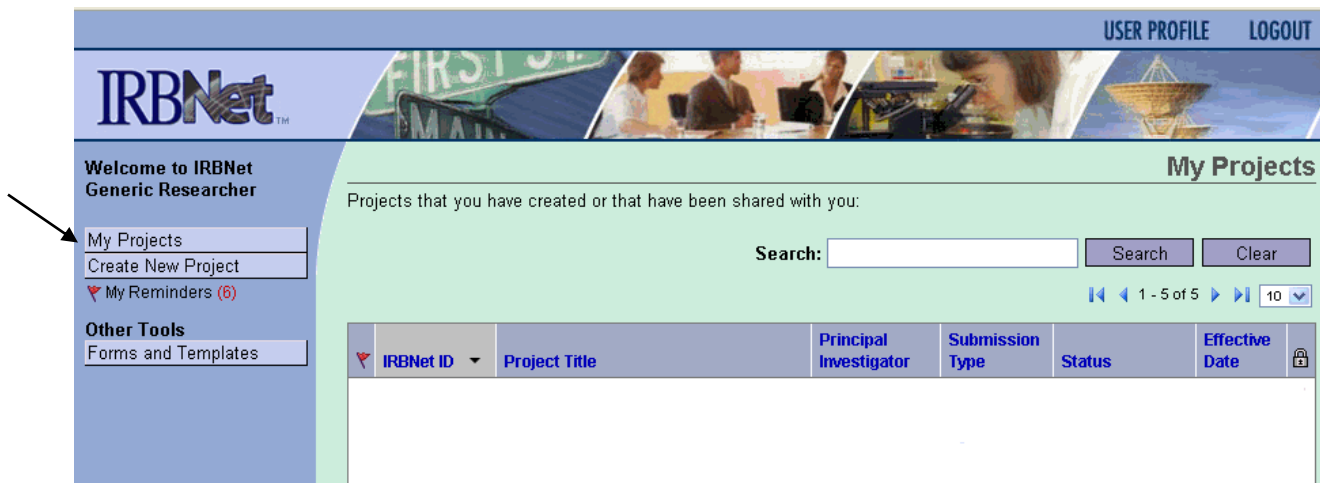


Covenant Medical Center
How to Submit a New Protocol

First-time users: please register as a new user at www.irbnet.org. Record your user ID and password for future use.

Login at www.irbnet.org to arrive at the My Projects screen, pictured below. Click on "**Create New Project.**"



USER PROFILE LOGOUT

IRBNetTM

Welcome to IRBNet
Generic Researcher

My Projects

Projects that you have created or that have been shared with you:

Search: Search Clear

1 - 5 of 5 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Status	Effective Date
-----------	---------------	------------------------	-----------------	--------	----------------

My Projects
Create New Project
My Reminders (6)
Other Tools
Forms and Templates

Covenant Medical Center How to Submit a New Protocol

Fill in the “*required fields” boxes pictured below. Optional fields may be left blank. Click Continue

IRBNet™

Welcome to IRBNet
Angela Researcher

My Projects
Create New Project
My Reminders (8)

Other Tools
Forms and Templates

USER PROFILE LOGOUT

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:

Title: *

Local Principal Investigator:

First Name: *

Last Name: * Degree(s):

Keywords:

Sponsor:

Internal Reference Number:

