The MSA Student’s Guide to IRBNet

Registration, forms, and processing

Central Michigan University
July 2016
NOTE: Provide yourself with plenty of time for the review process to take place. The IRB recommends that researchers expect a minimum of four weeks from the time of submission to time of approval.

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Important information about seeking IRB approval (read first)

The majority of students enrolled in MSA 699 will not be required to take CITI training or seek IRB approval for their projects. **The exceptions to this policy are those cases where the student’s work involves human subjects and would be considered “research” under the federal guidelines.** Projects considered “research” are those projects using human subjects that generate findings that can be generalized and that are intended from the outset of the project to be disseminated to a wider audience. For example, a student conducting a project and using human subjects with the intent to publish the findings or report the findings to a broader audience, i.e., state or regional, national or international conference or outside of the researcher’s organization, must complete CITI training and seek IRB approval. On the other hand, a student conducting a work-related project with human subjects and reporting the findings within the organization is not required to seek IRB approval.

If you meet the two conditions above, please continue reading this document. If IRB approval is needed, all submissions of new and continuing applications for Human Subject Research (exempt, expedited, and full review) must be submitted through IRBNet. Entering studies into this system will allow investigators and the IRB committee easy access to the application and its status. Most communication about an IRB Application will take place on IRBNet through documents that the researcher and the IRB Committee upload and share.

Read about the university’s IRB policies at

https://www.cmich.edu/office_provost/ORGS/ComplianceandResearchIntegrity/InstitutionalReviewBoard/Pages/Policies-and-SOPs.aspx

Registering on IRBNet

You should register on IRBNet as soon as possible. Since you will be sharing your study with others, such as your MSA 699 monitor and MSA office staff, they will need to register, too.

**TIP:** Idle time out on IRBNet is 15 minutes.

1. Go to the IRBNet website at [http://www.irbnet.org](http://www.irbnet.org)
2. Click on “New User Registration” in the upper right hand corner.

If you ever forget your password, click on this link.
3. That will take you to this screen, in which you register for a free account.

First Name: This field is required. Type your first name in the space provided.
Last Name: This field is required. Type your last name in the space provided.
Username: This field is required. Use your CMU Global ID.
Password: This field is required. Enter a password you will remember. It must be at least 8 characters long, and can include letters, numbers, or symbols.
Confirm Password: This field is required. Retype your password.
Password Hint: This field is optional; however, we recommend that you complete it in case you forget your password.
When you are finished, click “continue.”

4. On this screen, you need to read and agree to the terms. If, after reading them, you agree, click “Accept.”
5. On this screen you select the institution with which you are affiliated by typing “Central Michigan University” in the “Search” box, or by scrolling down to Central in the list provided. Then click “Continue.”

6. On this screen, enter your contact information, and then click “Continue.”

   Telephone number: This field is required. Type your phone number in the space provided.
   Fax number: This field is optional.
   Email: This field is required. Type your email address here. We strongly encourage you to use your cmich email address. However, please use the e-mail account that you can most easily access and be sure to check that account on a regular basis as you progress through the IRB process.
7. Check your information on this screen to make sure it is correct. Then click “Register.”

8. This screen directs you to check your email for a message from IRBNet before you can continue. After you have read this screen, click “Continue.” This will take you back to the IRBNet homepage.
9. Now, access the email account for the address you used when you registered for IRBNet. There should be an email waiting for you there that looks similar to the sample below. Click on the link in your email (or paste the URL into your internet browser). This email does not come instantly…it can take up to 24 hours to receive. When you click in the link in your email, it will take you to the log-in screen for IRBNet. Use your username and password to log in. **DO NOT SKIP THIS STEP!**

Welcome to IRBNet!

Please confirm your affiliation with Central Michigan University by clicking on the following link: [https://www.irbnet.org:443/release/public/ac.js?v=9&=SirTu](https://www.irbnet.org:443/release/public/ac.js?v=9&=SirTu) (this URL will be unique to you)

If you cannot click on the above link, you may copy and paste the link into your browser to confirm your affiliation.

Thank you,
The IRBNet Support Team

**NOTE:** If you attempt logging into IRBNet before you have activated your registration, you’ll see a screen like the one below. Here, you can change or verify your email address from this screen if needed.

