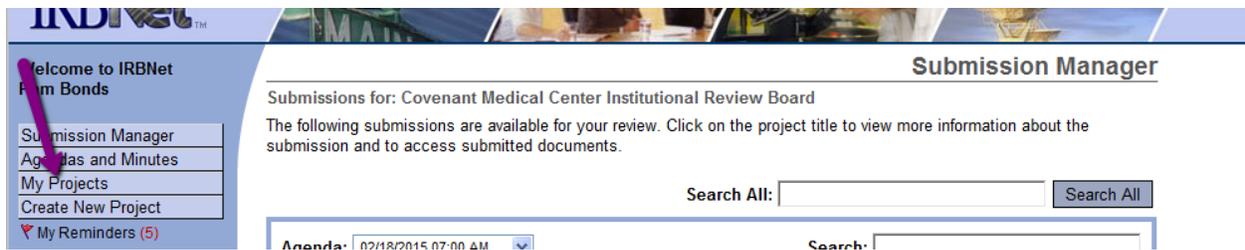


Covenant Medical Center

How to Share a Package with other Investigator or Team

If you need other research team members to have access to the project you need to share the submission. Here is how:

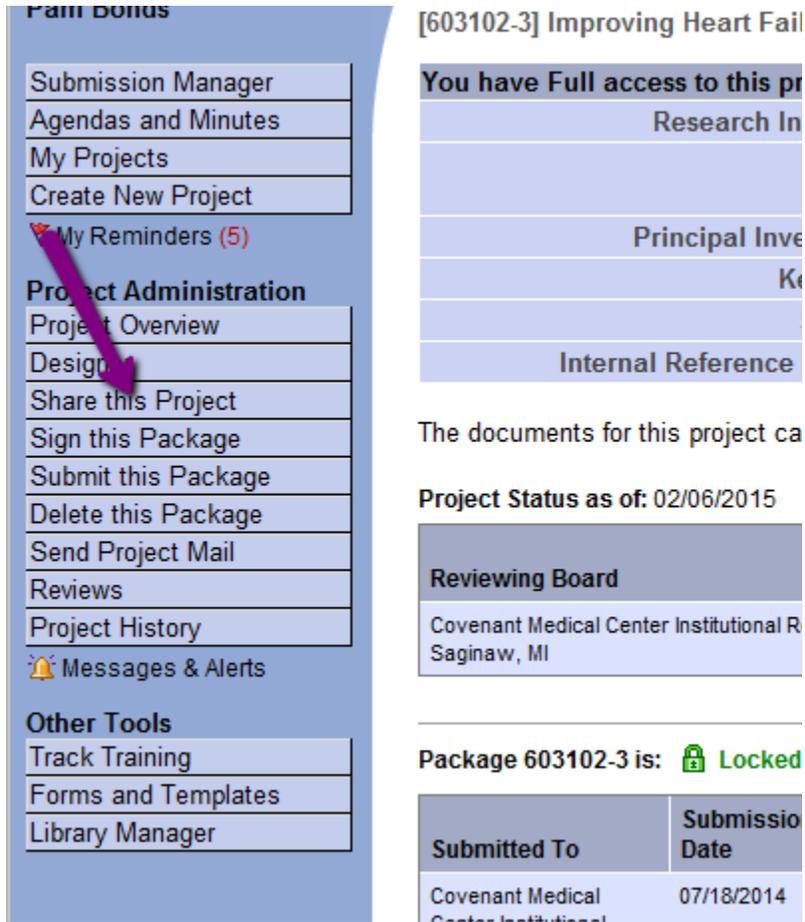
1. Sign in and go to my projects. Find the study and open it (click on the blue text title to open)



The screenshot shows the IRBNet Submission Manager interface. On the left is a navigation menu with the following items: "Welcome to IRBNet", "Form Bonds", "Submission Manager", "Agendas and Minutes", "My Projects", "Create New Project", and "My Reminders (5)". A red arrow points to the "Submission Manager" link. The main content area is titled "Submission Manager" and contains the text: "Submissions for: Covenant Medical Center Institutional Review Board" and "The following submissions are available for your review. Click on the project title to view more information about the submission and to access submitted documents." Below this text is a search bar with the label "Search All:" and a "Search All" button. At the bottom, there is an "Agenda" dropdown menu showing "02/18/2015 07:00 AM" and another search bar.

How to Share a Package with other Investigator or Team

2. Click Share this Project tab on left



The screenshot shows a web interface for a project titled "[603102-3] Improving Heart Fail". On the left, a sidebar menu is visible with the following sections:

- Pain Bonus**
 - Submission Manager
 - Agendas and Minutes
 - My Projects
 - Create New Project
 - My Reminders (5)
- Project Administration**
 - Project Overview
 - Design
 - Share this Project** (highlighted with a red arrow)
 - Sign this Package
 - Submit this Package
 - Delete this Package
 - Send Project Mail
 - Reviews
 - Project History
- Messages & Alerts**
- Other Tools**
 - Track Training
 - Forms and Templates
 - Library Manager

The main content area shows the project details:

