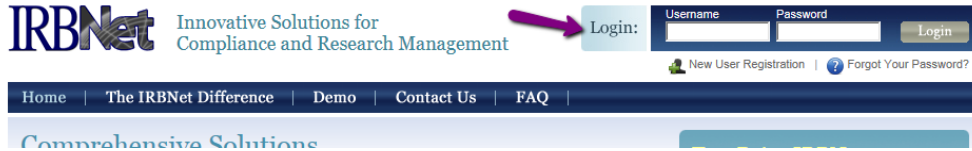


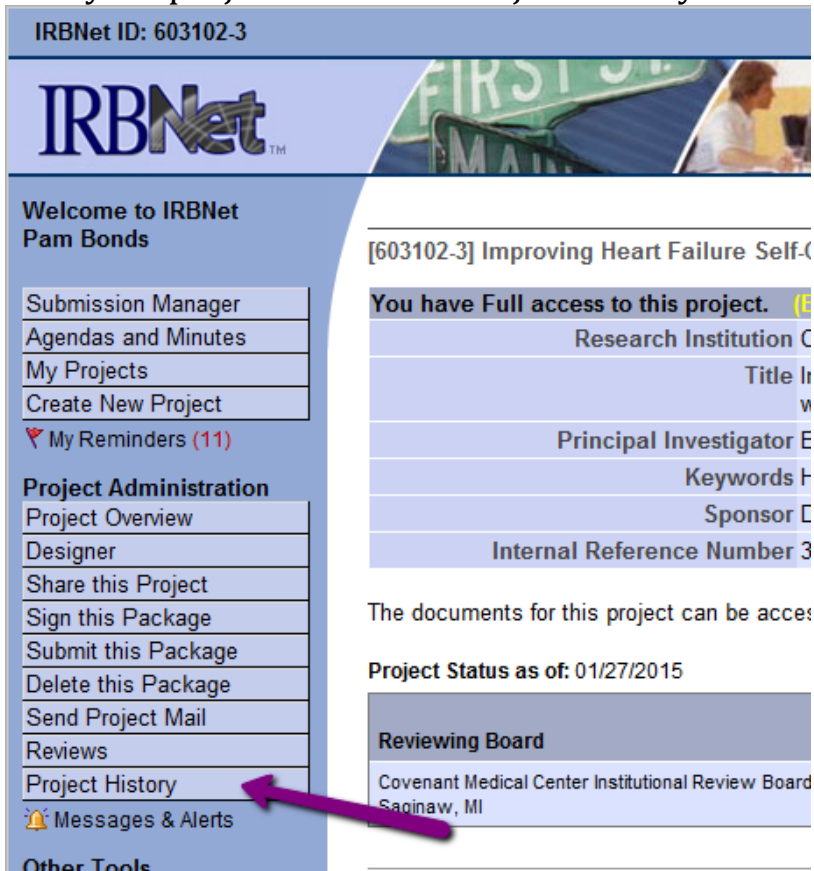
Covenant Medical Center

How to Sign and Submit a Document

1. sign in to IRBNet



2. Find your project. Go to the Project History tab and click



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3. Once you find your project click on the blue text-it should say "work in progress-not submitted" click on blue text- this will open the submission you just uploaded

The screenshot shows a web application interface with a sidebar on the left and a main content area. The sidebar contains a list of navigation items, including 'Submission Manager', 'Agendas and Minutes', 'My Projects', 'Create New Project', 'My Reminders (11)', 'Project Administration', 'Project Overview', 'Assigner', 'Share this Project', 'Sign this Package', 'Submit this Package', 'Delete this Package', and 'Send Project Mail'. The main content area displays a table with the following data:

#	Submission Type	Submission Date	Review Type	Board Action	Effective Date
2	Work in progress (Not submitted)				
1	New Project	11/18/2014	Exempt Review	Exempt	12/03/2014

The table is titled 'Project Status View' and includes pagination controls showing '1 - 2 of 2' items. A purple arrow points to the blue text link 'Work in progress (Not submitted)' in the second row of the table.

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4. Click the "sign this package" tab on the left. It will prompt you for your electronic signature and ask who you are (drop down tab).

- Submission Manager
- Agendas and Minutes
- My Projects
- Create New Project
- My Reminders (11)
- 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 (1)
- Other Tools**
- Track Training
- Forms and Templates
- Library Manager

Step 1:

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

Select a Library:

Select a Document:

Step 2:

Assemble your document package. In addition to adding project documents to your package, IRBNet als 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.