10. Congratulations! You have completed registration on IRBNet. Now, you can get started with your own IRB application.
Creating a project on IRBNet

1. First, log in by going to irbnet.org, enter the username and password you created, and click “Login.”

   ![Login Screen](image)
2. When you log in, you’ll be greeted with the screen below. Click on “Create New Project.”
3. On this screen, you can create the IRBNet package in which your IRB application materials will be housed:

**Research Institution:** This field is filled in for you already.

**Title:** **This field is required.** Type the title of your research project here. In front of the title, also include your last name, first name, and your student ID#. Separate by commas.

**Local Principal Investigator (First Name, Last Name, Degree):** The name fields are required, so type your MSA 699 instructor’s first and last name. Include his/her degree in the degree field.

**Keywords:** Type in MSA and your student ID#, separated by a comma (example: MSA, 23456). You may also add a few key words related to your study here, separated by commas.

**Sponsor:** Type in your MSA 699 monitor’s name and your course ID#, separated by a comma (example: Smith, 22021234).

**Internal Reference Number:** Until further notice, we will not be using this field.

Click “Continue” when finished (see the sample below).
4. From this screen, you have many choices about how to proceed. You can view the Study Manager (which is an index of all of your studies), create a new project, see your project overview, go to the project designer, share your project with others, electronically sign your IRBNet package, submit your IRBNet package for IRB review (DO NOT USE THIS FUNCTION), view your project history, send email, or delete the IRBNet package entirely. Your options can be viewed in the left side bar. As an MSA student, you will only be concerned with creating one study. So, let’s start by clicking on “Designer.”

Here are your options. You are on the “Designer” page.
5. On this screen you can upload your materials or download forms to complete.

**NOTE:** Documents listed in your Designer are sorted in alphabetical order by document type. The ‘last modified’ column in your study designer shows the date and time that a document was last changed.

Select a document to download from this drop-down list. Highlight the document title and click "Download".

Click here to “Add New Document”.
**Downloading forms**

The ‘Forms and Reference Library’ in the Designer contains all the possible IRB applications and forms that are needed to download to your computer for completion. The first document in the Form Library is “What the IRB Reviews.” This document and the “Does My Project Need IRB Review?” document are intended to help you and your monitor determine whether your project needs to go through the IRB process.

**Research** means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. 45CFR46.102(d)  
**Human subject** means a living individual about whom an investigator (whether professional or student) conducting research obtains  
(1) Data through intervention or interaction with the individual, or  
(2) Identifiable private information. 45CFR46.102(f)

**If a project doesn’t meet both conditions, then the IRB should NOT review it.**

**Here is some general guidance on the materials you will need:**

**IRB application form** (note that the MSA 699 instructor must be designated as the principal investigator on all forms):

The application form is quite long. Select the sections that pertain to your project. For example, you can skip forms A-C if you are not using children, prisoners, or pregnant women in your study. You may contact Kim Gribben for assistance with this form.
Application for Exemption: (note that the MSA 699 instructor must be designated as the principal investigator on all forms):

Consent form (select the appropriate form for your methodology)

Once you have completed the forms, save them on your computer, and then select “Add Document” to upload the form to the IRBNet system.
**Other forms:** Items such as surveys, permission letters (signed/on letterhead), or data recording sheets will be developed by you and should be saved in a Word document or scanned into a PDF. Also, upload a copy of your CITI certification.

All consent documents should be created using the templates in the Form Library. Notice that there are templates for various types of studies and age groups. For adults, there are standard adult consent forms for interviews, consent forms for anonymous surveys (used in most situations—your monitor may refer to this as a survey cover letter), and consent forms for phone interviews or informal interviews. **Students are strongly encouraged to use the consent form template rather than a cover letter.**

If the participants in your study are not legally able to provide consent (i.e., minors or adults unable to provide consent), you will be asked to submit two types of forms. The first will be for the minor or adult unable to provide consent. For this group there are four forms to choose from, based on age of participant (under 7, 7-12, 13-17, adult). The second type of form you would submit is the Parent/Guardian Consent form.

Notice that the forms are already on CMU letterhead. CMU letterhead is required for all consent and assent forms. Also note that the consent/assent forms include headings for each section. Do not delete the bold type headings as they are a required part of the form. You will also notice that there are instructions written in green font. The instructions are only intended to help you decide what information to include in your form. Please remove all green text prior to submitting form(s) to the IRB.

