

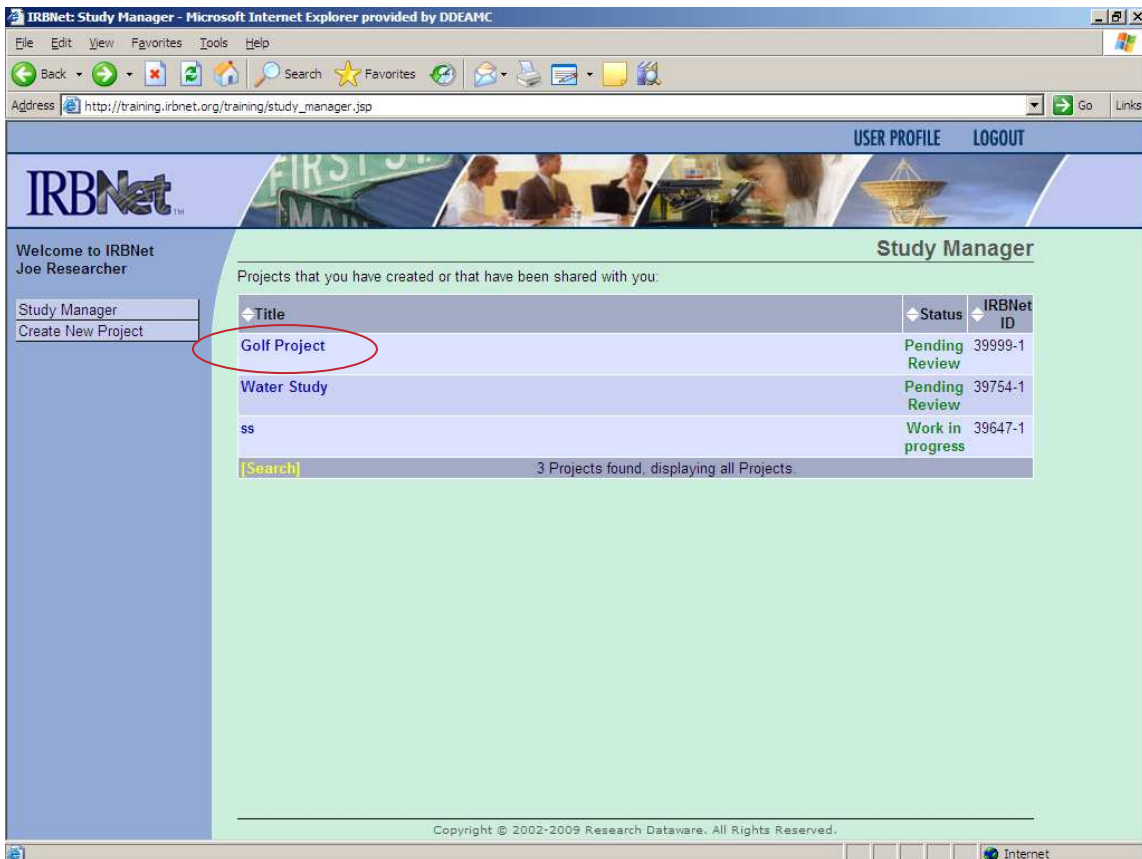
Signing Protocols or Publication Clearance Packages

All Research Protocol and Publication Clearance document submissions, to the DDEAMC Department of Clinical Investigation (DCI), must be submitted using the web based automated processing system called "IRBNet". New users (with the exception of those who have been "pre-registered" by the DCI) will need to register in IRBNet in order to create and submit packages and to be available for "sharing" and "signing" of packages submitted by others for review or approval. Registration and sign on can be accomplished by going to the Defense Medical Research Network (DMRN) web page and clicking on "IRBNet Entry". Access to IRBNet is through AKO/DKO with CAC card or user/password entry. Using the following link will automatically direct you to AKO/DKO and upon sign in to the DMRN web page:

