

IRBNET Researcher Instructions

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IRBNet Glossary of Terms

In an attempt to help standardize and expedite the review of project applications involving human subjects, the Elmhurst University Institutional Review Board (EU IRB) has adopted the online platform IRBNet. While in most cases the terms used by IRBNet are terms that have widespread acceptance by other Institutional Review Boards it is worth reviewing those terms in order to more easily navigate the protocols and processes of IRBNet.

In addition to the aids provided in this document, IRBNet has a robust set of online resources for investigators – including a very responsive Support Team. Investigators should also feel free to reach out to the Chair of the EU IRB if they have any questions about the preparation of a project submission or the review process.

Project: A Project is an online version of the proposal/protocol being submitted to Elmhurst University’s IRB for review. Once a project has been created, all subsequent submissions are submitted through the same project.

Project Package: A Project Package, or just “Package”, is a submission containing all of the required documents that are needed by the EU IRB to conduct their review of a Project. The Project Package for a new submission must include:

- A completed EU IRB Proposal Form
- Copies of any surveys or instruments to be used in the proposed project
- Copies of any consent and/or assent forms to be used in the proposed project
- Copies of any advertisement or recruiting materials to be used in the proposed project
- Any other documents requested by the EU IRB to facilitate its review of the proposed project

Subsequent Project Packages will contain one or more revisions of documents previously submitted in the project package that the Investigator makes in response to IRB requests. Continuing reviews, modifications to approved projects, event reports, etc., should also be submitted as new packages to the existing project and labeled appropriately. Please note that these documents should not be submitted as a new project.

A five digit number is assigned to each new Project that is submitted to the EU IRB for review through IRBNet. Each five digit number is followed by a dash and the number after the dash indicates the Package number for that Project. There may be many Packages associated with each Project. For example, 12345-1 means that this is the first Package for Project 12345; 12345-2 indicates the second Package for the same Project, etc. Examples of submissions that would require the submission of additional packages to an existing project include revisions, modifications, continuing review applications, event reports, etc.

Submission: IRBNet uses the term “Submission” to denote a total Project Package that has been submitted for official review.

Researcher: A Researcher is the individual submitting the Project for EU IRB review. There are three Researcher categories that will be used by IRBNet:

- Elmhurst University Faculty Researchers
- Elmhurst University Student Researchers
- Elmhurst University Staff researchers

Principal Investigator: IRBNet uses the term “Principal Investigator” (or PI) to designate the person with overall responsibility for studies submitted by Elmhurst University Student researchers, Elmhurst University Faculty researchers and Elmhurst University Staff researchers.

Amendments: Amendments are changes that the researcher wishes to make after a study is approved by the EU IRB. The researcher will use an Amendment Form to make changes to previously approved studies. The Amendment Form must be submitted and approved by the EU IRB before the project approval period has expired. Researchers must submit an Amendment Form and any additional documentation as a new Project Package to the existing project in IRBNet for EU IRB approval. This Package number will consist of the five digit number assigned at the time the initial application was submitted, followed by the package number. If the study was initially approved prior to EU’s adoption of IRBNet, and the amendment is the first submission in IRBNet, a new project must be created for the submission of the amendment.

Revision: A Revision is a change (or changes) required by the EU IRB before a Project can be approved. The investigator creates a new Project Package (not a new application/Project) in IRBNet to address any required revisions.

Reviewer: A Reviewer is an EU IRB Board member or designee that is involved in the review of a Project.

Types of Reviews: The Type of Review is the level of IRB review the investigator is requesting for their Project. Note that the determination of projects as Exempt requires IRB review. Investigators undertaking projects that they believe are exempt – without submitting the project to the EU IRB and receiving a determination that the project is indeed exempt – are in violation of EU Policies and Procedures. The EU IRB will be adopting the naming conventions used by IRBNet to categorize the different types of IRB review: Exempt, Expedited, and Full Committee Review.

- **Exempt:** Proposals are exempt from federal regulations and more detailed review if the protocols described pose no more than minimal risks (risk level similar to what is encountered in everyday activities) to human subjects and proper procedures are used to implement ethical principles for their protection. The Chair or designee of the EU IRB determines whether a proposed project will undergo an exempt review. As necessary, the Chair or designee will consult with other EU IRB members when making this decision. The following types of project may fall into the exempt category (See 45 CFR 46 as well as EU IRB guidelines for a more detailed description of Exempt Categories):

- Anonymous survey/interview procedures or observation (without intervention) of public behavior;
- Survey/interviews in which the participant cannot be linked and information obtained is innocuous. Disclosure of this information would not reasonably place the participant at risk of criminal or civil liability or be damaging to the participants' financial standing, employability or reputation;
- A project using existing data or pathological specimens providing the information is recorded anonymously.
- **Expedited:** The expedited review category is used for certain types of research involving no more than minimal risk, as well as for minor changes to research previously approved by the full committee during the period for which approval has been authorized. Proposals can be reviewed by one or more members of the EU IRB. Reviewers may refer the proposal to the full committee. The following types of research may fall into the expedited review category (See 45 CFR 46 or EU IRB guidelines for a more detailed description of Expedited Categories):
 - Surveys which can be linked to participants and may request sensitive information;
 - Blood draws;
 - Non-stressful research on individuals or group behavior;
 - A project using existing data or pathological specimens if the information recorded can be linked to individuals;
 - Recording of data using non-invasive procedures;
 - Surveys which can be linked to participants and may request sensitive information.
- **Full Committee Review:** Any project not covered under the exempt or expedited review categories is referred to the EU IRB for full committee review. The PI may be invited to attend the IRB committee meeting. The EU IRB will:
 - approve the research as written or pending specific minor changes;
 - require modifications to secure approval;
 - decline to approve the research.

The committee will notify the principal investigator in writing about the committee's decision. The following types of research may fall into the full committee review category:

- Invasive medical treatments;
- Projects that might reasonably create physical or psychological risk;
- Projects involving special populations as identified by 45 CFR 46 (minors, pregnant women, human fetuses, neonates of uncertain viability, nonviable neonates, prisoners, individuals with impaired decision-making capacity, and/or economically or educationally disadvantaged persons);
- Projects in which the criteria for exempt or expedited review are not met.

Required Signatures: The Required Signatures are captured on each of the IRBNet submission forms. The PI's signature is always required. If the PI is a student, the student's Faculty Advisor must also sign the application. The PI must electronically sign the package prior to submission to the EU IRB. Please note that if the submission is missing any of the required signatures, the project will not be reviewed.

Review Status: IRBNet uses the following terms to denote the status of studies:

- **Acknowledged:** The EU IRB acknowledges the receipt of the project information.
- **Approved:** The EU IRB has approved the project submission.
- **Exempt:** The EU IRB has determined that the project submission is exempt from IRB review in accordance with federal regulations.
- **Modifications Required:** The EU IRB requires changes to be made in order for the project submission to secure approval.
- **Pending Review:** The project submission is awaiting review by the EU IRB.
- **Not Approved:** The EU IRB has substantive concerns about the ethical viability of the project as described. These concerns must be satisfactorily addressed before the project can proceed.
- **Not Research:** The EU IRB has determined that the project does not meet the definition of "research" under the IRB's purview.
- **Work in Progress:** The project has not yet been submitted to the EU IRB for review. The project can be managed and edited without generating a new IRBNet ID number.

Investigators will be updated on the review status of their submission through an email notification generated through IRBNet.

Permissions: Permissions are levels of access that an investigator grants to IRBNet users. Different levels of access may be given to co-investigators, students, or EU IRB members. Permission is given to others using the "Share this Project" button in IRBNet. The "Share this Project" button can be found on the left side of the Submission Detail page. IRBNet allows the following levels of access.

- **Full:** The individual may manage and control all aspects of the project (e.g., write, share, submit, edit, etc.). A PI may want to give another individual full access to the project if that individual will be involved in making edits to the project or submitting the project to the EU IRB.
- **Write:** The individual may collaborate on project documentation, but may not share the project with others, submit packages for review, or take certain other actions reserved solely for the project owners.
- **Read:** The individual has read-only access to the project.

All access levels have the ability to electronically sign a project package where necessary. Researchers, administrators or others must be registered in IRBNet in order to be granted any level of access.

Project Mail: Project mail is a way within IRBNet to communicate with EU IRB committee

members or other members of the project team who have been given access to the project. Please note that project mail is sent to the individual's registered email account. Investigators or others should not respond to project mail through regular email, but should log into IRBNet, open the message under the Messages and Alerts tab and reply to the message there. An audit trail will be lost if the researcher responds through regular email. The project mail tab is located under Project Administration on the Submission Detail page.

Reviews: EU IRB actions and other EU IRB documents (i.e. Approval letters, Modification letters, etc.) are communicated to researchers under the Reviews Tab which is located under Project Administration on the Submission Detail page.

Project History: Project history is a summary of all packages submitted under a project.