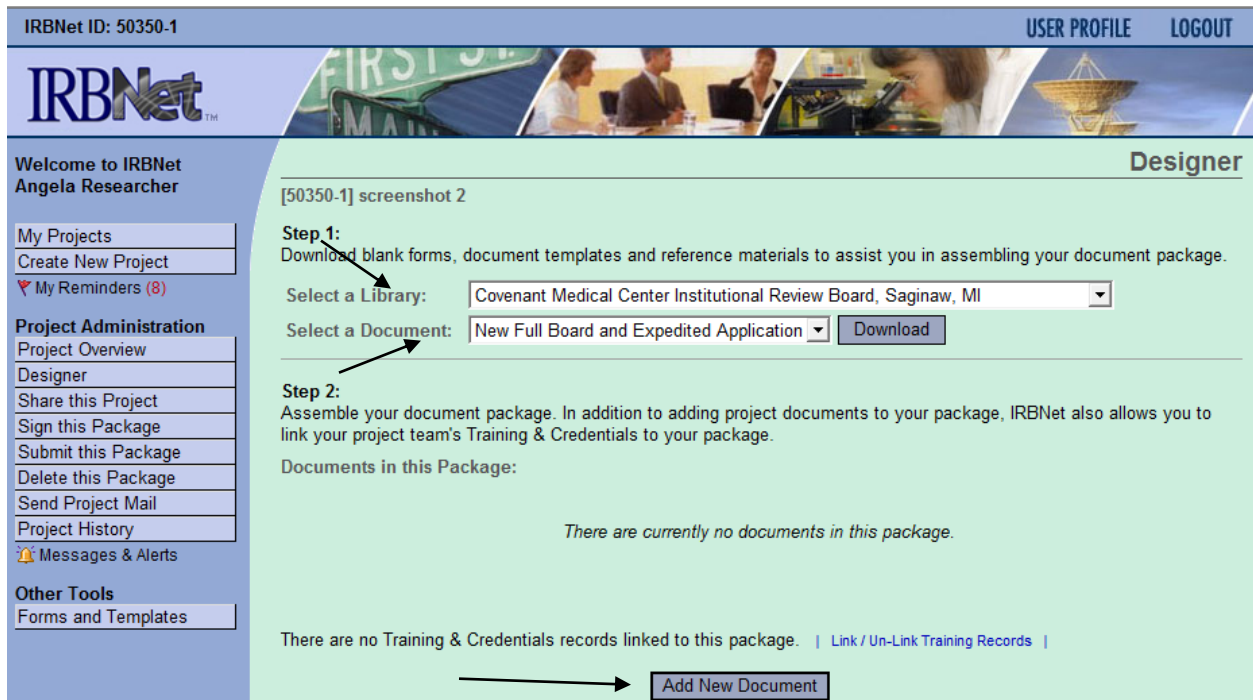
You may specify an internal account number, billing identifier or reference number for this project.

* required fields

Covenant Medical Center How to Submit a New Protocol

Required forms and checklists are available by choosing “**Select a Library**” and “**Select a Document**” under Step 1 of the Designer page, pictured below.

- Complete all required forms off-line.
- Assemble your application by uploading completed documents and training certificates. To upload documents, click “**Add New Document**”