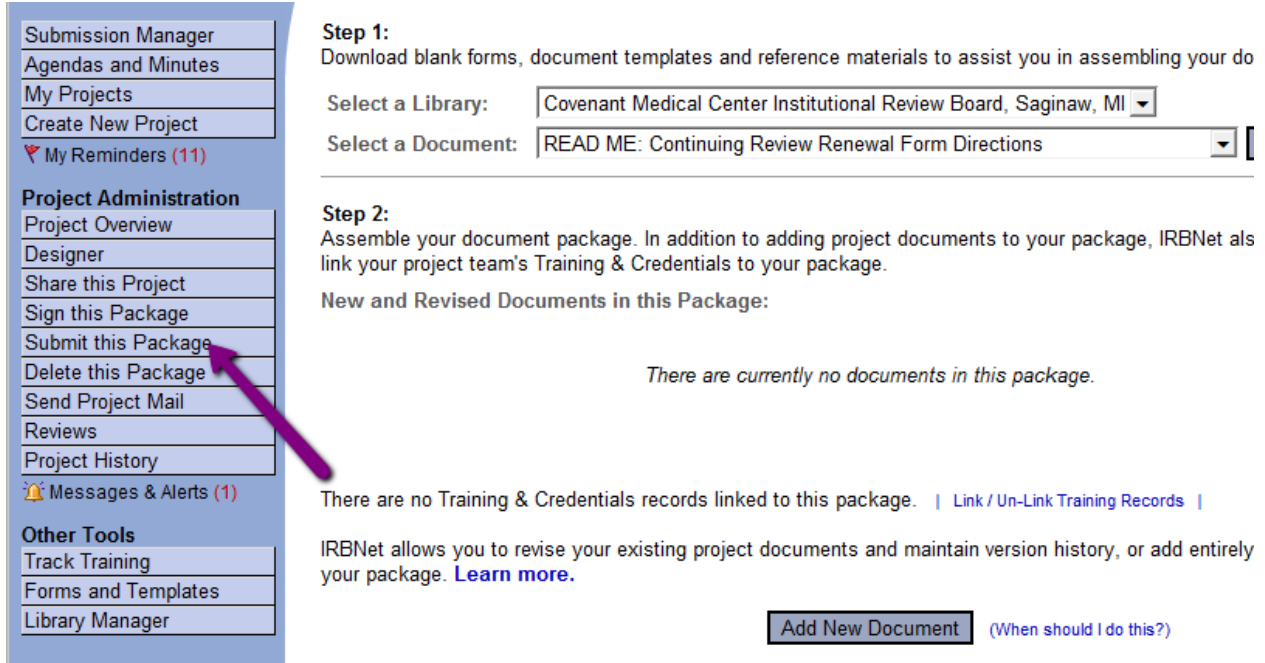
There are no Training & Credentials records linked to this package. | [Link / Un-Link Training Records](#) |

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

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

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5. Finally, click “submit this package” tab on the left. It may ask you to confirm which facility you are submitting to. If it does, obviously choose Covenant



The screenshot shows the IRBNet interface. On the left is a navigation menu with the following items: Submission Manager, Agendas and Minutes, My Projects, Create New Project, My Reminders (11), Project Administration (with sub-items: Project Overview, Designer, Share this Project, Sign this Package, Submit this Package, Delete this Package, Send Project Mail, Reviews, Project History), Messages & Alerts (1), and Other Tools (with sub-items: Track Training, Forms and Templates, Library Manager). A purple arrow points to the 'Submit this Package' option in the Project Administration section.

Step 1:
Download blank forms, document templates and reference materials to assist you in assembling your do

Select a Library:

Select a Document:

Step 2:
Assemble your document package. In addition to adding project documents to your package, IRBNet als 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 your package. [Learn more.](#)

(When should I do this?)



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6. If done correctly, you will get a message that says your package was submitted successfully. It will automatically generate an email to me and show up in my job queue.

Please note that the following has been submitted for review on IRBNet:

Project Title:

Principal Investigator: csz

Submission Type: Response/Follow-Up

Submitted To: Covenant Medical Center Institutional Review Board

Submitted By:

Date Submitted: January 26, 2015

Message from:

Thank you,
The IRBNet Support Team

www.irbnet.org

If you continue to have difficulty with the process, please email pbonds@chs-mi.com.