



IRBNet Submission Instructions

The purpose of this document is to provide IRBNet submission instructions for UNM researchers using IRBNet. Please contact the Office of the IRB for assistance:

irb.unm.edu | **505.277.2644** | IRBMainCampus@unm.edu

All submissions made to the UNM IRB are submitted through IRBNet. Should you need additional assistance with using IRBNet, OIRB offers workshops and consults. Please see the OIRB website for more information. For a smooth IRB review process, please also use the IRB Submission Checklist to ensure that all required documents are submitted.

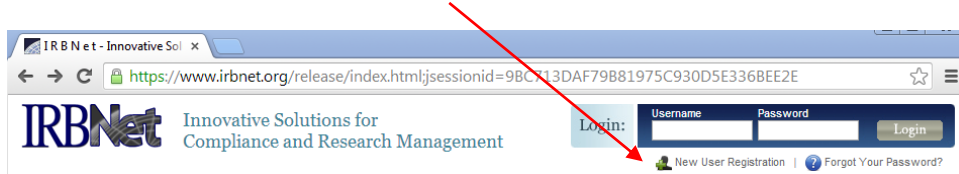
Instructions for:	Description	Page
IRBNet New User Registration & Profile	<i>Create your IRBNet Account using your UNM e-mail address UNMNetID@unm.edu</i>	2
First IRBNet Submission	<i>How to submit your first IRBNet submission for a brand new project or currently approved project</i>	5
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IRBNet New User Registration & Profile

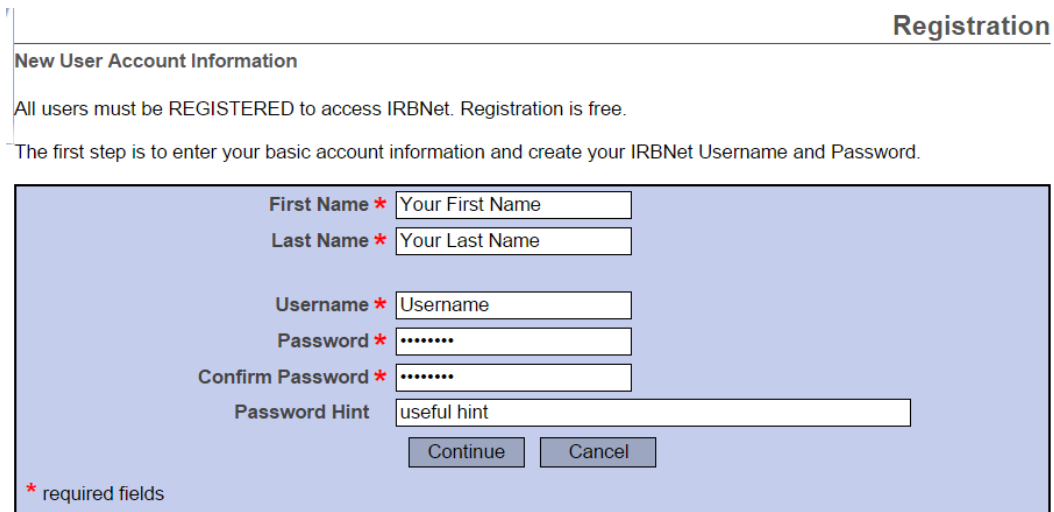
All UNM Main and Branch Campus Investigators that need to submit an IRB application must create an IRBNet Account in order to utilize the system. IRBNet does not interface with the UNM Account System.

Instructions to complete new user registration:

1. Go to www.irbnet.org and click on the **New User Registration** link (upper-right of screen).



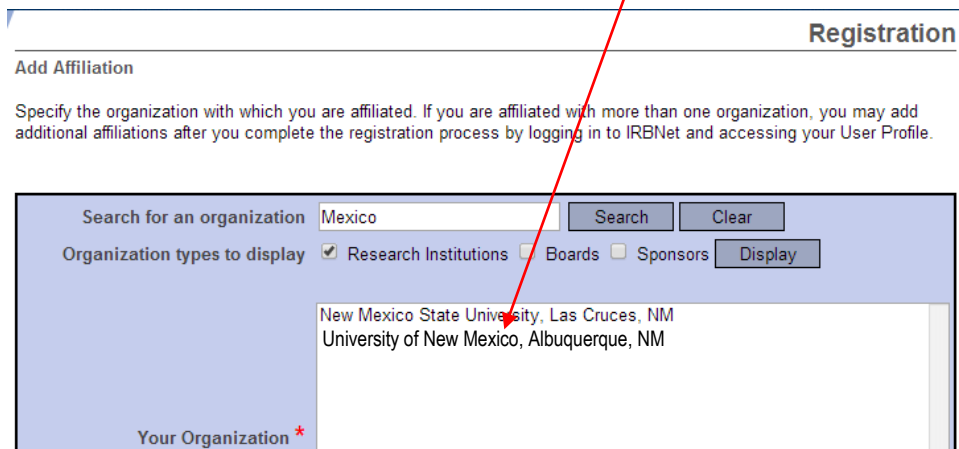
2. Follow the on-screen instructions to create a new user account and click on the **Continue** button.
 - In the 'Username' text field, enter your preferred username.
 - In the 'Password' text field, enter a password that is 8 characters long. You may choose to use your UNM password.



The screenshot shows the 'Registration' page for creating a new user account. The page title is 'Registration' and the section is 'New User Account Information'. Below the title, there is a message: 'All users must be REGISTERED to access IRBNet. Registration is free. The first step is to enter your basic account information and create your IRBNet Username and Password.' The form contains the following fields: 'First Name *' (with placeholder 'Your First Name'), 'Last Name *' (with placeholder 'Your Last Name'), 'Username *' (with placeholder 'Username'), 'Password *' (with placeholder '*****'), 'Confirm Password *' (with placeholder '*****'), and 'Password Hint' (with placeholder 'useful hint'). There are 'Continue' and 'Cancel' buttons at the bottom of the form. A legend indicates that '*' denotes required fields.

3. Read the "IRBNet: Individual User Terms of Use" and click on the **Accept** button.

4. Follow the on-screen instructions to add your affiliation with UNM and click on the **Continue** button.
 - a. In the 'Search for an organization' text field, type "Mexico."
 - b. Make sure that 'Research Institutions' is the only box checked.
 - c. Click on the **Display** button.
 - d. In the 'Your Organization' box, select "University of New Mexico, Albuquerque NM."



Registration

Add Affiliation

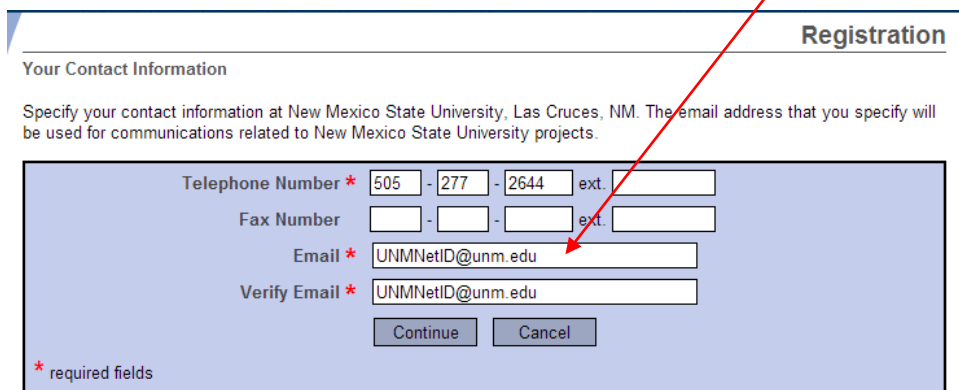
Specify the organization with which you are affiliated. If you are affiliated with more than one organization, you may add additional affiliations after you complete the registration process by logging in to IRBNet and accessing your User Profile.

