

IRB NET INSTRUCTIONS

For first time users: You must create a new user account, this is available at the top right corner of the IRBNet website by clicking on "New User Registration". Please register with your first and last name only.

To Create A New Study

1. On left side, choose "Create New Study". You will then be prompted to add in your study information, including Title and Principal Investigator Information.
2. On left side, choose "Study Designer". To upload documents that you have saved on your computer go to "Click here to attach documents to this study". The Form Library is an option just below that will allow you to pull up any applications that you need to complete for your project. You can use the Form Library to save the form, once its completed; it can then be uploaded as described above.
3. On left side, choose "Share this Study" so that you can grant access to anyone who will be assisting you on the study (please note that they will need to be registered users of IRB Net). Choose "Give Access" and choose anyone registered to your studies. (If there is no one else working on your project you may skip this step).
4. On left side, choose "Sign Study". It is required by the IRB that all Principal Investigators must electronically sign their submissions before they are submitted for review.
5. On left side, choose "Submit this Study". Sparrow IRB is the first choice shown. Click "Continue" to submit your study, along with all of the documents that you uploaded to the Sparrow IRB for review.
6. If you want to review your submission, on the left side you can choose "Study Overview". This will give you all of the details of your submission.

Accessing an Old Study

1. Upon logging in to IRB Net, all studies that you have access to will be available for viewing.
2. You will need to choose the study you wish to view, then you can view and print all documents that the IRB has produced from your submission upon their review.

Submitting Study Renewals, Revisions, and Other Documents to an already created study

1. Log into IRB Net
2. Choose the study that you wish to submit for Renewal, etc
3. On left side, choose "Study History". Click on "Create New Package". You will then have an "In Progress" package to choose. Enter that package. You will then be able to upload all documents that are saved on your computer for your submission. To retrieve a blank renewal or amendment application, choose Forms Library. You will then be able to download the application, fill it out, and then upload into IRB Net.
4. On left side, choose "Sign Study". The IRB requires that all Principal Investigators sign the study submissions.
5. On left side, choose "Submit this Study". Sparrow IRB is the first choice. Choose "Continue", and this will submit your package to the IRB for review.