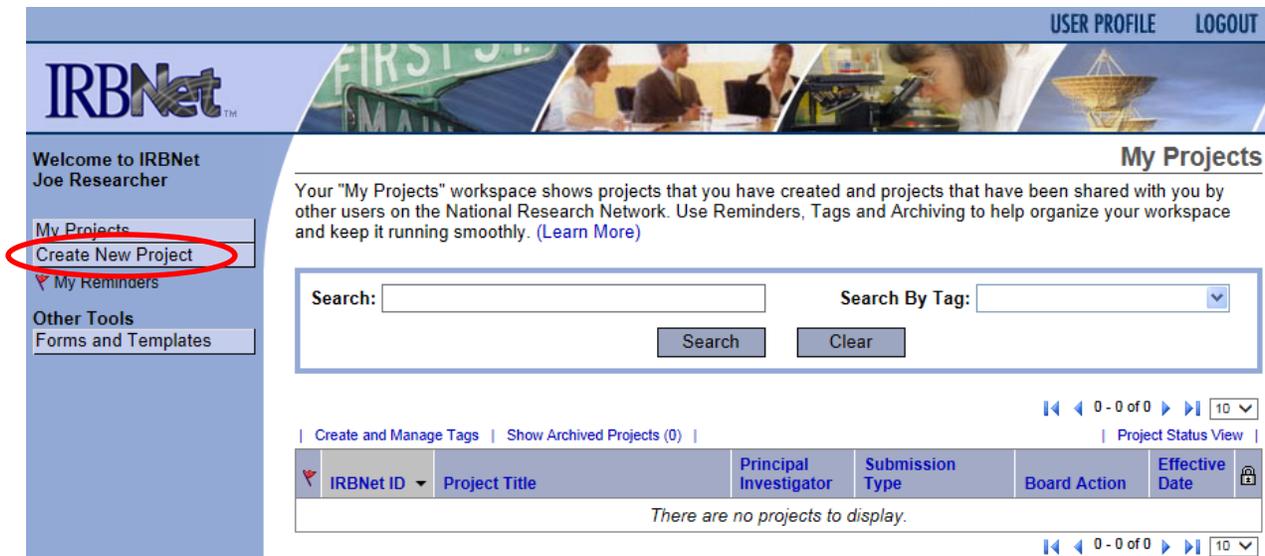## Project Creation

1. Navigate to www.irbnet.org and login using the username and password you created from the previous section. If you have not created an account, please follow the necessary steps in the **Registration** section of this manual.

2. On the left side of the page, select **Create New Project,** under "My Projects."

3. The following screen will appear:

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution:	University of Southern Indiana (USI), Evansville, IN
Title: *	
Local Principal Investigator:	**First Name:** * _____ **Last Name:** * _____ **Degree(s):** _____
Keywords:	
Sponsor:	
	You may specify an internal account number, billing identifier or reference number for this project.
Internal Reference Number:	

[Continue]   [Cancel]

* required fields

4. Enter the title of the project and your name. If the study is sponsored, please enter the funding agency's name in the sponsor box. The keywords box may be useful for you if you have several studies and need to find this study at a later time based upon a specific keyword.

5. Click **Continue** and you will be taken to the Designer page and this screen.

Designer

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Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: [USI Institutional Review Board, Evansville, IN ∨]

Select a Document: [**READ ME FIRST - Step 1 - How to register on IRBNet ∨] [Download]

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.
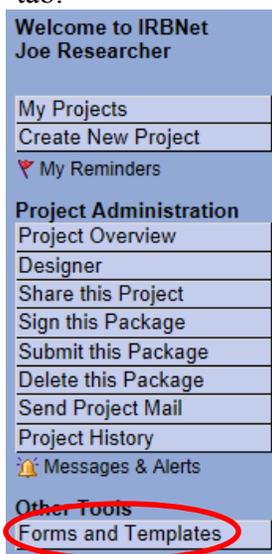
Documents in this Package:

There are currently no documents in this package.

There are no Training & Credentials records linked to this package. | Link / Un-Link Training Records |

[Add New Document]

6. All forms are located in the Library on IRBNet. To download all necessary forms, click on the "Forms and Templates" tab.