Search for an organization

Organization types to display Research Institutions Boards Sponsors

Your Organization *
 New Mexico State University, Las Cruces, NM
 University of New Mexico, Albuquerque, NM

5. Follow the on-screen instructions to enter your contact information and click on the **Continue** button.
 - In the Telephone Number field, please enter a number that the IRB can use to reach you. Often times the IRB calls to address urgent concerns like "fast track" requests.
 - In the 'Email' text field, enter your full UNM e-mail address (UNMNetID@unm.edu).



Registration

Your Contact Information

Specify your contact information at New Mexico State University, Las Cruces, NM. The email address that you specify will be used for communications related to New Mexico State University projects.

Telephone Number * - - ext.

Fax Number - - ext.

Email *

Verify Email *

* required fields

6. Review your information and edit as necessary. Click on the **Register** button. IRBNet will send an e-mail to your UNM e-mail address that you provided in step 5. You will need to open this message and click on the link provided to activate your account. After you have successfully activated your IRBNet account, log into the IRBNet system to manage your user profile and submit IRB submissions.

Instructions to manage your IRBNet user profile:

1. Go to <http://www.irbnet.org> and log in using your IRBNet account username and password.
2. Click on the **User Profile** link (upper-right of screen).
3. Review and edit your IRBNet user account and affiliations as necessary
4. In the 'External Accounts' section, click on the **Add an External Account** link. You will see a pop-up window that will ask you to provide information CITI Training Program.
 - a. In the 'CITI Member ID' text field, enter your CITI Member ID number.
 - b. Click on the **Continue** button.

5. In the 'Training & Credentials' section, click on the **Add a New Training & Credentials Record** link.
 - a. In the 'Document Type' drop-down menu, select 'CV/Resume'.
 - b. In the 'Effective Date' field, click on the **Calendar** icon and select the date that your CV/Resume was last updated
 - c. Click on the **Choose File** button and search your computer for your current CV/Resume to upload into your user profile.
 - d. When you are satisfied with the information provided, click on the **Attach** button

- e. In the 'Document Type' drop-down menu, select 'CITI – Human Subjects Research'.
- f. In the 'Effective Date' field, click on the **Calendar** icon and select the date that you passed the course
- g. Click on the **Choose File** button and search your computer for your current CITI Completion Report to upload into your user profile.
- h. When you are satisfied with the information provided, click on the **Attach** button

First IRBNet Submission

All first-time IRBNet submissions for a project will be entered into IRBNet as a new project. The UNM OIRB did not preload the system with your approved projects, therefore, it is the responsibility of the Principal Investigator to provide this information for each project upon the very first IRBNet submission. This will only need to happen once for each individual on-going project. Follow the OIRB Submission Checklist to ensure all needed documents are attached.

Instructions to submit your first IRBNet submission:

1. Go to <http://www.irbnet.org> and log in using your IRBNet account username and password.
2. Click on the **Create New Project** button (left of screen) to go to the 'Project Information' page.
3. Follow the on-screen instructions to create a new project and click on the **Continue** button to go to the 'Designer' page.
 - a. The 'Research Institution' is "University of New Mexico, Albuquerque, NM."
 - b. In the 'Title' text field, enter title of your project.
 - c. In the 'Local Principal Investigator' text fields, enter the First and Last Name and degrees of the UNM Principal Investigator of Record¹.
 - d. In the 'Keywords' text field, enter words that will help you quickly identify your project, if any.
 - e. In the 'Sponsor' text field, enter the organization that is providing monetary support, if any.
 - f. In the 'Internal Reference Number' text field, enter the number that will help you quickly identify your project, if any.

Project Information

Create a New Project

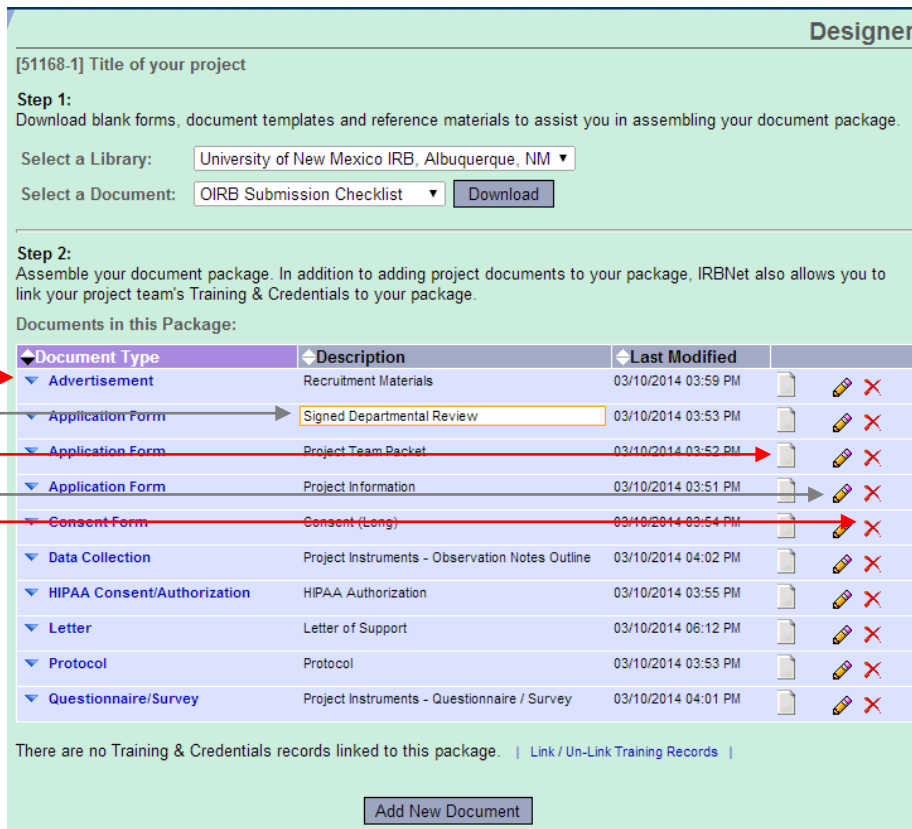
To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution:	<input type="text" value="University of New Mexico, Albuquerque, NM"/>		
Title: *	<input style="width: 100%;" type="text" value="Title of your project"/>		
Local Principal Investigator:	First Name: *	<input style="width: 100%;" type="text" value="First Name"/>	
	Last Name: *	<input style="width: 100%;" type="text" value="Last Name"/>	Degree(s): <input style="width: 100%;" type="text" value="PhD"/>
Keywords:	<input style="width: 100%;" type="text" value="example, new project"/>		
Sponsor:	<input style="width: 100%;" type="text" value="NIH-NIDA"/>		
Internal Reference Number:	You may specify an internal account number, billing identifier or reference number for this project. <input style="width: 100%;" type="text" value="R01-123456789"/>		
	<input type="button" value="Continue"/> <input type="button" value="Cancel"/>		

* required fields

¹The individual that is identified as the UNM Principal Investigator must meet the criteria for PI eligibility. Please refer to the UNM Office of the IRB's policy on Principal Investigator Eligibility.

