August 24, 2011

TO: USA Research Community  
Research Investigators, Research Staff and Clinical Research Coordinators

FROM: Dusty Layton  
Director, Research Compliance and Assurance

SUBJECT: IRBNet: Electronic submission and review system for IRB/IACUC/IBC protocols

The Office of Research Compliance and Assurance is pleased to announce the adoption of IRBNet, a secured web-based software management system for reviewing and managing research protocols. IRBNet is a compilation of online tools to support the management, submission, review and oversight of protocols for human subjects, animals and biological hazard related-research. Some of IRBNet’s many features include electronic document management, web-based protocol sharing and collaboration, automatic notifications, electronic submissions and reviews, and important audit capabilities including electronic revision histories, electronic signatures and event tracking. Importantly, once you have submitted documents the user will be able to track the review progression online. The introduction of this tool is a part of an overall goal to streamline the application and review process for our researchers and committee members.

We are scheduling several IRBNet training sessions in September. These one hour sessions will provide hands on training on how to submit documents and navigate the system. For each day, we have scheduled a morning and an afternoon session to better accommodate around everyone’s work schedule. They are as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>September 12th</td>
<td>10:00am and 2:00pm</td>
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<tr>
<td>September 14th</td>
<td>10:00am and 2:00pm</td>
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<td>September 16th</td>
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<td>September 20th</td>
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<td>September 22nd</td>
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Location: Biomedical Library Computer Lab, Room 222

NOTE: Registration is required as space is limited to 20 seats per session. Please sign up in advance by registering at https://jagmail.usouthal.edu/cgi-bin/CA/seminar/semrca.cgi or contact Alison Henry at 460-6509.

Additional information regarding the transition to this new online process will be communicated in forthcoming announcements. We are anticipating to set our go live date for the submission of IACUC and IBC protocols in October and submission of IRB protocols in November. The research compliance staff is working diligently to make this transition seamless and will work with you to best help you during this transitional process and have prepared instructional materials to help aid you in the navigation process.

For additional information please contact Alison Henry, ahenny@usouthal.edu or Danny Housley, dhousley@usouthal.edu who can assist you with any questions you may have as we move forward with this important initiative.

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Vice-President for Research
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