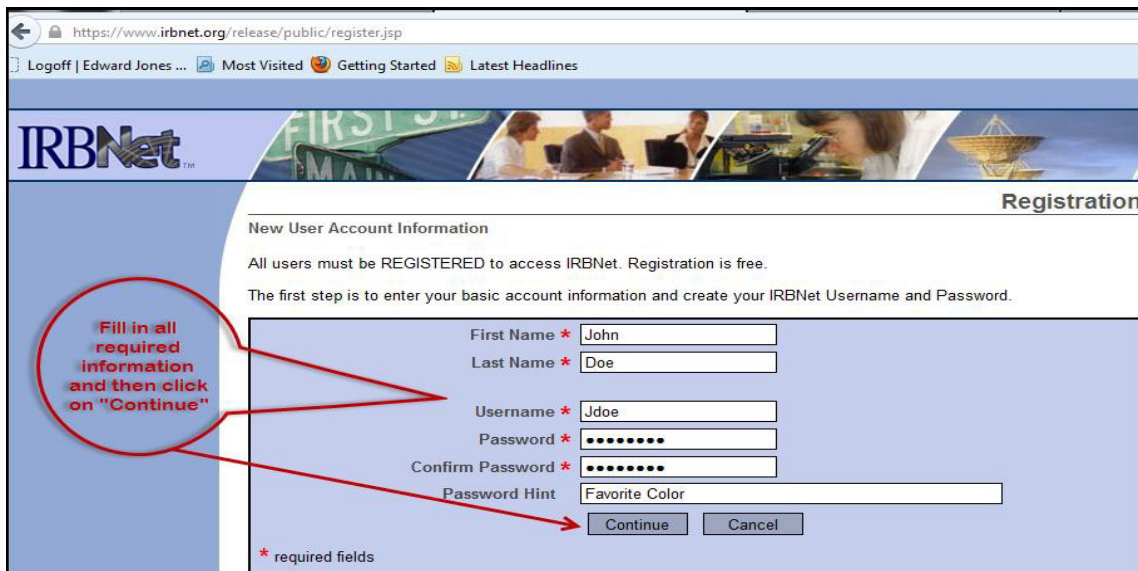
How to Register as an IRBNet User and Log-in for the First Time

Go to <http://www.irbnet.org>

In the upper right-hand corner of the screen, under the login boxes, click on the [New User Registration](#) button.



Fill in your first and last name, create a user name and password, and then click [Continue](#).



On the next screen, please read the IRBNet [Terms and Conditions](#) and then click [Accept](#).

You will then see the [Welcome to IRBNet](#) screen. Follow the instructions in the activation email to activate your account and access IRBNet.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Test Member

Welcome to IRBNet

Your account has not yet been activated. To activate your account, click on the link in the activation email that has been sent to your contact email address at: testmember@eu.com

Click [here](#) to request another activation email, change your contact email address or to make other updates to your User Profile.

You must activate your account to access IRBNet.

[IRBNet Home](#)

To add your institutional affiliation on the [User Profile](#) screen, make sure [Research Institution](#) is selected and then type “Elmhurst University” into the [Search for an Organization](#) box. Click [Search](#) and then [Continue](#).

User Profile

Add Affiliation

Specify the organization with which you are affiliated.

Search for an organization

Organization types to display Research Institutions Boards Sponsors

Your Organization *

- 4Dclass, Beijing, China
- A.T. Still University, Mesa, AZ
- Abilene Christian University, Abilene, TX
- Abt Associates Inc, Cambridge, MA
- Abt SRBI, New York, NY
- Abused Adult Resource Center, Bismarck, ND
- Academic Pediatric Association, McLean, VA
- Ackerman Academy of Dermatopathology, New York, NY
- Action Counseling Services, Roswell, NM
- Action Research & Associates, Inc., Ellicott City, MD
- Adelphi University, Garden City, NY
- Advanced Aesthetics, P.C. Surgery Center, Fayetteville, GA

If you do not see your organization listed you may [add a new organization](#).

* required fields

Next you will be prompted for your contact information at Elmhurst. Enter the information into the required fields and click [Continue](#) to register with IRBNet.

User Profile

Your Contact Information

Specify your contact information at Elmhurst University, Elmhurst, IL. The email address that you specify will be used for communications related to Elmhurst University projects.

Telephone Number *

Fax Number

Email *

* required fields

Go to the email you registered with IRBNet. You will have received an email from IRBNet with the subject "Activation Required." Follow the instructions there.

This message was sent from someone outside of Elmhurst University. Please do not click links, open attachments, or respond to messages unless you are certain of the source.

Welcome to **IRBNet!**

Please confirm your affiliation with Elmhurst University by clicking on the following link:

<https://www.irbnet.org/release/profile/a/verify.do?t=2de2f7021167687fb1648d06dbdfa7ef>

If you did not request this affiliation to Elmhurst University, please visit your **IRBNet** User Profile to review your account:

<https://www.irbnet.org/release/profile.do?#affiliations>

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
www.irbnet.org

Return to the IRBNet website. Log-in with your [User Name](#) and [Password](#) to authenticate your registration.

Please note that after you have completed your IRBNet registration, all others who want or require access to any of your projects (i.e. faculty advisors for student researchers, etc.) must register in IRBNet. Access to the project is granted through sharing the project (see [Permissions](#) in the IRBNet Glossary, above).

Congratulations! Once you are activated, you may now log back into to IRBNet to add your training documentation or other credentials and begin creating a new research project!

Submitting Training Documentation and Creating a New Project

NOTE: All Investigators and Key Personnel must have completed the required CITI training before a project application can be reviewed by the EU IRB. In addition, all investigators and key personnel must ensure that their training remains current throughout their involvement with each project that they are a part of. Specific CITI training modules for different types of research are listed in the current EU IRB Manual (found [here](#)). CITI training can be accessed through the EU Portal or through this [link](#).

Training Documentation/Credentials on IRBNet

All new IRB submissions require documentation of CITI training. Documentation of CITI training can be submitted in IRBNet in one of two ways. One involves uploading the CITI completion report; the other is completion and uploading of the Assurance of CITI training form found in the Forms and Template library of IRBNet.

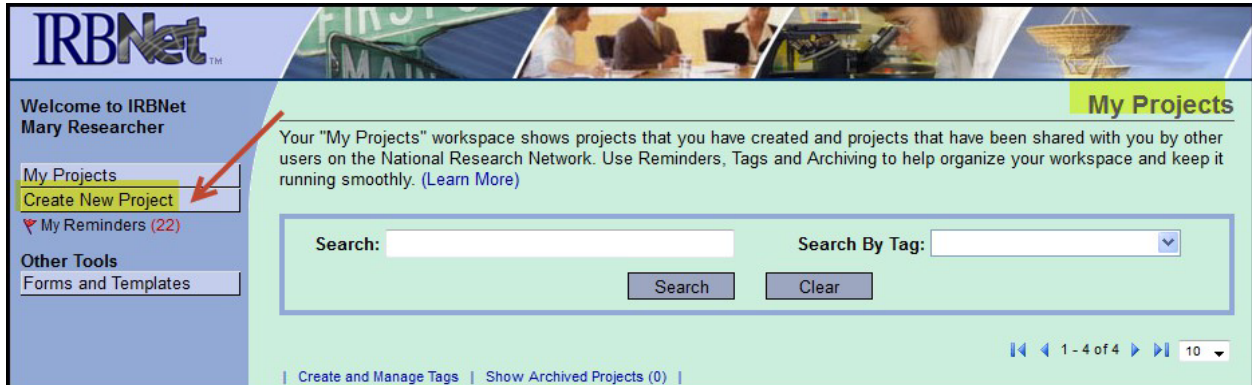
To submit documentation of your CITI training or other credentials, log in to IRBNet. Click [User Profile](#) at the top of the screen. Under [Training and Credentials](#) select [Add a New Record](#). Follow the instructions on the screen. You can upload either your CITI training completion report or The Assurance of CITI Training form found in the [Forms and Templates](#) library of IRBNet. Once you have identified the required training document, click [Submit](#) to upload it into IRBNet and attach it to your profile. You may attach additional credentials (such as a CV or special permission to serve as a Principal Investigator) as needed. Please note that once these training and credentials records are uploaded into IRBNet, they can be linked to any subsequent new project submission. Please see below for details on how to link credentials to a specific project.

Creating a New Project

After your training credentials have been uploaded into IRBNet, the following steps should be followed to create a new project.

Log into IRBNet (or, if already logged in, click [Submission Manager](#)).

In the blue menu bar on the left-hand side of the [My Projects](#) page, choose [Create New Project](#).



Fill out all required fields on the [Project Information](#) page. Entering Keywords is optional. If your project is or will be sponsored, you must enter each sponsor's name. When finished, click [Continue](#).

Project Information

Create a New Project

To create a new project, first provide the basic project information below. Once your project is created you may attach project documentation and share the project with other users.

Research Institution: *	<input type="text" value="Elmhurst University, Elmhurst, IL"/>
Title: *	<input type="text" value="Examining the Health Beliefs of Elmhurst University Sociology Students"/>
Local Principal Investigator:	First Name: * <input type="text" value="Mary"/>
	Last Name: * <input type="text" value="Researcher"/> Degree(s): <input type="text" value="PhD"/>
Keywords:	<input type="text"/>
Sponsor:	<input type="text"/>
Internal Reference Number:	<input type="text"/>

You may specify an internal account number, billing identifier or reference number for this project.