4. In Step 1 of the “Designer” page, you can download and save copies of IRB Forms and Templates to your computer. Please note that the same forms are available in the IRB Library at irb.unm.edu. If you have completed some or all of the required forms as noted in the OIRB Submission Checklist, skip this step and go to step 6 to attach your documents.
 - a. In the ‘Select a Document’ drop-down menu, select the “OIRB Submission Checklist.” Use this checklist as a guide to download the appropriate and required Forms and Templates for a specific submission.
 - b. Click on the **Download** button to save the document to your computer.
 - c. Repeat step 4 to download the appropriate documents for a specific submission.
5. On your computer, search for the documents that you have downloaded from IRBNet. Open each document and provide the appropriate information. All IRB Forms that have a signature line are required to be signed by the appropriate individual.
6. In Step 2 of the ‘Designer’ page, upload your completed IRB documents from your computer. Follow the OIRB submission checklist to upload the appropriate and required IRB forms and project documents.
 - a. Click on the **Add New Document** button. This will take you to the ‘Attach Document’ page.
7. Follow the on-screen instructions to attach a document:
 - a. In the ‘Document Type’ drop-down menu, select the appropriate document type.
 - b. In the ‘Description’ text field, enter the name of the document.
 - c. Click on the **Choose File** button and search your computer for your completed IRB Forms/Templates to upload into this project.
 - d. Use the IRB Submission Checklist to help identify and label documents. When you are satisfied with the information provided, click on the **Attach** button.
8. Documents that you have attached will appear in the “Documents in this Package” section of the ‘Designer’ page. Review the documents that you have attached to this project and revise information as needed.
 - To change the ‘Document Type,’ click the arrow to the left of the document type and select the appropriate document type in the dropdown menu.
 - To update the ‘Description,’ click the text in the description column and edit as needed.
 - To download a copy of the document, click the paper icon.
 - To edit a document, click the pencil icon.
 - To remove/delete a document, click the X icon.



Designer

[51168-1] Title of your project

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: ▾

Select a Document: ▾ **Download**

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

Documents in this Package:

Document Type	Description	Last Modified			
Advertisement	Recruitment Materials	03/10/2014 03:59 PM			
Application Form	Signed Departmental Review	03/10/2014 03:53 PM			
Application Form	Project Team Packet	03/10/2014 03:52 PM			
Application Form	Project Information	03/10/2014 03:51 PM			
Consent Form	Consent (Long)	03/10/2014 03:54 PM			
Data Collection	Project Instruments - Observation Notes Outline	03/10/2014 04:02 PM			
HIPAA Consent/Authorization	HIPAA Authorization	03/10/2014 03:55 PM			
Letter	Letter of Support	03/10/2014 06:12 PM			
Protocol	Protocol	03/10/2014 03:53 PM			
Questionnaire/Survey	Project Instruments - Questionnaire / Survey	03/10/2014 04:01 PM			

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

Add New Document

9. Click on the **Share this Package** button to grant permission levels to project team members that have an active IRBNet account and need to edit, review, and sign project packages. Please note that this does not replace the Project Team Form.
 - Principal Investigator of Record (UNM Faculty) – required to edit, review, and sign all IRBNet packages.
 - Project Coordinator – can edit packages for PI of Record to review.
 - Lead Student Investigator – can edit packages for PI of Record to review.
10. Click on the **Share** link (center-left of screen)
11. Follow the on-screen instructions to display the list of users affiliated with a specific organization.
 - a. In the ‘Search for an organization’ text field, type “Mexico.”
 - b. Make sure that ‘Research Institutions’ is the only box checked.
 - c. Click on the **Display** button.
 - d. In the ‘Your Organization’ box, select “University of New Mexico, Albuquerque NM.”
 - e. Click on the **Select Organization** button.

12. A listing of users affiliated with the organization AND with active IRBNet accounts will appear. Follow the on-screen instructions to grant access to IRBNet users.
 - a. Locate the individual user.
 - b. Click on the **Radio** button next to the appropriate ‘Access Type.’
 - c. In the ‘Your Comments’ text field, you may choose to include comments for the individual(s).
 - d. Click on the **Save** button.

User	Access Type
Principal & Lead Investigators	<input checked="" type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input type="radio"/> No Access
Project Coordinator	<input type="radio"/> Full <input checked="" type="radio"/> Write <input type="radio"/> Read <input type="radio"/> No Access
Research Assistant	<input type="radio"/> Full <input type="radio"/> Write <input checked="" type="radio"/> Read <input type="radio"/> No Access
Random IRBNet User	<input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access

4 Users found, displaying all Users.

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments



13. Click on the **Project Overview** button to review and edit this package as necessary.

- Click on the **Edit** link to edit the 'Project Information.'
- Click on the **Designer** link (center of screen) or button (left of screen) to review and edit the 'Documents in this Package.'
- Click on the **Shared** link (center of screen) or the **Share this Project** button (left of screen) to edit the 'Share Project' access types.

The screenshot shows the 'Project Overview' page for a researcher named Penelope. The left sidebar contains navigation options: 'My Projects', 'Project Administration', and 'Other Tools'. The main content area displays project details for package 51168-1, including a table for 'Project Status' and a table for 'Shared' users. Red arrows from the instructions point to the 'Project Overview' button in the sidebar, the 'Edit' link, the 'Designer' link, and the 'Shared' link.

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts

Project Overview

[51168-1] Title of your project

You have Full access to this project. [\(Edit\)](#)

Research Institution	University of New Mexico, Albuquerque, NM
Title	Title of your project
Principal Investigator	Last Name, First Name, PhD
Keywords	example, new project
Sponsor	NIH-NIDA
Internal Reference Number	R01-123456789

The documents for this project can be accessed from the **Designer**.

Project Status as of: 03/11/2014

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
There is no Project Status information to display as of 03/11/2014.			

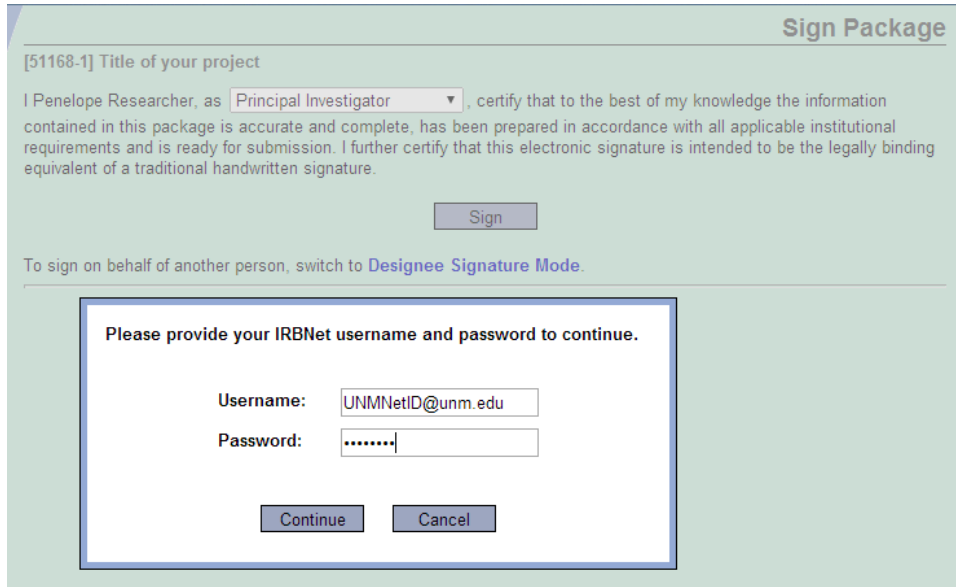
Package 51168-1 is: **Work in progress** Package 1 of 1 | [Jump](#)

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

Shared with the following users:

User	Organization	Access Type
Researcher, Penelope	University of New Mexico, Albuquerque, NM	Full

14. Once the Principal Investigator of Record is satisfied with the information provided in this package, the Principal Investigator of Record will need to sign this package.
 - a. Click on the **Sign this Package** button (left of screen).
 - b. Read the attestation and select 'Principal Investigator' from the drop-down menu.
 - c. Click on the **Sign** button. You will see a pop-up window that will ask you to provide your IRBNet username and password.
 - d. Enter your IRBNet Username and Password.
 - e. Click on the **Continue** button.



