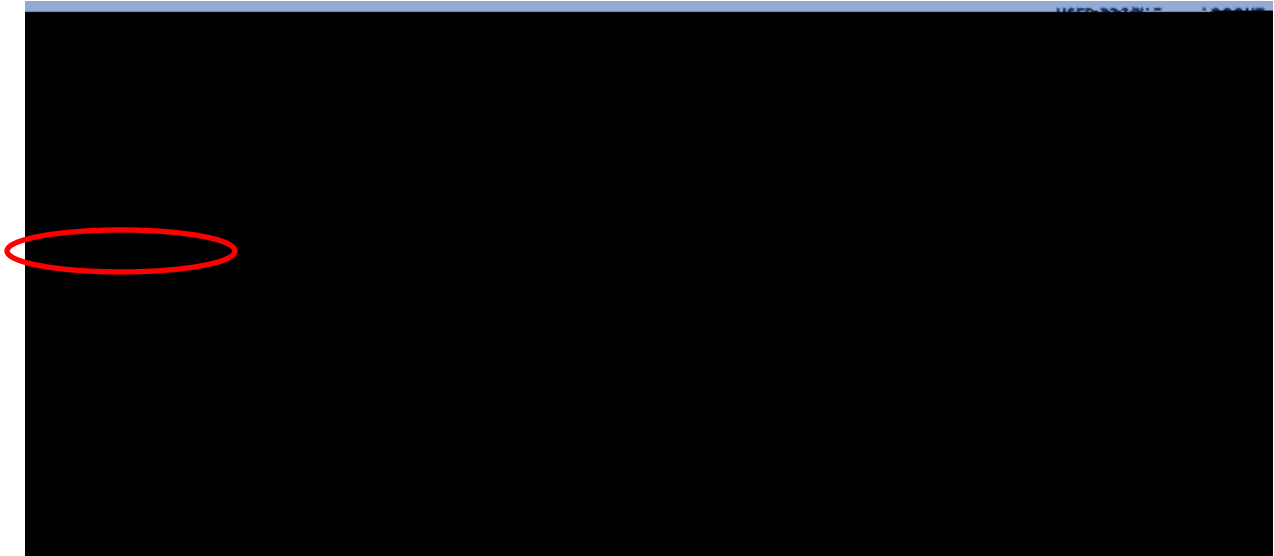


1. Navigate to www.irbnet.org and login using the username and password you created from the previous section. If you have not created an account, please follow the necessary steps in the Registration section of this manual.



2. On the left side of the page, select Create New Project,



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

4. Enter the title of the project and your name. If the study is sponsored, please enter the sponsor's name. If you have several studies and need to find this study at a later time based on a specific keyword.
5. Click Continue and you will be taken to the Designer page and this screen

Designer

[558287-1] IRBNet Usability Study

Step 1:

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

Select a Library:

Select a Document:

Step 2:

Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your

Documents in this Package:

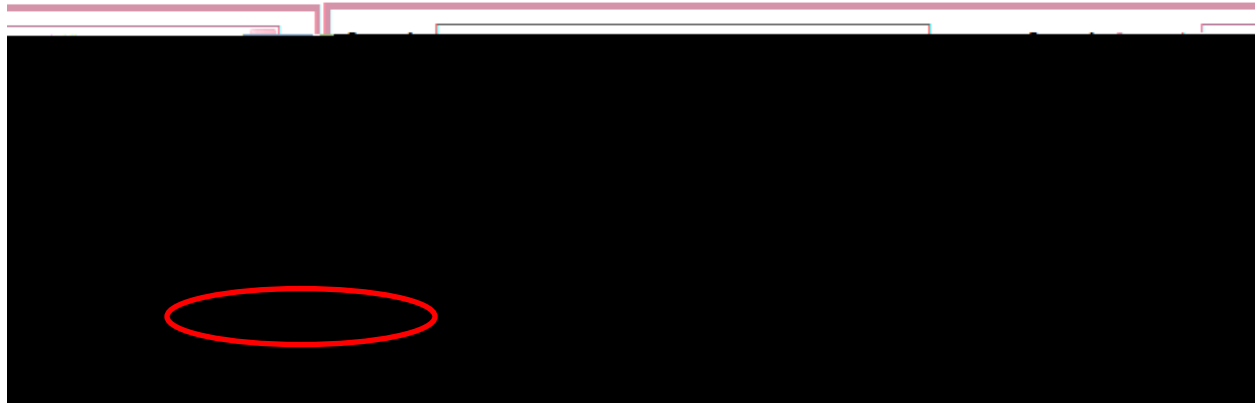
Currently no documents in this package. There are currently no documents in this package.

to this package [Link/Unlink Training Records](#) There are no Training & Credentials records linked.