Be sure to write the consent forms from the perspective of the research participant. When the template refers to “I” or “me”, the reference is to the research subjects, not to the researcher. Also, keep the paragraph with the IRB contact information since the IRB is reviewing your protocol.

The entire library looks as follows:

<table>
<thead>
<tr>
<th>Document Description</th>
<th>Last Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What the IRB Reviews - Aug 2015</strong></td>
<td>07/27/2015 11:27 AM</td>
</tr>
<tr>
<td>000 - New Application Form 19-May-16.docx</td>
<td>05/19/2016 09:26 AM</td>
</tr>
<tr>
<td>Application - Does My Project Need IRB Review? October 2015</td>
<td>12/21/2015 05:03 AM</td>
</tr>
<tr>
<td>Application for Exemption - May 2016</td>
<td>05/23/2016 01:03 PM</td>
</tr>
<tr>
<td>IRB - Request for Protocol Change</td>
<td>03/15/2016 01:09 PM</td>
</tr>
<tr>
<td>IRB - Adult Consent Form</td>
<td>09/14/2015 11:10 AM</td>
</tr>
<tr>
<td>IRB - Adverse Event or Reportable Event form</td>
<td>02/27/2009 02:55 PM</td>
</tr>
<tr>
<td>IRB - Assent Form for adults unable to consent</td>
<td>09/14/2015 11:10 AM</td>
</tr>
<tr>
<td>IRB - Child Assent Form for Minors 13-17</td>
<td>09/15/2015 11:09 AM</td>
</tr>
<tr>
<td>IRB - Child Assent Form for Minors 7-12</td>
<td>11/06/2008 12:06 PM</td>
</tr>
<tr>
<td>IRB - Child Assent Form for Minors under 7</td>
<td>11/06/2008 12:06 PM</td>
</tr>
<tr>
<td>IRB - Confidentiality Agreement</td>
<td></td>
</tr>
<tr>
<td>IRB - Consent Form for Anonymous Surveys</td>
<td>09/15/2015 11:11 AM</td>
</tr>
<tr>
<td>IRB - Consent Form for phone or informal interview</td>
<td>09/15/2015 11:13 AM</td>
</tr>
<tr>
<td>IRB - End of Project Report Form</td>
<td>02/27/2009 02:56 PM</td>
</tr>
<tr>
<td>IRB - Parent or Guardian Consent Form</td>
<td>09/15/2015 11:14 AM</td>
</tr>
<tr>
<td>IRB - Request for Annual Continuation of Project Form</td>
<td>06/12/2015 12:15 PM</td>
</tr>
<tr>
<td>IRB - Request for Waiver of Consent</td>
<td>02/27/2009 02:50 PM</td>
</tr>
</tbody>
</table>
NOTE: Use the guide below to determine forms you should use when you create a study.

Application form: To be used for the initial review of your study (required for exempt, expedited, and full board applications).

Application for Exemption: To be submitted with initial application when an exempt status is requested.

Request for Waiver of Consent: To be submitted with initial application for review if the investigator is requesting an alteration in the informed consent process (in most instances, this form is not appropriate for MSA student projects).

Confidentiality Agreement: To be submitted with initial application only when non-investigators will be involved in the study (e.g., research assistants, data entry, statisticians, etc.)

Consent and Assent Forms: To be submitted with initial application. The form library has templates to use for various age groups and situations (e.g., parent/guardian consent, child assent, adult consent, anonymous surveys, etc.).

Recruiting Materials, Permission Letters, and Data Collection Instruments: Though these items are not found in the form library, they should all be submitted with your initial application. Permission letters should be scanned and converted to pdf. This will allow you to attach the permission letter to your study. If you do not have this capability, please fax the permission letter to the MSA office (989-774-2575) and request that the letter be scanned and added to your IRBNet project.

Request for Annual Continuation of Project: To be used for the renewal of current full and expedited proposals that have received prior IRB approval and are nearing the termination date.

Request for Protocol Change: To be used when you would like to make a change to a currently approved and non-expired study.

End of Project: To be completed when you would like to close the project to data collection, analysis, and write up of study (only required for expedited and full board approvals).

