

IRBNet FAQs (Frequently Asked Questions)

- Q:** Can I log in to IRBNet with someone else's username and password?
A: **No.** You may only sign in under your own username and no one else's, **without exception.**
- Q:** Where can I find my stamped consent document in IRBNet?
A: Go into your project in IRBNet, click on "Project Overview", then "Review Details", and under the Board Documents section click on "Stamped Document". Make sure to use the most current stamped consent/assent document(s).
- Q:** I can't find the Registration form in IRBNet. How do I get to it?
A: On the designer page, select "Add New Document". In the lower shaded "On-line Document" box, select "Registration Form for IRB Review" then click on the "Add" button. (Remember to "Save and Exit").
- Q:** I need to share my project with a person at another institution, but that other institution is not listed in the organization drop-down list on the IRBNet registration site. Can we still share with them?
A: **Yes.** When the person at the other organization registers on IRBNet, if their organization is not listed under any of the organization types (Research Institutions, Boards, or Sponsors), that person may add their organization's name and complete the registration process.
- Q:** Do we have to submit a 'clean' and a 'marked' copy of amended documents (i.e., applications and consent forms)?
A: **No.** Submit amended documents with 'track changes'. No clean copy is necessary. Remember that consent documents must be submitted in Microsoft Word and not on letterhead. Remember to leave the header completely empty for the IRB stamp. Sponsor required information can be moved to the footer.
- Q:** I have forgotten my password and can't get into my IRBNet account. What do I do? Should I call the IRB Office for my password?
A: **No.** The IRB Office does not have access to your IRBNet password. Go to the IRBNet login page, and click on "Forgot your password?" in the upper right hand corner of the screen. Enter your IRBNet User Name or your contact email address and IRBNet will email your password to you. You also have the option of changing your user profile (also in upper right of the screen).
- Q:** I have an amendment and a Continuing Review Report to submit at the same time. Can these be submitted in one package via IRBNet?
A: **No.** Submit one action (submission category) per package.

8. **Q:** Can I submit more than one package at a time on the same study?
A: **Yes.** Different requests can be submitted for the same study simultaneously. Just make sure they are submitted in different packages (e.g., an amendment and a continuing review).
9. **Q:** How do I re-lock a package once the requested revisions have been completed?
A: Once you have made revisions, click on “Mark revisions complete” at the top of the designer page. This will re-lock the package and send the IRB office an automated e-mail that the revisions are completed.
10. **Q:** If a package has been locked, can the package still be signed?
A: **Yes.** You can continue to obtain signatures on a locked package. Note: Under no circumstances should you create a new package just for the purpose of obtaining signatures.
11. **Q:** Regarding the financial conflict of interest questions on the Registration Form: Do these questions pertain to the Principal Investigator only?
A: **No.** The conflict of interest questions pertain to all study team members. It is each study team member’s responsibility to review this section and ensure it is answered correctly.
12. **Q:** How do I spell-check?
A: You can download the Google Toolbar to your internet browser. To find it, search for Google Toolbar in your search engine and follow the instructions.
13. **Q:** How do I change the Principal Investigator on a project?
A: Go into the project. Click on “project overview”. You should see “edit” (in yellow) at the top of the screen. Click on the “edit” button. Now you are able to go in and type in the name of the new PI. Clicks “save” to complete. Next, click on the edit pencil icon next to the Registration form, Jump to the PI section and the new name should be there. Click “save and exit”. Remember: the new PI and PI’s Department Chair are required to sign the package.
14. **Q:** Can I upload a password-protected protocol or IB into IRBNet?
A: **No.** Documents must open without a password. There are other options the sponsor can use to protect documents, as follows: When the PDF is created; the sponsor can select the “Restrict editing and printing of the document” security option instead. That way it can be viewable only and not printed nor changed. They can also disable the ability to copy text and images.

15. **Q:** How do I edit a document previously submitted in another package?
A: To revise a previously submitted document, first download the previously submitted document by clicking on its document type or the paper icon. Make the necessary changes and save the revised document to your desk top. Click on the pencil icon next to that document in the Designer. Browse your computer, select your revised document, and click the update button. The revised document will appear in the current package with a revision history (indicated by the “stack of paper” icon). When you have attached all the required documents, submit the package to the IRB, complete with required signatures.
16. **Q:** What are project tags? Can researchers and study coordinators use them to manage and track their studies?
A: Yes. Each user (with the proper level of access) can create their own personalized tags for use on “My Projects”. Any person with “Write” or “Full” access to a project may add or remove their own tags. These tags can be seen by every individual with access to the project. You can also search by tag.
17. **Q:** When do study team members have to sign a package in IRBNet?
A: Members of the study team must sign the package when they are listed in the Registration Form on a new study, when added to the study by an amendment, or when included in an Individual Investigator Agreement.