

Office of Research and Sponsored Programs



IRBNet User Guide

For Submissions to the:

Institutional Review Board (IRB)

Institutional Bioafety Committee (IBC)

and

Institutional Animal Care & Use Committee (IACUC)

Kansas City University (KCU)
Office of Research and Sponsored Programs
IRBNet User Guide

IRBNet is KCU's online research protocol submission and management system. IRBNet must be used when applying for review of research by the Institutional Review Board (IRB), Biological Safety, Institutional Biosafety Committee (IBC), or Institutional Animal Care & Use Committee (IACUC). The IRBNet User Manual offers step-by-step instructions for new user registration, accessing IRBNet, uploading CITI training documents, protocol submission, adding missing documents, entering amendments/modifications, continuing review and closing a protocol, and accessing approved documents. **Please feel free to contact us with questions at dcanyon@kansascity.edu or 816-654-7602.**

I. NEW USER REGISTRATION

Visit <http://www.irbnet.org> and click *New User Registration* link in the upper right corner of the screen to self-register. Please do not create multiple accounts.

1. Enter your legal name, with standard capitalization, create a user name and password (password must contain 8 characters), password hint, and click *Continue*.
2. Review the terms of use and then click *Accept*.
3. Search to find KCU, by entering Kansas City, click *Search*, and choose Kansas City University, and then *Continue*.
4. Enter your KCU telephone number and email address. Click *Continue*.
5. After reviewing your information, click *Register*. To complete the registration process, you will need to confirm your registration via your KCU email account.
6. **If you do not receive an activation email, check your spam filter/junk box.** You may need to add the address nobody@irbnet.org to the contacts section of your email system. If you do not receive an activation email, check that the correct email is listed in IRBNet. Click *Edit* and *Save* to change your email address if incorrect.
7. If you forget your password, click on the *Forget Your Password?* Link in the upper right corner of IRBNet home page and follow the instructions. If you wish to change your username or password, log into IRBNet and click on *User Profile* in the upper right portion of the screen.

II. ACCESSING IRBNET THROUGH AN EXISTING REGISTRATION

Visit <https://www.irbnet.org/release/index.html> and enter your username and password in the upper right corner of the screen, click *Login*.

1. Once you log-in you will see the *My Projects* screen.

2. If you forget your username or password, select “*Forgot your Password*” link in the upper right corner of IRBNet home page and follow the instructions. If you wish to change your username or password, log into IRBNet and click on “*User Profile*” in the upper right portion of the screen.

III. CREATING & SUBMITTING A NEW RESEARCH PROJECT IN IRBNET

You **do not** need to complete the entire protocol in one sitting; you may Save and Exit, then go back and update the document by clicking the pencil icon next to the document.

1. Visit www.irbnet.org. Log in and click the “*Create New Project*” button on the menu to the left.
 2. Provide the basic Project Information.
 - a. Title of the research study
 - b. First and last name
 - c. Funding sponsor (if funded by a grant)
 - d. Internal Reference Number, please leave blank
 - e. Other information is optional
 - f. Click *Continue*
 3. You will advance to the Designer Page
 - a. Step 1
 - i. Download blank forms, templates, reference material to assist you in assembling the protocol. Save documents to your computer where they will be easy to find and edit.
 - ii. Browse your hard drive for completed documents and attach as required (please view appropriate checklist of required items).
- IMPORTANT** – Ensure you select the correct library (IRB, IBC, or IACUC). Choosing the incorrect library will provide incorrect forms and templates.
- b. Step 2
 - i. Click *Add New Document* – Select a descriptor from the drop down menu. If something is not listed or you are unsure, select “*Other*” and provide the description.
 - ii. Click *Browse* to search for the file on your computer, click on the document and *Open*.
 - iii. Click *Attach*.
 - iv. Continue until all documents have been added to your protocol package
4. Select “*Share this Project*” (under *Project Administration*) located on the left side of the screen. You will want to share the protocol with the other researchers involved with the project. **All researchers involved in the project should be registered in IRBNet.**
 5. Select the first option, *Share*, and KCU.

