IRBNet Guide

Instructions for Online Submission of Research Protocols to the Institutional Review Board

www.irbnet.org

For any questions or concerns regarding your submission, visit CSULB IRB or contact us at IRB@csulb.edu, (562) 985-8147

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Section 1: New User Registration

Step-by-step videos and pdf slide presentations are available at IRBNet Resources.

Use the following log-in information to access resources:

Username: csulb

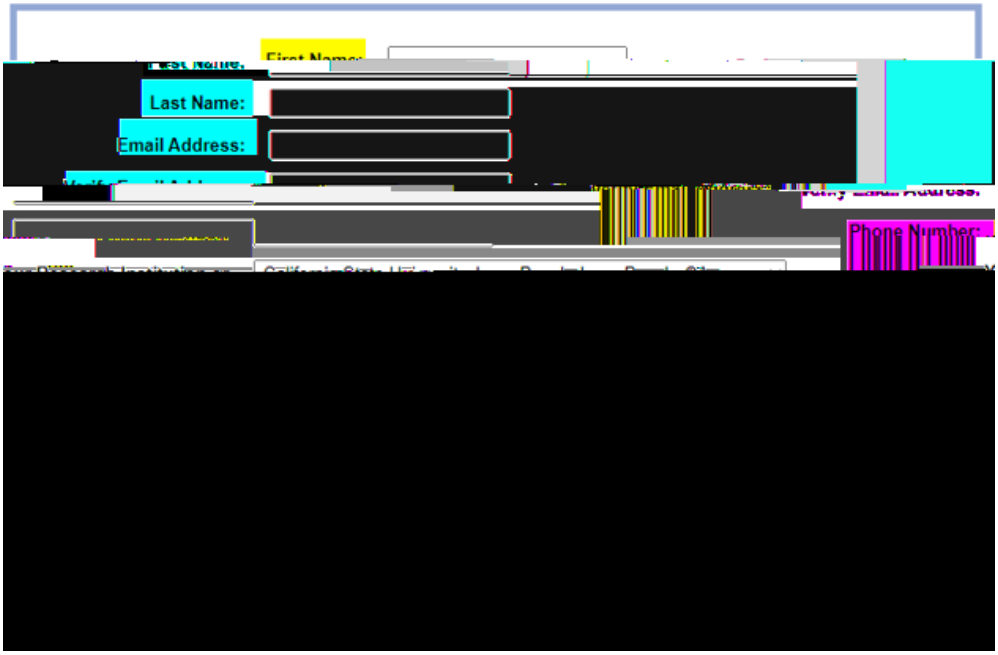
Password: training1

Registering as a New User

1. Go to www.irbnet.org and click the “New User Registration” on the top-right.

2. Provide your first name, last name, CSULB email, phone number, research institution, username, and password.

3. Ensure your research institution or organization is California State University, Long Beach. Select the drop-down menu, then type “California State University, Long Beach. Click “Continue.”



Link ing CITI Account to IRBNet

1. Login to IRBNet using your username and password. Click on “User Profile” in the top-right corner.

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4. Your CITI Member ID # is located on the top-right corner of your CITI account.
   NOTE: Please do not use your Record ID.

5. Select “Continue.” A verification email will be sent to your CSULB email address. Please allow up to 24 hours for the verification email to arrive.

6. Once you receive the verification email, click the verification link and you are all set.

Section 2: New Project Submission

Step-by-step videos and pdf slide presentations are available at IRBNet Resources.

Use the following log-in information to access resources:

Username: csulb

Password: training1

Creating a New Project

1. Log-

Adding Application and Supporting Documents

1. Click “Attach New Document” to upload IRB application, project materials (e.g., FA letter, informed consent, etc), and training documents (i.e., CITI training).

2. Once your application or supporting documents have been uploaded, provide the “Document type” using the drop-down menu.