Sign Package

[51168-1] Title of your project

I Penelope Researcher, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

Sign

To sign on behalf of another person, switch to **Designee Signature Mode**.

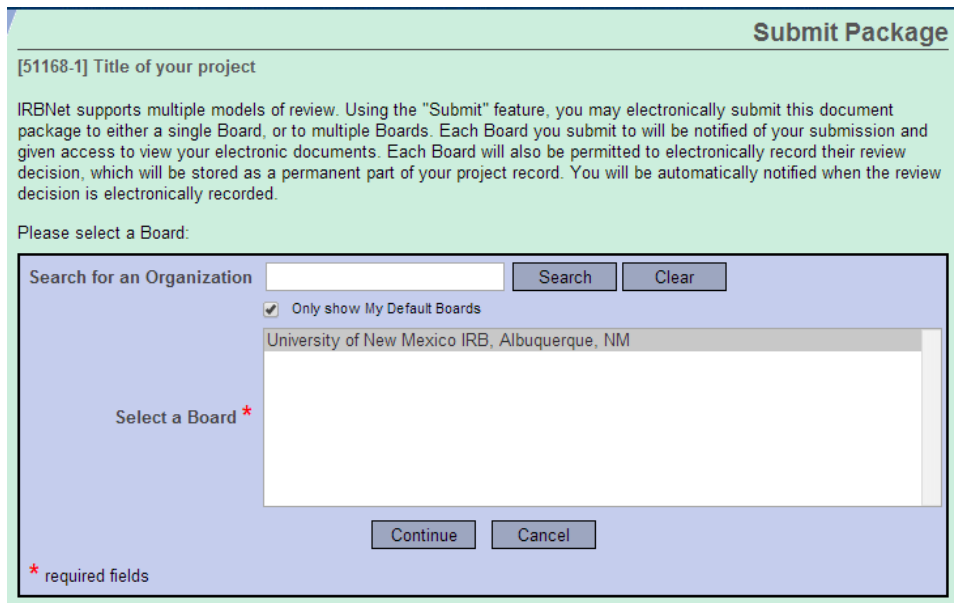
Please provide your IRBNet username and password to continue.

Username: UNMNetID@unm.edu

Password:

Continue **Cancel**

15. After the package has been reviewed and signed by the Principal Investigator of Record, the package can be submitted for IRB processing. Submitting the package will lock it to any edits or additions; ensure that your submission is complete before submitting for processing. Follow the OIRB Submission Checklist to ensure all needed documents are attached.
 - a. Click on the **Submit this Package** button (left of screen).
16. Follow the on-screen instructions to submit this package for IRB review.
 - a. The default board in the 'Select a Board' field will list 'University of New Mexico IRB, Albuquerque, NM.'
 - b. Click on the **Continue** button.



Submit Package

[51168-1] Title of your project

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

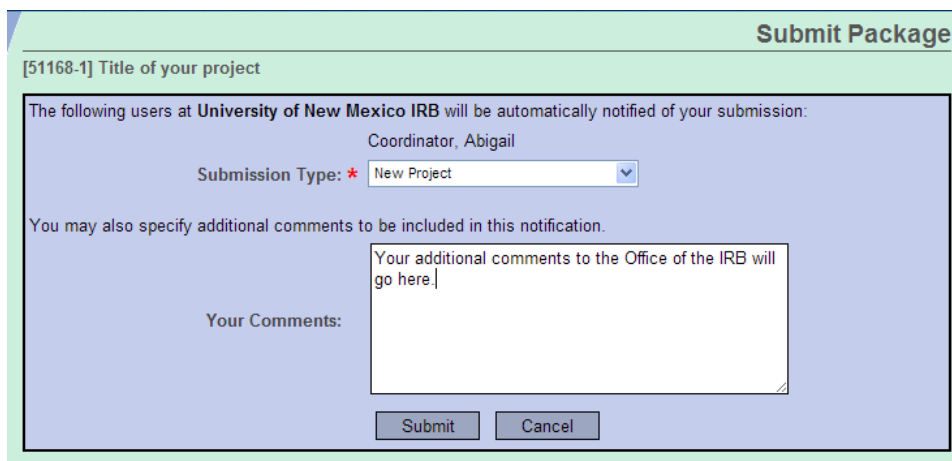
Only show My Default Boards

University of New Mexico IRB, Albuquerque, NM

Select a Board *

* required fields

- c. In the 'Submission Type' drop-down menu, select the appropriate submission type for this package.
- d. In the 'Your Comments' text field, you may specify any additional comments to be included in the notification to the Office of the IRB. Follow the guidance provided in the OIRB submission checklist.
- e. Click on the **Submit** button.



Submit Package

[51168-1] Title of your project

The following users at **University of New Mexico IRB** will be automatically notified of your submission:
Coordinator, Abigail

Submission Type: *

You may also specify additional comments to be included in this notification.

Your Comments:

17. Click on the **Project Overview** link (center of screen) or button (left of screen) to review this package as necessary. At this time, this package is now 'locked' and cannot be edited. Keep the following in mind as you are reviewing the information on this page:

- Access your 'locked' project documents by going to the 'Designer' page.
- View on-demand project status updates by looking at the 'Project Status.'
- View on-demand package status updates by looking at the 'Board Action.'

Welcome to IRBNet
Penelope Researcher

My Projects
Create New Project
My Reminders (18)

Project Administration

Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History

Messages & Alerts (1)

Other Tools
Forms and Templates

Project Overview

[51168-1] Title of your project

You have Full access to this project. (Edit)

Research Institution University of New Mexico, Albuquerque, NM

Title Title of your project

Principal Investigator Last Name, First Name, PhD

Keywords example, new project

Sponsor NIH-NIDA

Internal Reference Number R01-123456789

The documents for this project can be accessed from [the Designer](#).