6. Search for the registered researchers you wish to share the project with. Grant each user a level of *Permission Access*. Selected users will be notified automatically via email and you may enter comments to be included within the email. Click the *Save* button.
7. Your *Share Project* page will list the names of the individuals who have been granted access to the protocol. You may edit this list at any time by clicking the individuals' names.
8. Click on *Sign This Package* on the left menu. The **PI must sign the package** before it is submitted. Select your appropriate role from the dropdown box and click *Sign*.
9. Select the appropriate board. **Please note there are 3 options (IRB, IBC, and IACUC)**. Failure to select the correct option may delay the review of your protocol.
10. Once highlighted, click *Continue*.
11. Select the submission type, select *New Project* from the dropdown box.
12. Leave the comment box blank.
13. Once you "*Submit*", the package will be locked. The reviewers will be notified of your submission and the review process will begin.

IV. MINOR REVISIONS (UNLOCK)

Upon initial review by the research compliance office, if a document is missing, incomplete, or not current you will receive an email indicating that your project has been unlocked and minor revisions are required.

1. Log in to www.irbnet.org with your username and password, click *My Projects*.
2. Select the project you are submitting missing/incomplete/not current documents.
3. Click on "*Unlocked-Revisions Pending*" in red. On the next screen you will complete the requested changes.
4. Once the changes have been made, click on "*Mark Revisions Complete*" to resubmit the revised study. The reviewers are notified that your submission has been completed.

V. ACCESSING THE DECISION LETTER

Once a decision has been made by the IRB, IBC, or IACUC, the PI and other researchers with access will receive an automatic email from IRBNet stating that an action has been taken on IRBNet.

1. Log into IRBNet at www.irbnet.org and click on your existing project's title, which will take you to the *Project Overview* page.
2. Click on *Review Details* which is halfway down the page.
3. Scroll down to *Board Documents* at the bottom of the page.
4. Click on the document's name or the paper icon on the right side of the section.
5. See the next section on how to respond.

IV. HOW TO SUBMIT FOLLOW-UP MATERIALS

Follow-up materials include modifications requested by the board/committee, revisions to previously approved research, reports (status, final, deviation/violation, and adverse event), continuing review applications, etc. **DO NOT CREATE A NEW PROJECT** (e.g., 12345-1) when submitting follow-up materials!

Log into IRBNet at www.irbnet.org and click on your existing project's title. If you have multiple projects, you may have to search. If you cannot see the study, be sure to click the *My Projects* button on the left menu.

1. On the *Project Overview* page, click on the *Project History* button on the left menu. Ignore the notice that the package has been locked. It must remain locked to maintain a submission trail.
2. Click the *Create New Package* button at the bottom of the page.
3. You will land on the *Project Details* page. On the left menu, click the *Designer* button.
4. You can build your new package here. There's a library under step 1 (IRB, IBC, or IACUC), and a "Add New Document" button under step 2. Documents from previous packages will be shown at the bottom, but will not automatically be uploaded to your new package.
5. If you choose to edit a previous document, click on the pencil icon on the right next to the corresponding document. **BE SURE TO SAVE ANY EDITED DOCUMENTS TO YOUR COMPUTER**, as IRBNet does not automatically save them.
6. To add documents, whether new or edited, click *Add New Document*, browse on your computer, select the document(s), and click *Open* and then *Attach*. Continue as needed.
7. Sign your package (see Section III).
8. **IMPORTANT: DO NOT forget to submit your follow-up package (12345-2, -3, etc.).** The board will not receive your follow-up materials just by your uploading into this new package within a project. **You must click the *Submit this Package* button** on the left menu, select the appropriate board, and then click *Submit* in order to the package to be received. If your package's status is *Work in Progress*, you have not yet submitted it. It will change to "Pending Review" once submitted and until the board takes an action.

Note: Choose *Amendment/Modification* if you are responding to the IRB, IBC, or IACUC's letter.