* required fields

On the [Designer](#) page, under Step 1, click the dropdown arrow to view the IRB documents that may be necessary to submit your application package. Select a document from the dropdown menu and click [Download](#).

The screenshot shows the 'Designer' interface. On the left is a blue sidebar with navigation options: 'Welcome to IRBNet Rowan Researcher', 'Help', 'My Projects', 'Create New Project', 'My Reminders (19)', 'Project Administration' (with sub-options like 'Project Overview', 'Designer', 'Share this Project', etc.), and 'Other Tools' (with 'Forms and Templates' selected). The main content area is light green and titled 'Designer'. It shows the project name '[77742] Examining the Health Beliefs of Elmhurst University Sociology Students' and the package status '77742-1 Work in progress (Not submitted)'. There is a button to 'Click to add a package description or notes.'. Below this are two steps: 'Step 1: Download blank forms, document templates and reference materials to assist you in assembling your document package.' and 'Step 2: Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package.' Under Step 1, there are dropdowns for 'Select a Library:' (Elmhurst University IRB, Elmhurst, IL) and 'Select a Document:' (Consent Form), followed by a 'Download' button. Under Step 2, it says 'Documents in this Package:' and 'There are no documents in this package.' At the bottom, it says 'There are no Training & Credentials records linked to this package.' and includes an 'Attach New Document' button with a link '(When should I do this?)'.

Save the document to your desktop or a folder you have created for this project. You can only download one document at a time. If you discover that you need an additional document while filling out the downloaded application, simply log back into IRBNet (if necessary), and click [Forms and Templates](#) on the left-hand side of the screen in the blue menu bar. You will see the dropdown of available documents again. Select the document you need, download it and save it to your desktop or project folder. While this process may seem unwieldy, it allows investigators to edit their project documents using their preferred software and to maintain multiple drafts of their project materials.

The screenshot shows the 'Forms and Templates' interface. The left sidebar is the same as in the previous screenshot, but 'Forms and Templates' is now selected. The main content area is light green and titled 'Forms and Templates'. It contains the text: 'These libraries have been made available to you by your Boards so that you can easily download blank forms, document templates and reference materials to assist you in your work.' Below this is a 'Select a Library:' dropdown menu set to 'Elmhurst University IRB, Elmhurst, IL - Documents for Researchers'. Underneath, it says 'Documents in this Library:' followed by a table header with two columns: 'Document Description' and 'Last Updated'.

Attaching a Document

Once you have completely filled out the EU IRB application and all of the required forms for your project, you are ready to upload the forms to IRBNet. Log back into IRBNet (if necessary). On the [My Projects](#) page, click on the name of the project you wish to add documents to (listed under [Project Title](#)). In this case, we are working with a project entitled “Examining the Health Beliefs of Elmhurst University Sociology Students.”

Welcome to IRBNet
Rowan Researcher

My Projects
Create New Project
My Reminders (19)

Other Tools
Forms and Templates

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 10 of 10

Create and Manage Tags | Show Archived Projects (1) | Project Status View

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
77742-1	Examining the Health Beliefs of Elmhurst...	Researcher	Work in progress (Not submitted)		

On the [Project Overview](#) screen click the [Designer](#) button (on the left hand side of the screen or just above [Project Status](#)).

Welcome to IRBNet
Rowan Researcher

My Projects
Create New Project
My Reminders (19)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

Other Tools
Forms and Templates

Project Overview

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students | Update

You have Full access to this project.

Research Institution Elmhurst University, Elmhurst, IL
Title Examining the Health Beliefs of Elmhurst University Sociology Students
Principal Investigator Researcher, Mary, PhD

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/21/2026

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
There is no Project Status information to display as of 01/21/2026.			

Package 77742-1 is: **Work in progress** | Package 1 of 1 | Jump

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

Shared with the following users:

User	Organization	Access Type
Researcher, Rowan	Elmhurst University, Elmhurst, IL	Full

On the [Designer](#) page, under [Step 2](#), click [Attach New Document](#).

The screenshot shows the IRBNet Designer interface. On the left is a navigation sidebar with sections: 'Welcome to IRBNet Rowan Researcher', 'My Projects' (with 'Create New Project' button), 'My Reminders (19)', 'Project Administration' (with links for Overview, Designer, Share, Sign, Submit, Delete, Send Mail, and History), and 'Other Tools' (with 'Forms and Templates' button). The main content area is titled 'Designer' and shows a package named '[77742] Examining the Health Beliefs of Elmhurst University Sociology Students'. The package status is '77742-1 Work in progress (Not submitted)'. Below this is a text input field for a package description. The interface is divided into two steps: 'Step 1' (Download blank forms) and 'Step 2' (Assemble your document package). In Step 2, there are dropdown menus for 'Select a Library' (Elmhurst University IRB, Elmhurst, IL) and 'Select a Document' (Consent Form), followed by a 'Download' button. Below this, it states 'Documents in this Package:' and shows 'There are no documents in this package.' At the bottom, it says 'There are no Training & Credentials records linked to this package.' and features an 'Attach New Document' button with a link '(When should I do this?)'.

Welcome to IRBNet
Rowan Researcher

Help
My Projects
Create New Project
My Reminders (19)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

Other Tools
Forms and Templates

Designer

[77742] Examining the Health Beliefs of Elmhurst University Sociology Students

Package: 77742-1 Work in progress (Not submitted)

Click to add a package description or notes.

Step 1: | [Hide Form Libraries](#) |
Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library: Elmhurst University IRB, Elmhurst, IL

Select a Document: Consent Form [Download](#)

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

There are no documents in this package.

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

[Attach New Document](#) (When should I do this?)

On the [Attach Document](#) page (see screenshot below), click the drop down arrow to view the type of document you wish to upload. Select the document type.

You will then need to identify the submission type. The submission type you choose should identify what it is you are submitting:

- If this is the first submission of a new project, choose the submission type [New Project](#).
- If this is a continuing review, select [Continuing Review/Renewal](#).
- If the EU IRB has issued a modifications required or deferral letter, and you now wish to submit a response, select [Response/Follow-up](#).
- If this is a submission of amendments or revisions to an approved study, select [Modification/Amendment](#).
-

Welcome to IRBNet
Mary Researcher

[47927-1] Examining the Health Beliefs Model in University Psychology Students

Attach Document

You may attach documents to this package by clicking the "Browse..." button to locate a document and then by clicking "Attach". The "Document Type" and optional "Description" are informational fields to assist you in managing your attached documents.

Document Type * Application Form

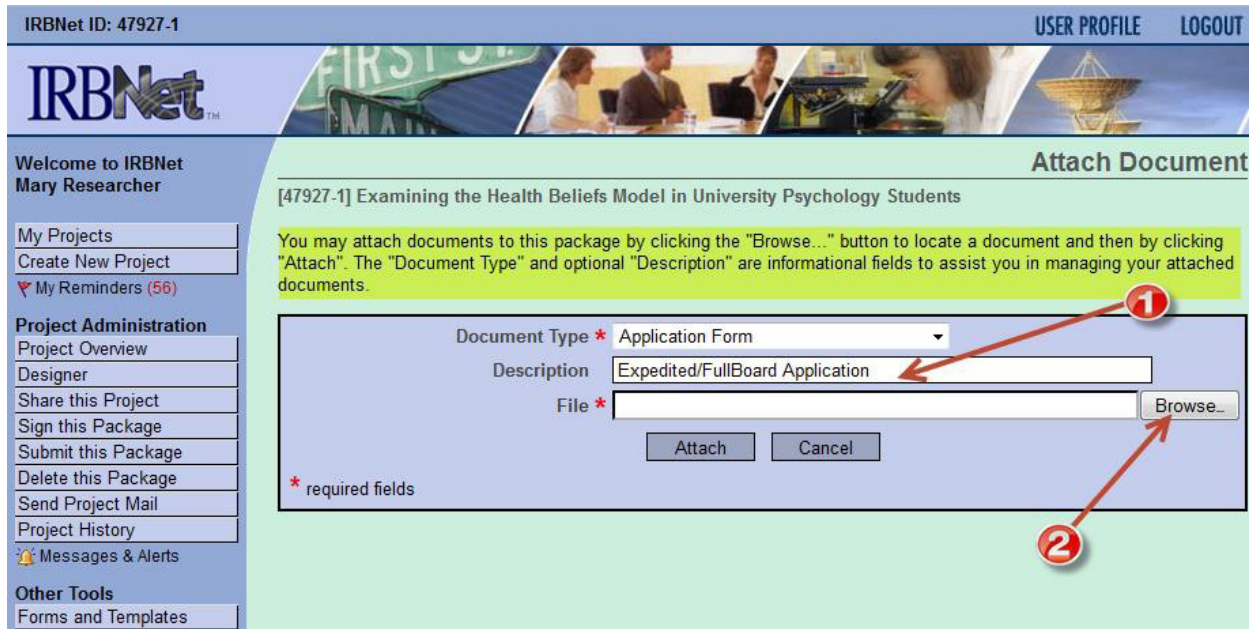
Description

File * Abstract/Summary
Adverse Event Report
Advertisement
Amendment/Modification
Application Form
Budget
Child Assent
Closure/Final Report
Confidentiality/Non-Disclosure
Conflict of Interest - Declaration
Conflict of Interest - Management Plan
Conflict of Interest - Other
Consent Form
Consent Waiver
Continuing Review/Progress Report
Cover Sheet
CV/Resume
Data Collection
HIPAA Consent/Authorization

