IRBNet 101
What? Why? How?

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(540) 232-8425
IRBNet: Say what?!?!

- New method for submitting protocols to the VCOM IRB
- Electronic, web-based, secure protocol management system
- Helps researchers and administrators better manage protocol submission, modification and track processes
IRBNet: Why?

• Allows researchers and committee members to access data anytime, any place from virtually any computer with internet access
• Streamlines your submission and review process
• Allows for web-based protocol sharing and collaboration
• Receive automatic notifications
• Allows for integrated training and credential management
IRBNet: How?

Create an IRBNet user account by going to

www.irbnet.org
• Step 1: Click on “New User Registration”
Step 2: Enter New User Account Information

New User Account Information

All users must be REGISTERED to access iRBNet. Registration is free.

The first step is to enter your basic account information and create your iRBNet Username and Password.

- First Name
- Last Name
- Username
- Password
- Confirm Password
- Password Hint

* required fields

Continue ▶ Cancel
- Step 3: Select Organization/Affiliation
  
  *note-must select VCOM even if not faculty/staff/student*
Step 4: Enter Contact Information

Specify your contact information at Edward Via College of Osteopathic Medicine, Blacksburg, VA. The email address that you specify will be used for communications related to Edward Via College of Osteopathic Medicine projects.

- Telephone Number
- Fax Number
- Email
- Verify Email

* required fields

Continue  Cancel
• Step 5: Confirm Registration Information
Registration is Complete

An activation email has been sent to your contact email address. You must click on the activation link within the email to activate your account.

Having trouble receiving your activation email from IRBNet? Try the following:

1. Check your spam box to make sure important IRBNet emails aren't getting accidentally filtered.
2. Make sure to whitelist all emails coming from irbnet.org to assure you receive them properly.
3. Request a new activation email by logging in to IRBNet and clicking on the "Send me an activation email" link within your User Profile.
4. Contact the IRBNet Coordinator at your local Research Office who can provide additional helpful information and can assist you in registering your account.
Step 6: Check for Activation Email and Follow Link

activation@irbnet.org
To trainingirb17@yahoo.com

Welcome to IRBNet!

Please confirm your affiliation with Edward Via College of Osteopathic Medicine by clicking on the following link:
https://training.irbnet.org:443/training/public/act.jsp?i=830675&a=Ab9KcmYJxQ

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
What would you like to do?

Create a New Project

Update my User Profile
• Update Profile with Training and CV/bio-sketch
Attach a document to this Training & Credentials record by clicking the "Browse..." button to locate your document and then by clicking "Attach".

- **Document Type:** CITI Training
- **Description:**
- **Credits/Credit Hours (if applicable):**
- **Effective Date:** 11/01/201
- **Expiration Date:**
- **File:** Choose File Test CITI Cert.pdf

* required fields
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CITI Training
Test CITI Cert.pdf
11/01/2017
11/01/2017
03:32 PM
Not Submitted
Submit |
Submit Training & Credentials

Step 1: Select a Board

Certain Boards allow you to directly submit your Training & Credentials. (Alternately, you may link your Training & Credentials to any package on the Designer and then submit the entire package.)

You are submitting the following record:

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Please select a Board:

Search for a Board

Only show My Default Boards

Edward Via College of Osteopathic Medicine Institutional Review Board,...

Select a Board *

* required fields

Continue  Cancel
### Submit Training & Credentials

**Step 2: Confirm and Submit**

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You are submitting this record to the following Board:

**Edward Via College of Osteopathic Medicine Institutional Review Board, Blacksburg, VA**

You may also send an optional message to the Board along with this submission:

**Subject:** New Training & Credentials Submission

**Your Message:**

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[Submit] [Cancel]
Submitted and Pending Review:

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I have a user account in IRBNet...how do I submit my IRB protocol for review?
Breakout Session Tomorrow at 11:30am:

How to Submit a Protocol in IRBNet