Guide for Committee Members

This guide is intended to be a step-by-step walkthrough for Committee members, which are referred to as Members by IRBNet.

New User Registration: This has already been done for you!

1. Click: New User Registration (unless you have already created a user name and password).
2. Enter your legal first and last names in the appropriate fields. (Please use appropriate capitalization as you register into the system; the system does not always alphabetize names that begin with lower-case letters.)
3. Create your User Name and Password; confirm your password, and enter a password hint.
4. Click: Continue.
5. Accept the Terms of Use.
6. On the next screen, type “South Alabama” in the “Search for an organization” field and click “Search” OR scroll to and select “University of South Alabama” and the respective board on which you serve (Institutional Review Board (IRB), Institutional Biosafety Committee (IBC), or Institutional Animal Care and Use Committee (IACUC) from the list on the screen.
   NOTE: If you are also serving as a mentor, please contact the IRB Administrator for additional instructions.
7. Click: Continue.
8. On the next screen, enter your telephone number and email address; click: Continue.
9. On the final screen, click Register.
10. You will receive an email from IRBNet with a link that you need to click in order to activate your account. Your name will appear on USA’s list after you activate your account.

Submission Manager: Accessing Submissions

1. Log into IRBNet: (www.irbnet.org)
2. The Submission Manager page will appear.
   (If you are also a mentor, “Study Manager” will appear in the menu of options at the left of your screen.)
3. The default setting of the “View by Agenda” drop-down menu on the Submission Manager page is set to next meeting and the checkbox to the right is always checked to “only show those submissions awaiting review.” (The studies are sorted by submission date with the most recent on top.)
   a. To view “All Submissions”:
      (1) Select “All Submissions” from the drop-down menu.
      (2) Click on the checkbox to “un-select” that “only show those submissions awaiting review”.
      (3) Click the “Show Submissions” button. All submissions will appear.
   b. To view “All Submissions” that have not yet been reviewed
      (1) Select “All Submissions” from the drop-down menu, but do not “un-select” the box, showing “only show those submissions awaiting review”;
      (2) Click the “Show Submissions” button. All the submissions that have not yet been reviewed will appear.
   c. To view “Submissions by Agenda”:
      (1) Select the appropriate date from the drop-down menu.
      (2) If you wish to see only those that you have not reviewed, leave the checkbox selected.
      (3) Click the “Show Submissions” button; the submissions for that month will appear.
4. Next to the Title, may be either 1 star ( ★ = Primary Reviewer), two stars ( ★★ = Secondary or Vet Reviewer), or a circle with a check ( ✔ = your review is marked complete).
   a. The remaining columns provide detail information about the submission including: the IRBNet assigned ID#, PI’s last name, review type, Action (status), Internal Board Ref # (USA assigned #), submission date, and whether the package is locked/unlocked ( ☑ or ☐) which prevents
those with access from changing the submission).

b. At the bottom of this page any minutes or agendas will appear for the upcoming meeting.

6. Clicking on the title will bring up the “Submission Detail” for that particular study.

   a. To access individual projects, simply click on the name of the document that appears in **blue font**. (See the screenshot that follows: Titles are in the orange box. )
   b. To access notifications about this submission, simply click the red flag ( ) that is in the first column.

**Sample Screenshot of Submission Manager**

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**Submission Detail: Accessing Submission Documents**

1. Once you click the Submission Title (6a above). You are taken to Submission Detail.
2. This screen provides you with all the information and documents associated with the selected submission: **Current Status**, **Package Details**, **Submission Details**, **Review Details**, **New and Revised Documents in the Package**, **Package Signatures**, **Board Documents**, **Submission Access (Shared)**, and **Comments**—see screenshot on following page.

   A. **Current Status**- This provides the most up-to-date information about the submission.
   B. **Package Details**- This is the standard who and what information.
   C. **Submission Details**- This is the standard when and type (new, amendment, etc.) information.
   D. **Review Details**- This provides information about what meeting, review type, committee action, effective & expiration dates are associated with the submission.
1. One may access the assigned agenda (meeting) by clicking the icon.
2. The review may be edited by clicking the icon.

E. It is important to note that the date fields will be blank until submission is approved. **New and Revised Documents** - This section will show you all documents which have been changed or uploaded since the last review.

   1. To view old documents, the Designer Menu must be used (on the left navigation pane).
   2. The flag ( ) which may precede a document title indicates that that document requires review. *Note: During review of documents, if you make comments directly on the researcher’s documents, you will need to save the document onto your computer and upload your saved copy.*

F. **Other Sections** - Any document may be retrieved by clicking its title, which appears in **blue font**.

Sample Screenshot of Submission Detail
Recording a Decision or Recommendation: Adding Comments and Decisions

1. If selected as a Reviewer (Primary or Secondary) for a specific protocol (you will be notified via IRBNet Alerts). Once you have evaluated the protocol, scroll to the bottom of the “Submission Detail” page (see above).

2. Click “Add comments and reviewer documents to this submission” at the bottom of the screen.

3. On the next screen, you should upload the Review Form (can be found in IRBNet Library), by choosing “Add Document”. If you have an unofficial comment (no form needed) you may enter your comments in the rich-text field (500 character limit) and your recommendation. If using the text box you must click the “Save” button. (see screenshot below). If your review is complete, please designate so prior to saving (this will help you and others keep track of what has and needs to be reviewed).

4. You may update your document at any time.

Sample Screenshot of Reviewer Comments
Agendas & Minutes: Accessing Meeting Information (same method for both file types)

1. The Submission Manager page will appear at login.
2. At the bottom of the screen, you will see Agenda, Minutes and other Administrative Documents for this Meeting.
3. Click the icon at the bottom of the screen (in screenshot below).
4. Then click “Open” to view a PDF of the agenda for the next month’s meeting if it has been published.
5. To access agendas from previous months, click the “Agendas and Minutes” link at the left of the screen.
6. On the Agenda Manager page, select the “Document” icon to the right of the meeting date you wish to access (e.g., 03/19/2008).
7. On the Agenda Documents page, click Agenda.
8. Then click “Open” to view a PDF of the agenda for the meeting.

Note: Agendas will include the titles of all studies approved through expedited procedures for the review period.

Sample Screenshot of Submission Manager

Reminders and Messages & Alerts: Tools for communication

1. Reminders: These IRBNet generated notifications about either profile or submission information. These are personal and can be both silenced (archived) or retrieved (unarchived). These are only visible to the specifically named user to which they are addressed.
2. Messages & Alerts: These IRBNet generated notifications about either profile or submission information. These are similar to Reminders except they are specifically attached to submissions and can be viewed by anyone with access (administrative or shared) to the submission. These are most commonly official notices of approval, agenda assignment, etc.
3. Reminders appear at login in the left hand navigation pane (indicated by in the screenshot below.)
4. **Messages & Alerts** are available only from a submission once it has been selected from the **Submission Manager** screen (indicated by the ).

**Sample Screenshot of Submission Manager**