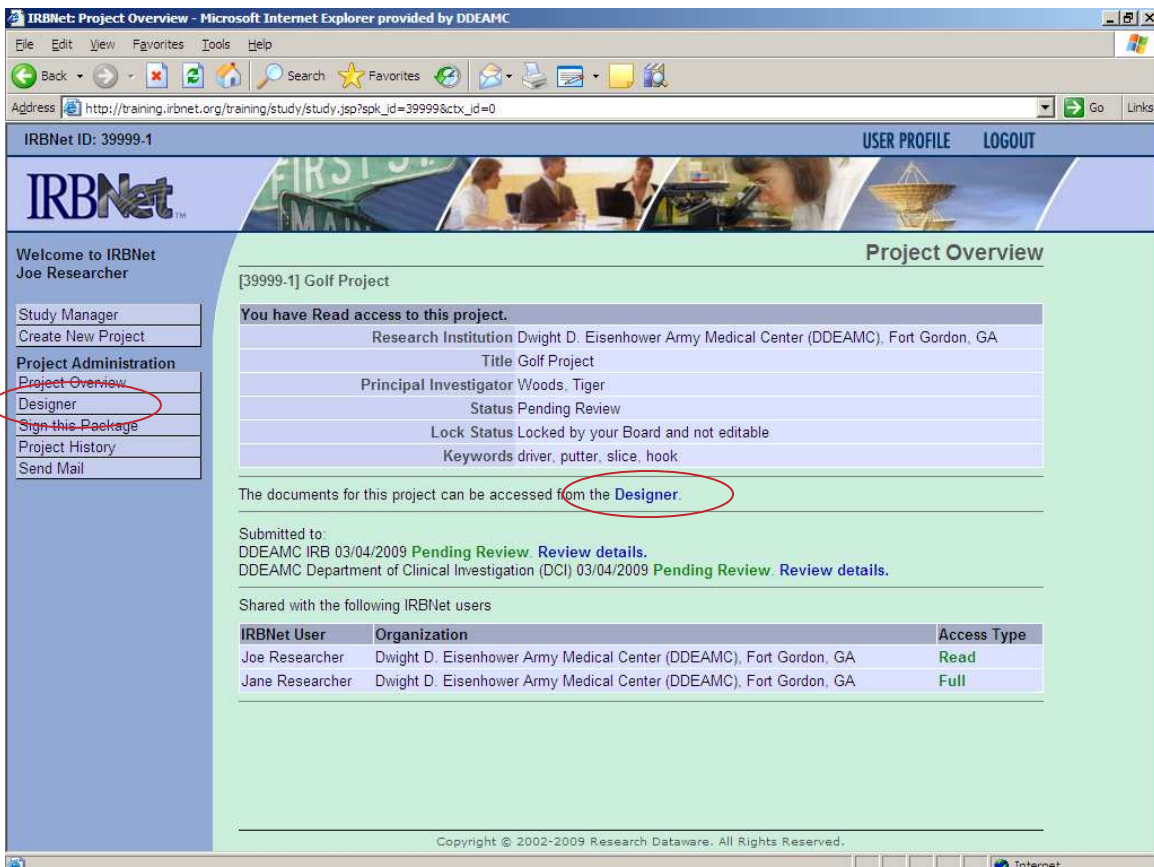
<https://www.us.army.mil/suite/page/596540>