3. Edit or delete the document using the tools to the right. Refer to

Sharing Your Package with Faculty Advisor/Mentor or with Other Researcher

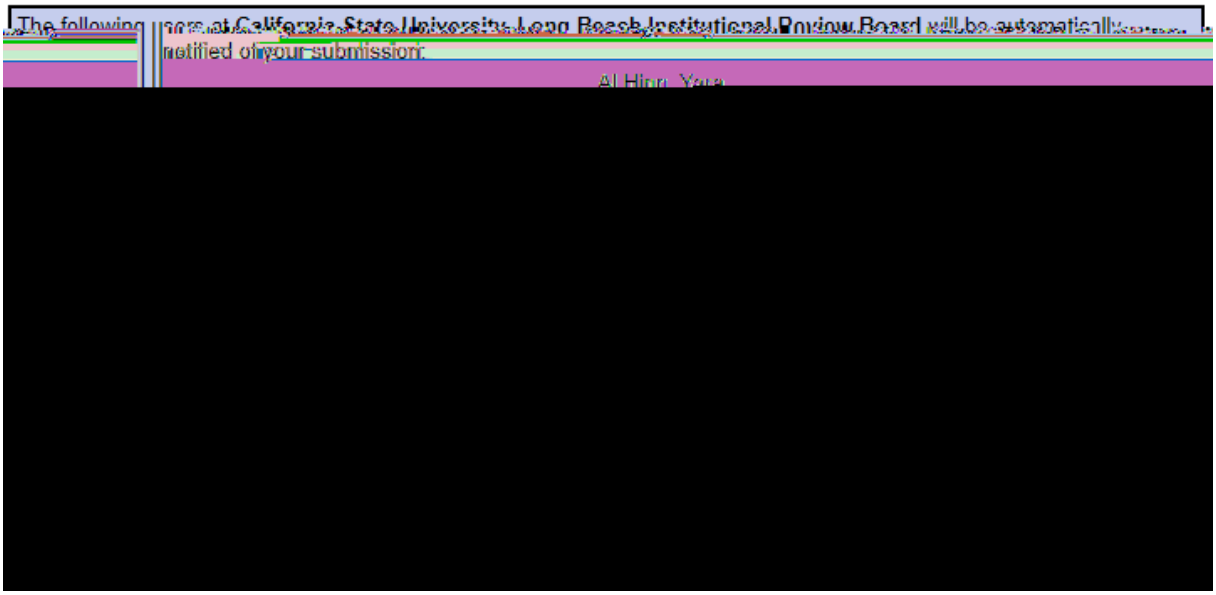
1. On the left side and under “Project Administration,” click “Share this Project .” Then click “Share ” shortly to its right. The FA/Mentor is not required to sign shared package.

2. Select “California State University, Long Beach” in the “Select an Organization” box. Click “Select Organ 74Tc -0.010/c5 (Or)1 (6 (3 (s.002 Tc 0.0020 1 Td( )Tj EM. /TT3 1 Tf ( )Tj

4. Once you find your FA/Mentor, you must give them “Full” access. Selected users will be notified automatically via email that a project has been shared with them.

   Once you find the Other Researcher, you can give them the level of access

3. Select the “Submission Type.” For new research project, select “New Project.” For updates or continuation of previously approved research project, see Section 3.



4. Click “Submit.”

STUDENTS: DO NOT submit your package until you are certain you have uploaded all documents. Projects are locked upon submission. If you need access to this package after submission, please contact IRB Administrative Support at IRB@csulb.edu.

Section 3: Subsequent Packages: Submitting Continuing Review /Annual Check-In and Modifications

3.