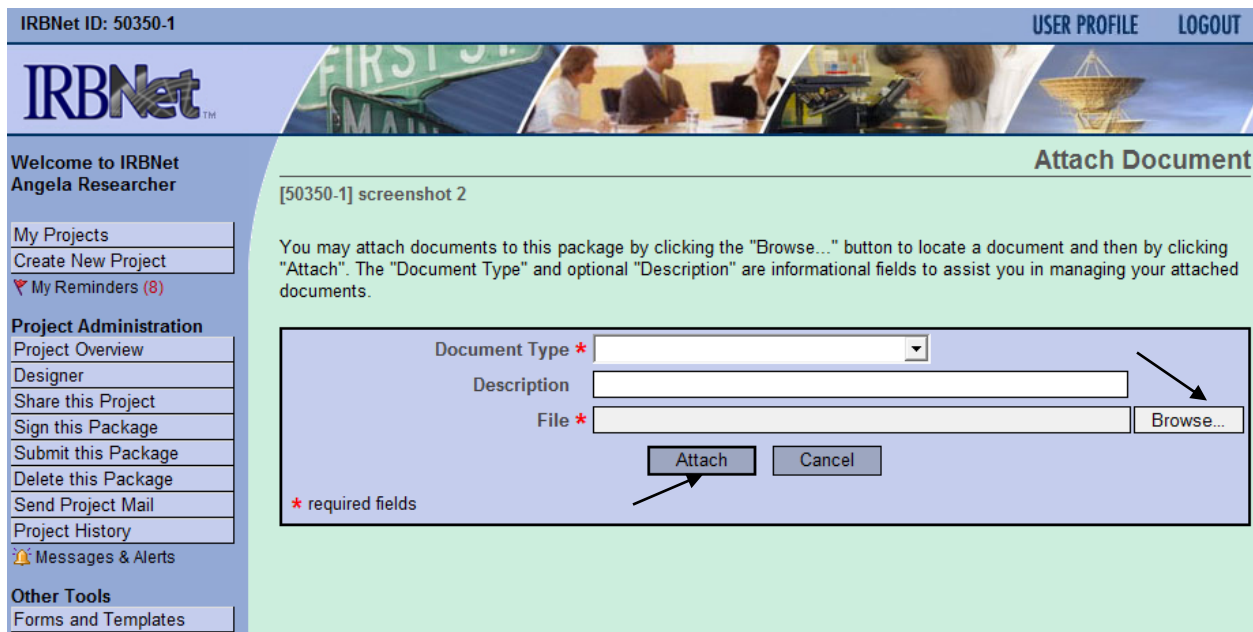


The screenshot shows the IRBNet Designer interface. At the top, it displays 'IRBNet ID: 50350-1' and 'USER PROFILE LOGOUT'. The main content area is titled 'Designer' and shows a 'Step 1' section with the instruction: 'Download blank forms, document templates and reference materials to assist you in assembling your document package.' Below this, there are two dropdown menus: 'Select a Library:' with the value 'Covenant Medical Center Institutional Review Board, Saginaw, MI' and 'Select a Document:' with the value 'New Full Board and Expedited Application'. A 'Download' button is next to the second dropdown. Below the 'Step 1' section is a 'Step 2' section with the instruction: '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.' Underneath, it says 'Documents in this Package:' followed by the text 'There are currently no documents in this package.' At the bottom of the page, there is a section for 'Training & Credentials' with the text 'There are no Training & Credentials records linked to this package.' and a 'Link / Un-Link Training Records' link. A prominent 'Add New Document' button is located at the bottom center of the interface.

Each time you click on “**Add New Document**” you will see a screen like the one below. Choose the type of document you are uploading from the drop down box, provide a

Covenant Medical Center
How to Submit a New Protocol

description if desired, then click on “**Browse**” to find your document and open it. Click “**Attach**.”



IRBNet ID: 50350-1 USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet
 Angela Researcher **Attach Document**

[50350-1] screenshot 2

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 *

Description

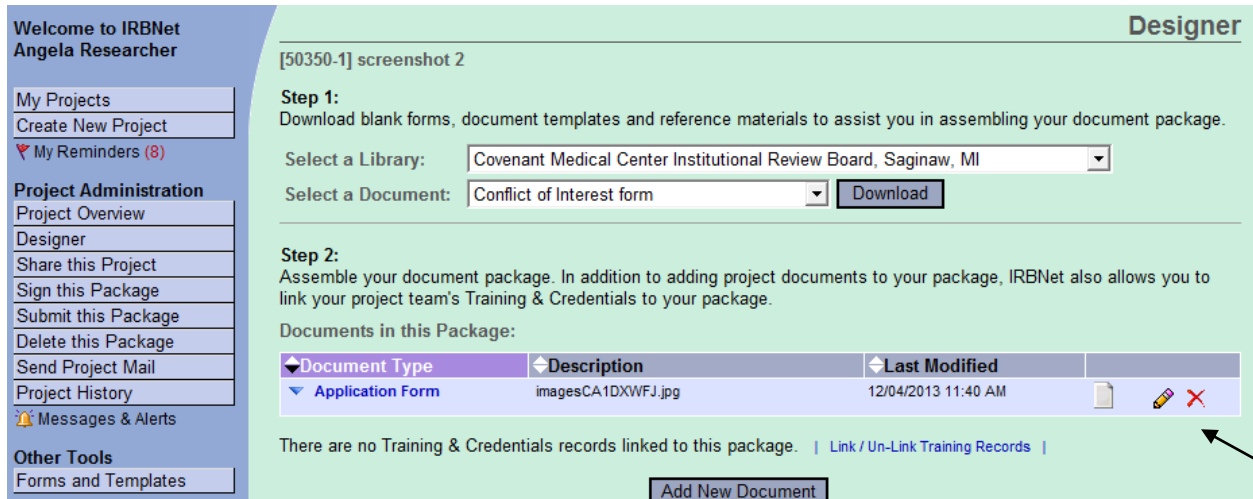
File *

* required fields

- You do NOT have to upload all documents during the same session. As you add documents, the screen displays all of the documents that have been uploaded.