Adverse Event or Reportable Event: To be used to report to the IRB when an adverse event or unexpected event occurs during the course of the study.
Uploading materials

Upload all the materials you want to provide to the IRB in support of your submission by clicking on “Add New Document.” Using the drop-down menu, select the descriptor that best matches your document’s type from the drop-down menu. If you are unsure, select “other.” Provide a description of the document in the “Description Field.” Click on “Browse” to find the document on your computer. This is the same process you use when attaching documents to an e-mail. When finished, click “Attach.”

Signing the IRBNet Package

NOTE: MSA students should follow the following steps:

When you are ready to have your monitor review your IRB application, sign the study electronically.

What does your signature mean?

As the Co-Investigator, your electronic signature associated with a given study means that the research described in the application and supporting materials will be conducted in full compliance with Central Michigan University’s Policies and Federal regulations governing human subject research. Furthermore, you will:

- Conduct all aspects of the project as approved by CMU’s IRB,
- Promptly report any revisions or amendments to the research activity for review and approval by CMU’s IRB prior to commencement of the revised protocols, with the only exception to this policy being those situations where changes in protocol are required to eliminate apparent, immediate hazards to the subject,
- Promptly report any unanticipated problems or serious adverse events affecting risk to subjects or others,
- Assume full responsibility for selecting subjects in strict accordance with the inclusion/exclusion criteria outlined in the application materials,
- Use only CMU’s IRB-approved consent/assent forms for studies in which consent form(s) have been approved for the research activity, and
- Ensure that all personnel involved with human subjects, or human data and/or biological specimens during the course of this research activity are trained in the Protection of Human Subjects and HIPAA in Research, in full accordance with CMU on this matter.

1. To sign your study, click on “Sign this Package.”

2. From the drop-down menu, select your role by highlighting and clicking it, and then clicking on “Sign.” Your role will be “Co-Investigator.” You will need to enter your username and password.

**NOTE:** Signatures can be added to a study even if the individual in question had ‘read-only’ access, and even if the study is in ‘locked’ status.
This is what you will see. Please note that you can always go into the “sign this package” page to check who has signed off on your project. Once the project is shared, you will receive an e-mailed notification as your monitor signs off and as Kim Gribben signs off on your project.

You will need to enter your IRBNet username and password

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**Share your project**

You next step is to share the IRBNet package with your MSA 699 monitor and provide your MSA 699 monitor full access. This step opens up your project in IRBNet to your monitor and allows him or her to review your IRB materials.
It is up to you to decide what kind of access others should have, however be sure to grant people only the access they need. Only the co-investigator (you), your MSA 699 monitor, and Kim Gribben, Assistant Director of the MSA Program should have full access to edit your study. Your MSA 699 monitor will grant the MSA office staff (Kim Gribben and Christina Prout) access to your project. Kim Gribben, MSA Assistant Director, will submit the study to the IRB. Those with full access will receive e-mails when the IRB posts an action or decision. Christina Prout of the MSA office should be provided with “read access” as she provides administrative support in tracking your IRB application and coding the approval in the Student Life Cycle Management System. The graduation auditors will check this system to confirm that you have completed the IRB process.

1. To share your study, select “Share this Project” from the menu on the left.

Select “Share this Project” by clicking here.
2. From this screen, you have the options to share your study, send it to another site, or transfer ownership of your study to another person. You will share your study, but it is highly unlikely that you will use the other two options. To share your study, click on “Share.”
CMU should already be selected. If not, scroll down to Central Michigan University, and click on “Select Organization”
3. On this screen, enter the person’s name with whom you would like to share your project. You can do this by typing the person’s name in the “Search for a User” field and clicking “Search.” This will bring up a list of names, and access options. You can search for multiple names by inserting a comma between names. You can search by first name or last name.

**NOTE:** If an individual is not listed, it probably means that the individual has not yet registered on IRBNet. You should contact that person and ask him or her to register so that you may share the study with that individual.
4. Select the level of access you’ll grant to others by clicking the dot next to the appropriate level. When you share your project, the individuals you select will get an email notification that you have done so. You can add a customized message by writing in the space provided. **At this step in the process, grant “full” access to your MSA 699 monitor.**

**NOTE:** Only give users the access they really need. Higher levels of sharing (like the ability to submit the study, for example) should be granted to as few individuals as possible.

