

IRBNet Instructions for Central Michigan University

www.irbnet.org

Beginning January 1, 2009, all submission of new and continuing applications for Human Subject Research (exempt, expedited and full review) must be submitted through IRBNet. Paper submissions will only be accepted for amendments, adverse events, and other revisions submitted for ongoing studies that were originally submitted in paper form. All requests for Annual Updates (Continuation of Project) should be submitted through IRBNet.

I. General User Tips

All the documents that you would have submitted in the “paper world” are the same as those you need to submit (upload) on IRBNet.

Individuals with full access on a study will receive e-mails when the IRB has taken an action on the study. The e-mail will instruct you to log onto IRBNet to see the details regarding the action. All documents that have been uploaded either by the researcher or IRB are located in the study’s **Study Designer**.

Communication between the researcher and the IRB will generally take place in IRBNet. This will typically occur by adding new documents in your study’s Study Designer and then submitting (“submit study”) the new documents. The need for e-signatures accompanying the submission will depend on the type of document you are submitting for review (see Section VI).

When a study is formally submitted to the IRB for review, the system will immediately place a lock on the documentation to prevent updates from occurring. If the researcher wishes to provide additional information for the IRB to take into consideration once the formal review process has begun, the documentation will need to be added as additional information (see Sections IV and VIII). Ignore the IRBNet warning regarding asking your IRB office to unlock the study.

Documents listed in your Study Designer are currently sorted in alphabetical order by document title. This can cause some confusion as to the most current documents to look at (IRBNet is aware of the problem and is working on fixing it): **Be sure to check the ‘last modified’ column in your study designer to confirm you are reviewing and dealing with the most current documents in your transactions with IRB.**

Idle time out on IRBNet is 15 minutes.

This document addresses CMU specific instructions for use of IRBNet. If you are interested in seeing the company’s general training videos and presentations, please contact the IRB and we will e-mail them to you.