7. You will be taken to this screen:

Forms and Templates

These libraries have been made available to you by your Boards so that you can easily download blank forms, document templates and reference materials to assist you in your work.

Select a Library: USI Institutional Review Board - Documents for Researchers ▼

Documents in this Library:

Document Description	Last Updated	
*Application Form A - Type 1 Research (Exempt)	03/10/2014 12:09 PM	
*Application Form B - Type 2 or 3 Research (Expedited or Full Board)	03/10/2014 12:09 PM	
*Application Form C - Amendment	03/10/2014 12:09 PM	
*Continuing Review Form	03/10/2014 12:09 PM	
Co-Investigator Information	02/20/2014 03:14 PM	
Exempt Application Example	02/20/2014 03:05 PM	
Informed Consent for Audio, Video, or Photographs Template	02/20/2014 03:11 PM	
Informed Consent for Online or Web Based Surveys Template	02/20/2014 03:12 PM	
Informed Consent for Parent/Guardian Template	02/20/2014 03:13 PM	
Informed Consent Template	01/24/2013 03:19 PM	
Informed Consent Verbal Script Template	02/20/2014 03:10 PM	
Minor Assent Template	12/09/2013 12:22 PM	

8. Download any files by clicking the paper icon next to the title, complete all necessary fields, and save to your computer to upload.

9. Make sure you have completed all sections of the IRB Application Form and created all separate documents for possible recruitment materials, surveys, and informed consent forms.

10. Once all necessary forms have been completed, click **My Projects** and select your current project.

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search:		Search By Tag:	

Search   Clear

1 - 1 of 1   10

| Create and Manage Tags | Show Archived Projects (0) | | Project Status View |

IRBNet ID ▾	Project Title		Principal Investigator	Submission Type	Board Action	Effective Date
558287-1	IRBNet Usability Study	T	Researcher	Work in progress (Not submitted)		

1 - 1 of 1   10

11. Navigate to the **Designer** page to upload application and all supporting documents.

Welcome to IRBNet
Joe Researcher

My Projects
Create New Project
🚩 My Reminders

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

12. Once you click, **Add New Document**, this screen will appear.

13. In the Document Type drop-down box, select **Application Form**.

14. Browse for the file on your computer and click **Attach**.

15. Attach all supporting documents such as surveys, interview questions, CITI Training Completion Reports, site verification letters, etc. as separate documents and label them as such. Your completed designer page might look something like this:

16. Once all files have been uploaded, you may need to share your study with others. **Student PIs (principal investigators) must share their project with a faculty advisor** before submitting so they can add their signature. A PI might also share with other advisors or colleagues. To share your project with another person, they must be registered with IRBNet.

17. Select the **Share this Project** tab located on the left side of the page.
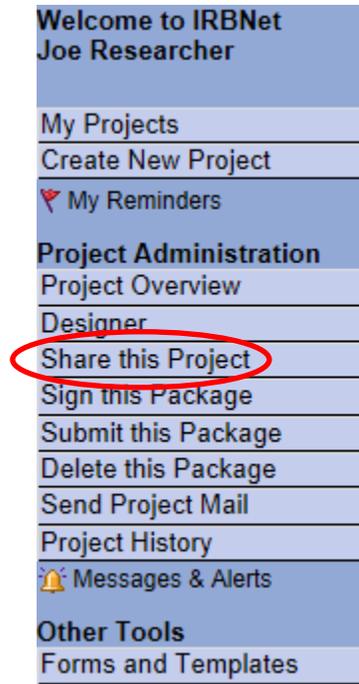
18. The following screen will appear, select the first option **Share.**

Share Project

[558287-1] IRBNet Usability Study

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share:** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.

- **Multi-site:** Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).

- **Transfer:** Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

19. The following screen will appear, and you can search for the organization with which the person you would like to share the project with is affiliated (University of Southern Indiana).

