This guide is for Grand Valley State University users of IRBNet. As a first time user, please start with section 1 to create your account. If you are a returning researcher, with an account already established, please login in to the system and skip section 1.

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Section 1 – IRBNet Registration


2. Hit **New User Registration** in the upper right corner.

3. Fill out your **First Name, Last Name**, choose a **Username** and a **Password**. Once completed, hit **Continue**.

4. Hit **Accept** for the IRBNet: Individual User Terms of Use.
5. Type **Grand Valley State University** in the search bar, hit **Search** and select the institution from the menu below. Once selected, hit **Continue**.

6. Enter your **Telephone Number** and **Email**. Once completed, hit **Continue**.

7. Review your stated information and hit **Register**.

8. Check your affiliated email account, open the activation email sent out by IRBNet and click the given link, in order to confirm and finish your registration.
Section 2 – Create a new research project

1. Click **Create New Project** on the left side menu.

2. Fill out your project’s **Title** and your **First Name** and **Last Name**. Click **Continue**.

*Your project’s **Designer** is displayed next. Note **Section 4**, but continue with **Section 5** of this guide.*
Section 3 – Access an existing project

1. Hit **My Projects** to see all your available projects. Select your project from the list.

   ![Welcome to IRBNet](image)

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

2. To continue your work in progress on a package, which hasn’t been submitted yet, go to the **Designer** tab (Section 5).

   To create a new package to a project, for which packages have been submitted previously, select **Project History** and click **Create New Package**. Afterwards you may proceed to the **Designer** tab to upload documents for the new package within that project.

   ![Project Administration](image)

   - **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

   *Projects vs. Packages*: Packages are best described as different submissions within a project. For example, a single project may have a new project submission package, a revisions package, a continuing review package, and a closure package (each are individual submissions; see **Section 8**).

   *Packages are easily distinguished in IRBNet by **IRBNet ID numbers**. IRBNet automatically generates these numbers when you submit a package. The IRBNet ID number format is **six digits followed by a hyphen and a seventh digit** (e.g. IRBNet ID 123456-1). The first six digits are unique to the project, and the seventh digit designates the package number.

   ![Projects vs. Packages](image)

   - **Package ID**: 917255-1
   - **Package Status**: Work in progress
   - **Submitted To**: [Insert Name]
   - **Submission Date**: [Insert Date]
   - **Submission Type**: [Insert Type]
   - **Board Action**: [Insert Action]
   - **Effective Date**: [Insert Date]

   *This package has not been submitted.*
Section 4– Project Overview

1. Click **My Projects** and select the appropriate one from the list.

2. Click **Project Overview**.

3. In the **Project Overview** window, you can review important information, such as:
   - The Project Status (Initial Approval Date, Project Status, Expiration Date)
   - Your Package Statuses (Submission Date, Submission Type, Board Action, Effective Date)
   - Users that this project is shared with (Organization, Access Type)

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Section 5 – Upload documents

1. If not already displayed, hit **Designer**.

2. Make sure the correct library is selected, appropriate for your type of research, under **Select a Library**. You may **Download** any information necessary to you, under **Select a Document**. Click on **Add New Document** to upload all necessary protocol documents.

*If there were packages submitted previously, these will be listed under **Step 2**, as displayed above.*
Section 6 – Share a protocol

1. Click **Share this Project** to add fellow researchers and your AO to your project.

2. Decide whether you want to **Share**, **Multi-Site**, or **Transfer** your project.

3. Search for **Grand Valley State University** and click **Select Organization**.
4. **Search** for and select the user you want to share your project with. Determine their access type between **Full**, **Write**, and **Read**. Hit **Save**.
Section 7 – Sign a protocol

1. You, your fellow researchers, and your AO all have to sign off on the protocol, once it is fully uploaded to IRBNet. Click *Sign this Package*. Check the following:

- 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

2. **Select** your role from the drop down menu and hit *Sign*. Ensure that all affiliated people have signed off, before proceeding to the next step. Your signature serves as certification that 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. You further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.
Section 8 – Submit a protocol

1. Click **Submit this Package**

2. Select **Grand Valley State University Human Research Review Committee** or **Grand Valley State University Institutional Animal Care and Use Committee**, depending on your type of research. Then hit **Continue**.

3. Select your **Submission Type** from the drop down menu. You may enter comments if you wish (not required). Then click **Submit**.
*Please make sure to select the appropriate submission type, according to the specific package that you are submitting (e.g. New Project, Continuing Review, Revision, etc.).

*Once you select the submit button, you will be taken to a confirmation screen. Your submission will be locked automatically, meaning you will not be able to make any changes. You will be contacted if any corrections are needed.
Section 9 – Additional Options

1. In the sidebar menu, you can find additional options.
   - Click **Delete this Package** to delete your project
   - Click **Send Project Mail**, to send a message to people affiliated with the project
   - **Forms and Templates** holds informational material for you to review.

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