Project Status as of: 03/11/2014

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
University of New Mexico IRB, Albuquerque, NM		Pending Review	

Package 51168-1 is: 🔒 Locked Package 1 of 1 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
University of New Mexico IRB, Albuquerque, NM	03/11/2014	New Project	Pending Review	

Shared with the following users:

User	Organization	Access Type
Researcher, Penelope	University of New Mexico, Albuquerque, NM	Full

Responding to an 'Unlocked' IRBNet Submission Package

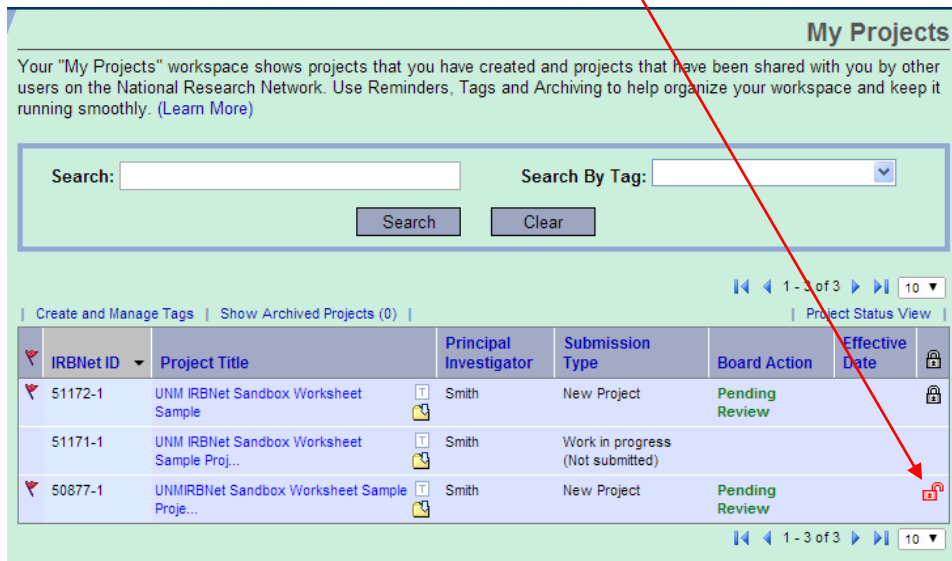
The OIRB staff will 'unlock' an IRBNet package for the following situations:

- The OIRB staff has conducted a pre-review of the package and notes that items are either missing from the package or more information is needed before sending the package for IRB review.
- The Principal Investigator has contacted the OIRB Staff requesting to make changes to the package prior to pre-review.

If any of the above situations are true for your package, follow the instructions below to respond to an unlocked IRBNet submission package.

Instructions to respond to your unlocked IRBNet submission package:

1. Go to <http://www.irbnet.org> and log in using your IRBNet account username and password.
2. Click on the **My Project** button (left of screen) to go to the 'My Projects' page.
3. Locate the package that is unlocked and click on the **Red Unlocked** icon (right of screen). This will take you to the 'Designer' page.



My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

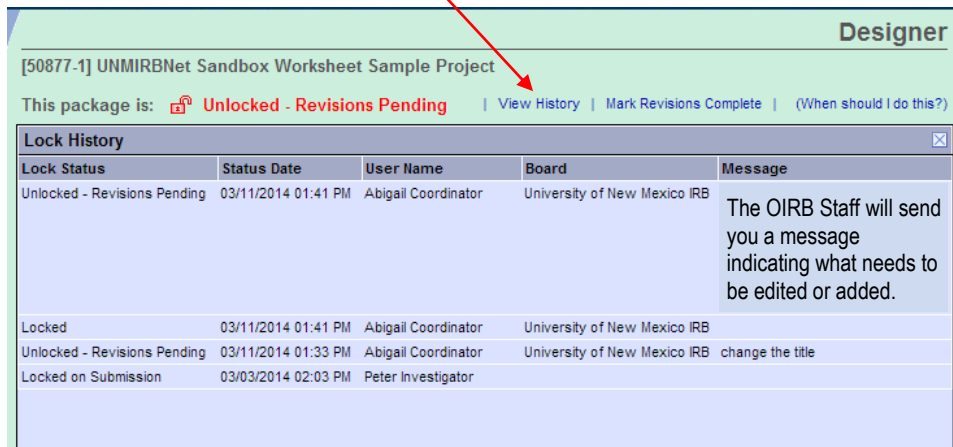
Search: Search By Tag:

1 - 3 of 3 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
51172-1	UNM IRBNet Sandbox Worksheet Sample	Smith	New Project	Pending Review	
51171-1	UNM IRBNet Sandbox Worksheet Sample Proj...	Smith	Work in progress (Not submitted)		
50877-1	UNMIRBNet Sandbox Worksheet Sample Proje...	Smith	New Project	Pending Review	

1 - 3 of 3 10

4. In the 'Designer' page, click the **View History** link (upper-center of screen). This will show you the 'Lock history' and contains messages related to each action.



Designer

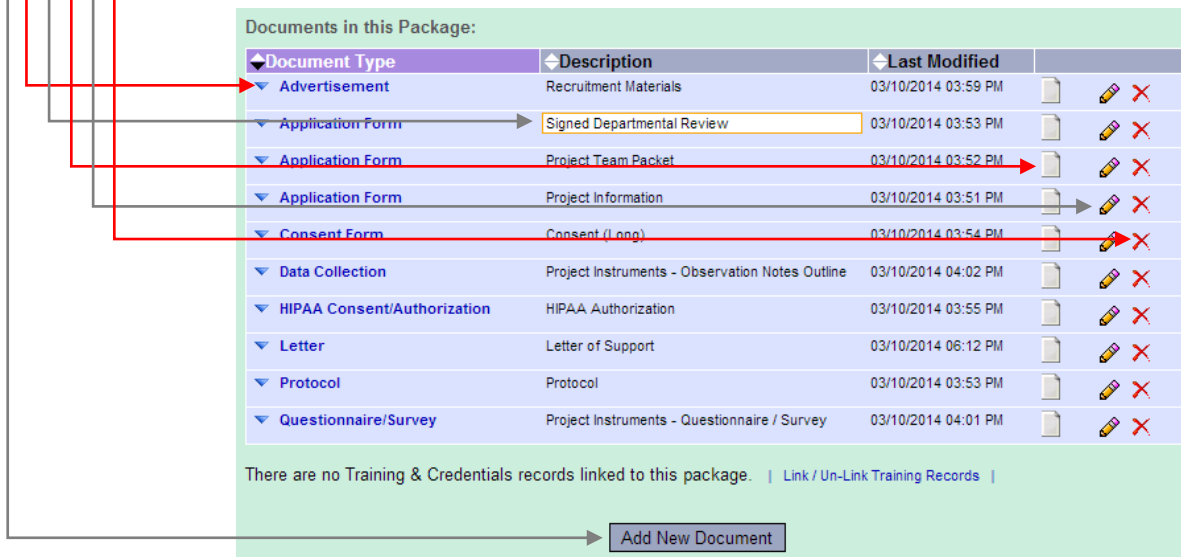
[50877-1] UNMIRBNet Sandbox Worksheet Sample Project

This package is: Unlocked - Revisions Pending | [View History](#) | [Mark Revisions Complete](#) | (When should I do this?)

Lock Status	Status Date	User Name	Board	Message
Unlocked - Revisions Pending	03/11/2014 01:41 PM	Abigail Coordinator	University of New Mexico IRB	The OIRB Staff will send you a message indicating what needs to be edited or added.
Locked	03/11/2014 01:41 PM	Abigail Coordinator	University of New Mexico IRB	
Unlocked - Revisions Pending	03/11/2014 01:33 PM	Abigail Coordinator	University of New Mexico IRB	change the title
Locked on Submission	03/03/2014 02:03 PM	Peter Investigator		

5. Review the message to see what needs to be edited or added in the 'Designer' page.

- If you need to add a new document, click the **Add New Document** button (lower-center of screen).
- To change the 'Document Type,' click the arrow to the left of the document type and select the appropriate document type in the dropdown menu.
- To update the 'Description,' click the text in the description column and edit as needed.
- To download a copy of the document, click the paper icon.
- To edit a document, click the pencil icon.
- To remove/delete a document, click the X icon.