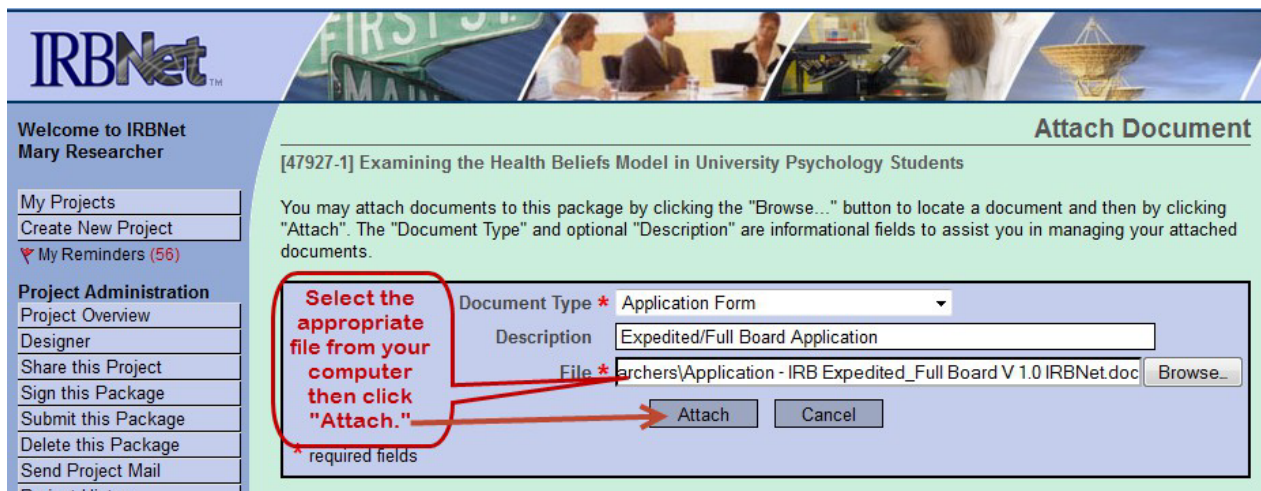
* required fields

Browse...

In the **Description** field, type in a brief description of the document you are attaching (#1 in the next screenshot). Then click the **Browse** button (#2 in the screenshot below) to locate the document on your computer that you wish to attach to your Project Package.



Once you have located the file on your computer, select it and click **Attach** at the bottom of the IRBNet screen.



The application is now attached to your project in IRBNet. Repeat this process until all required forms are attached to your project.

- Help
- My Projects
- Create New Project
- My Reminders (19)
- Project Administration**
- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History
- Messages & Alerts
- Other Tools**
- Forms and Templates

[77742] Examining the Health Beliefs of Elmhurst University Sociology Students

Package: 77742-1 Work in progress (Not submitted)

 [Click to add a package description or notes.](#)

Step 1: [Hide Form Libraries](#)

Download blank forms, document templates and reference materials to assist you in assembling your document package.

Select a Library:

Select a Document:

Step 2:
Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#)

Documents in this Package:

Document Type	Description	Last Modified	
Application Form	EU BUS checklist - IRB - 1st draft.docx	01/21/2026 08:26 PM	   


There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#)

[\(When should I do this?\)](#)

Delete, Edit, or Replace/Overwrite Attached Documents










Before submitting your Project, there are three methods to modify the documents you have already attached to your Project Package:

- [Delete](#) an attached document
- [Edit](#) an attached document
- [Replace or Overwrite](#) an attached document

To [Delete](#) an Attached Document click on the red  icon to the right of the document's name. A dialog box will appear asking if you want to delete this file.

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

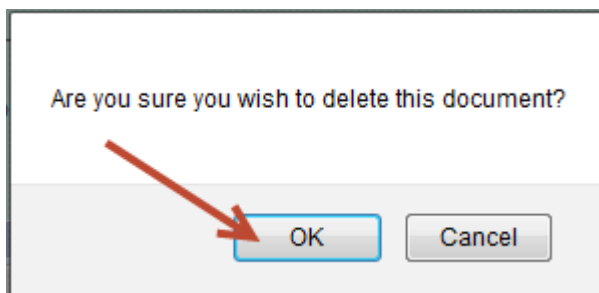
Documents in this Package:


Document Type	Description	Last Modified	
Application Form	Full Board Revised	09/21/2012 07:28 AM	  
Consent Form	Consent form	09/21/2012 07:29 AM	  
Other	Appendix A - Additional Key Personnel	09/22/2012 07:59 AM	  


There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |


Below is the dialog box. Once you click the [OK](#) button, the file is removed from the Project Package.


Note: because the file is saved outside of IRBNet, it is always possible to reload the file to the Project



Researchers usually use the [Edit](#) function when there are only minor changes to be made to a document and so want to begin with the original document they submitted. To [Edit](#) an attached document click on the [View Document](#) icon  to the right of the document's name. Your document will appear. Make any changes to the document and then save it to your desktop or project folder.

Note: You may wish to create a different file name just to keep a history of what you submitted. Delete the document you wish to replace by using the red  and then upload the edited document.

Investigators may [Replace or Overwrite](#) a document if they attach a form in error (or perhaps for other reasons): In some instances you may also wish to just "Replace or Overwrite" a document you have attached. The [Pencil](#)  will allow you to overwrite the currently attached document with the correct document without having to delete the former and upload the latter. This can only be done prior to submitting the Project Package.

To [Replace or Overwrite](#) a document, click the [Pencil](#) . This will bring up the following screen.

You are updating an attachment. To help you identify the file that was attached:

- This attachment was loaded from the file **Application - IRB Expedited_Full Board V 1.0 IRBNet.doc.**
- It was attached on **09/10/2012.**
- It has a size of **402432 bytes.**

Document Type * Consent Form

Description Revised Consent Form

File * C:\Users\Staples\Desktop\IRBNet Forms Protected Researcher... Browse...

Update Cancel

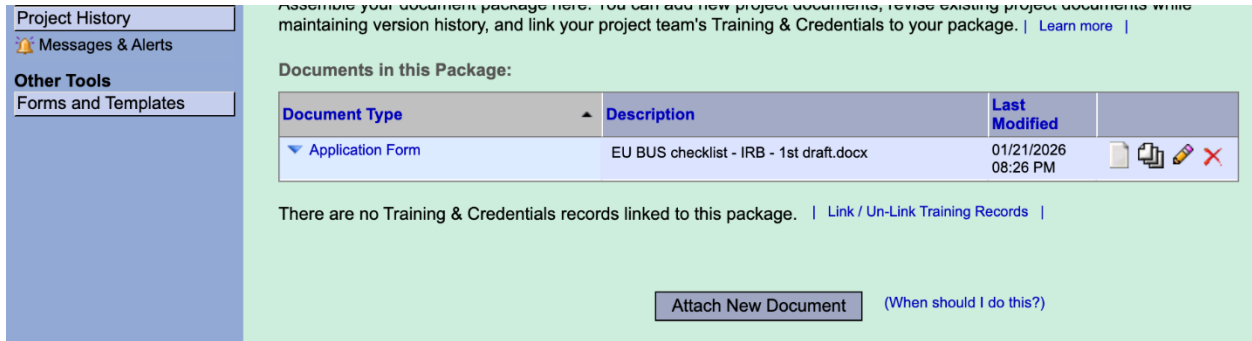
* required fields

Select the appropriate file from your computer to "replace" the previously attached Consent Form

Select the [Document Type](#) of the document that you will be uploading from the dropdown menu. Next click the [Browse](#) button. Locate the file on your computer you wish to upload to replace or update a document currently attached to your Project. Click [Update](#). This replaces the file previously attached with the newly uploaded file.





Link Training Records/Credentials to the Project

Once all of the project documents have been added to IRBNet, you must link the relevant training records/credentials of each investigator to the project. The button to link training records can be found at the bottom of the Designer page. Click on [Link/Un-Link Training Records](#).



Assemble your document package here. You can add new project documents, revise existing project documents while maintaining version history, and link your project team's Training & Credentials to your package. | [Learn more](#) |

Documents in this Package:

Document Type	Description	Last Modified	
Application Form	EU BUS checklist - IRB - 1st draft.docx	01/21/2026 08:26 PM	   

There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

(When should I do this?)

Sharing the Project with other Key Personnel

Now that you have attached all the required documents, you may share access to this project with other members of the project team. If you are not the PI for this project, you must share the project with the PI. If you are unaffiliated with Elmhurst University, you must share the project with the Elmhurst University faculty sponsor for your project. If you are a student, your faculty advisor must be registered with IRBNet and you must share your project with your advisor.

Signatures of the PI and (when applicable) faculty advisor are captured in IRBNet on the submission application. However, each person signing for the project is expected to have read the application and reviewed the other submission documents. Thus, it is essential to have shared the project with all individuals whose signature will be obtained.