The screenshot shows the Defense Knowledge Online (DKO) website interface. The browser title is "Army Knowledge Online - Microsoft Internet Explorer provided by DDEAMC". The address bar shows "https://www.us.army.mil/suite/portal/index.jsp". The page header includes the DKO logo and navigation links like "Home", "Site Map", "My Account", "Favorites", "Quick Links", and "Self Service". A search bar is located in the top right. The main content area features a "Welcome to Defense Medical Research Network (DMRN!)" message and a yellow banner with the text: "**Prior to your use of IRBNet, please take the short customer satisfaction survey top center of this page. Thank you!**". Below this, there are several sections: "IRBNet Entry" (highlighted with a red circle), "DMRN Survey Links" (including Researcher and Committee Member Pre-DMRN/IRBNet Customer Satisfaction Surveys), "IRBNet Web-based Sessions for Researchers & Committee Members" (with DCO information), "IRBNet Training Slides for Researchers & Committee Members" (listing Initial Study Submission Training, Subsequent Study Submission Training, and Committee Member Training), "Other Required Researcher Training" (CITI Research Course), and "Links to Member Site Institutions & Support" (listing DDEAMC-DCI, NNMIC-RCRS, and DDEAMC-DCI (Walter Reed AMC) Homepages). The right sidebar contains "IRBNet Web-based Sessions for Staff/Coordinators" and "IRBNet Training Slides for Staff/Coordinators".

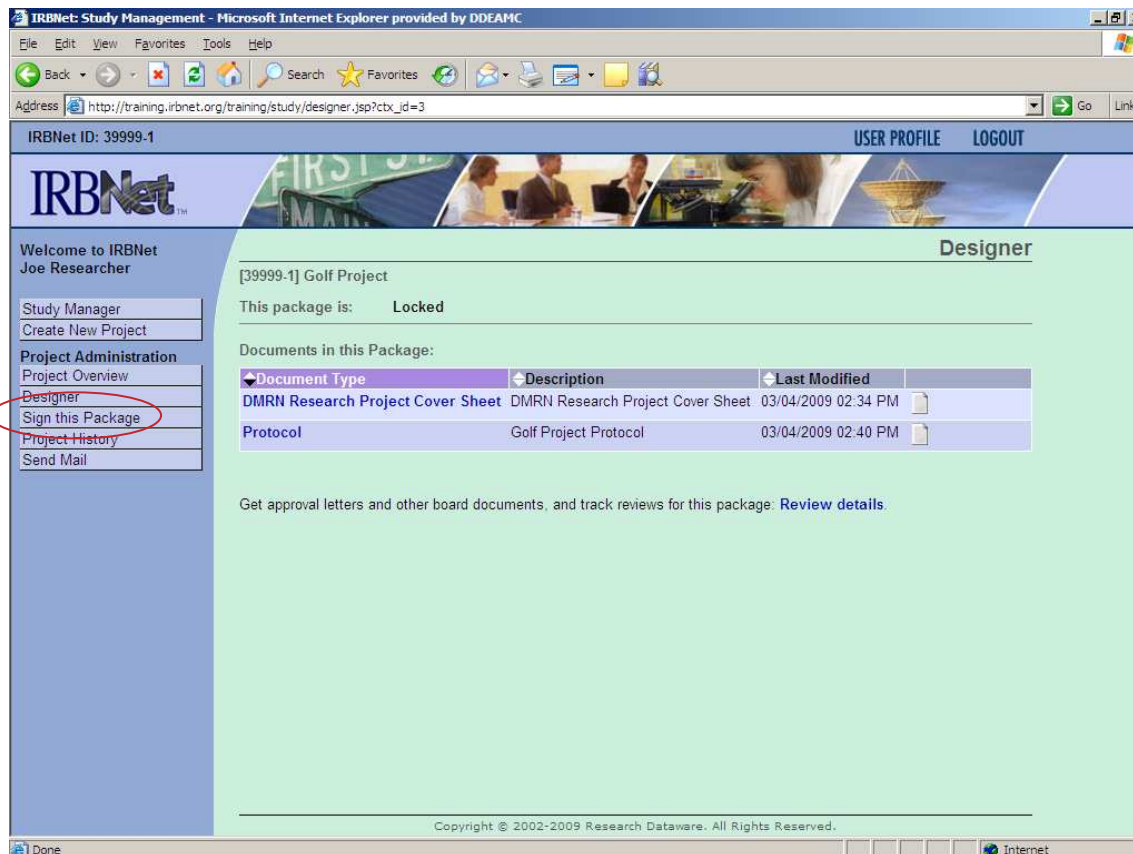
1. Shared projects will appear on the first page after signing into IRBNet (“Study Manger” page) for all individuals in which the project was shared.