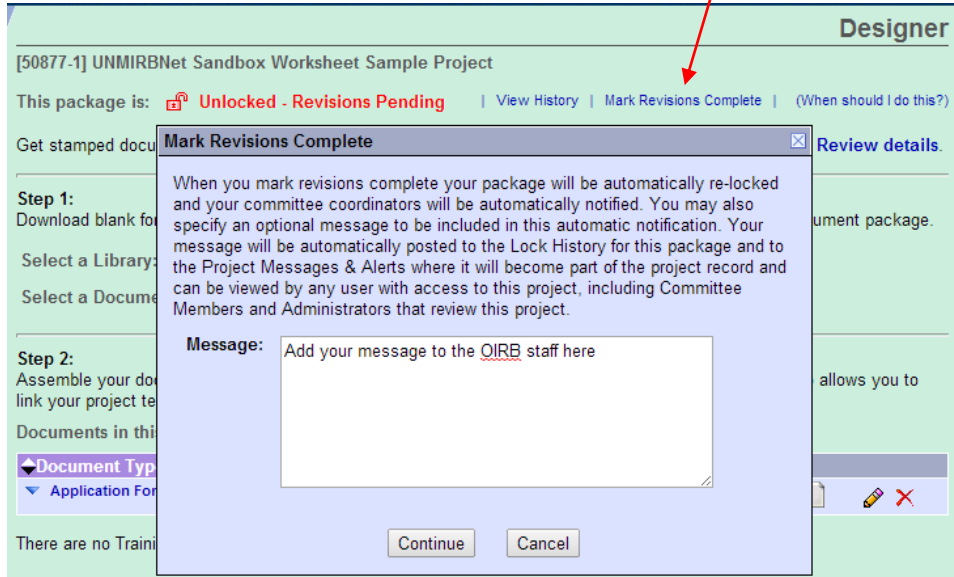
Documents in this Package:

Document Type	Description	Last Modified			
Advertisement	Recruitment Materials	03/10/2014 03:59 PM			
Application Form	Signed Departmental Review	03/10/2014 03:53 PM			
Application Form	Project Team Packet	03/10/2014 03:52 PM			
Application Form	Project Information	03/10/2014 03:51 PM			
Consent Form	Consent (Long)	03/10/2014 03:54 PM			
Data Collection	Project Instruments - Observation Notes Outline	03/10/2014 04:02 PM			
HIPAA Consent/Authorization	HIPAA Authorization	03/10/2014 03:55 PM			
Letter	Letter of Support	03/10/2014 06:12 PM			
Protocol	Protocol	03/10/2014 03:53 PM			
Questionnaire/Survey	Project Instruments - Questionnaire / Survey	03/10/2014 04:01 PM			

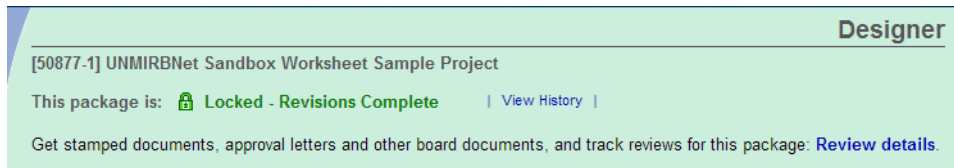
There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

Add New Document

6. When you are satisfied with your revisions, click on the **Mark Revisions Complete** link (upper-center of screen). You will see a pop up window to continue marking revisions as complete.
 - a. In the 'Message' text field, add your message to the OIRB.
 - b. Click on the **Continue** button to 'lock' your package.



- c. You will see that 'This package is: Locked – Revisions Complete' and is waiting for the OIRB staff to pre-review your revisions.



Creating a new package for a ‘Locked’ IRBNet Project

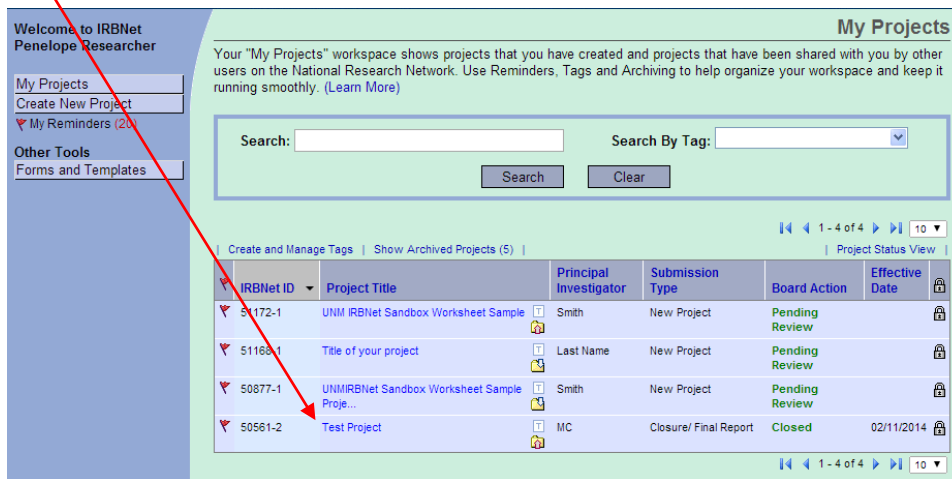
The Principal Investigator will need to create a new package for the following situations:

- The PI has received an IRB determination letter indicating that the IRB has conducted a review of the submission and
 - requires modifications or more information to secure approval; PI is submitting a modification response.
 - determines that more information is required to make a determination; PI is submitting a response.
 - disapproves the submission; the PI is submitting an appeal for IRB reconsideration.
- The expiration date is approaching for this project and continuing review is required to request continuing IRB approval.
- The project is closed or has expired and the PI wishes to reactivate this project to commence research activities.
- The PI intends to make changes to this project and needs to submit an amendment to request IRB approval.
- Something has happened with this project and the PI needs to report an event to request IRB review.

If any of the above situations are true for your project, follow the instructions below to respond to create a new package for a ‘locked’ project

Instructions to create a new package for a ‘locked’ project:

1. Go to <http://www.irbnet.org> and log in using your IRBNet account username and password.
2. Click on the **My Projects** button (left of screen) to go to the ‘My Projects’ page.
3. Locate the project that you want to respond to IRB modifications or continue, reactivate, amend, report and click on the **Title of Project** icon (lower-right of screen). This will take you to the ‘Project Overview’ page.



Welcome to IRBNet
Penelope Researcher

My Projects
Create New Project
My Reminders (20)
Other Tools
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

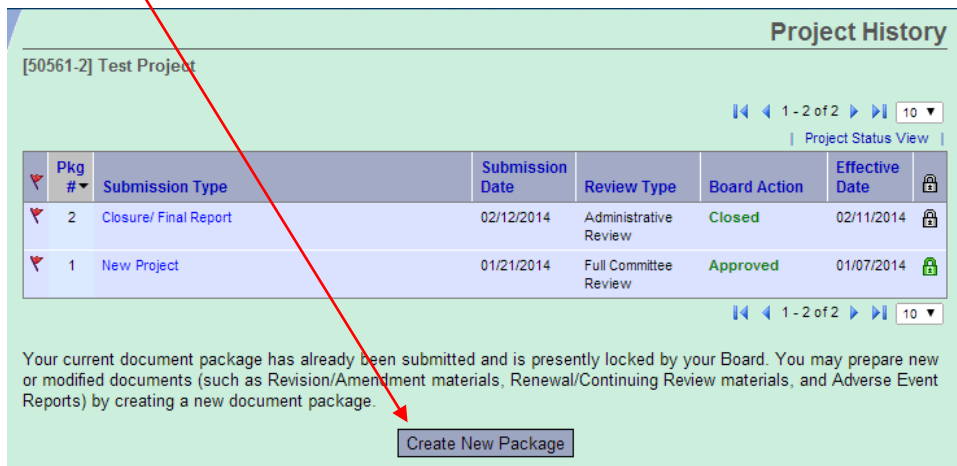
Search Clear

1 - 4 of 4 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
51172-1	UNM IRBNet Sandbox Worksheet Sample	Smith	New Project	Pending Review	
51168-1	Title of your project	Last Name	New Project	Pending Review	
50877-1	UNMIRBNet Sandbox Worksheet Sample Proje...	Smith	New Project	Pending Review	
50561-2	Test Project	MC	Closure/ Final Report	Closed	02/11/2014

1 - 4 of 4 10

4. Click on the **Project History** button (left of screen) to go to the 'Project History' page.
5. Click on the **Create New Package** button (center of screen) to create a new package.