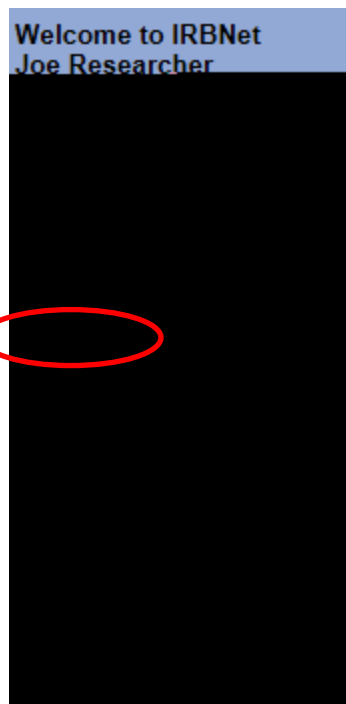
8. Download any files by clicking the paper icon next to the title, complete all necessary fields, and save to your computer to upload.
9. Make sure you have completed all sections of the IRB Application Form and created all separate documents for possible recruitment materials, surveys, and informed 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 Network. You can click on the Project Name to view the details. To see all of the details for a project, click on the Project Name. [\(Learn More\)](#)



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



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

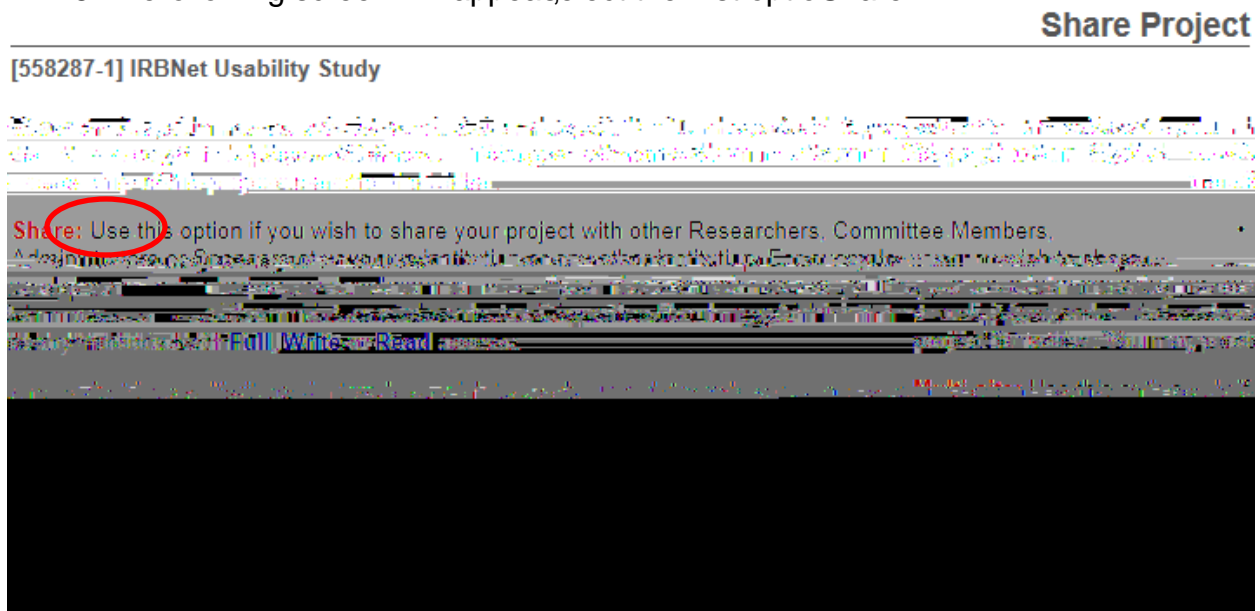
13. In the **Document Type** drop-down box, select **Application Form**.

