IRB to determine if all needed electronic signatures have been completed. Your study will not be reviewed until all electronic signatures are obtained.

5. Double-check your submission for completion and click submit.

- Your study will NOT be reviewed until all documents are provided, questions are answered, and electronic signatures are obtained.
- *Once a study has been submitted, it is locked automatically by the IRBNet system and cannot be changed!*
- To add documents to a previously submitted submission, a new package will be created.
- If the application package is incomplete, the IRB will unlock your submission, send a message to you noting the issues, and allow you to upload any missing pieces and then resubmit.

6. Upon review, you may be required to either upload revisions per the reviewer's request or answer questions regarding your study. Please respond promptly in order to facilitate a quick decision. Once your study has been approved or an exempt determination has been made, you will receive an email notification via IRBNet and you can find your approval packet online in the Project Overview under "Review Details".

Local IRBnet Support

If you have local access problems or need Indiana State University specific IRBNet training please contact:

Office of Sponsored Programs
(812) 237-3088