**IRBNet Investigator Cheat Sheet**

### [#####-1] FIRST IRBNET PACKAGE

*You are submitting a New Project, Amendment, Continuing Review/Reactivation, or Event to the IRB.*

**INSTRUCTIONS**

1. [My Projects] Click the **Create New Project** button.
2. [Project Information] Add the Study Title, UNM Eligible Principal Investigator, and click the **Continue** button.
3. [Designer] Click the **Add New Document** button to add documents as listed on the **IRB Submission Checklist**.
4. [Share Package] Click the **Share this Package** button. Click the **Share** link to share the IRBNet project with key investigators.
5. [Sign Package] Click the **Sign this Package** button to sign the package as the UNM Eligible Principal Investigator.
6. [Submit Package] Click the **Submit this Package** button to submit the package to the UNM IRB for processing. Add an optional note to the IRB in the **Comments** text field and click the **Submit** button.

### [#####-2] SECOND IRBNET PACKAGE

*You are submitting a response to IRB Modifications, Amendment, Continuing Review/Reactivation, or Event for a locked project already in IRBNet.*

**INSTRUCTIONS**

1. [My Projects] Find the project that needs a new submission package and click the **Title of the Project**.
2. [Project History] Click the **Project History** button and click the **Create New Package** button below the table.
3. [Designer] Click the **Designer** button and then update documents as listed in the table:
   a. Click the pencil icon to replace the old document with a new document
   b. Click the remove icon to remove a document
   c. Click the **Add New Document** button to add a new document
4. [Sign Package] Click the **Sign this Package** button to sign the package as the UNM Eligible Principal Investigator.
5. [Submit Package] Click the **Submit this Package** button to submit the package to the UNM IRB for processing. Add an optional note to the IRB in the **Comments** text field and click the **Submit** button.

### ACCESS IRB BOARD DOCUMENTS

The IRB has reviewed the package and has made a determination. If approved, the OIRB has provided stamped documents.

**INSTRUCTIONS**

1. [My Projects] Find the project that has a **Board Action** that does not have ‘Pending Review’ (Approved, Approved with Conditions, etc…) and click the **Title of the Project**.
2. [Project Overview] Click the **Review Details** link for the package that has the final Board Action (Approved, Approved with Conditions, etc…).
3. [Review Details] Click the icon to view the board documents
   a. **Decision Letter** – Letter documenting the IRB’s determinations and conditions
   b. **Stamped Document** – Consent and/or recruitment materials stamped with IRB’s approval for use during recruitment and consent of the project.