

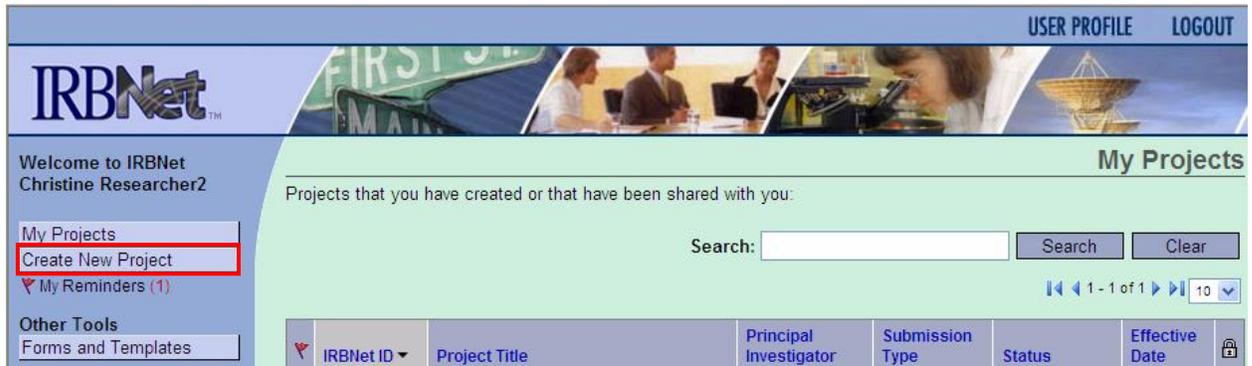
CREATING A NEW PROJECT

1. Go to irbnet.org and login.



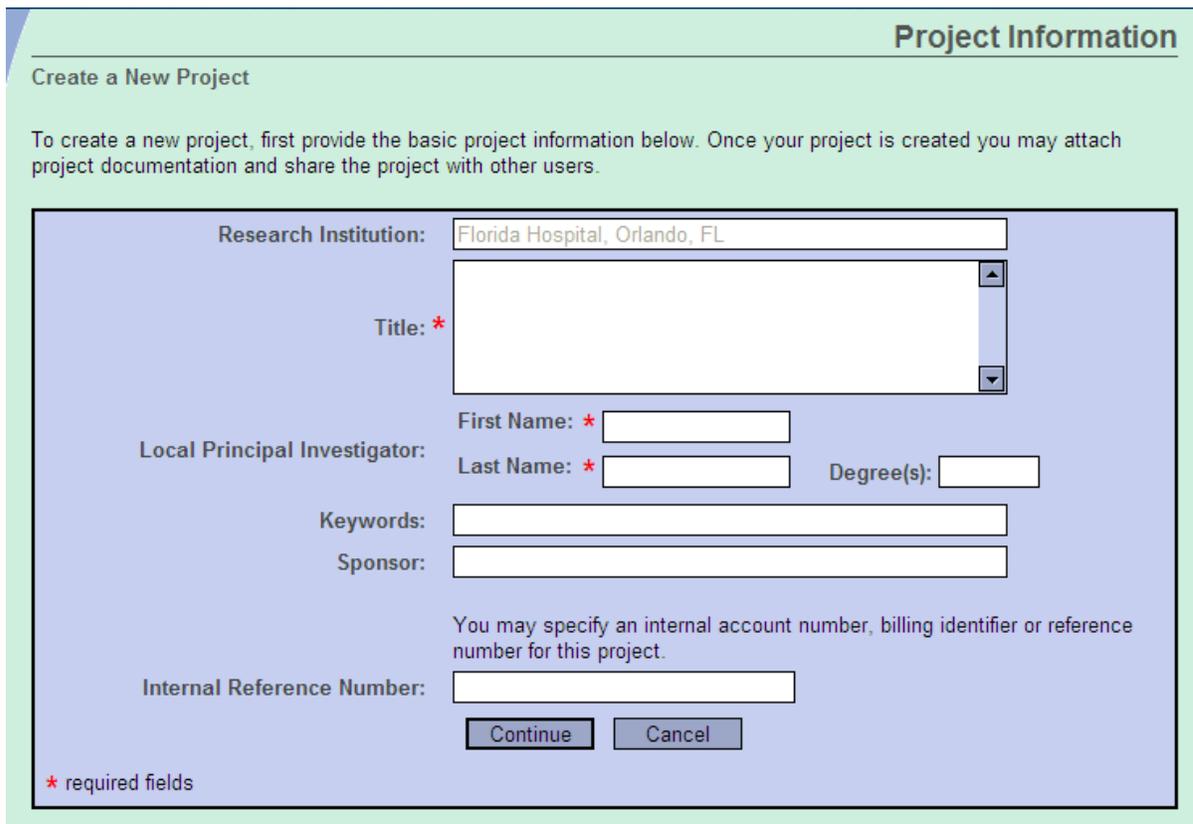
The login form features a dark blue header with the text "Login:" on the left. To its right are two white input fields labeled "Username" and "Password". A "Login" button is positioned to the right of the password field. Below the input fields, there are two links: "New User Registration" with a person icon and "Forgot Your Password?" with a question mark icon.