In order to share the project, click the [Share this Project](#) button on the left-hand side of the screen. The following screen will appear. In most cases you will choose the [Share](#) option rather than [Multi-site](#) or [Transfer](#). Click on [Share](#).

The screenshot shows the IRBNet interface for a user named Rowan Researcher. The left sidebar contains a navigation menu with options: Help, My Projects, Create New Project, My Reminders (19), Project Administration (Project Overview, Designer, Share this Project, Sign this Package, Submit this Package, Delete this Package, Send Project Mail, Project History), Messages & Alerts, and Other Tools (Forms and Templates). The main content area is titled 'Share Project' and displays the project title '[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students'. Below the title, there is a paragraph of text explaining that the project can be shared with other researchers, committee members, administrators, and sponsors, or sent to a principal investigator at another site. Three options are listed: **Share**, **Multi-site**, and **Transfer**, each with a brief description of its use.

You will be taken to a screen where you will select an organization where the individuals you wish to share your project with are located. From the dropdown menu, select [Elmhurst University](#).

Remember: Before you can share a project with someone, that person must:

- Register with IRBNet
- Complete the User Profile
- Affiliate themselves with Elmhurst University (unless a Co-PI is located at a different institution)
- Reply to the IRBNet email to complete their registration

In the [Search Bar](#) on the Share Project page find the individual you want to share the project with. Select the level of access you want to grant to the individual under [Access Type](#). There are three levels of access: [Full](#), [Write](#), or [Read](#). The default option is [No Access](#). Continue the process until you have given the appropriate access to all of the individuals you want.

Welcome to IRBNet
Rowan Researcher

[Help](#)

[My Projects](#)

[Create New Project](#)

[My Reminders \(19\)](#)

Project Administration

[Project Overview](#)

[Designer](#)

[Share this Project](#)

[Sign this Package](#)

[Submit this Package](#)

[Delete this Package](#)

[Send Project Mail](#)

[Project History](#)

[Messages & Alerts](#)

Other Tools

[Forms and Templates](#)

Share Project

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students

Specify the access that you wish to grant to each user at **Elmhurst University**. You should grant each user only the minimum level of access necessary to perform their work on this project.

- **Signature Only (Read):** Users whose only role is to sign off on project documentation should be granted "Read" access. Users with Read access can view project documentation, communicate with the project team and add their signature. This would typically include advisors, department heads, and other individuals who are required to sign off on the project documentation prior to submission but do not otherwise have a day-to-day role on the project.
- **Read:** Users that are granted "Read" access can view project documentation, collaborate with other users and add their signature, but may not edit project documents or perform any other administrative functions.
- **Write:** Users that are granted "Write" access can view and edit project documents, collaborate with other users and add their signature, but may not grant access to other users, submit packages for review or perform any other administrative functions.
- **Full:** Users that are granted "Full" access can perform all functions without restriction. This includes editing project documents, sharing the project with other users, submitting document packages for review and deleting document packages. Only Project Owners with day-to-day responsibility for the project should be granted Full access. Users with Full access will receive automatic email copies of all project notifications and alerts that are sent to the Project Owners.

User	Access Type
Admin, Russ	<input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access
Admin, Kimberly	<input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access

Signing the Project Package

The final step before you submit the Project Package is to sign it. The [Signed Package](#) screen allows IRBNet users with access to a Project to record that they have read the Project’s documentation in its entirety and agree that it is ready for submission to the EU IRB for review.

Click the [Sign this Package](#) button on the left side of the [Project Overview](#) screen.

Welcome to IRBNet
Rowan Researcher

Help

My Projects

Create New Project

My Reminders (19)

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

Project Overview

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students | Update |

You have Full access to this project.

Research Institution	Elmhurst University, Elmhurst, IL
Title	Examining the Health Beliefs of Elmhurst University Sociology Students
Principal Investigator	Researcher, Mary, PhD

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/21/2026

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
<i>There is no Project Status information to display as of 01/21/2026.</i>			

Package 77742-1 is: Work in progress |<< Package 1 of 1 >>| Jump ▾ |

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
<i>This package has not been submitted.</i>				

Shared with the following users:

User	Organization	Access Type
Researcher, Avery	Elmhurst University, Elmhurst, IL	Full
Researcher, Rowan	Elmhurst University, Elmhurst, IL	Full

On the [Sign Package](#) screen, use the dropdown box to select your role in the project. Click on your appropriate role, then click [Sign](#). In the example below Rowan Researcher is the PI and is signing as the Principal Investigator on the project.

The screenshot displays the IRBNet interface for signing a package. On the left, a navigation sidebar includes sections for 'Welcome to IRBNet Rowan Researcher', 'Project Administration', and 'Other Tools'. The main content area is titled 'Sign Package' and shows a project titled '[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students'. A dropdown menu is open, listing various roles such as 'Administrative Reviewer', 'Advisor', 'Associate Investigator', 'Auditor', 'Author', 'Co-Investigator', 'Department Head', 'Department Representative', 'Institutional Official', 'Monitor', 'Other Signatory', 'Principal Investigator' (which is highlighted), 'Research Coordinator', 'Scientific Reviewer', 'Sponsor', 'Statistician', 'Sub-Investigator', and 'Team Member'. The background text includes a declaration: 'I, Rowan Researcher, as PI, certify that to the best of my knowledge the information contained in this package is accurate and is ready for submission in accordance with all applicable institutional requirements and is ready for submission in traditional handwritten signature mode. My signature is intended to be the legally binding equivalent of a handwritten signature.' There is also a 'Sign' button and a 'Signature Mode' label.

Submitting the Project Package

The [Submit this Package](#) page is where you will deliver your completed Project Package to the EU IRB for review. On the [Project Overview](#) page click [Submit this Package](#).

On the [Submit Package](#) page, ensure that [Elmhurst University IRB, Elmhurst, IL](#) is selected, then click [Continue](#). To save time scrolling through the list of institutions, you can check [Only show My Default Boards](#).

Welcome to IRBNet
Rowan Researcher

Submit Package

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students

IRBNet supports multiple models of review. Using the "Submit" feature, you may electronically submit this document package to either a single Board, or to multiple Boards. Each Board you submit to will be notified of your submission and given access to view your electronic documents. Each Board will also be permitted to electronically record their review decision, which will be stored as a permanent part of your project record. You will be automatically notified when the review decision is electronically recorded.

Please select a Board:

Search for an Organization

Only show My Default Boards

Select a Board *

- Edward Via College of Osteopathic Medicine Institutional Review Board, Blacksburg, VA
- Eisenhower Medical Center IRB, Rancho Mirage, CA
- Elisabethtown IRB 1, Elisabethtown, NJ
- Elisabethtown College IRB, Elisabethtown, PA
- Elk Cove VAMC Research Administration, Elk Cove, OR
- Elmhurst University IRB, Elmhurst, IL**
- Elrond VAMC Conflict of Interest, Cambridge, MA
- Elrond VAMC Research Administration, Cambridge, MA

* required fields

Project Administration

- Project Overview
- Designer
- Share this Project
- Sign this Package
- Submit this Package
- Delete this Package
- Send Project Mail
- Project History

Other Tools

- Forms and Templates

My Projects

Create New Project

My Reminders (19)

Messages & Alerts

After clicking [Continue](#) you will see the following screen (see next screenshot). Click on the dropdown menu next to [Submission Type](#). Select the appropriate option. In this case the PI is submitting a new project (i.e. one that has not previously been reviewed by the EU IRB). The PI therefore selects [New Project](#) as the [Submission Type](#). As an option, you may also add comments to the EU IRB in the comment box. The last step is to click the [Submit](#) button.

Note: Once you have submitted your application, it cannot be deleted. If you wish to delete an application for any reason, it must be deleted before you click on [Submit](#).

Welcome to IRBNet
Rowan Researcher

Help

My Projects

Create New Project

My Reminders (19)

Project Administration

Project Overview

Designer

Share this Project

Sign this Package

Submit this Package

Delete this Package

Send Project Mail

Project History

Messages & Alerts

Other Tools

Forms and Templates

Submit Package

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students

The following users at **Elmhurst University IRB** will be automatically notified of your submission:

Admin, Russ
Admin, Kimberly

Submission Type * New Project

You may also specify additional comments to

Your Comments:

Adverse Event (non-UP)
Amendment/Modification
Closure/Final Report
Continuing Review/Progress Report
Funding/Grant
New Project
Other
Other Reportable Event

Submit Cancel

That's it! You have completed all the steps required to register, login, and submit a new project in IRBNet!

Delete a Package before Submission

It is easy to delete a project package before submitting it to the EU IRB for review but, as noted above, it must be done before you click the [Submit](#) button.

Login to IRBNet. Click [My Projects](#) on the left-hand side of the page. A list of your projects will be listed. Click the project you wish to delete. In this example we are going to delete the project: “Examining the Health Beliefs of Elmhurst University Sociology Students.”

Note: in the title bar the [Status](#) of the project indicates that the project has not been submitted; it is still [Work in Progress](#).