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

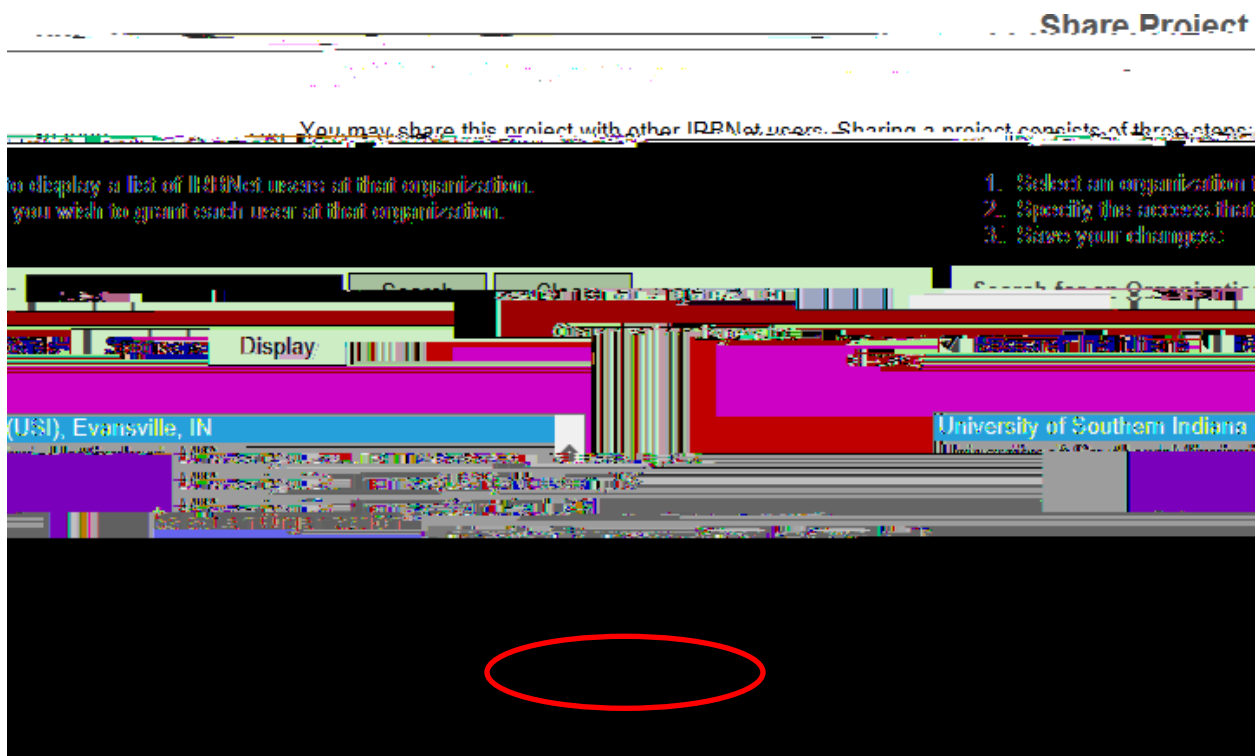
15. Attach all supporting documents **9e1iA8(eniv3)-2(ir yo)5T 8x1e,t TJ ET EMC T BT cation For**

16. Once all files have been uploaded, you need to share your study with others.
Studen

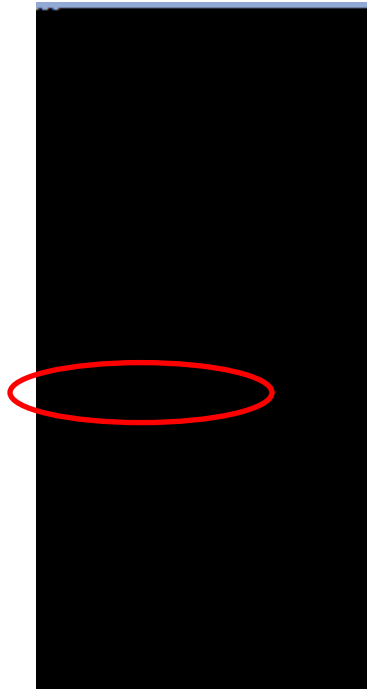
18. The following screen will appear, select the first option



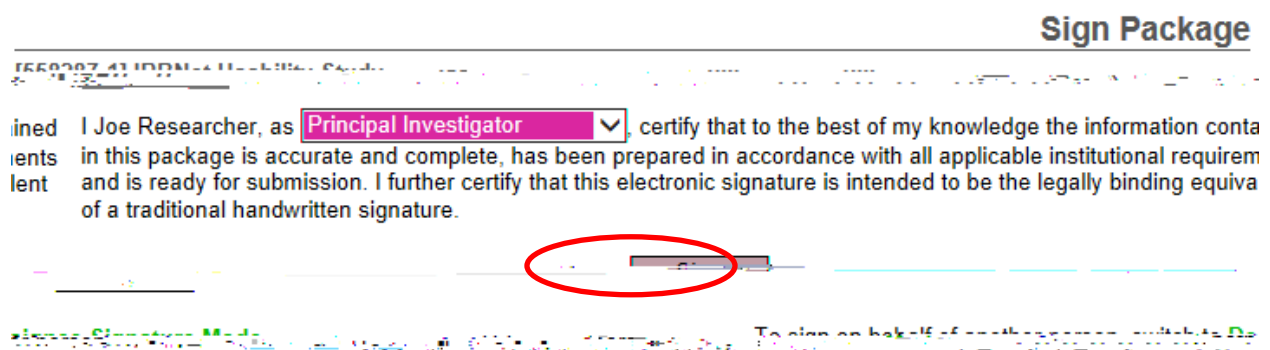
19. The following screen will appear, and you can search for the organization with which the person you would like to share the project with is affiliated (University of Southern Indiana)



22. Click the Sign this Package tab on the left side of the page. Remember, student 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 email 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 do not have a faculty sponsor, the sponsor must sign the package before you submit the package to the IRB for review.