Project History

[50561-2] Test Project

1 - 2 of 2 | 10

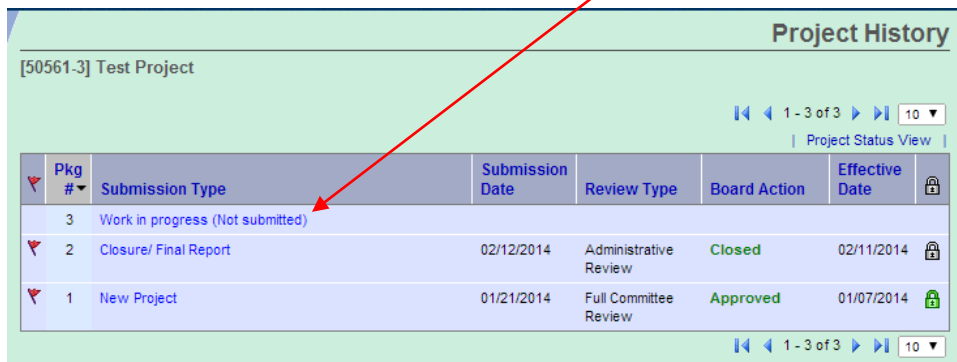
Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date
2	Closure/ Final Report	02/12/2014	Administrative Review	Closed	02/11/2014
1	New Project	01/21/2014	Full Committee Review	Approved	01/07/2014

1 - 2 of 2 | 10

Your current document package has already been submitted and is presently locked by your Board. You may prepare new or modified documents (such as Revision/Amendment materials, Renewal/Continuing Review materials, and Adverse Event Reports) by creating a new document package.

[Create New Package](#)

6. The package that you have just created will show up in the 'Project History' table with the 'Submission Type' set to "Work in progress (Not submitted)". Click on the **Work in progress (not submitted)** link (center of screen) to go to the 'Designer' page for this package.



Project History

[50561-3] Test Project

1 - 3 of 3 | 10

Pkg #	Submission Type	Submission Date	Review Type	Board Action	Effective Date
3	Work in progress (Not submitted)				
2	Closure/ Final Report	02/12/2014	Administrative Review	Closed	02/11/2014
1	New Project	01/21/2014	Full Committee Review	Approved	01/07/2014

1 - 3 of 3 | 10



7. Attach new documents to this package.

- a. If you need to complete a new IRB Form or Template, download a document from the library to your computer. For detailed instructions, go to instructions for 'First IRBNet Submission, steps 4 and 5.'
- b. When you are satisfied with your new documents, attach the documents to this package by clicking on the **Add New Document** button. Follow the on-screen instructions to attach a document. For detailed instructions, go to instructions for 'First IRBNet Submission, steps 6, 7 and 8.'

8. Attach revised documents from a previous package.

- a. If you need to revise previously approved documents, click on the **Paper** icon to download a copy of the currently approved version to your computer.
- b. When you are satisfied with your revised documents, click on the **Pencil** icon to attach the newer version. Follow the on-screen instructions to attach a revised document.

Designer

[50561-3] Test Project

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Select a Document:

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Application Form	Amendment Application	03/12/2014 06:29 PM	
Application Form	Application Form	03/12/2014 06:39 PM	
Letter	Response to IRB Modifications	03/12/2014 06:29 PM	

There are no Training & Credentials records linked to this package. | [View All Links](#) | [Link / Un-Link Training Records](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

(When should I do this?)

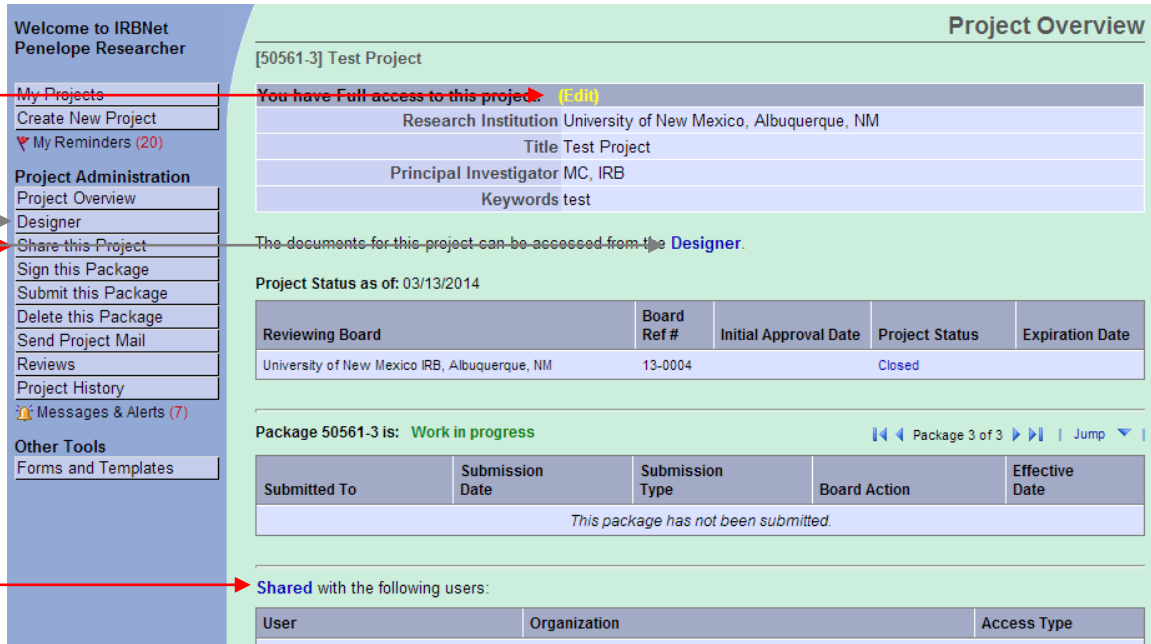
OR

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	
1	Study Plan	Study Plan	01/21/2014 12:32 PM	01/21/2014	

18. Click on the **Project Overview** button to review and edit this package as necessary.

- Click on the **Edit** link to edit the 'Project Information.'
- Click on the **Designer** link (center of screen) or button (left of screen) to review and edit the 'Documents in this Package.'
- Click on the **Shared** link (center of screen) or the **Share this Project** button (left of screen) to edit the 'Share Project' access types.