Welcome to IRBNet
Rowan Researcher

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. ([Learn More](#))

Search: Search By Tag:

Search Clear

1 - 10 of 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
77742-1	Examining the Health Beliefs of Elmhurst...	Researcher	Work in progress (Not submitted)		

When you select the project you wish to delete, you will be taken to the [Project Overview](#) page. Click [Delete this Package](#) (on the left side of the page).

Welcome to IRBNet
Rowan Researcher

Project Overview

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students

You have Full access to this project.

Research Institution Elmhurst University, Elmhurst, IL

Title Examining the Health Beliefs of Elmhurst University Sociology Students

Principal Investigator Researcher, Mary, PhD

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/21/2026

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
There is no Project Status information to display as of 01/21/2026.			

Package 77742-1 is: **Work in progress**

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

On the [Delete Package](#) page, click [Delete](#). Note the [Warning](#) and make sure you want to permanently delete the project package.

Send Project Emails

The [Send Project Mail](#) function allows members of a research team to send emails without leaving IRBNet and helps to organize email correspondence relating to a project. EU IRB members can also send Researchers email via this function. All correspondence between EU IRB members and Researchers must include the Chair of the IRB.

Log in to IRBNet. From the [My Project](#) page, click on the project whose research team members you want to communicate with.

Welcome to IRBNet
Rowan Researcher

My Projects

Search: Search By Tag:

Search Clear

1 - 10 of 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
77742-1	Examining the Health Beliefs of Elmhurst...	Researcher	Work in progress (Not submitted)		

On the [Project Overview](#) page (under [Project Administration](#) on the left side of the screen), click the [Send Project Mail](#) button.

Welcome to IRBNet
Rowan Researcher

Project Overview

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students

You have Full access to this project.

Research Institution Elmhurst University, Elmhurst, IL

Title Examining the Health Beliefs of Elmhurst University Sociology Students

Principal Investigator Researcher, Mary, PhD

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/21/2026

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
There is no Project Status information to display as of 01/21/2026.			

Package 77742-1 is: **Work in progress**

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
This package has not been submitted.				

Shared with the following users:

User	Organization	Access Type
Researcher, Avery	Elmhurst University, Elmhurst, IL	Full
Researcher, Rowan	Elmhurst University, Elmhurst, IL	Full

Select the email recipients, type a message in the box, and click the [Send](#) button.

Welcome to IRBNet
Rowan Researcher

Help
My Projects
Create New Project
My Reminders (19)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Project History
Messages & Alerts

Other Tools
Forms and Templates

New Project Message

[77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students

Use this page to send communications to the Project Team or to the Board Contacts for any submitted package. Your message will also be automatically posted to the Project Messages & Alerts. Messages sent from this page become part of the project record and can be viewed by the Project Team and other users who have been granted access to this project as well as by Committee Members and Administrators that review this project.

Project Team: | [Select All Project Owners Only](#) | [Select All](#) | [Un-Select All](#)

User	User Organization	Send Mail
Researcher, Avery	Elmhurst University, Elmhurst, IL	<input checked="" type="checkbox"/>
Researcher, Rowan	Elmhurst University, Elmhurst, IL	<input checked="" type="checkbox"/>

Board Contacts:

There are no submitted packages.

Subject * IRBNet message from Rowan Researcher

Message * Re: [77742-1] Examining the Health Beliefs of Elmhurst University Sociology Students

Please login to IRBNet to review this project.

Regards,
Rowan Researcher

* required fields

Submitting a Revision for your Project

You may need to make one or more changes to your Project before the EU IRB can grant approval. If revisions are needed, you will receive a Decision Letter document in your email from the EU IRB. IRBNet enables you to make revisions to your original Project Package and track changes throughout the EU IRB review process.

When you log in to IRBNet, the [My Projects](#) page will show [Modifications Required](#) under the [Status](#) column. Click the name of the project that requires modifications to begin the revision process.

Welcome to IRBNet
Rowan Researcher

My Projects

Search: Search By Tag:

Search Clear

1 - 10 of 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Board Action	Effective Date
77742-2	Examining the Health Beliefs of Elmhurst...	Researcher	New Project	Modifications Required	01/21/2026

You will be taken to the [Project Overview](#) page.

Welcome to IRBNet
Rowan Researcher

Project Overview

[77742-2] Examining the Health Beliefs of Elmhurst University Sociology Students

You have Full access to this project.

Research Institution Elmhurst University, Elmhurst, IL

Title Examining the Health Beliefs of Elmhurst University Sociology Students

Principal Investigator Researcher, Mary, PhD

The documents for this project can be accessed from the [Designer](#).

Project Status as of: 01/21/2026

Reviewing Board	Initial Approval Date	Project Status	Expiration Date
Elmhurst University IRB, Elmhurst, IL		Deferred - Modifications Required	

Package 77742-2 is: Locked

Submitted To	Submission Date	Submission Type	Board Action	Effective Date
Elmhurst University IRB, Elmhurst, IL	01/21/2026	New Project	Modifications Required	01/21/2026

Shared with the following users:

User	Organization	Access Type
Researcher, Avery	Elmhurst University, Elmhurst, IL	Full
Researcher, Rowan	Elmhurst University, Elmhurst, IL	Full

Click the [Project History](#) button on the left-hand side of the screen. On the [Project History](#) page click the [Create A New Package](#) button (do not click the [Create New Project](#) button).

On the [Project History](#) page a [New Document Package](#) has been created (arrow number 1 in the screenshot below). IRBNet uses the same project number (47927 in this example) but changes the package number from 1 to 2. (-2 as shown by arrow number 2). This allows all revisions in an application to be tracked. The status of the Project Package is now [Work in Progress](#) (as shown by arrow number 3). Do not confuse a New Document Package with a New Project. There may be many Packages associated with a single Project. For example: when a continuing review application is submitted for a specific study/protocol, a New Package will be created and submitted under the existing Project.

Welcome to IRBNet
Mary Researcher

My Projects
Create New Project
My Reminders (63)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package
Send Project Mail
Reviews
Project History
Messages & Alerts (6)

Other Tools
Forms and Templates

Project History

[47927-2] Examining the Health Beliefs Model in University Psychology Students

The following document packages are available in Project History:


Pkg #	Package Type	Status	Create Date	Submission Date	Review Date
2	New Document Package	Work in progress	09/19/2012		
1	New Project	Modifications Required	09/10/2012	09/14/2012	09/18/2012

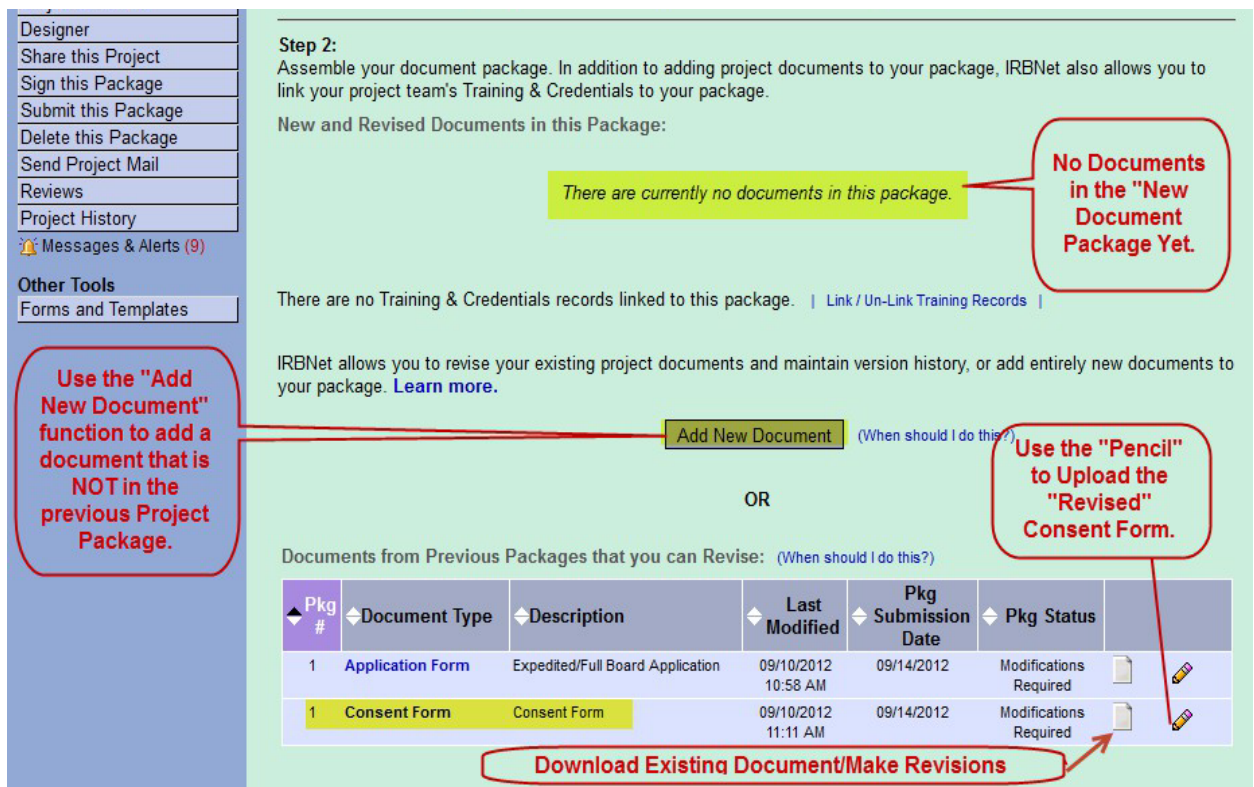
2 Packages found, displaying all Packages.