2. On the left side navigation bar, click "Create New Project."



The dashboard shows the IRBNet logo and a navigation menu on the left. The "My Projects" menu item is highlighted with a red box. The main content area displays "My Projects" with a search bar and a table of projects. The table has columns for IRBNet ID, Project Title, Principal Investigator, Submission Type, Status, and Effective Date.

3. The Project Information screen opens.



The "Project Information" form is titled "Create a New Project". It contains several input fields: "Research Institution" (pre-filled with "Florida Hospital, Orlando, FL"), "Title" (required), "Local Principal Investigator" (with sub-fields for "First Name", "Last Name", and "Degree(s)", all required), "Keywords", and "Sponsor". There is also an "Internal Reference Number" field with a note: "You may specify an internal account number, billing identifier or reference number for this project." The form includes "Continue" and "Cancel" buttons and a legend for required fields.

4. In the “Create a New Project” section, enter the following information in proper case (not all caps):
- Research Institution:** This field defaults to the user’s registered research institute. This cannot be changed.
 - Title:** Enter the full study title, as it appears on the study protocol, followed by the study’s acronym or short name, if applicable, in parentheses. The title in this field should match the title on the protocol, informed consent form, IRB Application, and ORA Research Review Application. If the title is not yet known, enter TBD (this can be changed once the title is known).
 - First Name:** Enter the proper name (not a nickname) of the Principal Investigator followed by a middle initial, if applicable.
 - Last Name:** Enter the last name of Principal Investigator.
 - Degree:** Enter a single degree held by the Principal Investigator that most relates to the study (no periods).
 - Keywords:** Enter the first and last names of the primary contact(s) for the IRB and ORA (no punctuation is necessary to separate the names). You may also enter any other names or words that may help you search for this study on the “My Projects” page.
 - Sponsor:** Enter the name of the sponsor followed by the sponsor protocol number in parentheses, if applicable. For example:
 - For Industry sponsored trials, “Sponsor Name (SN1234567)”
 - For Grant Funded Studies, list the grantor and grant # if applicable, “NIH (NIH grant #)”
 - For Investigator-Initiated studies that are not funded, “Non-funded”
 - Internal Reference Number:** Enter the Cost Center # of the department that is conducting/managing the study. If you do not have a Florida Hospital Cost Center #, enter the four-letter identification that has been assigned to your organization and was previously used as the last four characters of your FH project numbers.

Research Institution: Florida Hospital, Orlando, FL

Title: * Title On the Protocol (TOP)

Local Principal Investigator:

First Name: * PI's Proper Name

Last Name: * PI's Last Name

Degree(s): 1 Degree

Keywords: Name(s) of primary IRB and ORA contact(s)

Sponsor: Sponsor's Name (Sponsor's Protocol #)

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

Internal Reference Number: Cost Center #

Continue Cancel

* required fields

5. Verify that the information is accurate, and click “Continue.” An IRBNet ID # will be automatically assigned to this project. The numbers before the dash will be the IRB/ORA # for the life of the study.

