Effective April 14th, 2009, exclusive use of IRBNet will be required for the submission of new and continuing applications for human subjects research (including exempt, expedited, and full reviews). Your electronic signature will be required before your department faculty or student researchers can submit studies to the IRB. Please refer to the below information below for guidance on using IRBNet to review and sign submissions.

I. Register with IRBNet

   A. Please go to http://www.irbnet.org and register as soon as possible. Follow the directions for new user registration.

   B. To complete the registration process, you will need to authenticate the registration via your e-mail account.

II. Review your faculty’s IRB submissions

   A. Departments without Human Subjects/Ethics Review Committees:

      1. When one of your faculty or students needs you to “sign” their IRBNet submission, you will receive an e-mail indicating that a submission has been shared with you. That will be your signal to log on to the system (www.irbnet.org). Once you log on, you will be automatically taken to My Projects, where you will see all the studies that have been shared with you. This includes both projects that are newly proposed and those that are ongoing in your department.

      2. To review a study, click on the applicable title, which will allow you to see the general details of the study. To see the specific documents associated with that study, click on ‘Designer’, which is located on the left side of the screen. There you will see all the documents (under ‘Documents in This Package’) that will be submitted to the IRB once you review them and electronically sign off on the study.

      3. If you review an application and see problems, you can click ‘send mail’ (left side of screen) to the Principal Investigator or any member of the study team and alert him/her to the issue.

   B. Departments with Human Subjects/Ethics Review Committees

      1. Committee members need to register with IRBNet.
2. When one of your faculty or students requests a departmental review of their human subjects research, you will receive an e-mail indicating that a submission has been shared with you and the committee. That will be your signal to log on to the system (www.irbnet.org). Once you log on, you will be automatically taken to My Projects, where you will see all the studies that have been shared with you.

3. The Department Committee may use IRBNet to contact the Principal Investigator or any other member of the study team. This can be a useful way to ask questions or request revisions and can be done via the 'send mail' link located on the left side of the screen.

4. Once the committee makes a determination, forward the appropriate documentation form (Exempt, Expedited, or Full) to the Principal Researcher (or attach it to the study if you have been given “Full” access).

III. Electronically Sign IRB submissions

Anyone with access to the study may sign the study. PI and Chair (Department or Committee) signatures are required before the study is submitted to the IRB. They will sign as Department Chair or Department Representative. Faculty research advisor e-signatures are required for student submissions. The student signs as Principal Investigator, and the faculty member signs as Advisor. Co-investigator e-signatures are required before the study receives final approval from the IRB.

A. Department Chair:
Your electronic signature certifies that you have reviewed the application. Once you are satisfied that the protocol meets your criteria for endorsement, simply click the ‘Sign this Package’ button located on the left side of the screen. Then follow the simple directions that follow.

B. Department Human Subjects/Ethics Review Committee Chair:
Your electronic signature certifies that the Committee has reviewed the application and all supporting documents pertaining to this research protocol. The Committee may determine that the activity is exempt from IRB review, or that an expedited or full review is needed.

When the review is complete, and you have attached or forwarded the appropriate form documenting the Committee’s decision, simply click the ‘Sign this Package’ button located on the left side of the screen. Then follow the simple directions that follow.

IV. What if you are a chair AND a PI or a co-investigator on a study that requires chair sign-off?

If this is the case, you can electronically sign as PI if your role is as principal investigator. However, you cannot additionally sign the certification as the chair or a member of the review committee. Possible alternative signatories are the Chair (if you are on the review committee), the Dean (if you are the chair), or the Dean of Graduate Studies (if you are a Dean). Official designees of these signatories are also acceptable so long as the designee is not a subordinate to you in any way. Contact Leslie Paige if you have any questions.

V. It’s great that you are now able to review the studies going on in your department, but how do you know what studies in My Projects need your attention?

In My Projects, you can sort by status (at the arrows next to the word). Anything you see that says ‘work in progress’ needs your review. Once the status of a study is changed to ‘pending review’ or any other status, it means the PI has already submitted to the IRB (hopefully, with your electronic signature!)

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