Click on the paper icon, pencil icon, or red "X" to view, modify or delete an uploaded document

Covenant Medical Center How to Submit a New Protocol



The screenshot shows the IRBNet Designer interface. On the left is a navigation menu with sections: 'Welcome to IRBNet Angela Researcher', 'My Projects' (with 'Create New Project'), 'My Reminders (8)', 'Project Administration' (with options like 'Project Overview', 'Designer', 'Share this Project', etc.), and 'Other Tools' (with 'Forms and Templates'). The main area is titled 'Designer' and shows a document selection process. It includes a 'Step 1' section for selecting a library and document, and a 'Step 2' section for assembling the package. A table lists documents in the package, with one entry: 'Application Form' (imageCA1DXWFJ.jpg) last modified on 12/04/2013 11:40 AM. Below the table, it states 'There are no Training & Credentials records linked to this package.' and provides a link to 'Link / Un-Link Training Records'. An 'Add New Document' button is at the bottom.

All investigators and faculty advisors involved in the project, should review submission materials prior to them being uploaded to IRBNet. It is strongly recommended that all investigators and faculty advisors also register for an IRBNet User account. Access to the submission can be “shared” with other team members.

- First, make sure they are registered in IRBNet.
- Then click on “Share this Project,” then click the word “Share.”
- Search for Covenant Medical Center, find the name of the person with whom you wish to share the package and grant them the appropriate permission access. Click “Save.”

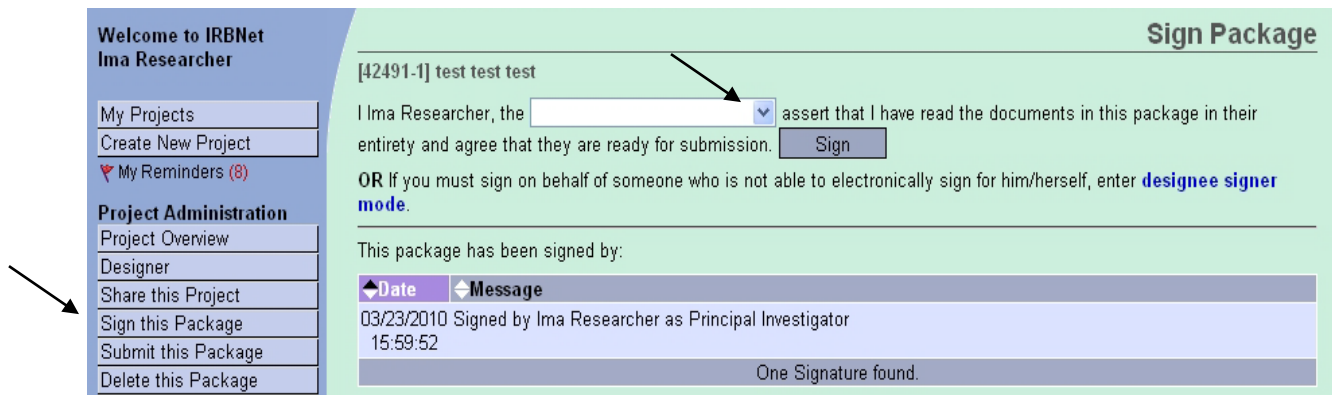
Once the project is shared, team members can communicate with each other via email sent directly from IRBNet to fellow team members’ email accounts.

Covenant Medical Center

How to Submit a New Protocol

After all documents are uploaded and before submission, packages must be signed by the PI and Faculty Advisor (if applicable)

- Click “**Sign This Package**” on the left side of the screen.
- On the Sign Package page (pictured below), choose an appropriate title from the drop down box
- click “**Sign.**”



Welcome to IRBNet
Ima Researcher

My Projects
Create New Project
My Reminders (8)

Project Administration
Project Overview
Designer
Share this Project
Sign this Package
Submit this Package
Delete this Package

Sign Package

[42491-1] test test test

I Ima Researcher, the assert that I have read the documents in this package in their entirety and agree that they are ready for submission.