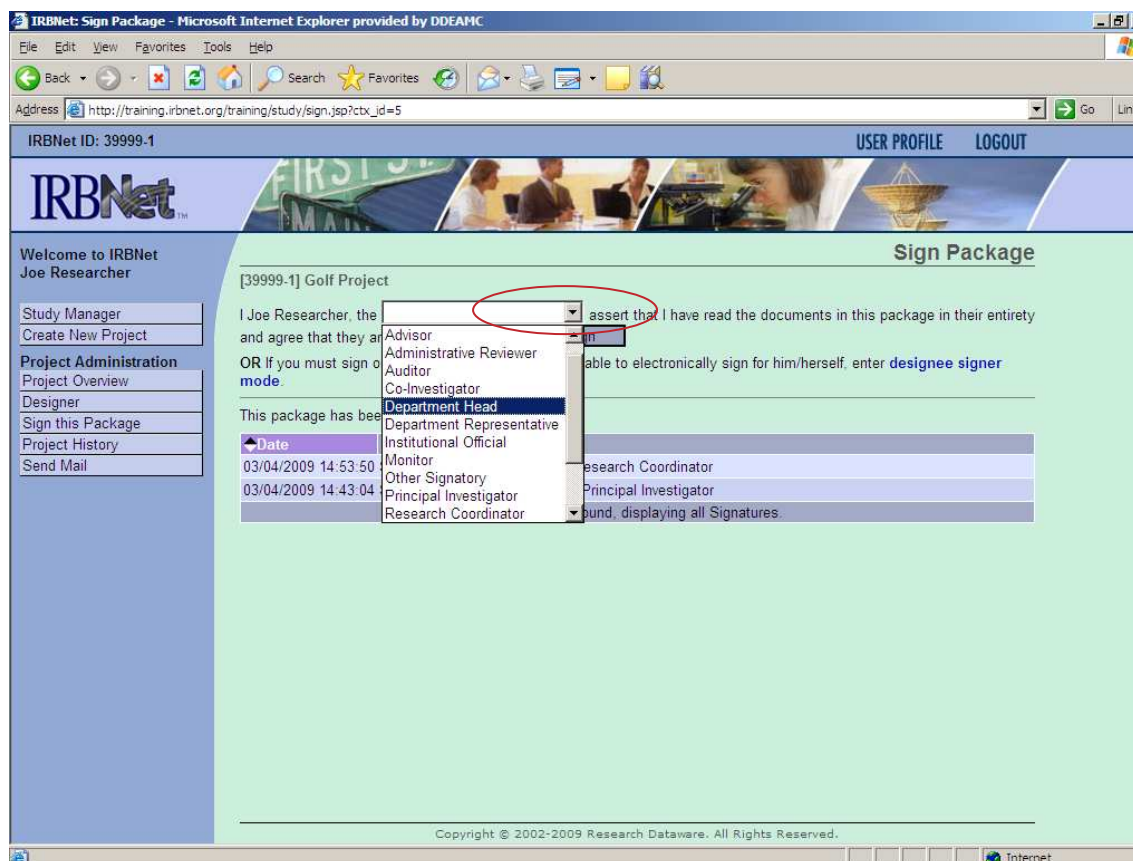
2. Supervisors will open the project by clicking on it under “Title”. The project can then be reviewed by clicking on “Designer”.