You are currently viewing this package.

Click [New Document Package](#) to begin the process of modifying your Project Package. This will open the [Designer](#) page.

The **Designer** page will show information for the **New Document Package**. From this page you can either **Attach New Document** if you have a new document to add that was not previously submitted (for example: a new questionnaire) or update a modified version of a document submitted in a previous Project Package. The following helps to clarify when to use these options.

- **Attach New Document:** use the **Attach New Document** button option when the document you are adding is not a revised or updated version of an existing project document. The new document will not be tied to the Document History of any existing document, and it will not have any Document History of its own since it is a completely new addition to your project.
- **Revise an Existing Document:** use the pencil icon  when you want to modify and create a new version of an existing project document. IRBNet adds the new version of your document while retaining all historical versions as part of your Document History. The new version will be automatically tied to the Document History. You may view the historical versions of any document by clicking on the Document History icon.



Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

There are currently no documents in this package.





There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

IRBNet allows you to revise your existing project documents and maintain version history, or add entirely new documents to your package. [Learn more.](#)

Add New Document (When should I do this?)

OR

Documents from Previous Packages that you can Revise: (When should I do this?)

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status	
1	Application Form	Expedited/Full Board Application	09/10/2012 10:58 AM	09/14/2012	Modifications Required	 
1	Consent Form	Consent Form	09/10/2012 11:11 AM	09/14/2012	Modifications Required	 

Download Existing Document/Make Revisions


No Documents in the "New Document Package Yet."

Use the "Add New Document" function to add a document that is NOT in the previous Project Package.


Use the "Pencil" to Upload the "Revised" Consent Form.

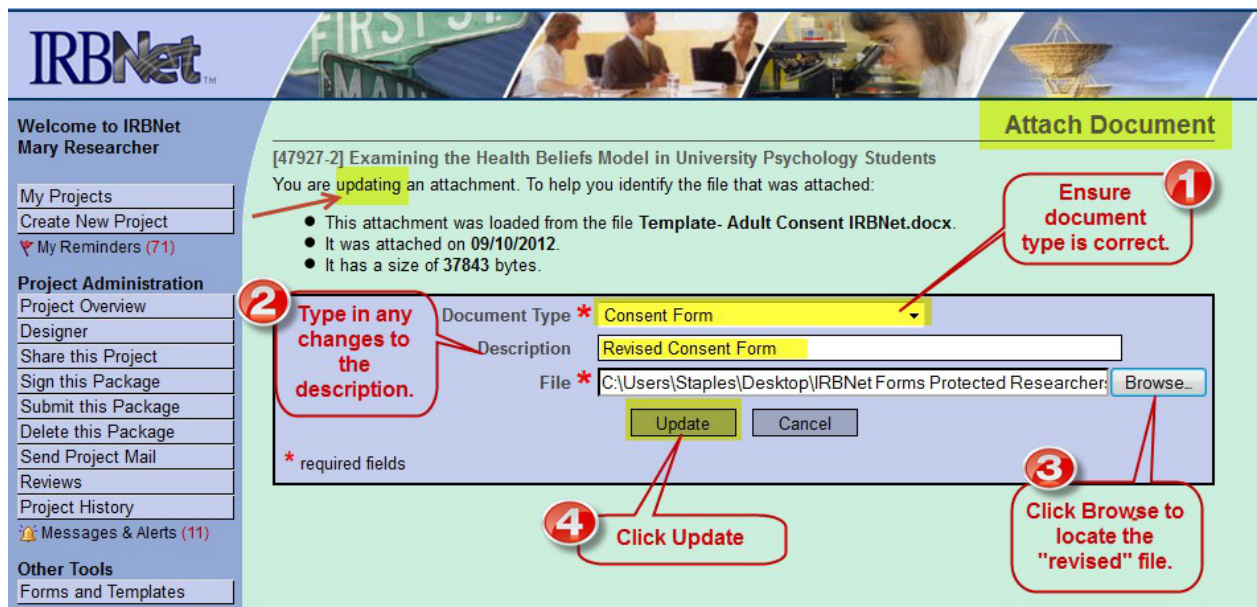
In this example, Mary Researcher has been notified that she must modify the Consent Form for her project. To do so, she should update the document using the New Document Package that she created. This process allows the EU IRB and the research team to track all changes to the project.

Because Mary Researcher is making revisions to an existing document that was previously submitted in the first package she should select options from the [Documents from Previous Packages that you can revise](#) (see the screenshot of the [Designer](#) page above). This section of the [Designer](#) page allows researchers to revise previously submitted documents.

The Consent Form that needs to be revised can be accessed either by clicking on the  (paper icon) to the right of the Consent Form and downloading it, or by accessing the document from the project files saved outside of IRBNet.

Once all the changes to the project documents requested by the EU IRB have been made, it should be updated with the most current version date and saved with the other project files outside of IRBNet.

To add the revised consent, click .



The screenshot shows the IRBNet interface for updating a document. The page title is "Attach Document" and the user is "Mary Researcher". The project name is "[47927-2] Examining the Health Beliefs Model in University Psychology Students". The page indicates that the user is updating an attachment and provides details about the original file: "Template- Adult Consent IRBNet.docx", attached on 09/10/2012, and 37843 bytes. The form has four numbered callouts: 1. "Ensure document type is correct." pointing to the "Document Type" dropdown menu which is set to "Consent Form". 2. "Type in any changes to the description." pointing to the "Description" text box which contains "Revised Consent Form". 3. "Click Browse to locate the 'revised' file." pointing to the "Browse..." button next to the "File" field. 4. "Click Update" pointing to the "Update" button. The "File" field shows a path: "C:\Users\Staples\Desktop\IRBNet Forms Protected Researcher\". There are also "Update" and "Cancel" buttons at the bottom of the form.

At the top of the [Attach Document](#) page, it will show that an attachment is being "updated" and when the original form was loaded.

Ensure that the [Document Type](#) dropdown box contains the correct information. Type in any changes to the file [Description](#) in the Description textbox.

Click [Browse](#) to locate the revised version of the document. Click [Update](#) to finish uploading the revised version.

Sign this Package
 Submit this Package
 Delete this Package
 Send Project Mail
 Reviews
 Project History
 Messages & Alerts (11)
 Other Tools
 Forms and Templates

Select a Document: 1. Application IRB Exempt [Download]

Step 2:
 Assemble your document package. In addition to adding project documents to your package, IRBNet also allows you to link your project team's Training & Credentials to your package.

New and Revised Documents in this Package:

Document Type	Description	Last Modified
Consent Form	Revised Consent Form	09/23/2012 03:33 PM

There are 2 documents in this package.

Document Revision History

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status
2	Consent Form	Revised Consent Form	09/23/2012 03:33 PM	09/19/2012	Pending Review
1	Consent Form	Consent Form	09/10/2012 11:11 AM	09/14/2012	Modifications Required

After all required modifications have been made, click on "Sign this Package."

In the example above, the Revised Consent Form document is now located under **New and Revised Documents** along with the original Consent Form. The original Consent Form can no longer be accessed and revised from the first Project Package. Click the paper stack icon to view all versions of the Consent Form.

After all required modifications have been made and any other new documents attached, click **Sign this Package**.

IRBNet

Welcome to IRBNet
 Mary Researcher

My Projects
 Create New Project
 My Reminders (71)

Project Administration
 Project Overview
 Designer
 Share this Project
 Sign this Package
 Submit this Package
 Delete this Package
 Send Project Mail
 Reviews
 Project History
 Messages & Alerts (11)

Other Tools
 Forms and Templates

[47927-2] Examining the Health Beliefs Model in University Psychology Students

I, Mary Researcher, as Principal Investigator, certify that to the best of my knowledge the information contained in this package is accurate and ready for submission in accordance with all applicable institutional requirements and traditional handwritten electronic signature is intended to be the legally binding equivalent of a physical signature.

To sign on behalf of an: [Principal Investigator]

This package has been signed by: [Principal Investigator]

Date: 09/19/2012 03:02 PM

Role: Advisor

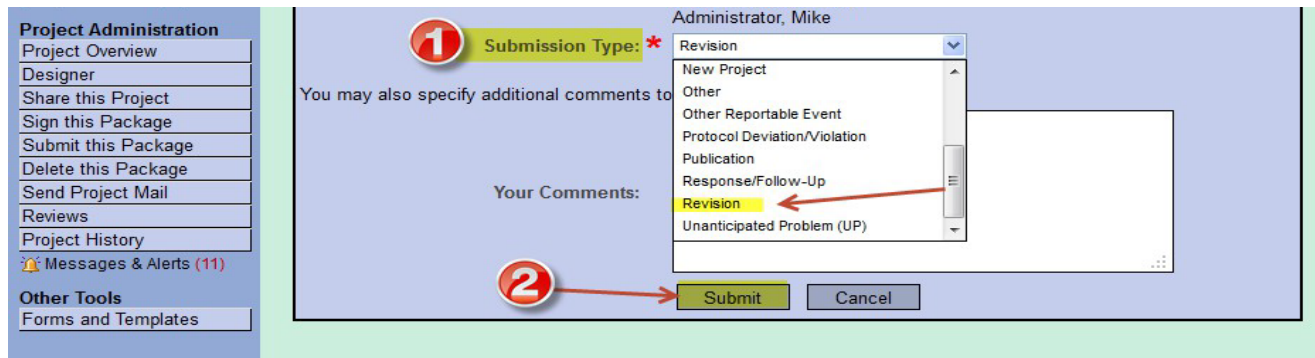
Sign

1

2

Use the dropdown box to select your role in the Project and then click **Sign**. In this example, Mary Researcher is signing the project package as the PI.

