Guide for Key Personnel

This guide is intended to be a step-by-step walkthrough for Key Personnel or protocol associates that simply need to review and sign off on a Project.

New User Registration: Registering for IRBNet

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.

Sample Screenshot of My Projects
**My Projects: Accessing Submissions/Projects**

1. Log into IRBNet: (www.irbnet.org)
   (If you are also a Member, “Submission Manager” will open, but select My Projects from the menu of options at the left of your screen.)
3. You should receive a message through IRBNet indicating that a project has been Shared with you. The PI may choose to include additional comments or not.
4. All Projects which are Shared with you will appear on this page. To remove old or unneeded Projects, you may choose to Archive Projects (click , as seen in screenshot above). To see archived projects simply click Show Archived Projects.
5. You can access Reminders about specific Projects by clicking the or going to the Reminders menu item in the Left Navigation Pane.
6. You can open a Project for more information, by clicking on the title that appears in blue font.

**Linking Training:** Adding your Training/Credentials (see screenshot below)

1. Once you have selected an existing Project, you are taken to the Project Overview page.
2. You must go to the Project Designer by clicking the Designer below the overview information (see screenshot to the right).
3. Once on the Designer page (screenshot below), click the Link/Un-Link Record button at the bottom.
4. Once on the Link Training and Credentials page (screenshot below), simply check the boxes next to the appropriate training documents and select Save. This can be performed by the PI or each Shared user. Once all training is complete, you should notify the PI that all your training is linked.
IRBNet allows you to link your project team’s Training & Credentials to your package so that they can be easily accessed and tracked by the boards that review your package.

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