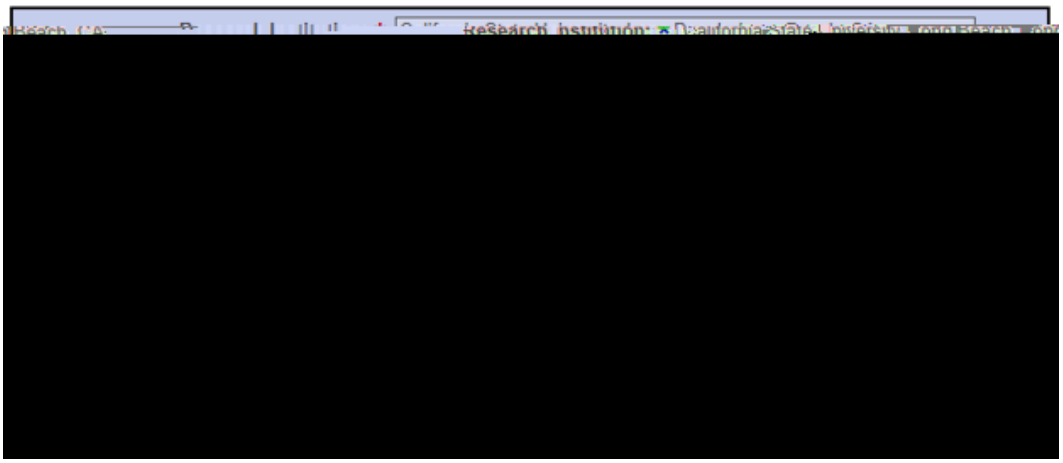
Updating Project Title

1. Login to IRBNet. Click on “My Projects” .

2. Click on your project title.

3. The “Project Overview” page will appear. Click on the yellow “Edit”.

4. The “Project Information” page will appear. Update your project title under “Title”.



5. Click “Save”.

   NOTE: Project title can only be edited in a package that is unlocked or has not yet been submitted. To unlock your package, please submit a request to IRB@csulb.edu.

   Only personnel with “Full” or “Write” access to the package can edit the project title. For giving “Full” or “Write” access, please refer to Section 1, page #9.

   The project title change will be reflected in subsequent packages.

Section 4: Accessing Your Package

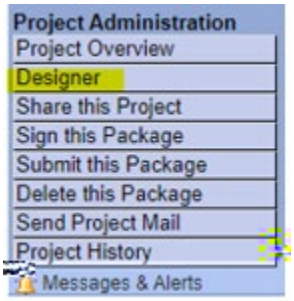
Responding to Modifications Required Letter

If the submission needs modifications as suggested by the reviewer, the PI will receive a “Modifications Required Letter” by email.

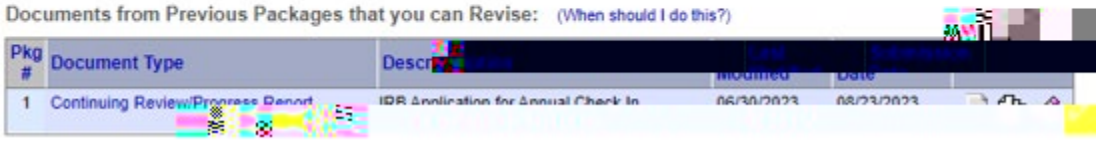
1. Login to IRBNet. Click “My Projects ,” and select your package.

2. The “Project Overview” page will appear. Click the “Modifications Required Letter” document. Review the letter and prepare the requested documents.

3. Click “Designer” to upload the requested documents.



4. For uploading requested documents, click “Attach New Document ”. For editing documents, click on the image of a pencil .



5. When the requested documents are uploaded, click “Sign this Package ” and “Submit this Package” .

Responding to Administrative Review Letter

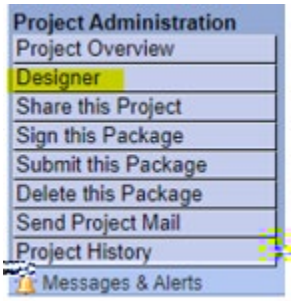
If the submission needs minor changes as suggested by the reviewer, the PI will receive an administrative review letter labeled as “[Package #] AR” on their package. The PI will be notified through email that their package is unlocked, so they may upload any revised documents or upload missing documents. Once the PI has finalized their submission, they will lock the package for IRB review.

1. Login to IRBNet. In “My Projects,” select the package that has been unlocked, identified by an icon of a red opened lock.

2. The “Project Overview” page will appear. Click “Review Details.”

3. Click the “[Package #] AR” document. Review the document.

4. Click “Designer” to upload any revised and requested documents.



5. For uploading requested documents, click “Attach New Document” . For removing previous documents, click on the red X. For editing documents, click on the image of a pencil.