Welcome to IRBNet
Penelope Researcher

Project Overview

[50561-3] Test Project

You have Full access to this project. [\(Edit\)](#)

Research Institution University of New Mexico, Albuquerque, NM

Title Test Project

Principal Investigator MC, IRB

Keywords test

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 03/13/2014

Reviewing Board	Board Ref #	Initial Approval Date	Project Status	Expiration Date
University of New Mexico IRB, Albuquerque, NM	13-0004		Closed	

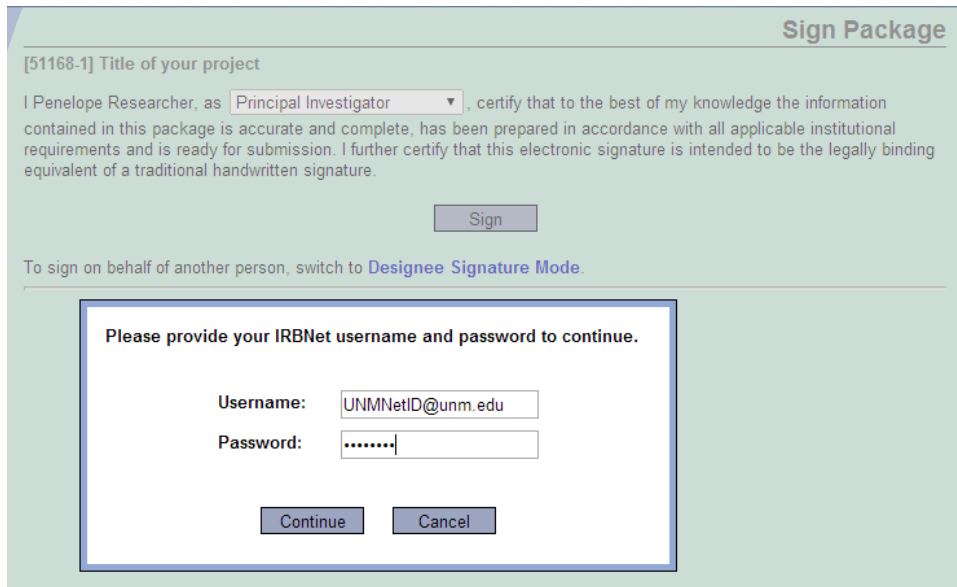
Package 50561-3 is: **Work in progress** Package 3 of 3 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
<i>This package has not been submitted.</i>				

Shared with the following users:

User	Organization	Access Type
------	--------------	-------------

19. Once the Principal Investigator of Record is satisfied with the information provided in this package, the Principal Investigator of Record will need to sign this package.
- Click on the **Sign this Package** button (left of screen).
 - Read the attestation and select 'Principal Investigator' from the drop-down menu.
 - Click on the **Sign** button. You will see a pop-up window that will ask you to provide your IRBNet username and password.
 - Enter your IRBNet Username and Password.
 - Click on the **Continue** button.



Sign Package

[51168-1] Title of your project

I Penelope Researcher, as **Principal Investigator**, certify that to the best of my knowledge the information contained in this package is accurate and complete, has been prepared in accordance with all applicable institutional requirements and is ready for submission. I further certify that this electronic signature is intended to be the legally binding equivalent of a traditional handwritten signature.

Sign

To sign on behalf of another person, switch to **Designee Signature Mode**.

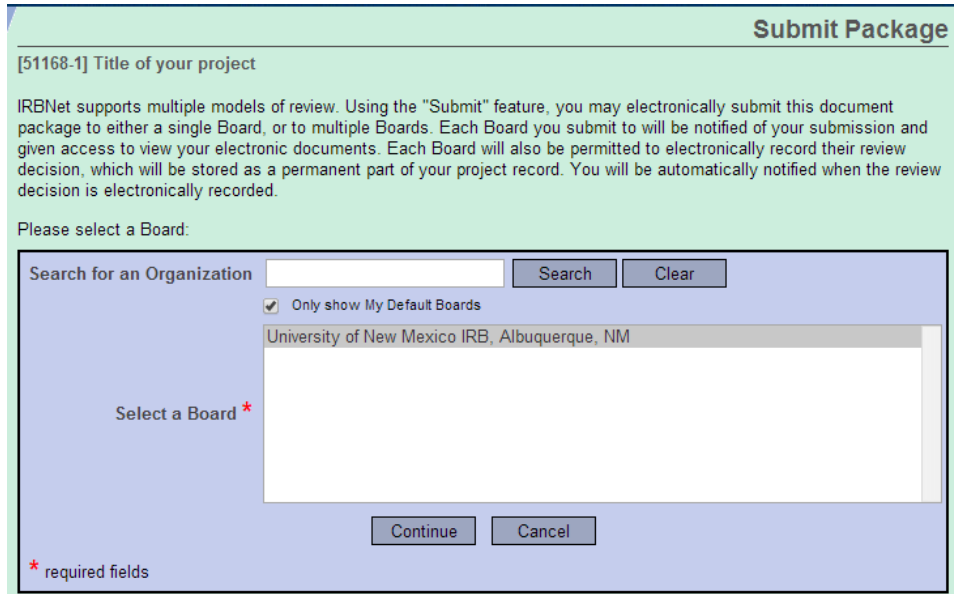
Please provide your IRBNet username and password to continue.

Username: UNMNetID@unm.edu

Password:

Continue **Cancel**

20. After the package has been reviewed and signed by the Principal Investigator of Record, the package can be submitted for IRB processing.
 - a. Click on the **Submit this Package** button (left of screen).
21. Follow the on-screen instructions to submit this package for IRB review.
 - a. The default board in the 'Select a Board' field will list 'University of New Mexico IRB, Albuquerque, NM.'
 - b. Click on the **Continue** button.



Submit Package

[51168-1] Title of your project

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization


Only show My Default Boards

University of New Mexico IRB, Albuquerque, NM

Select a Board *

* required fields

- c. In the 'Submission Type' drop-down menu, select the appropriate submission type for this package.
- d. In the 'Your Comments' text field, you may specify any additional comments to be included in the notification to the Office of the IRB. Follow the guidance provided in the OIRB submission checklist.
- e. Click on the **Submit** button.



Submit Package

[51168-1] Title of your project

The following users at **University of New Mexico IRB** will be automatically notified of your submission:
Coordinator, Abigail

Submission Type: *

You may also specify additional comments to be included in this notification.

Your Comments:



22. Click on the **Project Overview** link (center of screen) or button (left of screen) to review this package as necessary. At this time, this package is now 'locked' and cannot be edited. Keep the following in mind as you are reviewing the information on this page:

- Access your 'locked' project documents by going to the 'Designer' page.
- View on-demand project status updates by looking at the 'Project Status.'
- View on-demand package status updates by looking at the 'Board Action.'

Welcome to IRBNet
Penelope Researcher

Project Overview

[51168-1] Title of your project

You have Full access to this project. (Edit)

Research Institution University of New Mexico, Albuquerque, NM

Title Title of your project

Principal Investigator Last Name, First Name, PhD

Keywords example, new project

Sponsor NIH-NIDA

Internal Reference Number R01-123456789

The documents for this project can be accessed from **the Designer.**

Project Status as of: 03/11/2014

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
University of New Mexico IRB, Albuquerque, NM		Pending Review	

Package 51168-1 is: **Locked**

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
University of New Mexico IRB, Albuquerque, NM	03/11/2014	New Project	Pending Review	

Shared with the following users:

User	Organization	Access Type
Researcher, Penelope	University of New Mexico, Albuquerque, NM	Full