OR If you must sign on behalf of someone who is not able to electronically sign for him/herself, enter **designee signer mode**.

This package has been signed by:

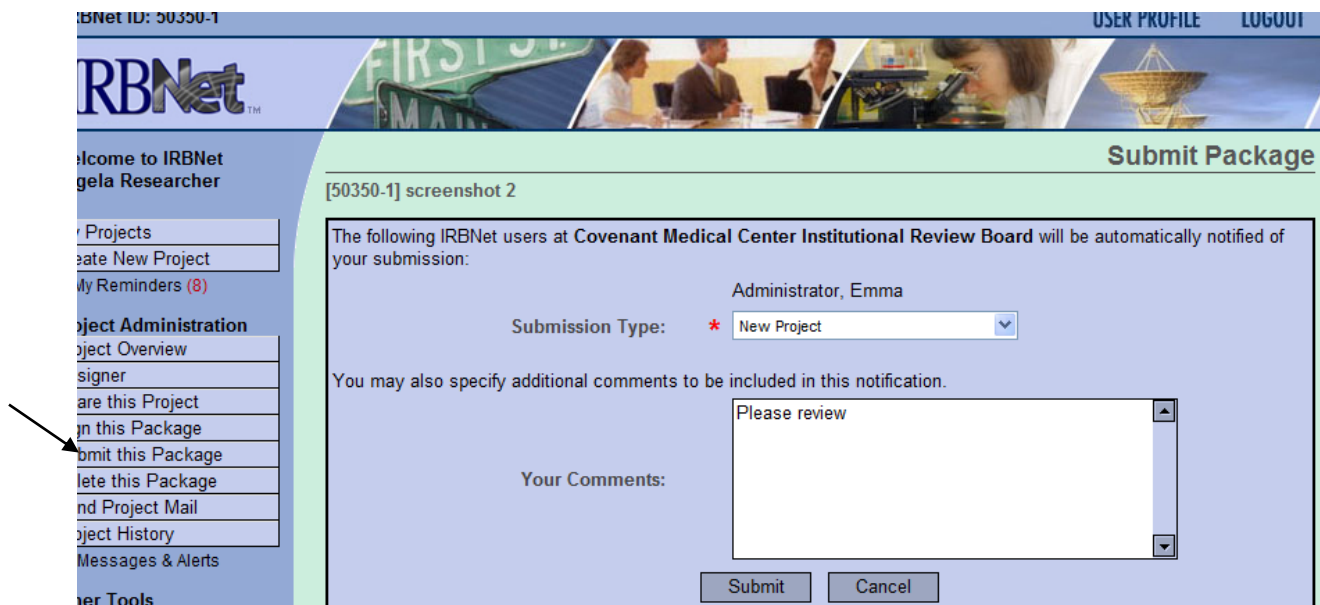
Date	Message
03/23/2010	Signed by Ima Researcher as Principal Investigator
15:59:52	

One Signature found.

Covenant Medical Center How to Submit a New Protocol

After all team members have signed the package (if applicable), click “**Submit this Package**” on the left side of the screen.

- Keep the “only show my default boards” box checked to limit your choices.
- Choose to submit your project to the “Covenant Medical Center Institutional Review Board.”
- Select the submission type from the drop down box. Comments are optional.
- Click “Submit.”



IRBNet ID: 50350-1

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Gela Researcher

Submit Package

[50350-1] screenshot 2

The following IRBNet users at **Covenant Medical Center Institutional Review Board** will be automatically notified of your submission:

Administrator, Emma

Submission Type: * New Project

You may also specify additional comments to be included in this notification.

Your Comments:
Please review

Submit Cancel

Upon submission, Covenant Medical Center IRB Administrator will receive an automated email which alerts the IRB office to your submission. You will be notified if you need to provide additional information.

If you have questions about this process contact the IRB Administrator at IRB@chs-mi.com