**Full Access:** Users may perform all functions without restriction. This includes editing study documents, sharing the study with other users, submitting the study for review and deleting the study. Individuals with full access will receive emails when the IRB posts an action or decision. **Only you (co-investigator), your MSA 699 monitor, and Kim Gribben should have full access.**

**Write Access:** Users may edit study documents and collaborate with other users, but may not perform any other administrative functions.

**Read Access:** Users may collaborate with other users but may not edit study documents or perform any other administrative functions.

You can personalize the email here.
5. When you share your project with your monitor, he or she will get an e-mail notification that you have done so. Here is a sample email notification:

Please note that Renee Babcock has granted you access to the following study on IRBNet:

[100004-1] Demo study for Kim and Jennifer

Should you have any questions you may contact Renee Babcock at babco1rl@cmich.edu.

Thank You,
The IRBNet Support Team

www.irbnet.org

At this point in the process, please stop. Your IRBNet package has been shared with your monitor. Your monitor will communicate with you regarding any missing items or revisions. **As tempting as it may be, DO NOT USE THE “SUBMIT THIS PACKAGE” FUNCTION!**

What happens next?

1. When the MSA 699 monitor agrees that the application is ready for review, the monitor should sign the study and share it with Kim Gribben, the Assistant Director of the MSA Program and Christina Prout, the MSA Program Secretary. The monitor should provide Kim Gribben full access and Christina Prout read access. Or, the monitor may ask that you share the project with MSA office staff.

2. The IRBNet package will show a “work in progress” status which you can see in the Study Manager view and the Project Overview screen.
3. When the student and monitor signatures are in place and there are documents to review, Kim Gribben will conduct an initial review of the application materials and attachments. She will request revisions and clarifications as needed. Kim will use the “send project mail” in IRBNet to communicate about revisions. You may need to upload additional forms or revise a form/document that you have already added to your IRBNet package. To revise a form/document, open up the document, make your changes and save the document under a new name on your computer. Then, select the pencil icon by the original document. Follow the steps to upload your revised document. The red X can be used to delete unneeded documents.

4. When those revisions have been received and issues resolved, Kim Gribben will submit the study to the IRB office for a final review. Please note that the IRB office may also request modifications to the IRB materials.

**IMPORTANT NOTE:**

The IRB office will not review the IRB application/IRBNet package if the application is not “signed” by the student (co-investigator), the monitor (principal investigator), and Kim Gribben (as department representative).
DO NOT USE THE “Submit this package” function in IRBNet!

Although there is an option to submit the IRBNet package, Kim Gribben will submit all IRB applications for MSA students.

After the IRBNet package is submitted (by the MSA office)

Kim Gribben’s preliminary review may save you time during the actual IRB review. Once Kim has submitted your study, the CMU IRB Office, will be able to conduct a quick review of your submission. If they determine that there are additional concerns, revised documents, or a need for clarifications, you and your MSA 699 monitor will be notified by email. Anytime you receive an email, it will be your signal to log onto IRBNet, click on your study in the Study Manager, go into Study Designer, and click on the most current decision letter that will be there waiting for you.

NOTE: Once your IRBNet package is “submitted”, your original documents cannot be modified.

Once a complete submission is received by CMU’s IRB Office, it will take one of three routes.

- **Exemption Submission**: If you are applying for exemption from full board review, after Kim Gribben’s review, the study will be given to an IRB administrator who will review the submission on behalf of CMU. The project will be in a “pending review” status. You may be asked to make adjustments to the study to qualify as exempt. You will receive an e-mail notifying you when the review is completed, and a decision is rendered. You will then log on to IRBNet, click on the study title, go into the project overview page and click on “review details” to access the decision letter from the office. Expect a minimum of one week before receiving comments from the IRB. If modifications are required, your project will be changed from a “pending review” to a “modifications required” status.

- **Expedited Submission**: If you have submitted something that requires review by one of the IRB committees, the submission will be forwarded to two or more IRB members of the relevant committee for their review. When all reviewers have responded, the IRB administrators will change the status on the study from “pending review” to either approved, modification required, or deferred to full committee. Any investigator with full access on the study will receive an e-mail notifying them of the change in status, with instructions to log on to IRBNet and see the review details. Expect a minimum of two weeks before receiving comments from the IRB.