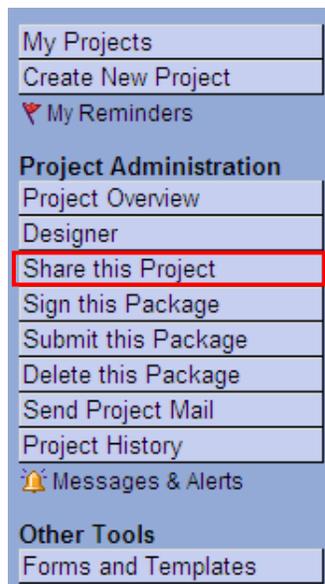


At this point, you are the only person that can see or has access to this Project. You must “Share” a Project that you create with other members of your research team for them to have access to it.

SHARING A PROJECT

Once a Project is created, it may be shared with other team members who are registered in IRBNet. The FH IRB strongly recommends that the Principal Investigator have at minimum “Read” access to his/her projects.

1. On the left side navigation bar, click “Share this Project.”



2. Click “Share.”

You may share this project with other Researchers, Committee Members, Administrators and Sponsors. You may also send a complete copy of this project to a Principal Investigator at another site if this is a multi-site project. You may also transfer ownership of this project to another individual.

- **Share** Use this option if you wish to share your project with other Researchers, Committee Members, Administrators or Sponsors at your own institution or any other institution. For example, you may wish to share this project with other members of your research team so that you may collaborate in the design and development of the project, or with a selected Committee Member or Administrator to solicit feedback prior to submitting your project for review. You may provide any individual with **Full**, **Write** or **Read** access.
- **Multi-site**: Use this option only if your project is a multi-site project and you wish to send a complete and independent copy of this project to a Principal Investigator at another site. The local Principal Investigator will be able to obtain project documents from the lead site and may modify their copy of these documents (such as consent forms) to meet the requirements of their local Board. You will be able to monitor the progress of this project at every local site. The other local Principal Investigators will also be able to monitor the progress of this project at every local site (including your own).
- **Transfer**: Transfer your ownership of this project to another user. In doing so you will relinquish all access to this project and the designated user will be granted **Full** access.

3. Select "Florida Hospital, Orlando, FL and click "Select Organization."

You may share this project with other IRBNet users. Sharing a project consists of three steps:

1. Select an organization to display a list of IRBNet users at that organization.
2. Specify the access that you wish to grant each user at that organization.
3. Save your changes.

Search for an Organization

Organization types to display Research Institutions Boards Sponsors

Select an Organization*

- Florida Hospital, Orlando, FL
- Florida State University, Tallahassee, FL
- Florida Tech, Melbourne, FL
- Food and Drug Administration, Rockville, MD
- Forest Laboratories, Jersey City, NJ
- Fort Drum, Fort Drum, NY
- Fort Hays State University, Hays, KS
- Fort Monmouth, Fort Monmouth, NJ

* required fields

4. Type the name of the person with whom you would like to share the Project in the "Search for a User" box and click "Search." The person must be a registered user in IRBNet.

Specify the access that you wish to grant to each user at **Florida Hospital**. 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.

Search for a User:

5. Select the level of access the user should have: Full, Write, Read or No Access, and click "Save." A notification will be sent to the user notifying him/her that he/she has been given access to the Project. **Principal Investigators should have at minimum "Read" access.**

Search for a User:

IRBNet User	Permission Access
Mitchell, Susan	<input type="radio"/> Full <input type="radio"/> Write <input type="radio"/> Read <input checked="" type="radio"/> No Access

One User found.

Each user will be automatically notified that they have been granted access to this project. You may also specify additional comments to be included in this notification:

Your Comments

Levels of Access Definitions:

Specify the access that you wish to grant to each user at **Florida Hospital**. 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.

Only "Full" access users can do the following:

- **Create Packages**
- **Submit Packages**
- **Grant or change Project access for other users**