[603102-3] Improving Heart Fail

You have Full access to this pr

Research In

Principal Inve

Ke

Internal Reference

The documents for this project ca

Project Status as of: 02/06/2015

Reviewing Board

Covenant Medical Center Institutional R
Saginaw, MI

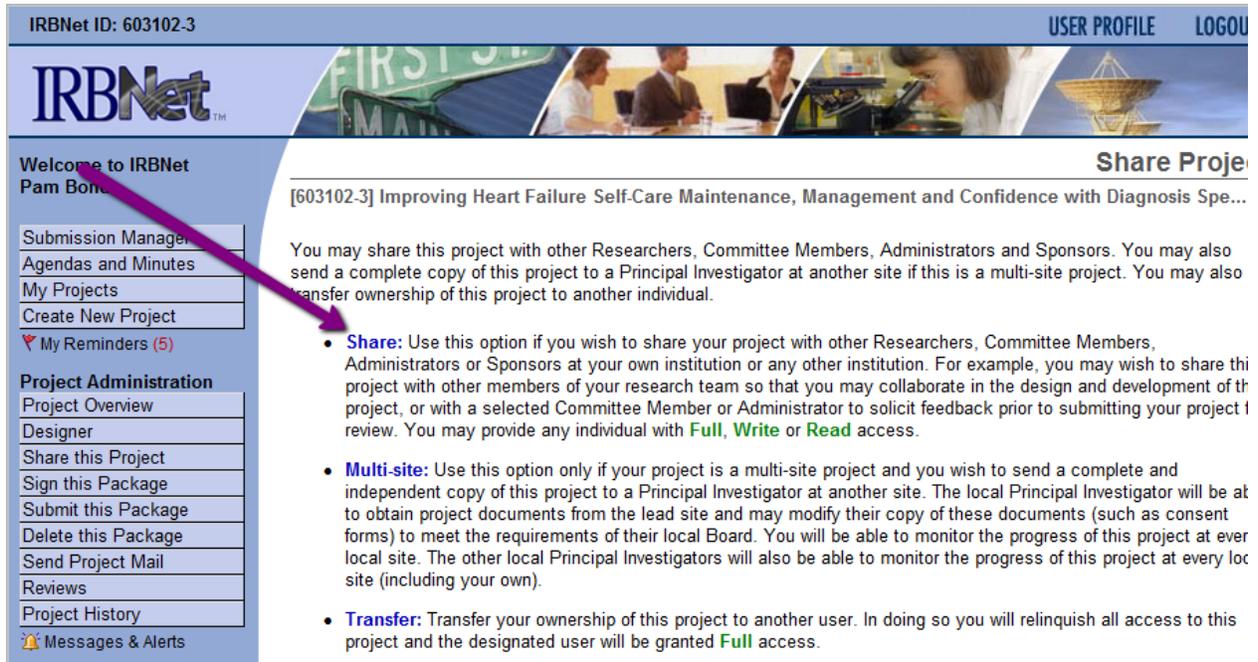
Package 603102-3 is:  Locked

Submitted To	Submissio Date
Covenant Medical Center Institutional	07/18/2014

Covenant Medical Center

How to Share a Package with other Investigator or Team

3. It opens a page that looks like this. Click the blue word “share”



IRBNet ID: 603102-3 USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Pam Bon...

Share Project

[603102-3] Improving Heart Failure Self-Care Maintenance, Management and Confidence with Diagnosis Spe...

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.

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

Covenant Medical Center

How to Share a Package with other Investigator or Team

4. Select Covenant

The screenshot shows the IRBNet web application interface. At the top, the IRBNet ID is 603102-3, and there are links for USER PROFILE and LOGOUT. The main header area includes the IRBNet logo and a banner image. The left sidebar contains navigation links for project management and administration. The main content area is titled 'Share Project' and displays the project title '[603102-3] Improving Heart Failure Self-Care Maintenance, Management and Confidence with Diagnosis Spe...'. Below the title, there are instructions on how to share the project, followed by a search form for organizations. A purple arrow points to the 'Covenant Medical Center, Saginaw, MI' entry in the search results list.

IRBNet ID: 603102-3 USER PROFILE LOGOUT

Share Project

[603102-3] Improving Heart Failure Self-Care Maintenance, Management and Confidence with Diagnosis Spe...

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

1. Select an organization to display a list of 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*

- Covenant Medical Center, Saginaw, MI
- Covidien, Minneapolis, MN
- Cowlitz Indian Tribe Health and Human Services, Longview, WA
- Craig Hospital, Englewood, CO
- Creighton University, Omaha, NE
- Crystal Clinic, Akron, OH
- Crystal Health, New York City, NY
- CSU Chico, Chico, CA

* required fields

Covenant Medical Center

How to Share a Package with other Investigator or Team

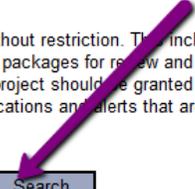
5. Click search and find the name of the individual you would like to add (they need to be registered on IRBNet).

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders (5)
- 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
- Other Tools**
- Track Training
- Forms and Templates
- Library Manager

Specify the access that you wish to grant to each user at **Covenant Medical Center**. You should grant each user only 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 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, 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:



Covenant Medical Center

How to Share a Package with other Investigator or Team

6. Decide the access you would like them to have, then click the appropriate radio button.

IRBNet ID: 603102-3
USER PROFILE LOGOUT

Share Project

Welcome to IRBNet
Pam Bonds

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders (5)

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

Other Tools

- Track Training
- Forms and Templates
- Library Manager

[603102-3] Improving Heart Failure Self-Care Maintenance, Management and Confidence with Diagnosis Spe...

Specify the access that you wish to grant to each user at **Covenant Medical Center**. 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, signing 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:

User	Access Type
Wagner, Andrew	<input type="radio"/> Full <input type="radio"/> Write <input checked="" type="radio"/> Read <input type="radio"/> No Access
Wagner, Andrew	<input type="radio"/> Full <input type="radio"/> Write <input checked="" type="radio"/> Read <input type="radio"/> No Access

2 Users found, displaying all Users.

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