



IRBNet Instructions for Department Chairs

www.irbnet.org

*Exclusive use of IRBNet for submission of new and continuing applications (exempt, expedited and full review) will be required effective **February 1, 2011**. As in the ‘paper world’ your signature (now electronic) will be required before your department faculty can submit studies to the IRB. Here is some guidance to help you understand how to review and sign IRB submissions in IRBNet.*

I. Register with IRBNet

II. Review your faculty’s IRB submissions

III. Electronically Sign IRB submissions

IV. What if you are a chair AND a PI or a co-investigator on the study that needs chair sign-off?

V. It’s great that you now have access to review the studies going on in your department, but how do you know what studies in your submission manager need your attention?

VI. I’m also an investigator...where can I get more information on how to create and submit studies?

I. Register with IRBNet

Sign on to www.irbnet.org and register with IRBNet as soon as possible. Follow the directions for *new user registration*. To complete the registration process, you will need to authenticate your registration via your e-mail account. Be sure to select Lifespan as your affiliate during this registration process.

II. Review your faculty’s IRB submissions

1. When one of the researchers needs you to ‘sign’ their IRBNet submission, you will get an e-mail that the submission has been **shared** with you. That will be your signal to log on to the system (www.irbnet.org). Once you log on, you will be in your “My Projects” page where you will see all the studies that have been shared with you and that are proposed, or are actively, going on in your department.
2. To review a study, click on the applicable title, and you will see the general details of the study. To see the specific documents associated with that study, click on *Designer*. There you will see all the documents (under Documents in the Package) that will be submitted to the IRB once you review them, and electronically sign off on the study.

III. Electronically Sign IRB submissions

First of all, to what are you attesting if you electronically sign off on a given study? Good question.

- As before in the paper world, your electronic signature certifies that you have reviewed the application and all supporting documents pertaining to this research protocol and that you attest to the scientific merit of this study and the competency of the investigator(s) to conduct this project.
- If you review an application and see problems, you can click ‘Send Project Mail’ (left side of screen) to the Principal Investigator or any member of the study team and alert him/her to the issue. Once resolved, and you are satisfied that the protocol meets your criteria for endorsement, simply click ‘Sign this package’
- You will see a drop down box, scroll down to Department Head and hit ‘Sign’ and you’re done. An email will be generated to all those having full access to the study alerting them you have signed the package.

Note: PI and Chair signatures are required before the study is submitted to the IRB. Co-investigator e-signatures are required before the study receives final approval from the IRB.



Lifespan

- IV. What if you are a chair AND a PI or a co-investigator on the study that needs chair sign-off?** If this is the case, you can electronically sign as PI if your role is as principal investigator, but you cannot additionally sign the certification as the chair or member of review committee. Preferable alternative signatories are the VP for Research.
- V. It's great that you now have access to review the studies going on in your department, but how do you know what studies in your Study Manager need your attention?** In your Study Manager, you can sort by status (at the arrows next to the word), and anything you see that says 'work in progress' needs your review. Once the status of a study is changed to 'pending review' or any other status it means the PI has already submitted to the IRB (hopefully, with your electronic signature!)