IRBNet Instructions for Central Michigan University

www.irbnet.org

V. Share your submission

After you have uploaded all of the necessary documents for your study, you will want to "share" it with the necessary individuals.

You must share your submission with the following individuals, as applicable.
It is up to you to decide what kind of access they should have. *Only the principal investigator and the advisor (if applicable) should have full access to edit and submit the study to the IRB.* Those with full access will receive e-mails when the IRB posts an action or decision. Below you will find examples of those with whom you may want to share your submission:
- **All co-investigators**
- **Your advisor (if applicable)**
- **Department staff that may need information (secretaries, coordinators, directors, etc.)** Please check with your department to determine specific departmental requirements.
- **If the study involves a grant or contract,** please give read-only access to your Sponsored Programs Administrator and/or Coordinator. If you need help in determining who these individuals are for your department, contact the Office of Research and Sponsored Programs at 774-6777.
- **Non-CMU collaborators** (you need to tell them to register with IRBNet, selecting CMU as their university). You may allow these individuals to have input, or access to your materials for free.

When you share your study, the individuals you select will get an e-mail notification that you have done so.

To share with CMU or other researchers,
1. Press the "Share this study" button on the left.
2. Under "Search for an Organization", type Central Michigan University.
3. Uncheck "sponsors" and "boards"
4. Click "Display".
5. Highlight Central Michigan University
6. Click on "Select Organization"
   - {If the individual with whom you would like to share your submission is at a different university that is also a member of the IRBNet system, you can select that institution in addition to CMU and select the individual from their list.}
7. Under "search for a user", search by last name (type it in and hit "search" or if you don't know the exact spelling, enter a space and then hit "search", and a listing of all registered users for that organization will pop up. **If the individual is not listed, it most likely means that the person has not yet registered on IRBNet. You must contact the individual and tell him/her to do so bef**ore you can share the study with him/her.
8. REMEMBER: Only the principal investigator and the advisor (if applicable) should have full access to edit and submit the study to the IRB. **Those with full access will receive e-mails when the IRB posts an action or decision.**
9. See Section VI for more information on Obtaining Necessary Signatures.