1. Navigate to<u>www.irbnet.org</u>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.

| | See for your seit. |
|-------------|--------------------|
| Demail - 72 | |

2. On the left side of the page, selecteate NewProject,



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

| | - Rosearch Instit | ution: University of 9 | Southern Indiana (USU-Evan | suille_IN |
|---------------|-------------------------------|------------------------|----------------------------|--------------------|
| | Title:≮ | | | $\hat{\mathbf{x}}$ |
| | Local Principal Investigator: | First Name:* | Degree(s): | |
| | | | | |
| | | | | |
| | | | | |
| electron este | nba | | | incerning to |
| | Continue | | | |
| | | | | * roquinad fieldo |

4. Enter the title of the project and your name. If the study is sponsored, please enter the

you have several studies and need to find this study at a later time basedspecific keyword.

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

| | | Designer |
|-------------------------|---|--|
| [558287-1] II | RBNet Usability Study | |
| Step 1: Download bla | ank forms, document templates and reference materials | s to assist you in assembling your document package. |
| Select a Library: | USI Institutional Review Board, Evansville, IN \checkmark | |
| Select a Document: | **READ ME FIRST - Step 1 - How to register on IRB Download | Net 🗸 🗸 |
| | ur, document nackage. In addition to adding project do | ruments to your package. IRBNet also allows you to link your |
| • <u>r</u> | | Documents in this Package: |
| irrently no do | ocuments in this package. | There are cu |
| <u>to this backad</u> | 0e., I_I ink./Un-Link_Training.Records_1 | There are no Training & Credentials records linked. |
| | | Add New Document |

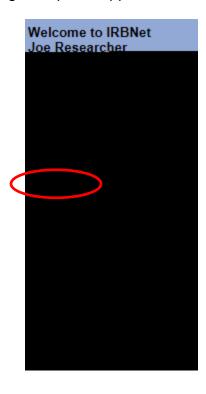
- 8. Download any files by clicking the paper icon next to the title, complete all necessary fields, and save to your computer to upload.
- 9. Make sure you have complet all sections of the IRB Application Form and created all separate documents for possible recruitment materials, surveys, and informed consent forms.
- 10. Once all necessary forms have been completed, May 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 provide the second of the s



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



12. Once you clickAdd New Document this screen will appear.

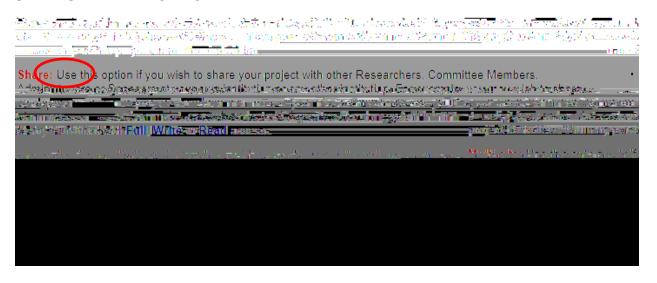
- 13. In the Document Typedrop-down box selectApplication Form.
- 14. Browse for the file on your computer and clictach.
- 15. Attach all supporting documents9e1iA8(eniv3)-2(ir yo)5T 8x1e,t TJ ET EMC T BT cation For

16. Once all files have been uploaded, **yoa**yneed to share your study with others. Studen

18. The following screen will appeagelect the first optioshare.

Share Project

[558287-1] IRBNet Usability Study



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 affilia(**ted**iversity of Southern Indiana)

| | Share Project |
|--|--|
| | |
| You may share this project with other IRBN at una | s. Sharing a project consiste of throughtens: |
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| - Creat and the statement | 6 8 8 |
| (USI), Evansville, IN | University of Southern Indiana |
| +///www.co.co.co.co.co.co.co.co.co.co.co.co.co. | |
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USI IRBNET USER MANUAL

22. Click the Sign this Package abon the left side of the page Remember, student must have faculty advisor sign the package for 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.

| | | Sign Package |
|-----------------------|--|---------------------------------|
| 1660 2 | 007_41_IDDN-4_IIL00404 | er en |
| ined ients lent | I Joe Researcher, as Principal Investigator , certify that to the best of my kno in this package is accurate and complete, has been prepared in accordance with all ap and is ready for submission. I further certify that this electronic signature is intended to of a traditional handwritten signature. | plicable institutional requirem |
| | | |
| | ار کر از معام در مراجع کر در در | national and the Re- |

- 24. Once you clickSign, 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 pathage have a faculty sponsor, the sponsormust sign the package before you submit the package to the IRB for review.

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