Share Project

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You may share this project with other IRBNet users. Sharing a project consists of three steps:

1. Select an organization to display a list of IRBNet users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization	[ ] Search Clear
Organization types to display	☑ Research Institutions ☐ Boards ☐ Sponsors Display
Select an Organization*	University of Southern Indiana (USI), Evansville, IN University of Southern Mississippi, Hattiesburg, MS University of St. Thomas (UST), Houston, TX University of St. Thomas, Saint Paul, MN University of Tennessee - Knoxville, Knoxville, TN University of Tennessee Health Science Center, Memphis, TN University of Tennessee, Knoxville, TN University of Texas - Houston, Houston, TX

Select Organization

* required fields

20. Once the organization is selected, you will need to search for the specific user using the page below. (User must have their own IRBNet account in order to share with them). Please pay attention to the different sharing levels. You may want an advisor or colleague to have a particular level of access.

Share Project

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Specify the access that you wish to grant to each user at **University of Southern Indiana (USI)**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.

- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.

- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.

- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

Search for a User: [   ] [Search]

21. Once the user is found, you may grant appropriate level of access. Within the comments box, you can enter any additional comments that will be included in the e-mail to the specified IRBNet user which notifies them of their new access to your protocol. Then click **Save.**

Search for a User: [Rusher] [Search]

IRBNet User	Permission Access
Rusher, Lane	○ Full ○ Write ● Read ○ No Access
	One User found.

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments [   ]

[Save] [Cancel]

22. Click the **Sign this Package** tab on the left side of the page. Remember, student PI's must have a faculty advisor sign the package *before* they can submit the package for review.
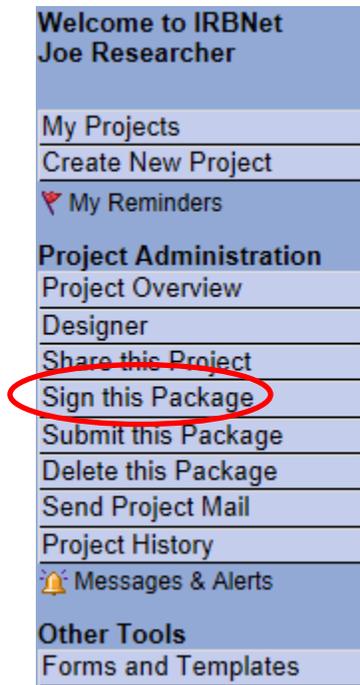
23. Select your role in the project. If you are the principal investigator, select this option from the drop down box.

24. Once you click **Sign,** you will receive a notification from IRBNet that you have signed the package. Anyone else that you selected to share the project with will receive an e-mail notifying them of your signature too. Similarly, when your advisor signs the package, you will receive an email notification.

25. A package cannot be submitted until everyone has signed the package. **If you have a faculty sponsor, the sponsor must sign the package before you submit the package to the IRB for review.**

26. Unless all signatures are handled at once, you will likely need to access IRBNet at another time once you receive notification that everyone has signed the package. Sign back into your IRBNet account.

27. You can select your project from the list after signing in.

28. Under Project Administration select **Submit this Package.**

**Welcome to IRBNet
Joe Researcher**

My Projects
Create New Project
🚩 My Reminders

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
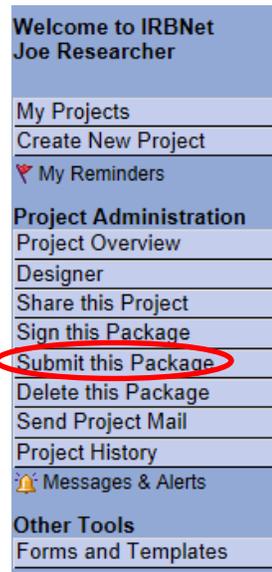
29. The page below will appear. Make sure to select **University of Southern Indiana IRB, Evansville, IN** and click **Continue.**

Submit Package

[558287-1] IRBNet Usability Study

IRBNet supports multiple models of review. Using the IRBNet "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization		Search	Clear
	✔ Only show My Default Boards		
	USI Institutional Review Board, Evansville, IN		
Select a Board *			
	Continue	Cancel	
* required fields			

30. Select **New Project,** from the dropdown box. Feel free to add any comments and click **Submit.**

31. This will lock your project and the Office of Sponsored Projects and Research Administration will be notified of your submission so the review process can begin. *You will receive a time stamp for the submission.*

32. If you have forgotten to add a necessary document or need to make a quick change to a recently submitted project package, please contact our office at rcr@usi.edu or (812) 465-7000.