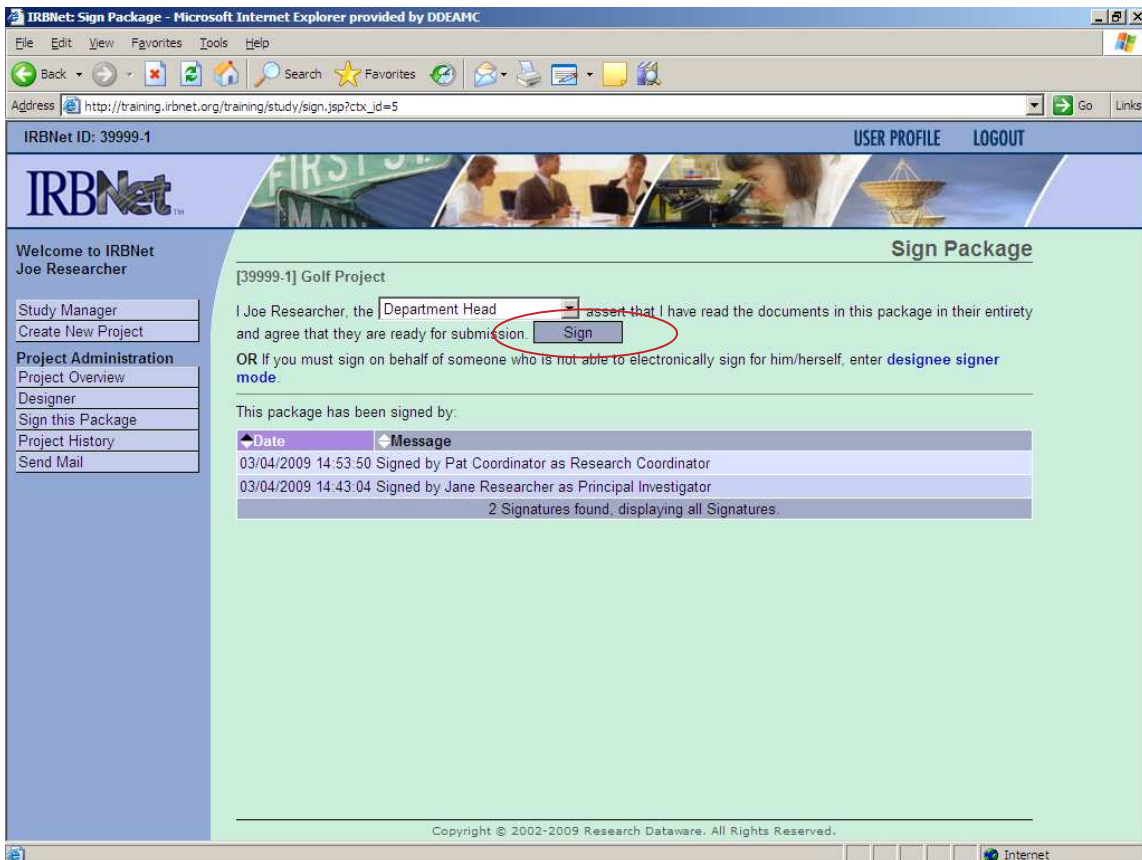
3. Click on specific documents to open for review. After review, anyone needing to sign the package will click on "Sign this Package" at the left margin of the page. An email will automatically go to the investigator indicating action taken.