- **Full Board Submission**: If you have submitted something that requires a full board review, the submission will be forwarded to the appropriate reviewers from the IRB committees. Once the meeting has occurred at which the study is reviewed, all investigators with full access on the study will receive an e-mail notifying them of the IRB’s decision regarding their submission. Applications to the full board must be received at least 2 weeks prior to the scheduled Full Board meeting at which the proposal will be reviewed. Comments from the meeting will be sent approximately one week after this meeting. For Full Board application deadlines, please refer to https://www.cmich.edu/office_provost/ORGs/ComplianceandResearchIntegrity/InstitutionalReviewBoard/Pages/IRB-Committee-Meeting-Dates.aspx.

Checking the status of your project

For all actions taken by the IRB Committee, you will receive an email. In order to check the status of your study, log on, and go to Study Manager. There, click on the name of your project. This will take you to the Study Overview page where you can see your status.
1. Go to Study Manager and click on the name of your study.
2. From this page you can see the status of your project, such as “work in progress”, “forwarded”, “modifications required”, “information required “approved,” “withdrawn,” or “pending review.” For further details, click on the link provided.

Click on “review details” to see more about the status of your project.
3. This is the page that provides further information about the status of your study.

This page contains information about your study.

Board documents would appear here.
4. This is what the review details page looks like with an approval letter:

Communicating with the IRB & providing a response to a “modifications required” memo:

As previously indicated, you will receive “modifications required” and “approval” e-mails through IRBNet from the IRB office. The e-mail will ask you to log into your IRBNet package. To respond to a “modifications required” e-mail, you will need to create a second IRBNet package within your project. See the instructions in the following Project History section. The simplest method of responding to the IRB is to create a Word file in which you respond to each request for clarification or revision. You do not need to complete or revise your IRB application form unless specifically asked to do so. Once you feel you have addressed all concerns, you will upload this file into IRBNet under the ‘Add Document’ feature in the Designer. You will also want to upload any documents that the IRB has requested, such as revised consent/assent forms, permission letters, etc. You and your MSA 699 monitor should both sign on the second IRBNet package prior to submission. Once your new package is complete, let Kim Gribben know and she will submit the revision to the CMU’s IRB Office.
**Project history**

The project history allows you to review the history of your study and will show all of the IRBNet packages created for your project.

If you are asked for revisions by the IRB office, you will need to create a new IRBNet package within your project. From any page in your IRBNet package, click on “project history” (see the selections on the left side of the screen).

Click on “create new package” to add a second package to your IRBNet project. The second page will have a -2 number, such as 115011-2. “Create new package” creates a new document package within your original IRBNet project package.
Click on this second package which will be labeled “new document package.” This will take you to the designer page where you can add the revisions that the IRB office has requested.

Click on “new document package” to go to the designer page to add required revision documents.
Just as with your original set of documents, you can now access the forms library to download forms and upload documents by clicking on “add new document.” If your modification requires a clarification on an item found in the IRB application, it is more efficient for the reviewers if you provide a response in a separate document rather than revising your IRB application and uploading a new version. This saves the reviewer time as he/she will not need to search the entire IRB application for your clarifications.

Click on “add new document” to upload your revision. You may also access the forms library.

At this point in the process as you provide modifications after the IRB office review, you may use the “submit this package” function. You may also e-mail Kim Gribben and ask that she submit your modifications for you.
Send Project Mail

This page allows you to send email to people involved with your project.

Everyone with access to your project can be selected to receive an e-mail message from you.
Message & Alerts/My Reminders

On the left side of the screen, click on “Messages & Alerts” to access all communications within IRBNet about your project. Only e-mail communications sent using the IRBNet system will show in this section. “My reminders” is a record of all IRBNet e-mails sent to you. As a student, this will only e-mails about your project. For monitors, it will be communication for every project in the monitor’s Study Manager. For example, in the screenshot above, there are 7 messages related to the project.

End of Project Report

The end of project report, formerly known as the end of data collection report, is only required for “expedited” and “full board” studies. Include an abstract/executive summary with the end of project report. You will need to create a new package within your IRBNet package—see the Project History section. Submit the End of Project Report as a “Close/Final Report.”

Students with studies approved as “exempt” are not required to submit the end of project report.
Contact Central Michigan University’s MSA Office

Director: Dr. Patricia Chase, Ed.D.
Assistant Director: Kim Gribben
Secretary: Christina Prout

MSA Office:
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