On the [Submit Package](#) page, ensure that Elmhurst University is selected and click [Continue](#).



Click the dropdown menu next to [Submission Type](#). Select the appropriate option. In this case the PI is submitting a new Project Package created to make changes and/or revisions required by the EU IRB to gain initial approval for the project. Therefore, the PI selects [Revision](#) as the Submission Type.

Click the Submit button to finish submitting the new Project Package.

If the EU IRB approves your project with the revisions, you will receive an email and a decision letter notifying you that the project has been approved. You may also be informed that your project needs further revisions, or that the project is not approved by the IRB.

In order to view your notification letter, log in to IRBNet and open your project. Click on the [Reviews](#) tab on the [Project Overview](#) page which will display a list of published board documents relating to the project including approval and modifications letters.

If you have any questions regarding notifications you receive from IRBNet please contact the Chair of the EU IRB at IRB@elmhurst.edu.

Appendices

Appendix 1: Locked/Unlocked Projects

Once a Project Package is submitted to the EU IRB, it will be Locked. Packages can only be unlocked (allowing them to be edited or otherwise modified) by EU IRB members. If you submit a Project Package and subsequently notice that there are one or more errors in it, please contact the Chair of the EU IRB, explain the situation and/or error (referencing the Project Package number if possible), and the Project Package can be routed back to you for correction prior to its review.

While you can continue to obtain investigator signatures on a locked package, under no circumstances should you create a new package just for the purpose of obtaining signatures. To add signatures to a package after it has been submitted to the EU IRB, please contact the Chair of the EU IRB via email, explain the situation (referencing the Project Package number if possible), and the Project Package can be rerouted back to you.

Appendix 2: IRBNet Numbering System

You may notice two different reference numbers in the IRBNet system: an IRBNet number and a Local Board Reference number. The IRBNet number will serve as the unique identifier for every project reviewed by the EU IRB. Each IRBNet number serves as an important “internal tracker” for every project created at Elmhurst University and reviewed by the EU IRB. The root number (the first six digits) remains the same from the creation of a project to its termination. The suffix of the IRBNet number (e.g. -1, -2, -3, etc.) is the Package number of a particular Project. Once a project is assigned An IRBNet number, that number will remain exactly the same throughout the life of the study.

Example: If the original submission (Project Package) of a Project is given the IRBNet number 123456-1, and the EU IRB reviews the submission and requires changes, the changes will be submitted as a new package and it will be given the IRBNet number 123456-2. If that Project Package is then approved, but an amendment is subsequently added, that amendment will be submitted as a new Project Package and be given the IRBNet number 123456-3.

Clicking the Project History button for any Project Package will show all of the packages for that project.

Appendix 3: Continuing Reviews and Termination Reports

For every research project approved by the EU IRB, IRBNet will send those with full project access email notifications prior to the expiration of the approval period (usually one year from the date of original project approval or from the most recent continuation approval). It is important to respond to the notification as soon as possible to ensure that there is no lapse in study approval. If project approval does lapse before it has been re-approved (even if the continuing review materials have been submitted), all research activity (including data analysis) must be halted immediately. To begin the research again after a lapse in approval requires the submission of a new project proposal – lapsed projects cannot be retroactively approved to cover the time during which the approval lapsed.

Once you receive your emailed notice to renew your study:

If you will not continue the study (including data analysis) past the study expiration date:

- Go to the IRBNet Project Manager.
- Select the IRBNet package referenced in the email notification you received.
- Go to the Project Designer and select Attach New Documents to begin creating a new package for the project.
- Go to the EU IRB Forms (on the EU IRB website) and download the Termination Report. Complete the Report and upload it into IRBNet
- Obtain e-signature(s) of PI.
- Submit the package as a Closed/Final report.
- You will receive email acknowledgement of the closure from the EU IRB.

If you do want to continue the study (including data analysis) past the study expiration date:

- Go to the EU IRB Forms (on the EU IRB website) and download and complete the Continuing Review Form.

Appendix 4: Additional IRBNet Capabilities

How to Access a Project's History

- Log into IRBNet and select your project's title. On the left menu, click the [Project History](#) button.
- Numbered packages will appear in reverse order with the most recent package on top.
- Select a package to view its history by clicking its name under [Submission Type](#).

How to Edit Your User Profile

- To edit your password, contact information, or affiliations, log in to IRBNet and select [User Profile](#) in the upper right side of any screen.
 - To edit your account information or password, select [Edit](#). Make sure to [Save](#) any changes.
- To add an affiliation with another institution, select [Add an Additional Affiliation](#) and follow the instructions. If the other institution is not listed, click the blue [Add a New Organization](#) link.

How to Locate a Project in IRBNet

- IRBNet's search feature allows search by IRBNet number, project title, keyword (if used), etc.
- Log into the correct IRBNet user account.
- If someone else created the Project, make sure that you have been granted project access. Also ensure that you have not accidentally transferred oversight when trying to share access with others.
- If you still cannot locate the Project, click the [My Projects](#) button on the left menu and search from there.

How to Remove Another User's Project Access

- Log into IRBNet and select your project's title.
- Under the [Shared](#) table at the bottom of the page, select the individual's name (in blue).
- In the same row as their name and under [Access Type](#), select the circle next to [No Access](#).
- At the bottom of the page, select [Save](#).
- Submit a revision request form to the EU IRB in order to officially remove the individual from the Project. Include revised (and tracked) documents if their name appears on any advertisements or consent/assent forms.

How to Send Project Mail

- Log into IRBNet and select your project's title.
- On the menu on the left, select [Send Project Mail](#).
- Check the appropriate box for each individual to whom you would like to send a message.
- Edit the subject, compose the message, and then select [Send](#). A copy of the message will be saved in IRBNet.

How to Transfer a Project to Another User

Use this only if you need to completely relinquish access to a project and name another individual in your place.

- Log into IRBNet and select your project's title.
- On the menu on the left, select [Share this Project](#).
- On the main screen, select [Transfer](#).
- Enter the name of the organization for the person to whom you are transferring the project [Search](#).
- Select the organization's name and then select [Select Organization](#).
- Select the user's name from the dropdown menu. A message is optional.
- Select [Save](#).

Appendix 5: Sample Forms

Approval Decision Letter Example

DATE: [CURRENT DATE]

TO: [PI NAME]
FROM: [BOARD NAME]

PROJECT TITLE: [IRBNET ID AND PROJECT TITLE]
REFERENCE #: [LOCAL BOARD REFERENCE NUMBER]
SUBMISSION TYPE: [SUBMISSION TYPE]

ACTION: APPROVED
APPROVAL DATE: [EFFECTIVE DATE]
EXPIRATION DATE: [PROJECT EXPIRATION DATE]
REVIEW TYPE: [REVIEW TYPE]

REVIEW CATEGORY: Expedited review category # (enter category, or delete line)

Thank you for your submission of [SUBMISSION TYPE] materials for this project. The [BOARD NAME] has APPROVED your submission. This approval is based on an appropriate risk/benefit ratio and a project design wherein the risks have been minimized. All research must be conducted in accordance with this approved submission.

This submission has received [REVIEW TYPE] based on applicable federal regulations.

Please remember that informed consent is a process beginning with a description of the project and insurance of participant understanding followed by a signed consent form. Informed consent must continue throughout the project via a dialogue between the researcher and research participant. Federal regulations require that each participant receives a copy of the consent document.

Please note that any revision to previously approved materials must be approved by this committee prior to initiation. Please use the appropriate revision forms for this procedure.

All UNANTICIPATED PROBLEMS involving risks to subjects or others (UPIRSOs) and SERIOUS and UNEXPECTED adverse events must be reported promptly to this office. Please use the appropriate reporting forms for this procedure. All FDA and sponsor reporting requirements should also be followed.

All NON-COMPLIANCE issues or COMPLAINTS regarding this project must be reported promptly to this office.

This project has been determined to be a [PROJECT RISK LEVEL] project. Based on the risks, this project requires continuing review by this committee on an annual basis. Please use the appropriate forms for this procedure. Your documentation for continuing review must be received with sufficient time for review and continued approval before the expiration date of [PROJECT EXPIRATION DATE].

Please note that all research records must be retained for a minimum of three years after the completion of the project.

If you have any questions, please contact [THIS USER NAME] at [THIS USER EMAIL]. Please include your project title and reference number in all correspondence with this committee.