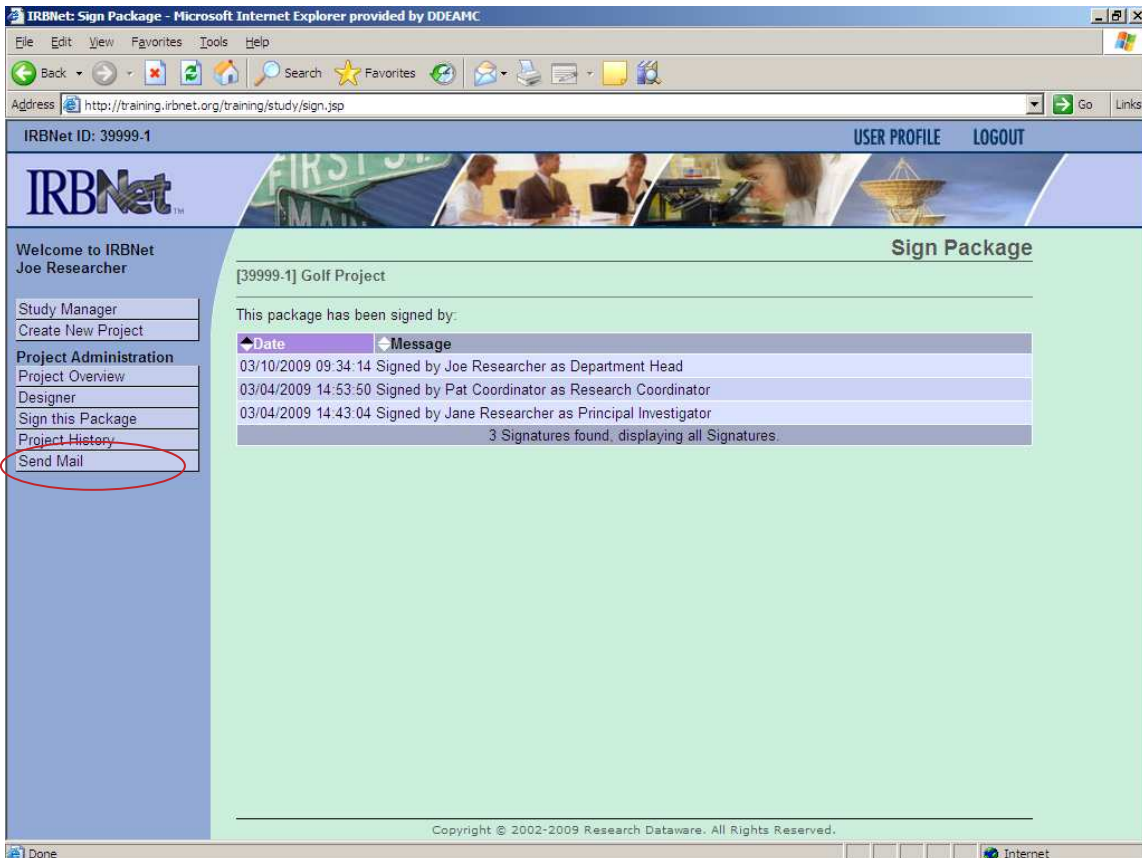
4. Click on the drop down box to pick the appropriate title of the individual signing the project.



5. Click on "Sign" box.



6. After signing, all individuals having signed the project will now appear on the screen.



7. Although an action taken email is automatically sent to the investigator, If comments are needed or desired, an additional email can be sent to a select individual or individuals that created the project or which the project was shared by clicking on "Send Mail" in the left margin and checking/unchecking a box under "Send Mail". Type comments and click send.

IRBNet: Send Mail - Microsoft Internet Explorer provided by DDEAMC

Address: http://training.irbnet.org/training/study/sendmail.jsp?ctx_id=5

IRBNet ID: 39999-1 USER PROFILE LOGOUT

Welcome to IRBNet
Joe Researcher

Study Manager
Create New Project

Project Administration
Project Overview
Designer
Sign this Package
Project History
Send Mail

Send Mail

[39999-1] Golf Project

Please select the users that will receive your message.

User	Organization	Send Mail
Jane Researcher	Dwight D. Eisenhower Army Medical Center (DDEAMC)	<input checked="" type="checkbox"/>
Joe Researcher	Dwight D. Eisenhower Army Medical Center (DDEAMC)	<input type="checkbox"/>

Subject * IRBNet message from Joe Researcher

Message * I have reviewed and signed off on your protocol.
Regards,
Joe Researcher

Send Preview Cancel

* required fields

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8. Done.